

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

PHA Plans

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: Portsmouth Metropolitan Housing Authority

PHA Number: OH010

PHA Fiscal Year Beginning: (mm/yyyy) 07/2001

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)

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 Portsmouth Metropolitan Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing U.S. Department of Housing and Urban Development (HUD) requirements.

We have adopted the following Mission Statement to guide the activities of Portsmouth Metropolitan Housing Authority:

The mission of the Portsmouth Metropolitan Housing Authority is to assist low-income families with safe, decent and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to expanding access to all services and to the continuous improvement of all operational levels so as to provide our residents, both present and future, with superior services. We shall make every effort to create and maintain solid partnerships with residents and appropriate community agencies, groups and individuals with one thought in mind: improvement of housing conditions and opportunities for our customers.

We have also adopted the following goals and objectives for the next year:

GOAL #1 EFFECTIVE AND EFFICIENT MANAGEMENT IN FULL COMPLIANCE WITH STATUTES AND REGULATIONS

Objectives:

1. Promote a motivating and safe work environment.
2. Provide training for employees and board members.
3. Adopt a written safety program and establish effective work rules.
4. Maintain an occupancy rate in excess of 97%
5. Maintain a response time of 24 hours in responding to emergency work orders.
6. Maintain an average response time of 25 days in responding to routine work orders.
7. Maintain an average turn-around time of 5 days in preparing vacated units for occupancy.
8. Prepare written procedures to accompany PMHA's assets management plan for maintaining PMHA's physical inventory.
9. Continue to explore investment opportunities to maximize financial resources.
10. Implement fiscal changes recommended in audits in a timely manner.

GOAL #2 EQUAL OPPORTUNITY FOR APPLICANTS, RESIDENTS, EMPLOYEES AND VENDORS IN COMPLIANCE WITH EQUAL OPPORTUNITY AND FAIR HOUSING LAWS

Objectives:

1. PMHA will continue to have a working relationship with local representatives of the Fair Housing Program to maintain assurance of compliance with Fair Housing Standards and the Ohio Tenant-Landlord Act.
2. PMHA will apply the terms and conditions of its Leasing and Occupancy Policy evenhandedly.
3. PMHA will continue to observe each individual's civil and equal opportunity rights.
4. PMHA will observe the Fair Labor Standards Act as well as all other employment laws and will comply with the terms and conditions of its labor agreement with AFSCME.
5. PMHA will observe the procurement standards of the United States Department of Housing and Urban Development outlined in the Agency's Procurement Policy.

GOAL #3 SECURITY: PMHA WILL PROMOTE A SAFE AND SECURE LIVING AND WORKING ENVIRONMENT

Objectives:

1. PMHA will continue to conduct criminal background checks on potential public housing residents and deny occupancy to those with convictions and/or history of drug trafficking, or violent crimes.
2. PMHA will employ a full-time Security Director to design, implement and oversee effective programs that reduce crime on housing authority properties.
3. PMHA will continue to contract with off-duty police officers and sheriff's deputies (with full powers of arrest) to provide foot patrol over and above routine on-duty patrol.
4. PMHA will explore opportunities to strengthen its Leasing and Occupancy Policy with respect to practices on screening and evictions.
5. PMHA will further explore the concept of *crime prevention through environmental design* seeking methods of making physical improvements that enhance security and reduce crime on its properties.
6. PMHA will continue to train the members of the security committee.
7. PMHA will establish and implement a monitoring system to assess the effectiveness of its security programs; in particular as it pertains to criminal arrests and convictions.
8. PMHA will continue to meet with tenants, community groups, local law enforcement, public officials and related agencies in an on-going effort to communicate security issues and progress on addressing crime.
9. PMHA will explore the use of surveillance equipment and other security systems and prepare a plan for the installation of equipment.

GOAL #4 ENHANCE THE IMAGE OF PMHA IN THE COMMUNITY

Objectives:

1. PMHA will develop a public relations program that works with all forms of media. PMHA will speak before 4 community groups during the year to explain the housing authority's services.
2. PMHA will improve the physical appearance of the public housing sites with landscaping, lawn care and making the properties litter-free.
3. Develop an outreach program for the purpose of providing information to the community about PMHA's Section 8 Voucher Program

GOAL #5 PROVIDE SUPPORTIVE SERVICES TO RESIDENTS

Objectives:

1. PMHA will continue to provide a Family Self-Sufficiency Program to public housing and Section 8 residents.

2. PMHA will continue to organize and support tenant councils and resident advisory boards to provide for on-going communication between residents and PMHA management.
3. PMHA will continue to work with local and state agencies that provide services to the PMHA resident population.
4. PMHA will continue to assist residents who request available outside services.

GOAL #6 PHYSICAL IMPROVEMENTS

Objectives:

- | | | |
|----|------------------|---|
| 1. | Wayne Hills | Upgrade storm drains
Upgrade playgrounds
Add air conditioning |
| 2. | Farley Square | Upgrade landscaping |
| 3. | Alexandria House | Upgrade landscaping |
| 4. | Hudson House | Upgrade landscaping |
| 5. | Cliffside House | Upgrade landscaping |
| 6. | Miller Manor | Upgrade landscaping |
| 7. | Lett Terrace | Upgrade landscaping |
| 8. | Scattered Sites | Upgrade landscaping |

GOAL #7 EXPANSION OF HOUSING OPPORTUNITIES

Objectives:

1. PMHA will add 20 landlords to its Section 8 Voucher Program.
2. PMHA will exceed Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction.

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The Plans, statements, budget summary, policies, etc., set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. Here are just a few highlights of our Annual Plan:

- We have adopted three local preferences – for applicants who live in Scioto County, for working families (seniors and people with disabilities automatically get this preference), and veterans.
- We have adopted an aggressive screening policy for public housing to ensure to the best of our ability that new admissions will be good neighbors. In our Section 8 program, we are screening applicants to the fullest extent allowable while not taking away the ultimate responsibility

from the landlord. Our screening practices will meet all fair housing requirements.

- Applicants will be selected from the waiting list by preference and in order of the date and time they applied.
- We have established a minimum rent of \$0.
- We have established flat rents for all of our developments.
- In an attempt to encourage work and advancement in the workplace, we are not requiring interim recertifications if a resident or Section 8 participant has an increase in income. The increase will be reported at the next regular recertification.
- The payment standard for the Section 8 program will be 110% of current Fair Market Rent.

In summary, we are on course to improve the condition of affordable housing in Scioto County, Ohio.

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 – Attachment H(OH010h01)
FY 2000 Capital Fund Program Annual Statement – Attachment K(OH010k01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Assessment of Site-Based Waiting List Development Demographic Changes
Attachment A

Community Service Requirement – Attachment B

Pet Ownership in Public Housing – Attachment C

Brief Statement of Progress in Meeting the 5-Year Plan Mission and Goals
Attachment D

Resident Membership of the PHA Governing Board - Attachment E

Membership of the Resident Advisory Board/s - Attachment F

Optional Attachments:

- PHA Management Organizational Chart – Attachment G
- FY 2000 Capital Fund Program 5 Year Action Plan – Attachment I(OH010i01)
- Public Housing Drug Elimination Program (PHDEP) Plan-Attachment J (OH010j01)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) Included in plan text
- Other
Public Housing Admissions and Continued Occupancy Policy (via U.S. mail)

Capital Fund Plan Deficiencies Response – Attachment L

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and	Annual Plan: Eligibility, Selection, and Admissions

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Assignment Plan [TSAP]	Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input 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
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) 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-ibility	Size	Loca-tion
Income <= 30% of AMI	3770	5	4	3	3	4	4
Income >30% but <=50% of AMI	1801	3	3	2	2	1	2
Income >50% but							

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
<80% of AMI	1456	2	2	1	1	1	2
Elderly	1676	3	2	2	1	1	1
Families with Disabilities	1190	3	2	2	1	1	1
Race/Ethnicity Black	269	4	2	3	3	4	3
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: 2001-2003
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)
 - National Low Income Housing Coalition "Out of Reach" housing affordability analysis;
 - 1990 U.S. Census and a private market study of elderly housing demand completed October 15, 1999 by the National Land Advisory Group.

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

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

Housing Needs of Families on the Waiting List
--

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- 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	386		137
Extremely low income <=30% AMI	355	92	
Very low income (>30% but <=50% AMI)	29	7	
Low income (>50% but <80% AMI)	2	0	
Families with children	249	64	
Elderly families	4	1	
Families with Disabilities	109	28	
Race/ethnicity	White: 363	94	
Race/ethnicity	Black: 22	5	
Race/ethnicity	Am. Indian: 1	0	
Race/ethnicity			

Characteristics by Bedroom Size (Public Housing Only)

1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	368		146
Extremely low income <=30% AMI	320	86	
Very low income (>30% but <=50% AMI)	44	11	
Low income (>50% but <80% AMI)	4	1%	
Families with children	219	59%	
Elderly families	34	11%	
Families with Disabilities	115	33%	
Race/ethnicity	White: 334	73%	
Race/ethnicity	Black: 34	7%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	171	46%	60
2 BR	102	23%	50
3 BR	53	14%	36
4 BR	6	1%	0
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

- Apply for additional section 8 units should they become available

- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)
Housing for this group is adequate

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)

(2) Reasons for Selecting Strategies

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

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

- Results of consultation with advocacy groups
 Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	2,117,640	
b) Public Housing Capital Fund	1,706,840	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,865,473	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	203,092	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Section 8 New Construction	825,000	HAP/S8 Operations
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CGP 708	147,170	Dwelling Structures
3. Public Housing Dwelling Rental Income	1,184,476	PH Operations
4. Other income (list below)		
Interest	75,000	PH Operations
Misc. Income	20,000	PH Operations

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Non-federal sources (list below)		
Total resources	8,144,691	

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: After application is completed.

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) VIA Internet access PMHA can: 1.) check applicants on Ohio Dept. of Corrections State inmate records; 2.) Check out-of-state applicants on AVERT database system (based on credit reports); 3.) Check on local county Court of Common Pleas case records.

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? 12

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? 12

3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists? 12

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:

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

Other (list policies and developments targeted below)

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

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

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

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

Other (list below)

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

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

List (any applicable) developments below:

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

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

- List (any applicable) developments below:

B. Section 8

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)
 1. The Family's current address.
 2. The name and address of the current landlord.
 3. The name and address of the prior landlord if known.
 4. Information about the tenancy history of family members.
 5. Drug trafficking by family members.
 6. Information about rent and tenant damage history of family members.

(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:

When the applicant or participants keep in contact and can show they are really searching for a unit, 120 days can be granted for reasonable accommodation.

(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)

Displaced individuals or families

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)

- 3 Working families and those unable to work because of age or disability
- 2 Veterans and veterans' families
- 1 Residents who live and/or work in your jurisdiction
- 4 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
- 5 Other preference(s) (list below)

Displaced individuals or families

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)

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)

The Authority used budgeted expenses per room

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. Attachment H
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	884	361
Section 8 Vouchers	590	137
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug		

Elimination Program (PHDEP)	884	361
S8 Family Self Sufficiency	4	0
PH Family Self Sufficiency	27	5
Other Federal Programs(list individually)		
Capital Fund	884	361

C. Management and Maintenance Policies

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

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

- Admissions & Occupancy Policy
- Lease
- Family Self Sufficiency Plan
- Maintenance Plan
- Emergency Plan
- Cathodic Testing Plan/Gas Pipeline Safety Plan
- Operation and Maintenance Manual/Emergency Plan
- Otis Elevator Helpful Information Manual
- Safety Plan (Site Specific)
- Preventive Maintenance Manual (Site Specific)
- Lead Base Paint Manual
- Procurement and Contract Management Resource Manual
- Safety Policies/Job Descriptions
- Unit Paint Schedules and Dates
- Pest Control Policy
- Systems and Structural Manuals
- OSHA Standards Manual
- Bloodborne Pathogen Policy
- Capitalization Policy
- Check Writing Policy
- Procurement/Disposition Policy
- Drug Free Workplace Policy
- Anti-Fraud Policy (contains ethics)
- Fiscal Policy
- Investment Policy
- Vehicle Policy
- Petty Cash Policy
- Rent Collection Losses and Write-off Policy
- Personnel Policy
- Union Contract (AFSCME)

Employee Safety Policy

Pest Control Policy

The Portsmouth Metropolitan Housing Authority recognizes the importance of pest and vermin control in providing a living environment of adequate health and safety for its residents. To achieve this control the Authority has adopted a pest control policy that will be implemented by the Director of Maintenance.

Pest Control and Extermination

The Portsmouth Metropolitan Housing Authority will make all efforts to provide a healthy and pest-free environment for its residents. The Authority will determine which, if any, pests infest its properties and will then provide the best possible treatment for the eradication of those pests.

Present Criteria

All 886 units to be treated annually.

Monthly treatments for problem areas.

All vacant and new move-ins shall be treated.

All 158 buildings and surrounding areas to be treated for cockroaches, fleas, mice, etc.

Except termites to be treated under separate contract.

If cockroaches, fleas, spiders, etc. are detected by maintenance staff or by management, it will be reported to development manager and notices will be sent to the tenant at least 48 hours before being treated.

The degree of infestation shall dictate the proper treatment.

(2) Section 8 Management: (list below)

Administrative Plan

Family Self Sufficiency Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment H (OH010h01)

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) OH010i01

-or-

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

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

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

Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

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

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

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

If yes, list development name/s below:

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.)

2. Activity Description

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

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. 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: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: 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.)

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No:	Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<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.)

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name:
1b. Development (project) number:
2. Federal Program authority:
<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)

<input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 03/30/01

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self

Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Resident Organization				
Tenant Council	15	Selection	Wayne Hills Office	Public Housing
Tenant Council	13	Selection	Farley Square	Public Housing
Tenant Council	20	Selection	Alexandria House	Public Housing
Tenant Council	20	Selection	Cliffside House	Public Housing
Tenant Council	8	Selection	Miller Manor	Public Housing
Tenant Council	5	Selection	Lett Terrace	Public Housing
Tenant Council	20	Selection	Hudson House	Public Housing
United Tenant Corporation	14	Selection	All Sites (7)	Public Housing

Crime Prevention Programs				
Community/Neighborhood Watch Program	75	Selection	All Sites	Public Housing
TRIAD/Crime Prevention Program	12	Other	Development 3-elderly site	Public Housing
Volunteer Tenant Patrol	10	Selection	Development Office	Public Housing
National Night Out	210	Other	All Developments	Public Housing
Red Ribbon Week	158	Other	All Development	Public Housing/S8
VISTA	5	Selection	Development Office	Public Housing/S8
Youth Programs				
Safety Town	35	Selection	Development Office	Public Housing
Youth Outreach Clubs	48	Selection	Development Office	Public Housing/S8
Teen Club – Counseling Center	9	Selection	Development Office	Public Housing/S8
4-H Club OSU County Ext. Office	13	Selection	Development Office	Public Housing/S8
Head Start CAO/PMHA	42	Wait List	Development Office	Public Housing/S8
Head Start Day Care	27	Wait List	Development Office	Public Housing
Learning/Tutoring Center	8	Selection	Development Office	Public Housing
Summer Youth Feeding Program	300(4 mo)	Other	Development Office	Public Housing
Elderly Programs				
Senior Nutrition Programs	38	Special Criteria	Development Office	Public Housing/S8
R.S.V.P.	11	Special Criteria	RSVP Office	Public Housing/S8
Senior Expo Area Agency on Aging	Scioto Cty	Other	Area Agency on Aging	Public Housing/S8
Homemakers Services	206	Special Criteria	Dept. Human Services/USSA	Public Housing/S8
Passport	50	Special Criteria	Area Agency on Aging	Public Housing/S8
Home Health/Care Giver	73	Special Criteria	SOMC	Public Housing
Meals on Wheels	67	Special Criteria	SOMC/Church Org	Public Housing
Home Delivered Meals	54	Special Criteria	CAO	Public Housing
Book Mobile	28	Elderly/Disabled	City Library	Public Housing
Mail Service	246 (all)	Elderly/Disabled	Development Office	Public Housing
News Paper	246	Elderly Disabled	Development Office	Public Housing
Family Programs				
FSS	29-37	Wait List	PMHA-Main Office	Public Housing/S8
Apprentice Programs	17	Special Criteria	PMHA-Main Office	Public Housing/S8
Adult Basic Literacy Education	6	Special Criteria	Development Office	Public Housing
GED Shawnee Basics	9	Special Criteria	Development Office	Public Housing
Bookmobile	34	Other	City Library	Public Housing
Cleanup Blitz	45	Other	Development Office	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	29	37 (12/31/00)
Section 8	29	3 (03/01/01)

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

See Attachment C

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)

Public demand for increased security (residents and non residents)

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)

Wayne Hills Apartments (OH010P101) 243 Units
 Farley Square Apartments (OH010P102) 123 Units

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

Hiring a Security Director (new position)
 PMHA will review Leasing & Occupancy Policy to strengthen rules on admissions and evictions

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

Wayne Hills Apartments (OH010P101) 243 Units
 Farley Square Apartments (OH010P102) 123 Units

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 (effective 07/01/01)
 - Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services – new contract effective 07/01/01
 - Other activities (list below)
2. Which developments are most affected? (list below)

Wayne Hills Apartments (OH010P101) 243 Units
 Farley Square Apartments (OH010P102) 123 Units

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 2001 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. Attachment J
OH010j01

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment D

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 (File name)
 Provided below:
 - a. Security in public housing was the greatest area of concern.
 - b. Curb appeal and better handling and removal of trash was a secondary concern.
 - c. Pet ownership in public housing was a major concern with respect to enforcement of the policy.
 - d. The Task Force for Domestic Violence requested a preference for victims of family violence.
 - e. Other concerns involved issues that come under routine maintenance, modernization and social services activities which will be referred to those departments.

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)
 - a. Security receives emphasis and will be addressed in the plan year.
 - b. A written plan for better curb appeal will be written and implemented during the year.
 - c. Pet rules have been adopted.
 - d. PMHA will work with the Task Force for Domestic Violence to arrive at a workable preference for victims of family violence and revise the selection policy during this plan year.

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)
- 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)

See attachment F

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)

Scioto County, Ohio (includes New Boston Village)
City of Portsmouth
State Consolidated Plan

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)

PMHA will have representatives at each meeting called by our local Consolidated Plan agencies to ensure our supporting and parallel actions. PMHA will move to identify and address the housing needs in our jurisdiction.

Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

needs in our jurisdiction.

Other: (list below)

19. Definition of "Substantial Deviation" and "Significant Amendment or Modification"

- 1. A "Substantial Deviation" from the five-year plan includes any action that would materially differ from PMHA's mission statement.

2. A "**Significant Amendment or Modification**" to the annual plan is any decision or action that would materially change PMHA's goals, administrative policy, or budget procedures with the exception of HUD mandates.

D. Other Information Required by HUD

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

Attachments

Use this section to provide any additional attachments referenced in the Plan

Attachment A

Assessment of Demographic Changes with Site Based Waiting List

There have been no changes in racial/ethnic or disability-related tenant composition with having the site-based waiting list.

The charts listed below are before implementation and after implementation of the site-based waiting list. If there are any changes it is due to normal move-in and move-outs.

Before Implementation

<u>SITES</u>	<u>RACIAL/ETHNIC</u>	<u>DISABILITY</u>
Wayne Hills	8%	3%
Farley Square	35%	1%
Alexandria House	9%	1%
Hudson House	1%	1%
Cliffside House	1%	1%
Miller Manor	0%	1%
Lett Terrace	0%	1%
Portsmouth Townhouses I	36%	1%
Portsmouth Townhouses II	48%	1%
Portsmouth Homes	17%	1%
Miller Homes	0%	1%
Lett Homes	0%	1%

After Implementation

Wayne Hills	7%	3%
Farley Square	40%	1%
Alexandria House	9%	1%
Hudson House	3%	1%
Cliffside House	1%	1%
Miller Manor	0%	1%
Lett Terrace	0%	1%
Portsmouth Townhouses I	34%	1%
Portsmouth Townhouses II	43%	1%
Portsmouth Homes	17%	1%
Miller Homes	0%	1%
Lett Homes	0%	1%

Attachment B

COMMUNITY SERVICE REQUIREMENT

Portsmouth Metropolitan Housing Authority has adopted a Community Service Plan in accordance with 24CFR 960.600 – 609 (Subpart F) summarized as follows:

I. GENERAL

Community Service is a volunteer service. Adult residents must:

- A. Contribute 8 hours per month of community service, or
- B. Participate in an economic self-sufficiency program for 8 hours per month.

II. EXEMPTIONS

Age 62 or older

- A. Elderly, blind or disabled; caretaker of blind or disabled; engaged in work activities; exempted from work activities under part A, Title IV of the Social Security Act or under any other state welfare program, including the welfare-to-work program, or receiving assistance and in compliance with the program.

III. NOTIFICATION OF THE REQUIREMENT

- A. PMHA will give notice to residents with opportunity for family members to claim exempt status. PMHA will verify exemptions and notify exempt individuals.
- B. PMHA will notify family members who are subject to the requirement and of the start date.

IV. OPPORTUNITIES

- A. PMHA will provide residents with a list of volunteer opportunities and/or self-sufficiency opportunities.
- B. PMHA will track the service requirements via time sheets.

V. NOTIFICATION OF NON-COMPLIANCE

- A. PMHA will notify family members of non-compliance (subject to the grievance procedure).

VI. OPPORTUNITY FOR CURE

- A. PMHA will permit non-compliant residents to enter into agreement with housing authority to make-up lost time or terminate the lease.

VII. PROHIBITION AGAINST REPLACEMENT OF AGENCY EMPLOYEES

- A. Volunteer or self-sufficiency service will not replace regular work performed by PMHA employees.

Attachment C

Pet Ownership in Public Housing

The Portsmouth Metropolitan Housing Authority has adopted a PET POLICY in accordance with 24CFR903.79 (n) which provides rules for pet ownership in public housing summarized as follows:

1. Defines allowable pets which limits size and weight of a pet and the number of furbearing animals to a unit.
2. Requires leaseholder to file an application with Housing Management.
3. Approval is subject to local licensing, certification of inoculations and certification that pet has been spayed or neutered.
4. Deposit required (subject to refund)
5. Miscellaneous rules:
 - a. Rule does not apply to assistance animals.
 - b. Indoor common areas are off limits.
 - c. Tenant must control pet.
 - d. Waste deposits must be removed by owner.
 - e. Pets are to be fed inside dwelling.
 - f. Staking or tying to building prohibited.
 - g. Potentially harmful animals prohibited.
 - h. Refuse/litter boxes must be kept sanitary.
 - i. Housing Authority not liable for injury or illness caused by pets.
 - j. Owners required to observe all laws and rules.
 - k. Pet owner controls disturbances caused by pets.
 - l. Removal of deceased pets responsibility of owner.
 - m. Owner responsible for damages and infestation.
 - n. Limits time in which pets can be left alone. PMHA reserves right to enter if over time limit.
 - o. Pet bedding shall not be washed at common laundry facilities.
 - p. Dogs required to wear tags.
 - q. Pets must be secured inside the unit when PMHA or other agent enters.
 - r. Resident may not alter dwelling (inside or out) to accommodate pet.
 - s. Pet approval may be revoked if rules are not observed. (subject to grievance procedures).

Attachment D

Statement of Progress in Meeting

Five-Year Plan Mission and Goals

- A. Management Issues
 - 1. PMHA is pursuing a work environment that has a capable, efficient and well-trained staff of employees.
 - 2. PMHA's asset management plan has been adopted and will be implemented and developed during this plan year.
 - 3. Additional sources of income are being investigated.

- B. Expansion of Stock Issues
 - 1. PMHA has supported the application of a private entity in an effort to expand housing stock. (36-40 units, tax credits). PMHA will make referrals from Section 8 Voucher wait list. PMHA will look for future partners.

- C. Marketing Issues
 - 1. PMHA is improving the marketability by enhancing the appearance and systems in our sites by contracting for additional garbage and trash pick-ups.

- D. Security Issues
 - 1. PMHA has prepared a job description and hired a full-time Security Director.
 - 2. PMHA is in continued communication with law enforcement, residents, local officials, HUD and community groups in its effort to solve security concerns in public housing.
 - 3. PMHA will consider strengthening its Admissions and Occupancy Policy.

- E. Tenant Based Housing Issues
 - 1. PMHA has launched an advertising campaign for additional Section 8 landlords via TV commercials. PMHA plans for newspaper articles advertising the Section 8 program.

- F. Maintenance Issues

1. PMHA is meeting adequate response time in addressing work orders and uses quality materials and supplies.
- G. Equal Opportunity Issues
1. PMHA continues to work in concert with all identifiable agencies to guarantee compliance and service for our targeted population.
- H. Fiscal Issues
1. PMHA has made the conversion to GAAP successfully.
 2. PMHA has adopted an Asset Management Plan.
- I. Public Image Issue
1. PMHA strives to declare its value to the community via meetings with community groups, television newscasts, radio broadcasts and coordinating with local agencies and public officials.
- J. Supportive Service Issues
1. PMHA is adding to its list of participation in the public housing and Section 8 Family Self-Sufficiency Programs.
 2. PMHA continually works with individual Tenant Councils, a United Tenant Council and a Resident Advisory Board.

Attachment E

Resident Membership of PHA Governing Board

The Portsmouth Metropolitan Housing Authority does not have a resident serving on the Board of Commissioners.

The first opportunity for such an inclusion came on June 30, 2000. The retiring board member was unable to physically support reappointment. Aware of this situation, the Executive Director polled all current residents of Public Housing and Section 8 participants. Fifteen positive responses were received.

As the County Commissioners were the appointing authority, the roster of fifteen nominees were forwarded for their use and consideration. The County Commissioners did not use the roster and appointed a board member of their own process and criteria.

In late November, 2000 a second opportunity arose when a board member resigned mid-term. On Wednesday, November 29, 2000, PMHA's Executive Director met with the appointing authority, the Probate Judge. An informational packet that detailed the regulations for resident membership and the process for determining eligible, interested residents for consideration was delivered. In this instance, the Probate Judge refused to consider any such nomination.

Our next opportunity will occur at the end of May, 2003. It is our intent to submit eligible, interested candidates to the appointing authority at that time.

Attachment F

Membership of the Resident Advisory Board/s Public Housing and Section 8

Wayne Hills
Nancy McKenzie
Wilda Lyons
Doris Rigsby
Deborah Bogan
Liz Parlin

Alexandria House
Larry Estle
Ron Pickle
Nancy Windsor
Jean Sparks
Easter Craft
Lena O'Mara
Emma Dudding

Cliffside House
Forrest Blevins
Connie Murphy
Geneva Allen

Miller Manor
Carl Lockhart
Sherri Lockhart

Lett Terrace
Bill Bower
Mary Bower

Farley Square
Carmen Harris
Pamela Glover
Melissa Bell
Hazel Richardson
Anna Ruth Womack
Anna Mae Taylor

Hudson House
Harold Stout
Ruth Stout
Tom Ward
Nancy Ward
Rose Montgomery
Barbara Wells
Kathleen McFarlane

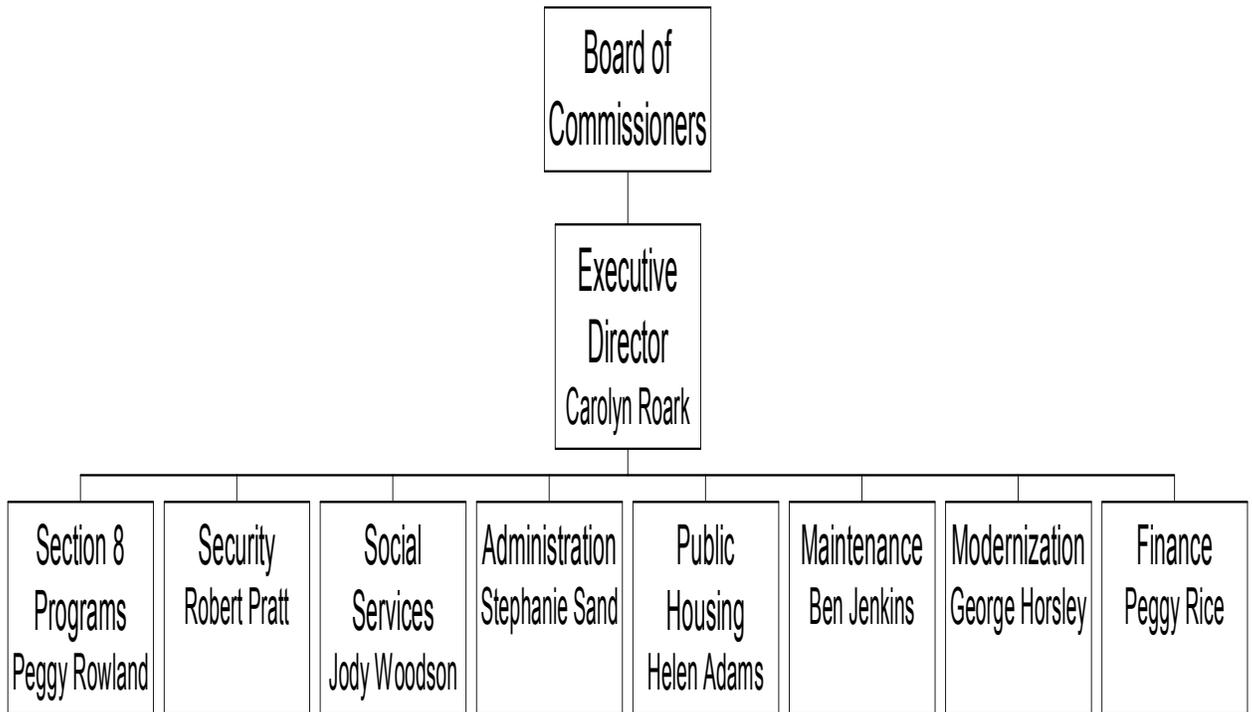
Scattered Sites
Victoria Stepp
Samantha Beasley
Kristie Board
Karen Robinson
Daniel Cattell
Donna White
Kim Workman
Beverly Ward

Section 8
Yvonne Campbell
Wanda Justice
Gertrude Gray

Attachment G

Portsmouth Metropolitan Housing Authority

ORGANIZATION CHART



Attachment L

CAPITAL FUND PLAN DEFICIENCIES RESPONSE

1. **2001 Capital Financial Plan** (explanations)
 - A. Changed Capital Fund number from 502 to 501
 - B. PMHA is currently implementing an Energy Performance Contract approved by Cleveland HUD Office. This Performance Contract includes payments from the Capital Fund of \$448,587.00 per year for four years, beginning in FFY 2001. You will notice that same amount in the five-year plan in years 2002, 2003 and 2004.
 - C. Upgrade Parking Lot – Wayne Hills Apartments has two parking lots. The original estimate was for one parking lot, but due to savings we realized on other projects, we were able to upgrade both parking lots. So the amount was increased from \$35,000.00 to \$69,876.00. Add air conditioning – due to a performance contract more funds were available so we were able to air condition more units. Therefore we increased the amount from \$162,000.00 to \$663,800.00.
 - D. Upgrade Landscaping – this work at Miller Manor was modified to be completed in phases. Due to savings realized on other projects we were able to begin the work in the current year capital funds and will only need \$20,000.00 to complete the final phase.

2. **Five-Year Action Plan** (explanations)
 - A. Replace plaster ceiling with drywall – the timing of this work become more critical and had to be completed as soon as possible. After close investigation by an architect, it was determined that the ceilings did not need replacement, but to be properly secured. This work was successfully completed in Comprehensive Grant 708, therefore omitted from the FFY 2001 budget. Replace Thomas Avenue & 17th Street sidewalk – PMHA was approached by the City of Portsmouth concerning a street project on these two streets. They knew of our plans to replace these sidewalks and wanted us to incorporate our plans with theirs. In cooperation with the City of Portsmouth, we revised our schedule and completed this work using funds in the Comprehensive Grant 708. Since these funds were now available to do more work at Wayne Hills Apartments, we expanded the scope of work to include a storage building which we need very much.
 - B. Add air conditioning – at Farley Square Apartments, this air conditioning will be paid for by a performance contract, therefore it has been omitted from the budget.
 - C. Emergency generator – due to savings in other projects and additional funds received from being a High Performing Housing Authority, we were able to move this much needed work item from FFY 2003 to 2002. Replacement of door to Community Room – this doors condition had worsened and the residents were asking for its immediate replacement. Therefore this door was replaced with available funds in

Comprehensive Grant Fund 708. The work is complete and there omitted from this year's budget.

- D. Relocate dumpster pads, pave parking lots, sidewalk replacement and security fencing – this work at Miller Manor will be completed in Capital Fund Program 501 which is FFY 2000. Therefore is omitted from the 2004 budget year. Site improvement and replace windows – these items are previously approved comprehensive grant work items that have not been completed. More urgent work items delayed their implementation.
- E. Relocate dumpster pads, pave parking lots, sidewalk replacement and security fencing – this work at Lett Terrace will be completed in Capital Fund Program 501 which is FFY 2000. Therefore is omitted from 2004 budget year. Site improvements and replace windows – these items are previously approved comprehensive grant work items that have not been completed. More urgent work items delayed their implementation.

Table Library

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: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:			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	0.00			
2	1406 Operations	0.00			
3	1408 Management Improvements Soft Costs	20,562.00			
	Management Improvements Hard Costs	0.00			
4	1410 Administration	102,293.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	150,000.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	305,474.00			
10	1460 Dwelling Structures	1,112,387.00			
11	1465.1 Dwelling Equipment—Nonexpendable	25,000.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	25,000.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	1,000.00			
18	1499 Development Activities	0.00			
19	1502 Contingency	0.00			

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:		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	
	Amount of Annual Grant: (sum of lines.....)	1,741,716.00			
	Amount of line XX Related to LBP Activities	0.00			
	Amount of line XX Related to Section 504 compliance	0.00			
	Amount of line XX Related to Security –Soft Costs	0.00			
	Amount of Line XX related to Security-- Hard Costs	0.00			
	Amount of line XX Related to Energy Conservation Measures	448,587.00			
	Collateralization Expenses or Debt Service	0.00			

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:				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
HA-Wide	Computer Software		1408	lot	5,562.00			
	Staff Training		1408	lot	15,000.00			
	Administrative Salaries		1410	lot	80,000.00			
	Administrative Benefits		1410	lot	22,293.00			
	A&E Fees & Costs		1430	lot	150,000.00			
	Energy Performance Contract		1460	lot	448,587.00			
	Range & Refrigerator		1465.1	lot	25,000.00			
	Computer Hardware		1475	lot	25,000.00			
	Relocation Cost		1495.1	lot	1,000.00			
Wayne Hills 10-1	Upgrade Playgrounds		1450	lot	45,000.00			
Wayne Hills 10-1	Upgrade Parking Lots		1450	lot	69,876.00			
Wayne Hills 10-1	Add Air Conditioning		1460	lot	663,800.00			
Farley Square 10-2	Upgrade Landscaping		1450	lot	5,000.00			
Alexandria House 10-3	Upgrade Landscaping		1450	lot	5,000.00			
Hudson House 10-4	Upgrade Landscaping		1450	lot	5,000.00			
Cliffside House 10-5	Upgrade Landscaping		1450	lot	5,000.00			
Miller Manor 10-6A	Upgrade Landscaping		1450	lot	20,000.00			
Lett Terrace 10-6B	Upgrade Landscaping		1450	lot	20,454.00			
Ports. Townhouses 10-7	Upgrade Landscaping		1450	lot	5,000.00			
Ports. Townhouses 10-8	Upgrade Landscaping		1450	lot	5,000.00			
Portsmouth Homes 10-9	Upgrade Landscaping		1450	lot	5,000.00			
Miller Manor Homes 10-14A	Upgrade Landscaping		1450	lot	115,144.00			

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program No: 501 Replacement Housing Factor No:				Federal FY of Grant: 2001	
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	09/30/03			09/30/04			
Wayne Hills 10-1	09/30/03			09/30/04			
Farley Square 10-2	09/30/03			09/30/04			
Alexandria House 10-3	09/30/03			09/30/04			
Hudson House 10-4	09/30/03			09/30/04			
Cliffside House 10-5	09/30/03			09/30/04			
Miller Manor 10-6A	09/30/03			09/30/04			
Lett Terrace 10-6B	09/30/03			09/30/04			
Ports. Townhouses I 10-7	09/30/03			09/30/04			
Ports. Townhouses II 10-8	09/30/03			09/30/04			
Portsmouth Homes 10-9	09/30/03			09/30/04			
Miller Manor Homes 10-14A	09/30/03			09/30/04			