

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2001

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

**PHA Plan
Agency Identification**

PHA Name: HOUSING AUTHORITY OF ASHLAND

PHA Number: KY074

PHA Fiscal Year Beginning: (mm/yyyy) 07/01/01

Public Access to Information

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

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

Display Locations for PHA Plans and Supporting Documents

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

- 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) The Housing Authority of Ashland (HAA) will provide, in a non-discriminatory manner decent, safe, and affordable housing to families and individuals who meet its program eligibility requirements. HAA will provide the best quality housing and living environment possible within its available financial resources.

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: Reduce overall vacancies by 5% or less by 2005.
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score) 90% or better by 6/30/2005
 - Improve voucher management: (SEMAP score)

- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units: Using FFY99 & 2000 Funds
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements: Install surveillance cameras
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

- 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)

Other PHA Goals and Objectives: (list below)

- 1. Concentrate on serving our current residents needs by improving management and maintenance customer service skills.**
- 2. Conduct a more in depth Screening process on applicants and improve on the PHA's Orientation process.**
- 3. Make repairs to the units that are occupied by persons with a disability (if feasible).**
- 4. Develop educational and recreational programs for the elderly, persons with disabilities, and our low- income families.**
- 5. Develop a drug awareness program for the adults and youth.**
- 6. Decrease the PHA vacancy rate by conducting an outreach program through the media, newspaper, etc. to attract more applicants.**
- 7. To become a High Performer Public Housing Agency.**
- 8. Add minor and some major amenities to the apartments, buildings, grounds, etc. to enhance the appearance of our facilities in order to attract more applicants.**
- 9. Plan more activities for the youth.**
- 10. Develop a PHA Web Site to reach more applicants.**

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.

The Housing Authority of Ashland (HAA) goals and objective may change some over the course of time, it isn't likely that the mission of the HAA will change. In furtherance of our five-year goals and objectives, we approach the second year (i.e., the Fiscal year that begins July 1, 2001) as an opportunity to revise the Admission and Continued Occupancy Policy and Dwelling Lease to include the Community Service Self Sufficiency Program, Pet Ownership for residents living in the family sites and plan our Capital (Improvements) Fund Program expenditures/goals.

In modifying our ACOP and Dwelling Lease we adopted a Pet Policy, which will service the elderly, disabled, handicapped, and near elderly families. Also the Pet Policy was revised to allow residents at our family site to have pet ownership. The HAA Board of Commissioners to promote family self-sufficiency among the families who do not qualify for an exemption also adopted the Community Service Policy. The HAA has elected to remove the local selection preference that gives weight to those applicants who have an adult family member enrolled in a employment training program at least 20 hours per week or attending school full-time (with elderly and those who are receiving income based on their inability to work receiving equal consideration). We have reviewed the Fair Market Rents for the Section 8 program in Ashland and found the HAA established flat rents are considerably lower and planned to adopt new flat rents.

The remaining funds from the Hope VI Demolition Program the HAA plans to use it for site restoration on KY-74-2. The HAA anticipates it will receive annually \$565,876.00 from Capital (Improvements) Program Funding. The PHA over the course of the next five years plans on using the funds for (1) Repair the plumbing system in both Scope Towers buildings I and II. (2) Install a sprinkler system in both high rise buildings, Scope I and II. (3) Install central heat and air in the family units at DeBord Terrace KY074002 and KY074004. (4) Purchase a tractor with attachments for the DeBord Terrace Complex. (5) Replacement a boiler in Scope Towers I. (6) Renovate approximately 30 efficiency apartments in Scope Towers I and II. (7) Repair the concrete at the Towers and DeBord Terrace Complex. (8) Develop more parking spaces at DeBord Terrace Complex. (9) Air-condition the hallways at the high-rise buildings Scope I and II. (10) Finish the parking lot at Scope Towers. (11) The HAA

also plans on upgrading the computer system in the future. (12) Allow money for erosion control at the DeBord Terrace Complex. The HAA has already installed security cameras on the ground floors of Scope Towers buildings I and II that cover all the entrances to the buildings. The Housing Authority of Ashland has installed carpet in several of the units at Scope Towers to make them more marketable. We have done major renovation of 19 units at DeBord Terrace ranging from two bedroom apartments to four bedroom apartments, which will be completed by May 1, 2001. We plan to renovate approximate 35 more units at DeBord Terrace. We plan on building a basketball court and constructing a playground for the children at DeBord Terrace, adding additional parking for visitors and planting shrubs and trees. Should this become a reality, this site could soon become one that is desirable by low-income families, due to the reduced density and property improvements, rather than one of virtually no demands currently. Moreover, the HAA will continue to use future year Capital Program Funds to convert and/or renovate units where appropriate and make site and security improvements at both its property sites. This should improve the living environment for current and future residents. It is our goal to make HAA's properties ones of choice (demand) and opportunity rather than ones of last choice.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2001 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)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2001 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - Community Service Requirements
 - Pet Policy Requirements
 - Statement of Progress in Meeting 5-Year Goals and Objectives
 - Membership of the RAB
 - Resident Member on the Board of Commissioners
 - Progress & Evaluation Reports

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair	Annual Plan: Housing Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	
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
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	
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
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by

completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ability	Size	Locatio n
Income <= 30% of AMI	895	5	4	4	2	2	2
Income >30% but <=50% of AMI	556	4	3	3	2	2	2
Income >50% but <80% of AMI	285	3	2	2	2	1	2
Elderly	504	4	2	4	2	1	2
Families with Disabilities	UNKN OWN						
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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: 1997
- U.S. Census data: the Comprehensive Housing Affordability Strategy
("CHAS") datasheet
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

State the housing needs of the families on the pH's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** Phase 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 <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	40	85	50
Extremely low income <=30% AMI	34	85	
Very low income (>30% but <=50% AMI)	6	15	
Low income (>50% but <80% AMI)	0	0	
Families with children	20	50	
Elderly families	6	15	
Families with Disabilities	14	35	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR & Efficiencies	21	53	20
2 BR	8	20	24
3 BR	10	25	4

Housing Needs of Families on the Waiting List			
4 BR	1	2	2
5 BR	0	0	0
5+ BR	0	0	0
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 type="checkbox"/> No <input type="checkbox"/> Yes			

1. **Strategy for Addressing Needs**

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

1. **Strategies**

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available

Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

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)

1. **Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing

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

2. Statement of Financial Resources

[24 CFR Part 903.79 (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 2001 grants)		
a) Public Housing Operating Fund	325,723	x
b) Public Housing Capital Fund	565,876	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and self-sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
j) REPLACEMENT HOUSING	36,635	
2. Prior Year Federal Grants (unobligated funds only) (list below) REPLACEMENT HOUSING (FFY2000)	35,906	
HOPE IV (FFY99)	50,102	
COMP GRANT (FFY 99)	368,808	
CAPITAL FUNDS (FFY 2000)	494,599	
3. Public Housing Dwelling Rental Income		
Dwelling Rental Income	521,460	
Excess Utilities	7,200	
4. Other income (list below)		
Investment Income	16,000	
Other Income	9,000	
5. Non-federal sources (list below)		
Total resources	2,431,309	

Table Library

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
 - When families are within a certain time of being offered a unit: (state time)
 - Other: (describe) Due to the vacancy situation, application verification begins almost immediately after receipt of a fully completed application.
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
 - Rental history
 - Housekeeping
 - Other (describe)
- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2) Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
 - Sub-jurisdictional lists
 - Site-based waiting lists
 - Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
 - PHA development site management office
 - Other (list below)

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

Other (list)

(6) Deconcentration and Income Mixing

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

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

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

Adoption of site based waiting lists
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

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

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

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

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

B. Section 8

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

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

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
 Criminal and drug-related activity, more extensively than required by law or regulation
 More general screening than criminal and drug-related activity (list factors below)
 Other (list below)

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

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

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

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

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

(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:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

Other preference(s) (list below)

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

Date and time of application

Drawing (lottery) or other random choice technique

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

This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

The PHA applies preferences within income tiers

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

(5) Special Purpose Section 8 Assistance Programs

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

The Section 8 Administrative Plan

Briefing sessions and written materials

Other (list below)

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

Through published notices

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:

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) The PHA adopted the same definition of Ceiling Rents as it did for Flat Rents; so the same determination that apply to Flat Rents apply here.

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)

- 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) Section 8 Program FMRs. Same definition of Flat and Ceiling Rents was adopted by the HAA, so the determination for one is the same

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

(2) Minimum Rent

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

- \$0
- \$1-\$25

\$26-\$50

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows: The HAA staffing is made up of two divisions; each headed by a supervisor, who reports to the Executive Director. Currently there are fifteen full-time employees, including two whose wages are paid through force account work on the Capital Funds Programs. The organization structure is: An Executive Director, who directly supervises the Deputy Executive Director or (who is the head of the Administrative Division) and two Maintenance Supervisors (who heads the Maintenance/Capital Improvements Division). The Deputy Director supervises 2 Occupancy Specialist; 1 Resident Initiatives Specialist/Intake Specialist; and 1 Administrative Assistant. The Maintenance Supervisors both of them supervises one Lead Mechanic; 3 Maintenance Mechanics; 1 Maintenance Aide; and two Force Account (Capital Funds Program) workers.

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	377	50
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers		

(list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

- a. Public Housing Maintenance and Management: (list below)
ACOPP, Blood-Borne Diseases, Capitalization, Check Signing, Community Service, Criminal/Drug Treatment/Register Sex Offenders Classified Records Management, Disposition, Drug Free Work Place,, Equal Housing Opportunity, Ethics, Facilities Use, Funds Transfer, Grievance, Investments, Management, Maintenance, Pest Control, Pet Policy, Personnel, Preventive Maintenance, Standardization Policy and Procurement.

- a. Section 8 Management: (list below)

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

- a. 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:

a. 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)

a. **Section 8 Tenant-Based Assistance**

a. 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:

a. 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)

a. **Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

a. **Capital Fund Activities**

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

a. **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 (ky074a02).

-or-

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

a. 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 (ky074b02)

-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)

a. 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)

a. Development name:

a. Development (project) number:

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

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

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:
KY074002 and KY074004

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

a. 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:	
1b. Development (project) number:	
a. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
a. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
a. Number of units affected:	
a. Coverage of action (select one) <input type="checkbox"/> Part of the development	

<input type="checkbox"/> Total development
a. Timeline for activity: <ul style="list-style-type: none"> a. Actual or projected start date of activity: b. Projected end date of activity:

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.)

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

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
a. Designation type: <ul style="list-style-type: none"> Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

a. 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
<p>1a. Development name:</p> <p>1b. Development (project) number:</p>
<p>a. What is the status of the required assessment?</p> <p><input type="checkbox"/> Assessment underway</p> <p><input type="checkbox"/> Assessment results submitted to HUD</p> <p><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)</p>

<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.)
a. 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
a. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h)

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

a. Activity Description

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

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

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component

12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 07/0/2000

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs

- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

Table Library

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

ALL

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 Neighborhood/Block Watchers Program
- Other (describe below)
Surveillance Cameras at Scope Towers Building 1 and 2
Install more lights in the parking areas.

2. Which developments are most affected? (list below)
KY074001, KY074002, KY074003 and KY074004

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)
DARE Program and "Don't Become a Victim" (protect yourself) Program.

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)] The Pet Policy was introduced to the residents and the public. The Board of Commissioners adopted the Policy on February 16, 2001 as a attachment to the ACOP.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes 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 (ky074c02)
- Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe) Resident was selected by the Mayor and the City of Ashland Board of Commissioners.

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 Ashland, KY
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)
The PHA agency mirrors the Consolidation Plan in all aspect in providing safe decent housing for low and moderate-income families and offers opportunities for attainig self -sufficiency.
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

Increase the quality of life for low to moderate-income persons by providing decent, safe and sanitary housing.

D. Other Information Required by HUD

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

1. Amendment and Deviation Definitions

24 CFR Part 903.7 (r)

PHA's are required to define and adopt their own standards of substantial deviation from the 5-year plan and significant amendments to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full Public Hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan

- **Changes to rent or admissions policies or organization of the waiting list.**
- **Additions of non-emergency work items (items not included in the current Annual Statement or 5-year Action Plan unless more funds received than original plan reflects) or change in the use of replacement reserve funds under the Capital Fund;**
- **Additions of new activities not included in the current PHDEP Plan;**
- **And any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.**

B. Significant Amendment or Modification to the Annual Plan:

- **Changes to rent or admissions policies or organization of the waiting list;**
- **Additions of non-emergency work items(items not included in the current Annual Statement or 5-Year Action Plan unless more funds received than original plan reflects)or change in the use of replacement reserve funds under the Capital Fund;**
- **Additions of new activities not included in the current PHDEP;**
- **And any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.**

Attachments

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: HOUSING AUTHORITY OF ASHLAND		Grant Type and Number Capital Fund Program Grant No: KY07450201 Replacement Housing Factor Grant No: KY36R07450201		Federal FY of Grant: 2001	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	3500.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	82,940.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	429,365.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	28,000.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	36,635.00			
19	1502 Contingency	22,071.00			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: HOUSING AUTHORITY OF ASHLAND	Grant Type and Number Capital Fund Program Grant No: KY07450201 Replacement Housing Factor Grant No: KY36R07450201	Federal FY of Grant: 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines.....)	602,511.00			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: HOUSING AUTHORITY OF ASHLAND		Grant Type and Number Capital Fund Program Grant No: KY07450201 Replacement Housing Factor Grant No: 36R07450201				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PHA	A. ADVERTISEMENT		1410		1500				
PHA	B. MISC. ADMIN EXPENSES		1410		2000				
PHA	A. MANAGEMENT CONSULTANT		1430		25000				
PHA	B. ARCHITECT/MECH. ENGINEER		1430		41940				
KY07401	C. ENVIRONMENTAL ENGINEER		1430		15000				
PHA	D. PLANS, SPECS, REPRO		1430		1000				
KY074-1	EMERGENCY 10 STORY BUILDING - REMOVAL AND REPLACE MASTER WATER PIPES AND CLEAN OUTS		1460		45000				
KY074-1	EMERGENCY 10 STORY BUILDING 16 UNITS ON EACH FLOOR REPLACE WASTE LATERAL LINES		1460		152000				
KY074-1	RESTORE WALL PENETRATIONS - PAINT CORNER TO CORNER		1460		17683				
KY074-3	EMERGENCY 10 STORY BUILDING - REMOVAL AND REPLACE MASTER WATER PIPES AND CLEAN OUTS		1460		45000				
KY074-3	EMERGENCY 10 STORY BUILDING - 16 UNITS ON EACH FLOOR REPLACE WASTE		1460		152000				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: HOUSING AUTHORITY OF ASHLAND		Grant Type and Number Capital Fund Program Grant No: KY07450201 Replacement Housing Factor Grant No: 36R07450201				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost		Status of Work
	LATERAL LINES							
KY074-3	RESTORE WALL PENETRATIONS - PAINT CORNER TO CORNER		1460		17682			
KY074-02 & 04 PHA	TRACTOR WITH ATTACHMENTS CONTINGENCY		1475 1502		28000 22071			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name ASHLAND HOUSING AUTHORITY		<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: JULY 1,2002	Work Statement for Year 3 FFY Grant: 2003 PHA FY: JULY 1. 2003	Work Statement for Year 4 FFY Grant: 2004 PHA FY: JULY 1,2004	Work Statement for Year 5 FFY Grant: 2005 PHA FY: JULY 1, 2005
PHA	Annual Statement			COMPUTER UPGRADE 60000	
KY074-1		BOILER - 8000	SECURITY CAMERAS -21,250 -EXT. LIGHTS 8000 -SPRINKLERS 200,000	RENVOTE 10 EFF. APTS. 15,000	AIR CONDITION COMMON AREAS 150,000
KY074-2		HVAC (39) 140,400		SITE IMPROVEMENT 75,000	
KY074-3			PARKING LOT 35,000-SECURITY SPRINKLERS 200,000- CAMERAS 21,250, EXT. LIGHTS 8000	RENVOTE 20 EFF. APTS. 45,000	AIR CONDITION COMMON AREAS 150,000
KY074-4		HVAC (62) 223,200		SITE IMPROVEMENT 75,000 EXT. BLDG. UPGRADE 147,500	ADD PARKING SPACES 30,000 EROSION CONTROL 25,000
Total CFP Funds (Est.)		371,000	493,500	497,500	355,000
Total Replacement Housing Factor Funds					
					ATTACHMENT ky074b02

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of Ashland		Grant Type and Number Capital Fund Program Grant No: KY36P07450101 Replacement Housing Factor Grant No: 36R07450101			Federal FY of Grant:
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: Housing Authority of Ashland	Grant Type and Number Capital Fund Program Grant No: KY36P07450101 Replacement Housing Factor Grant No: 36R07450101	Federal FY of Grant:
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines.....)				
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name		<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
Total CFP Funds (Est.)					
Total Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1 2001	Activities for Year : <u>4</u> FFY Grant: 2004 PHA FY: July 1,2004			Activities for Year: <u>5</u> FFY Grant: 2005 PHA FY: July 1,2005		
	PHA	Computer Upgrade				
See Annual Statement			60,000			
	KY74-01	Renovate (10)Efficiencies	15,000	KY74-01	A/C Common Areas	150,000
	KY74-02	Site Improvement	75,000	KY74-03	A/C Common Areas	150,000
	KY74-02	Exterior Upgrade	80,000			
	KY74-03	Renovate (20)Efficiencies	45,000	KY74-04	Add Parking Spaces	30,000
						25,000
	KY74-04	Site Improvement	75,000			
		Exterior Bldg Upgrade	147,500			
	Total CFP - Estimated Cost		497,500	Total CFP Estimated Cost		355,000

ATTACHMENT ky074b01

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of Ashland		Grant Type and Number Capital Fund Program Grant No: Ky36P07450100 Replacement Housing Factor Grant No: R07450100			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1 6/30/01)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	90,000.00	90,000.00	90,000.00	90,000.00
2	1406 Operations				
3	1408 Management Improvements Soft Costs Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit	3,000.00	3,000.00		
6	1415 Liquidated Damages	-0-			
7	1430 Fees and Costs	20,000.00	50,000.00	25,000.00	5,000.00
8	1440 Site Acquisition	-0-	36,036.67	36,036.67	36,036.67
9	1450 Site Improvement				
10	1460 Dwelling Structures	340,000.00	321,019.00		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	-0-	17,907.30	17,907.30	17,907.30
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of Ashland	Grant Type and Number Capital Fund Program Grant No: Ky36P07450100 Replacement Housing Factor Grant No: R07450100	Federal FY of Grant: 2000
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1 6/30/01)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Total Estimated Cost	Total Estimated Cost	Total Actual Cost	
	Amount of Annual Grant: (sum of lines.....)	453,000.00	517,963.00	148,943.97	
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs	160,000.00	17,907.30	17,907.30	
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				
				KY074c01	
				ATTACHMENT	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of Ashland		Grant Type and Number Capital Fund Program Grant No: Ky36P07450100 Replacement Housing Factor Grant No: R07450100				Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PHA	Operations		1406		90,000.00		90,000.00		100%
PHA	Administrative		1410		3,000.00				
PHA	Architect		1430		25,000.00				
PHA	Management Consultant		1430		25,000.00				
KY074001	Emergency -Replace Waste water pipes and laterals - 137 units		1460	137	160,509.00				
KY074003	Emergency - Replace Waste water pipes and laterals - 139 units		1460	139	160,510.04				

**ASHLAND HOUSING AUTHORITY
DWELLING LEASE ADDENDUM
#3**

Pet Ownership Policy

INTRODUCTION

The Housing Authority of Ashland has adopted rules that are reasonably related to the legitimate interest to provide a decent, safe and sanitary living environment for all residents, to protecting and preserving the physical condition of the property and the financial interest of the Housing Authority. The purpose of this is to establish the policy and procedures for ownership of pets in family and elderly units and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

A. Exemption from the Pet Rules for Service and Companion Animals

These rules do not apply to service or companion animals needed by a person with documented disability who has a disability-related reason for needing an animal. For these individuals, the Housing Authority may require documentation from a qualified medical practitioner limited to:

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

B. Pet Rules

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

ATTACHMENT KY074d01

1. Common household pets as authorized by this policy means a domesticated animals, such as cats, dogs, fish, birds, rodents **(guinea**

- pig hamster, gerbil only**) and turtles, that are traditionally kept in the home for pleasure rather than for commercial purposes.
2. Each resident family will be allowed to house only **one (1) warm blooded animal** at any time, one twenty gallon or less fish tank or one cage with up to two birds, one guinea pig, one hamster, one gerbil and one turtle.
 3. Cats and dogs (**one (1) cat or one (1) dog**) shall be limited to small breeds where total adult weight shall not exceed twenty-five pounds and total height at the shoulder shall not exceed eighteen (18) inches. The size limitations do not apply to service animals.
 4. No chows, pit bulls, Dobermans, rottweilers, or any other known dogs with vicious behavior or fighter breed will be allowed on the premises.
 5. All cat and dog pets shall be verified by a veterinarian to be neutered or spayed, cost to be paid by the owner. Pet owners will be required to present a certificate of health from their veterinarian verifying that all required annual vaccines, initially and at re-examination.
 6. A refundable pet deposit of \$300 for a dog or cat, \$100 for a fish aquarium and \$50 for caged pets. The purpose of the pet deposit is for the defraying all reasonable costs directly attributable to the presence of the animal. The entire deposit must be paid prior to the execution of the pet agreement.
 7. A non-refundable monthly pet fee for a dog or cat is ten (10) dollars a month and must be paid on or before the first of the month, along with your rent. Such fee shall be used to help cover the cost of damages the pet may cause to the unit or grounds.
 8. Pets shall be quartered in the Resident's unit.
 9. Dogs and cats shall be kept on a leash and controlled by a responsible individual when taken outside.
 10. No doghouses will be allowed on the premises.
 11. Visiting guests with pets (other than service animals to assist visitors with disabilities) will not be allowed. When outside of the unit (dogs and cats) must be kept on a leash and controlled by a responsible individual at all times. Residents who resided in Scope Tower must carry their pets when they are on the elevator.
 12. Areas of the development grounds have been designated as the areas in

which to exercise animals and to permit dogs to relieve themselves of bodily wastes. These areas are:

Scope Towers 3131 Winchester Avenue, the West Side of building no. 1 on 31st street, DeBord Terrace Complex, the area behind the maintenance shop where the playground used to be and the flat area as you go around the corner to turn onto Stratton Drive.

13. Residents/Pet Owners are not permitted to exercise pets or permit pets to deposit waste on project premises outside of the areas designated for such purposes.
14. Any applicable City Ordinances concerning pets will be complied with.
15. The pet owner is responsible for the pet's health and condition.
16. Pet(s) shall not disturb, interfere or diminish the peaceful enjoyment of other residents. The terms, "disturb, interfere or diminish" shall include but are not limited to barking, howling, chirping, biting scratching and other like activities.
17. Waterproof and leak proof boxes for cat waste is required and must be kept inside the dwelling unit. Cardboard boxes are not acceptable and will not be approved. All animal waste or the litter from litter boxes shall be disposed of in a sealed plastic trash bag and placed in a the trash can. Animal waste shall not be disposed of by being flushed down the toilet.
18. Pets are not to be left unattended in the unit for a period in excess of twelve (12) hours (excludes fish).
19. Alterations to the unit to accommodate a pet are prohibited. Installation of pet doors is prohibited.
20. A \$25.00 waste removal charge per occurrence will be assessed against the resident for violations of the pet policy.
21. Resident /pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.
22. Each resident family will be responsible for the noise or odor caused by their pet. Obnoxious odors can cause health problems and will not be tolerated.
23. Reptiles are not allowed.

24. Birds must be kept in regular cages and not allowed to fly throughout the unit.
25. Dishes or containers for food and water will be located with the owner's apartment. Food and/or table scrapes will not be deposited on the owner's porches or yards.
26. Residents will not feed or water stray animals or wild animals.
27. Pets will not be allowed on specified common areas (under clotheslines, community rooms, offices, maintenance space, playgrounds, etc).

C. REGISTRATION OF A PET

Each resident must register his/her pet with the Housing Authority of Ashland BEFORE it is brought onto the Housing Authority premises, and must update the registration annually at the annual re-examination of income. This registration will include: **(Appendix 1)**

- Information sufficient to identify the pet and to demonstrate that it is a common household pet, including a picture;
- A certificate signed by a licensed veterinarian or a State or Local Authority empowered to inoculate animals, stating that the pet has received all inoculations required by applicable State and Local Law;
- A statement indicating that the pet owner has read the pet rules and agrees to comply with them; **(Appendix 2)**

D. MAINTENANCE REQUIRED ON THE UNIT

The resident shall have pets restrained so that preventive and routine maintenance is performed in the unit. Remember if you call in a work order requesting maintenance to be performed that constitutes the right for our staff to enter your home without you being there. The resident shall, whenever maintenance is scheduled, either be at home or shall have the pet restrained or caged. If maintenance enters an apartment where a pet is not restrained, or the odor from the pet is fowl, or there is pet waste on the floors then maintenance will not be performed and a charge of \$25.00 will be billed to the resident. If the same situation again occurs, the pet shall be removed from the premises. If the maintenance is an emergency and the staff has to perform work in unsanitary conditions a charge of \$50.00 will be bill to the resident. The Housing Authority will not be responsible if any animal escapes from the residence due to maintenance being performed.

E. UNIT INSPECTIONS

The Housing Authority may after reasonable notice to the tenant during reasonable hours, enter and conduct their annual inspection or other types of inspection required by HUD. The tenant shall have pets restrained so the inspection can be performed. The Housing Authority will not inspect the unit if upon entering they find that the condition of the unit is unsanitary and a charge of \$25.00 will be billed to the resident. The Authority may enter and inspect the unit only if a written complaint is received alleging that the conduct or condition of the pet in the unit constitutes a nuisance or threat to the health or safety of the other occupants or other persons in the community under applicable State or local law. The Housing Authority will not be held responsible if the pet escape during the inspection.

F. REFUSEAL TO REGISTER A PET

- a) The pet is not a common household pet;
 - b) The keeping of the pet would violate any applicable house pet rules;
 - c) The owner fails to provide complete pet registration information;
 - d) The pet owner fails to update the pet registration annually;
 - e) The Authority reasonably determines, based on the pet owners, habits and practices and the pet's temperament, that the pet owner will be unable to keep the pet in compliance with the pet rules and other legal obligations.
- Financial ability to care for the pet will not be reason for the Authority to refuse to register a pet.
 - The Authority will notify the pet owner if the Authority refuses to register a pet. The notice will:
 - a) State the reasons for refusing to register the pet;
 - b) Be served on the pet owner in accordance with procedure outlined in the pet policy; and
 - c) Be combined with a notice of a pet rule violation if appropriate.

G. PET RULE VIOLATION NOTICE

1. When the Housing Authority determines on the basis of objective facts supported by written statements, that a pet owner has violated one or more of these rules governing the owning or keeping of pets, the Authority will:
 - Serve a notice of the pet rule violation on the owner by sending a letter by first class mail, properly stamped and addressed to

the Resident at the leased dwelling unit, with a proper return address, or

- serve a copy of the notice on any adult answering the door at the Residents' leased dwelling unit, or if no adult responds, by placing the notice under or through the door, if possible, or else by attaching the notice to the door;
2. The notice of pet rule violation must contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated;
 3. The notice must state that the pet owner has ten (10) days from the effective date of service of notice to correct the violation (including in appropriate circumstances, removal of the pet) or (5) days to make a written request for a meeting to discuss the violation. The effective date of service is the day that the notice is delivered or mailed, or in the case of service by posting, on the day that the notice was initially posted.
 4. The notice must state that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting;
 5. The notice must state that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the pet owner's lease.
 6. **PET RULE VIOLATION MEETING:** If the pet owner makes a timely request for a meeting to discuss an alleged pet violation. The Authority shall establish a mutually agreeable time and place for the meeting to be held within fifteen (15) days from the effective date of service of the notice of pet rule violation (unless the Authority agrees to a later date).
 - The Authority and the pet owner shall discuss any alleged pet rule violation and attempt to correct it and reach an understanding.
 - The Authority may, as a result of the meeting, give the pet owner additional time to correct the violation.
 - Whatever decision or agreements, if any, are made will be reduced to writing, signed by both parties, with one copy for the pet owner and one copy placed in the Authority's Resident file.

6. **NOTICE OF PET REMOVAL:** If the pet owner and the Authority are unable to resolve the pet rule violation at the pet rule violation meeting, or if the Authority determines that the pet owner has failed to correct the pet rule violation within any additional time provided (or at the meeting, if appropriate), requiring the pet owner to remove the pet the notice must:

- Contain a brief statement of the factual basis for the determination and the pet rule or rules that have been violated;
- The Pet rule violation is sufficient to begin procedures to terminate the pet owner's residency under the terms of the lease and application regulations;
- State the failure to remove the pet may result in initiation of procedures to terminate the pet owner's residency.

7. **INITIATION OF PROCEDURE TO TERMINATE PET OWNERS RESIDENCY:** The Housing Authority will not initiate procedure to terminate a pet owner' residency based on a pet rule violation unless:

- The pet owner has failed to remove the pet or correct the pet rule violation within the applicable time period specified above;
- The pet rule violation is sufficient to begin procedures to terminate the pet owner's residency under the terms of the lease and application regulations,
- Provisions of Resident's Lease, Section 16 and 17 Termination of Lease will apply in all cases.

E. Protection of the Pet

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

- Contact the responsible party or parties listed in the registration form and ask that they assume responsibility for the pet;
- If the responsible party or parties are unwilling or unable to care for the pet, the Authority may contact the appropriate State or Local Animal Control Authority, Humane Society and request the removal of the pet:
- If the Authority is unable to contact the responsible parties despite

reasonable efforts, and if none of the above actions produce results, the Housing Authority may enter the pet owner's unit, remove the pet and place the pet in a facility that will provide care and shelter until the pet owner or a representative of the pet owner is able to assume responsibility for the pet, but no longer than (30) days. If the Housing Authority Staff has to transport the pet a \$50.00 charge will be charged to the residents account and also the Housing Authority will not be held responsible if the animal escapes.

F. REFUND OF PET DEPOSIT

The pet deposit and monthly pet fees are not part of the rent payable by the resident.

All reasonable expenses incurred by the Housing Authority of Ashland, as the result of damages directly attributable to the presence of the pet will be the responsibility of the resident, including:

***The cost of repairs and replacement to the dwelling unit.**

***Fumigation of the dwelling unit.**

If the resident is in occupancy when such costs occur, the tenant shall be billed for such costs as current charges. The resident agrees to pay the charges within 30 days from the day of billing.

If such expenses occur as the result of a move-out inspection, the charges will be deducted from the pet deposit. If the charges exceed the amount of the deposit the resident will be billed for any amount in excess of the pet deposit. The pet deposit will be refunded within thirty days of when the resident moves out or no longer have a pet on the premises, which ever comes first. The expense of flea-de-infestation shall be the responsibility of the resident.

G. NUISANCE OF THREAT TO HEALTH OR SAFETY

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

H. APPLICATION OF RULES

1. Pet owners will be responsible and liable for any and all bodily harm to other residents or individuals. Destruction of personal property belonging to others caused by owner's pet will be the financial obligation of the pet owner.

2. All pet rules apply to resident and/or resident's guests.

3. Those residents in the elderly sites would obtain their pet before March 1, 2001 will be **grandfather** in but are subject to the new pet policy and must sign a pet agreement before their re-examination date.

ASHLAND HOUSING AUTHORITY
DWELLING LEASE ADDENDUM
#4

COMMUNITY SERVICE/SELF SUFFICIENCY POLICY

A. Background

The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt (see definitions) public housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes and other activities which help an individual toward self sufficiency and economic independence. This is a requirement of the Public Housing Lease.

B. Definitions

Community Service - volunteer work, which includes, but is not limited to:

- Work at a local institution, including but not limited to: school, hospital, hospice, recreation center, senior center, adult day care program, homeless shelter, feeding program, or child care center. etc.;
- Work with a non-profit organization that serves Public Housing Authority residents or their children, including but not limited to: Boy Scouts, Girl Scouts, Boys or Girls Club, 4-H Club, Pal, Garden Center, Community clean-up programs, Beautification programs, etc.;
- Work with any program funded under the Older Americans Act, including but not limited to: Green Thumb, Service Corps of Retired Executives, Meals on Wheels, etc.;
- Work with youth or senior organizations
- Work at the Authority to help with children's programs;
- Work at the Authority to help improve physical conditions (for example as a grounds or building captain);
- Helping neighborhood groups with special projects;

ATTACHMENT KY074e02

- Working through resident organization to help other residents with problems, serving as an officer in a Resident Organization, serving on the Resident Advisory Board.

NOTE: POLITICAL **ACTIVITY IS EXCLUDED.**

Self-Sufficiency Activities - activities that include, but are not limited to:

- Job Readiness programs
- Job training programs
- Skills training programs
- Higher education (Junior college or college)
- GED classes
- Apprenticeships
- Substance abuse or mental health counseling
- English proficiency or literacy (reading) classes
- Budgeting and credit counseling
- Any kind of class that helps a person toward economic independence
- Carrying out any activity required by the Department of Public Assistance as part of welfare reform.

Exempt Adult - an adult member of the family who

- Is 62 years of age or older
- Has a disability that prevents him/her from being gainfully employed
- Is the caretaker of a disable person
- Is working at least 20 hours per week

C. Requirements of the Program

1. The eight (8) hours per month may be either volunteer work or self-sufficiency program activity or a combination of the two.

2. At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The Housing Authority will make the determination of whether to allow or disallow a deviation from the schedule.
3. Activities must be performed within the community and not outside the jurisdictional area of the Housing Authority.
4. Family obligations
 - At lease execution or re-examination after the effective date of this policy, all adult members (18 or older) of a public housing resident family must
 - 1) Provide documentation that they are exempt from Community Service requirement if they qualify for an exemption, and
 - 2) Sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the Community Service requirement will result in non-renewal of their lease.
 - At each annual re-examination, non-exempt family members must present a completed documentation form (to be provided by the Authority) of activities performed over the previous twelve (12) months. This form will include places for signatures of supervisors, instructors, or counselors certifying to the number of hours contributed.
 - If a family member is found to be non-compliant at re-examination, he/she and the Head of Household will sign an agreement with the Authority to make up the deficient hours over the next twelve (12) month period.
5. Change in exempt status
 - If, during the twelve (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the Housing Authority and provide documentation of such.
 - If, during the twelve (12) months period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the Authority. The Authority will provide the person with the Recording/Certification documentation form and a list of agencies in the community that provide volunteer and/or training opportunities.

D. Housing Authority obligations

1. To the greatest extent possible and practicable, Housing Authority will
 - provide names and contacts at agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations. (***According to the Quality Housing and Work Responsibility Act, a disabled person who is otherwise able to be gainfully employed is not necessarily exempt from the Community Service requirement***)
 - provide referrals for volunteer work or self sufficiency programs
2. The Housing Authority will provide the family with exemption verification forms and Recording/Certification documentation forms and a copy of this policy at initial application and at lease execution.
3. The Authority will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Resident may use the Housing Authority's Grievance Procedure if they disagree with the Authority's determination.
4. Noncompliance of family member
 - At least their (30) days prior to annual re-examination and/or lease expiration, the Authority will begin reviewing the exempt or non-exempt status and compliance of family members.
 - If the Authority finds a family member to be in noncompliance, the Authority will enter into an agreement with the noncompliance member and the Head of Household to make up the deficient hours over the next twelve (12) month period.
 - If, at the next annual re-examination, the family member is not in compliance, the lease will not be renewed and the entire family will have to vacate, unless the noncompliance member agrees to move out of the unit.
 - The family may use the Housing Authority's Grievance Procedure to protest the lease termination.

In addition to the HUD definition above, the Housing Authority of Ashland definition includes any other activities as approved by the Housing Authority of Ashland on a case-by case basis.

HOUSING AUTHORITY OF ASHLAND

RESIDENT ADVISORY BOARD RECOMMENDATIONS

The Housing Authority of Ashland Resident Advisory Board consists of the following residents Marie Chandler, Naomi Goble, Hope Gee, Gloria Litteral, Floress Rucker, Mary Ridenour, Harold and Sally Dickens, Roger Williams, Charles Newman, Vera Farrow, Gail Hammonds, Mr. and Mrs. George Elliott, Jamie and Terry Mattox, Jonathan Mattox, Connie Williams and Seymouria Robinette. Membership is composed of residents from both elderly and family sites.

List of recommendations

**Heaters in bathrooms
Carpet and drapes for units
Larger washers in laundry rooms
Landscaping improvements
New outdoor furniture
Add lighting to parking areas
New cabinet doors
Improve playground facilities
Basketball court
Additional laundry carts
Central heat and air for the family units**

ATTACHMENT

KY074f01

**HOUSING AUTHORITY OF ASHLAND
3131 WINCHESTER AVENUE
ASHLAND, KENTUCKY 41101**

BOARD OF COMMISSIONERS

**COMMISSIONER RON DIXON
2415 CENTRAL PARKWAY
ASHLAND, KY 41101
606-329-8327**

TERM OF OFFICE 1/31/2001 - 5/28/2001 UNEXPIRED TERM

**COMMISSIONER MAXINE MEADE
(RESIDENT)
3101 WINCHESTER AVENUE
APARTMENT 752
ASHLAND, KY 41101
606-329-1829**

**TERM OF OFFICE 5/29/99 - 5/28/2002 UNEXPIRED TERM
VICE CHAIRPERSON 01/19/2001 - 05/28/2001**

**COMMISSIONER BERYLE WILLIAMS
1621 BLACKBURN AVENUE
ASHLAND, KENTUCKY 41101
(606) 324-6933**

**TERM OF OFFICE 5/29/99 - 5/28/2003
CHAIRPERSON 1/19-2001 - 5/28/2001**

**COMMISSIONER RUTH HUSTON
3034 MONTGOMERY AVENUE
ASHLAND, KENTUCKY 41101
(606) 324-4667**

TERM OF OFFICE 5/29/2000 - 5/28/2004

**MAYOR PAUL REEVES
CITY BUILDING
P.O. BOX 1839**

**ASHLAND, KENTUCKY 41105-1839
BUSINESS PHONE (606) 327-2001
TERM OF OFFICE 1/1/2001 - 12/31/2004**

ATTACHMENT KY074g01

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: HA of Ashland		Grant Type and Number Capital Fund Program Grant No: KY36P074706-98 Replacement Housing Factor Grant No:			Federal FY of Grant: FY98
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/00 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	50,000.00	98,000.00	83,000.00	67,988.23
4	1410 Administration	8,000.00	5,000.00	0.00	353.02
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	40,000.00	20,000.00	20,000.00	17,720.00
8	1440 Site Acquisition	0.00	103,000.00	96,000.00	97,900.91
9	1450 Site Improvement				
10	1460 Dwelling Structures	283,916.00	119,916.00	37,341.73	37,341.73
11	1465.1 Dwelling Equipment—Nonexpendable	3,500.00	3,500.00	0.00	0.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	20,000.00	56,000.00	54,172.00	52,263.33
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	3,500.00	3,500.00	0.00	109.95
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: HA of Ashland	Grant Type and Number Capital Fund Program Grant No: KY36P074706-98 Replacement Housing Factor Grant No:	Federal FY of Grant: FY98
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 6/30/00 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	408,916.00	408,916.00	291,053.73	273,677.17
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs	35,000.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: HA of Ashland		Grant Type and Number Capital Fund Program Grant No: KY36P074706-98 Replacement Housing Factor Grant No:				Federal FY of Grant: FY98		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Security Patrol	1408		35,000.00	48,000.00	48,000.00	47,958.97	ongoing
	Youth Sports 2000	1408		15,000.00	15,000.00	4,000.00	4,000.00	
	Computer Software & Training	1408		0.00	35,000.00	16,029.29	16,029.29	Change from Tenmast to Lindsey software
	Sundry	1410. 19		5,000.00	3,000.00	0.00	353.02	
	Printing & Advertising	1410. 19		3,000.00	2,000.00	0.00	0.00	
	Construction Management	1430. 2		20,000.00	20,000.00	17,720.00	17,720.00	
	Property Purchase - Parking Area	1440. 1		0.00	95,000.00	95,000.00	96,900.91	
	Property Purchase – Parking Area	1440. 1		0.00	1,000.00	1,000.00	1,000.00	Earnest Money Deposit - Credit at Purchase
	Surveys & Maps	1440. 4		0.00	3,000.00	0.00	0.00	
	Title Information	1440. 6		0.00	1,500.00	0.00	0.00	
	Legal Costs – Site	1440. 8		0.00	1,500.00	0.00	0.00	
	Sundry Site Costs	1440. 19		0.00	1,000.00	0.00	0.00	
	Range & Refrigerator Replacement	1465. 1		3,500.00	3,500.00	0.00	0.00	
	Computer Equipment	1475. 4		10,000.00	46,000.00	46,000.00	42,335.21	In Progress
	Maintenance Equipment	1475. 2		10,000.00	10,000.00	8,712.00	9,928.12	Complete
	Relocation Expenses	1495		3,500.00	3,500.00	0.00	109.95	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: HA of Ashland		Grant Type and Number Capital Fund Program Grant No: KY36P074706-98 Replacement Housing Factor Grant No:				Federal FY of Grant: FY98		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
KY074-001 Scope Towers	No Work							
KY074-002 DeBord Terrace	Force Account	1460	39 units	187,127.00	119,916.00	0.00	37,341.73	Structural Repairs Commencing
	Structural Repairs Salaries Employer Contributions Materials & Supplies						(23,737.07)	Move to KY36P074705-97 to use unexpended funds
							13,604.66	Total expended from KY36P074706-98 force account
KY074-003 Scope Towers	No Work							
KY074-004 DeBord Terrace	Force Account	1460	62 units	100,000.00	0.00	0.00	0.00	Deleted – all funds moved to KY074-002

**Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
 Part III: Implementation Schedule**

PHA Name:		Grant Type and Number Capital Fund Program No: KY36P074706-98 Replacement Housing Factor No:					Federal FY of Grant: FY98	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA-Wide								
Security Patrol	12/30/99			6/30/01		6/30/00		
Youth Sports 2000	12/30/99			6/30/01				
Computer Software & Training		6/30/99	6/30/99		12/30/99			
Sundry	12/30/99		6/30/99	6/30/01				
Printing & Advertising	12/30/99			6/30/01				
Construction Mgmt	12/30/99		6/30/99	6/30/01		6/30/00		
A&E Services	12/30/99	Deleted		6/30/01	Deleted			
Range & Refrigerator Replacement	12/30/99			6/30/01				
Computer Equipment	12/30/99		6/30/99	6/30/01				
Maintenance Equip.	12/30/99		6/30/99	6/30/01		6/30/99		
Property Purchase – Parking Area		6/30/99	6/30/99	12/30/99		6/30/99		
Property Purchase – Parking Area		6/30/99		12/30/99				
Surveys & Maps		6/30/99		12/30/99				
Title Information		6/30/99		12/30/99				
Legal Costs – Site		6/30/99		12/30/99				
Sundry Site Costse		6/30/99		12/30/99				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name:		Grant Type and Number Capital Fund Program No: KY36P074706-98 Replacement Housing Factor No:					Federal FY of Grant: FY98	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
KY074-001 – No Work	12/30/99			6/30/01				
KY074-002								
Force Account								
Structural Repairs								
Salaries								
Employer Contrib.	12/30/99			6/30/01				
Materials/Supplies								
KY074-003 – No Work	12/30/99			6/30/01				
KY074-004 Force Acct.	12/30/99	Deleted		6/30/01	Deleted			

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: HA of Ashland		Grant Type and Number Capital Fund Program Grant No: KY36P074707-99 Replacement Housing Factor Grant No:			Federal FY of Grant: FY99
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/00 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	58,000.00	58,000.00	48,000.00	21,987.88
4	1410 Administration	3,000.00	9,500.00	0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	40,000.00	40,000.00	0.00	0.00
8	1440 Site Acquisition	35,000.00	35,000.00	38,221.67	38,221.67
9	1450 Site Improvement	78,100.00	0.00	0.00	0.00
10	1460 Dwelling Structures	241,750.00	313,350.00	17,385.00	17,385.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	20,000.00	20,000.00	0.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	3,500.00	3,500.00	0.00	0.00
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: HA of Ashland	Grant Type and Number Capital Fund Program Grant No: KY36P074707-99 Replacement Housing Factor Grant No:	Federal FY of Grant: FY99
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 6/30/00
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	479,350.00	479,350.00	77,594.55	77,594.55
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs	48,000.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures				

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name: HA of Ashland		Grant Type and Number Capital Fund Program Grant No: KY36P074707-99 Replacement Housing Factor Grant No:				Federal FY of Grant: FY99		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Security Patrol	1408		48,000.00	48,000.00	48,000.00	21,987.88	
	Youth Sports 2001	1408		10,000.00	10,000.00	0.00	0.00	
	Sundry – Printing/Advertising	1410. 19		3,000.00	3,000.00	0.00	0.00	
	Kelley Services	1410		0.00	4,000.00			
	CGP Audit Fees	1410		0.00	2,500.00			
	A&E Services	1430. 1		20,000.00	20,000.00	0.00	0.00	
	Construction Manager	1430. 2		20,000.00	20,000.00			
	Site Acquisition	1440		35,000.00	35,000.00	38,221.67	38,221.67	
	Maintenance Equipment	1475. 2		10,000.00	10,000.00	0.00	0.00	
	Computer Equipment	1475. 4		10,000.00	10,000.00	0.00	0.00	
	Relocation Expenses	1495. 1		3,500.00	3,500.00	0.00	0.00	
	Paint occupied Dwelling Units	1460		0.00	37,580.00	17,385.00	17,385.00	
KY074-001 Scope Towers	Parking Area Development	1450		78,100.00	0.00			Deleted
	Window Replacement	1460	5 sets	12,500.00	0.00			Deleted
KY074-002 DeBord Terrace	Structural/Drainage Repair Force Account	1460	39 units	209,250.00	275,770.00			
KY074-003 Scope Towers	Window Replacement	1460	8 sets	20,000.00	20,000.00			Deleted

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: HA of Ashland			Grant Type and Number Capital Fund Program Grant No: KY36P074707-99 Replacement Housing Factor Grant No:			Federal FY of Grant: FY99		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
KY074-004 DeBord Terrace	No Work							

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part III: Implementation Schedule								
PHA Name:			Grant Type and Number Capital Fund Program No: KY36P074707-99 Replacement Housing Factor No:			Federal FY of Grant: FY99		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA-Wide								
Security Patrol	12/30/00				6/30/02			
Youth Sports 2001	12/30/00				6/30/02			
Computer Equipment	12/30/00				6/30/02			
Maintenance Equip.	12/30/00				6/30/02			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name:		Grant Type and Number Capital Fund Program No: KY36P074707-99 Replacement Housing Factor No:				Federal FY of Grant: FY99	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Administration	12/30/00				6/30/02		
Site Acquisition	6/30/99				6/30/02		
KY074-001	12/30/00				6/30/02		
KY074-002	12/30/00				6/30/02		
KY074-003	12/30/00				6/30/02		
KY074-004	12/30/00				6/30/02		