

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

PHA Plans

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

JEFFERSON METROPOLITAN HOUSING AUTHORITY

STEUBENVILLE, OHIO

**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: Jefferson Metropolitan Housing Authority

PHA Number: OH014

PHA Fiscal Year Beginning: (mm/yyyy) 01/2001

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)

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

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies: to at least 7% per cent actual over 5 yrs
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score) 90.0 by 12/31/2002
 - Improve voucher management: (SEMAP score) 90.0 by 12/31/2002
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

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

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

- PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:

- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

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 (optional)

[24 CFR Part 903.7 9 (r)]

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Attachment 1: Assessment of Site-Based Waiting List Development Demographic Changes
- Attachment 2: Implementation of Public Housing Community Service Requirements
- Attachment 3: Pet Policy
- Attachment 4: Progress on 5-Year Plan Goals
- Attachment 5: Resident Membership of the PHA Governing Board
- Attachment 6: Membership of the Resident Advisory Board
- FY 2001 Capital Fund Program Annual Statement (see Section 7(A)(1))
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- Attachment 7: PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan (see Section 7(A)(1))
- Attachment 8: Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

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:	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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.	
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;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	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
	Schedule of flat rents offered at each public housing development <input 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	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	A & O Policy	
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
NA	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
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	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
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	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	1598	4	2	2		2	N/A
Income >30% but <=50% of AMI	630	3	2	2		2	N/A
Income >50% but <80% of AMI	609	2	1	2		2	N/A
Elderly	550	3	1	2	1	2	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	4	N/A	N/A
White	2093	3	2	2	1	2	N/A
Black	718	4	2	2	1	2	N/A
Other	26	3	2	2	1	2	N/A

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 City of Steubenville
Indicate year: 1997
- 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)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<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	145		
Extremely low income <=30% AMI	82	57	
Very low income (>30% but <=50% AMI)	4	2.8	
Low income (>50% but <80% AMI)	59	42.0	
Families with children	100	69.0	
Elderly families	11	9.2	
Families with Disabilities	34	23.0	
Race: white	109	75.0	
Race: black	35	24.0	
Race: Asian	0	0.0	
Race: Hispanic	1	0.7	
Characteristics by Bedroom Size (Public Housing			

Housing Needs of Families on the Waiting List			
Only)			
1BR	81	57.0	
2 BR	42	30.0	
3 BR	16	11.0	
4 BR	6	4.0	
5 BR	N/A		
5+ BR	N/A		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	315		
Extremely low income <=30% AMI	157	50.0	
Very low income (>30% but <=50% AMI)	111	3.0	
Low income (>50% but <80% AMI)	47	15.0	
Families with children	229	73.0	
Elderly families	4	1.0	
Families with Disabilities	70	22.0	
Race: white	216	69.0	
Race: black	96	30.0	
Race: Asian	1	0.3	

Housing Needs of Families on the Waiting List			
Race: Hispanic	2	0.6	
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)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 6 Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

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 tenantbased 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)

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 2001 grants)		
a) Public Housing Operating Fund	1,713,950	
b) Public Housing Capital Fund	1,491,002	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	225,382	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	180,628	
g) Resident Opportunity and Self-Sufficiency Grants	30,000	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CGP 708	1,002,802	Capital Improvements
PHDEP	124,000	Security & Prevention
Service Coordinator in PH	24,500	Equipment, services
3. Public Housing Dwelling Rental Income	1,096,070	PH Operations
4. Other income (list below)		
Laundry, telephone, etc.	5,770	PH Operations
4. Non-federal sources (list below)		
Investment income—PH	90,250	PH Operations
Investment income—Sec 8 Admin	20,280	Sec 8 Operations
Investment income—Sec 8 tenant based	138,196	Bond service/ operations
Total resources	6,112,830	

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: 3 months
- Other: (describe)

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)
 - History of Disturbing Neighbors or Destruction of Property
 - Fraud in connection with any Housing Program
 - Alcohol Abuse that interferes with the Health, Safety, or Right to Peaceful Enjoyment by Others

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? 3

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site based waiting list plan)?
If yes, how many lists? 3

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

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 -Unless the offer is for deconcentration purposes. If declined, this does not affect the applicant's place on the waiting list.
- 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)
To meet deconcentration goals.

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.

4 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
 3 Veterans and veterans' families
 Residents who live and/or work in the jurisdiction
 2 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:
OH014-1 Chester Simeral Courts
OH014-2 Elmer M. White Apts.
OH014-3 John F. Kennedy Apts.
OH014-4 Earl Rodgers Plaza

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:
 - OH014-1 Chester Simeral Courts
 - OH014-2 Elmer M. White Apts.
 - OH014-3 John F. Kennedy Apts.
 - OH014-4 Earl Rodgers Plaza

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 subcomponent 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)
- Upon the request of the owner, we will share any factual or thirdparty written information relevant to the history of, or ability to, comply with the lease, or any history of drug-trafficking.

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenantbased 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 tenantbased 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:

If the family documents their efforts and additional time can reasonably be expected to result in success or the family contains a person with a disability.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

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

3 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

- Date and time of application
- Drawing (lottery) or other random choice technique

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

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

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

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)
Reporting on income is at the family's option, reporting on family composition is required at all times.

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)
Ceiling rents will be retained instead of flat rents for a period of three years.

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenantbased 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)
 - Market vacancy rates
 - Market Rents
 - Size and quality of units leased under the program

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.
(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

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	787	160
Section 8 Vouchers	252	20
Section 8 Certificates	278	20
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	648	0
Protective services	648	0
Prevention/intervention	648	0
Other Federal Programs(list individually)		
Service Coordinator	239	24

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)
 - a) Admissions and Continued Occupancy Policy
 - b) Public Housing Grievance Procedure
 - c) Schedule of Utility Allowances
 - d) List of Maintenance Charges
 - e) Lease

- f) Non-Citizen Procedures
- g) Criminal Activity Procedures
- h) Maintenance Policy (including pest control)
- i) Safety Policy
- j) Personnel Policy
- k) Procurement and Disposition Policy
- l) Capitalization Policy
- m) Investment Policy
- n) Internal Financial Controls
- o) FSS Action Plan

- (2) Section 8 Management: (list below)
 - a) Administrative Plan
 - b) FSS Action 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 903.79 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (01/2001)

- Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	309067
3	1408 Management Improvements	150000
4	1410 Administration	40000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	100000
8	1440 Site Acquisition	
9	1450 Site Improvement	244000
10	1460 Dwelling Structures	567066
11	1465.1 Dwelling Equipment-Nonexpendable	171300
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	54266
23	Amount of line 20 Related to Security	150000
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
14-1	Kitchen renovations	1460	146000
14-1	Sewer lines	1450	20000
14-1	Handicapped unit conversion	1460	54266

14-2	A/C window units	1465.1	44000
14-2	Storm doors, family	1460	8400
14-2	Exterior walls, hi-rise	1460	77500
14-2	Ranges & refrigerators	1465.1	92800
14-2	Cycle painting, 14 units	1460	7000
14-2	Emergency generator	1450	100000
14-2	Window blinds, all units	1460	28500
14-3	Storm doors, hi-rise	1460	22500
14-3	Storm doors, family	1460	8400
14-3	Exterior doors, hi-rise	1460	20000
14-3	Cycle painting, 20 units	1460	10000
14-3	Emergency generator	1450	100000
14-3	Window blinds, all units	1460	28500
14-4	Basketball court & playground	1450	10000
14-4	Sewer lines, elderly bldg	1450	8000
14-5	Exterior doors, elderly	1460	10000
14-5	A/C elderly units	1465.1	18500
14-6	Gutter & fascia, Tiltonsville	1460	5000
14-10	Storm doors	1460	6000
14-10	Playground	1450	3000
14-11	Playground	1450	3000
14-11	Ranges & refrigerators	1465.1	16000
14-12	Foundation repairs, 5 units	1460	30000
14-12	Kitchen & baths, 35 units	1460	105000

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
OH14-1 Simeral Courts	12/31/02	12/31/04
OH14-2 Elmer White Apts.	12/31/02	12/31/04
OH14-3 JFK Apts.	12/31/02	12/31/04
OH14-4 Earl Rodgers Plaza	12/31/02	12/31/04
OH14-5 Michael Myers Terrace	12/31/02	12/31/04
OH14-6 Schlernitzauer/ Merkel Apts.	12/31/02	12/31/04
OH14-10 Crabbe/ Hamann Apts.	12/31/02	12/31/04
OH14-11 Lovers Lane Circle Apts.	12/31/02	12/31/04
OH14-12 Scattered Sites	12/31/02	12/31/04

(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

-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)

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
OH014-01	Chester J. Simeral Courts			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Playground improvements			20000	
Landscaping			7000	
Porch canopies			120000	
Exterior brickwork			200000	
Roofs			27078	
Handicapped units			250000	
Repair floors (10 units)			20000	
Floor covering			250000	
Bath renovations			200000	
Kitchen range hood vents			37200	
Tree trim/removal			3000	
Parking (additional spaces)			50000	
Total estimated cost over next 5 years			1184278	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
OH014-02	Elmer M. White Apts			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Exterior walls, repair			100000	
Hot water boiler replacement			20000	
Entrance lighting—hi-rise			15000	
Tree trim/removal			4000	
Landscaping			1000	
Railroad retaining wall			15000	
Paint halls, doors, elevators (hi-rise)			10000	
Parking (emergency services)			15000	
Lock change			30000	
Floor covering			200000	
Lobby/office renovation			50000	
Boiler replacement			200000	
Roof—elderly			100000	
Closet door replacement			50000	
Kitchen lighting (elderly)			32515	
Doorbells for handicapped units			1000	
Replace windows (elderly)			88000	
Range hoods (elderly)			26400	
Exterior renovations (family units)			84000	
Total estimated cost over next 5 years			1041915	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
OH014-03	John F. Kennedy Apts.			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)

Boiler replacement	162140	
Window replacement	175000	
Balcony repairs	30000	
Office renovations	150000	
Floor covering	250000	
Lobby renovations	25000	
Handicapped restrooms and other accessibility	100000	
Roof (elderly)	100000	
Landscaping	1000	
Parking	20000	
Tree trim/removal	3000	
Railing around make-up unit on roof	5000	
Install shut off valves (domestic elderly)	77500	
Kitchen/bath/stairwell lighting	100000	
Exhaust fan clean/repair (elderly)	25000	
Replace exterior entry doors (elderly)	40000	
Replace drain lines, fixture to stack(elderly)	116250	
Site fencing	10000	
Ext. doors, frames, locks (family)	28000	
Replace closet doors	80000	
Total estimated cost over next 5 years	1497890	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
OH014-04	Earl Rodgers Plaza		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
			Planned Start Date (HA Fiscal Year)

Ranges	40800	
Paint interiors	153000	
Curtain rods	4000	
Relocate gas meters	20280	
Landscaping	5000	
Parking	40000	
Basketball court	10000	
Refrigerators	40800	
Door locks	25500	
Site fencing	5000	
Siding replacement	300000	
Roofs, all buildings	115000	
Basement windows & wells	61200	
Replace exterior doors	94000	
Basement stairs (family units-86)	21500	
Construct handicapped units	300000	
Total estimated cost over next 5 years	1236080	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
OH014-05	Michael Myers Terrace		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
			Planned Start Date (HA Fiscal Year)
Ranges			19000
Tree trim/removal			2000
Site fencing			10000
Sidewalk replacement (elderly)			15000
Basketball court			10000
Landscaping			2000
Refrigerators			27000
Replace lighting—hallways & community room			10000
Storm doors (family)			11400
Parking lot (elderly)			10000
Replace drop ceilings (elderly)			15000
Key card locks (elderly)			6000
Replace handrails (elderly)			2500
Playground—resurface			4000

Handicap ramps (elderly)	5000	
Compactor	10000	
Emergency generator	20000	
Boiler replacement (elderly)	90000	
Roof (elderly)	50000	
Roof (family)	70000	
Floor covering	150000	
Renovate baths (elderly)	112500	
Closet doors (family units)	7600	
Total estimated cost over next 5 years	659000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
OH014-06	Merkel/Schlernitzauer Apts		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
			Planned Start Date (HA Fiscal Year)
Floor covering			150000
Emergency call system			5800
Landscaping			1000
Sidewalk			10000
Blacktop parking areas			25000
Stand pipe (fire)			20000
Emergency generator			38000
Ranges			16000
Air conditioning			25000
Signage			3000
Water heaters			19300
Security system			27775
Canopies/porches			18500
Windows			107200
Furnaces (family units)			33000
Expand parking (Tiltonsville)			25000
Handicap conversions			198900
Refrigerators			22000
Kitchen renovations			165500
Bath renovations			102500
Kitchen/bath floor covering			61800
Range hoods			45500

Garbage disposals	24100	
Compactor	16000	
Roof—Tiltonsville	40000	
Roof—Yorkville	30000	
Laundry rooms—both elderly	15000	
Key card systems	14000	
Exterior doors—replace	8000	
Roof—family	12000	
Elevator—Tiltonsville	100000	
Total estimated cost over next 5 years	1379875	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
OH014-10	Hamann Apts (Lincoln Ave)		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Furnaces			40000
Water heaters			20000
Ranges			10400
Refrigerators			15200
Closet & utility doors			32000
Ceilings			30000
Kitchen renovations			64000
Floor coverings			75000
Roofs			80000
Landscaping			1000
Bath fixtures			22000
Lighting—bath, halls			10096
Total estimated cost over next 5 years			399696

Optional 5-Year Action Plan Tables			
Development	Development Name	Number	% Vacancies

Number	(or indicate PHA wide)	Vacant Units	in Development	
OH014-11	Lovers Lane Circle			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Furnaces			20000	
Water heaters			10000	
Closet & utility doors			16000	
Kitchen renovations			32000	
Ceilings			15000	
Roofs			40000	
Floor covering			35000	
Landscaping			2000	
Site fencing			5000	
Site lighting			5000	
Total estimated cost over next 5 years			180000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
OH014-12	Scattered Sites			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Furnaces (10 units)			12500	
Water heaters			35000	
Ranges			18200	
Refrigerators			26600	
Kitchen renovations (35 units)			125000	
Bath renovations (35 units)			125000	
Landscaping			15000	
Tree trim/removal			8000	
Sidewalk			15000	
Roofs (10 units)			40000	
Porches/trim painting (50 units)			25000	
Replace sewer lines bldg to curb (3)			12000	
Floor covering			140000	
Repair porches/railings (10 units)			25000	

Total estimated cost over next 5 years	622300	
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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:
 OH14-2 Elmer M. White Apts. (demolition only)

- 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:

OH14-1 Chester J. Simeral Courts (Negotiating for sale of project and development of replacement units.)

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: Scattered sites
1b. Development (project) number: OH014-12
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(01/2001)</u>
5. Number of units affected: 12
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 01/2001 b. Projected end date of activity: 12/2001

Demolition/Disposition Activity Description
1a. Development name: Elmer M. White Apts.
1b. Development (project) number: OH014-2
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>

<p>3. Application status (select one)</p> <p>Approved <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input checked="" type="checkbox"/></p>
<p>4. Date application approved, submitted, or planned for submission: <u>(03/2001)</u></p>
<p>5. Number of units affected: 88</p>
<p>6. Coverage of action (select one)</p> <p><input checked="" type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>
<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity: 06/2001</p> <p>b. Projected end date of activity: 09/2001</p>

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: John F. Kennedy Apartments
1b. Development (project) number: OH014-3
2. Designation type:

Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(11/2000)</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 151 7. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.79(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 has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

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.)

- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

2. What information or data did the PHA used to determine the need for HIA 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)

- OH014-1—Chester Simeral Courts
- OH014-2—Elmer M. White Apts.
- OH014-3—John F. Kennedy Apts.
- OH014-4—Earl F. Rodgers Plaza

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)

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

- OH014-1—Chester Simeral Courts
- OH014-2—Elmer M. White Apts.
- OH014-3—John F. Kennedy Apts.
- OH014-4—Earl F. Rodgers Plaza

C. Coordination between PHA and the police

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

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

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

- OH014-1—Chester Simeral Courts
- OH014-2—Elmer M. White Apts.
- OH014-3—John F. Kennedy Apts.
- OH014-4—Earl F. Rodgers Plaza
- OH014-12—scattered sites

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: oh014a01)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

- 1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
- 2. Yes No: Was the most recent fiscal audit submitted to HUD?
- 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 PHAMUST select one)
 - Attached at Attachment (File name)
 - Provided below:

No written comments were received. At meetings and at the public hearing, there was considerable discussion of the Community Service Requirement Pet Policy, and elderly designation. Residents noted the need for handicapped accessible facilities at certain locations. Residents asked about getting apartments painted, especially for the elderly and disabled.

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:

Certain provisions of proposed Pet Policy were modified.
Capital Fund Plan was modified to address handicapped needs; and to include cycle painting of apartments.

- Other: (list below)

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

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

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
 - Candidates were nominated by resident and assisted family organizations
 - Candidates could be nominated by any adult recipient of PHA assistance
 - Self-nomination: Candidates registered with the PHA and requested a place on ballot
 - Other: (describe)
- b. Eligible candidates: (select one)
 - Any recipient of PHA assistance
 - Any head of household receiving PHA assistance
 - Any adult recipient of PHA assistance
 - Any adult member of a resident or assisted family organization
 - Other (list)
- c. Eligible voters: (select all that apply)
 - All adult recipients of PHA assistance (public housing and section 8 tenant based assistance)
 - Representatives of all PHA resident and assisted family organizations
 - Other (list)

C. Statement of Consistency with the Consolidated Plan

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

- 1. Consolidated Plan jurisdiction: City of Steubenville, Ohio
- 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)

Physical improvements at developments, as detailed in Capital Fund

Plan

- Other: (list below)

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

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 Plans.

Attachment 1: Assessment of Site-Based Waiting List Development Demographic Changes

The Housing Authority had previously used one waiting list for all of its public housing developments. These included seven projects (OH014001, 002, 003, 004, 010, 011, 012) in the City of Steubenville, one project (OH014005) in the City of Toronto, approximately ten miles north of Steubenville, and one project (OH014006) in the Villages of Yorkville and Tiltonsville, about seventeen miles south of Steubenville. These three areas do not comprise a contiguously populated area, and have always been geographically separate and distinct. The populations of these distinct areas have remained fairly stable, in as far as residents generally do not move from one area to the other, except for a specific reason, such as employment.

This very condition has always made for a difficult and cumbersome process when leasing apartments from what was actually one central waiting list for all of Jefferson County. Applicants who are long-time residents of Yorkville, for example, really aren't interested in housing in Steubenville, and vice versa. With one waiting list, applicants routinely refused offers of units in other towns, waiting for a unit in their own area. The Housing Authority felt it would be much more efficient, and would enable us to compete much more effectively with other rental housing, to establish a waiting list for each of these traditionally distinct localities.

Separate waiting lists were actually established in November of 2000. One waiting list was established for all developments in Steubenville. This waiting list includes our older downtown developments, as well as newer developments in the City's West End, and all single-family scattered site housing. A second waiting list was established for our single development in Toronto. A third waiting list was established for the two former elderly buildings and six family units in Yorkville and Tiltonsville. At that time we revised our application procedure to include a mandatory preapplication form. This pre-application form indicates the existence of the three waiting lists, and that applicants may choose to be on one, two, or all three waiting lists. Applicants indicate their choices by placing check marks in the appropriate boxes. Applications are taken in all three waiting list communities, but are centrally processed by the Housing Authority Leasing Office in Steubenville. Since separate waiting lists have been in place for such a short period of time, there has, as yet, been no analysis of demographic changes.

JMHA's Admissions and Continued Occupancy Policy, Section 4.0 Family Outreach, assures that the Housing Authority "will publicize the availability and nature of the Public Housing Program for extremely low-income, very low, and low-income families in a newspaper of general circulation, minority media, and by other suitable means" . . . "will distribute fact sheets to the broadcasting media and initiate personal contacts with members of the news media and community service personnel" . . . "will communicate the status of housing availability to the other service providers in the community and inform them of housing eligibility factors and guidelines . . ." In addition to the language in the ACOP, JMHA is in the process of adopting an Equal Housing Opportunity Policy, which describes the Authority's Affirmative Marketing and Outreach policies in greater detail.

As we continue with separate waiting lists, the Housing Authority, at the midpoint of its fiscal year, i.e. on or about June 30 of each year, just prior to the Annual Plan process, will assess changes in racial, ethnic, or disability-related tenant composition at each site, based on MTCS occupancy data, as well as data maintained locally. At least every three years, the Housing Authority will provide for independent testing, or other means satisfactory to HUD, to assure that the site-based waiting list is not being implemented in a discriminatory manner. Any problems indicated will be remedied.

We expect that the use of separate waiting lists will, in our case, enhance opportunities for minority applicants to locate in traditionally non-minority areas by choosing to be on those waiting lists. With the previous single waiting list, unit offers were heavily weighted toward Steubenville, where 82% of our public housing is located, along with the largest minority population.

Attachment 2: Implementation of Public Housing Community Service Requirements

The pending implementation of the community service requirement was a topic of considerable discussion during the Agency Plan consultation process. On November 15, 2000, the Board of Commissioners of Jefferson Metropolitan Housing Authority adopted a Community Service Policy for the Housing Authority. The Policy became effective at the beginning of the next HA fiscal year on January 1, 2001. The Policy is based on a model from the Nelrod Consortium, and closely follows the provisions of 24CFR960, Subpart F.

Notification letters were sent out to all public housing residents 30 days in advance of the effective date of the requirement. The public housing management staff was trained on the Policy, and was also given copies of the CFR section for additional guidance. Property managers were provided with the following forms to implement and track resident compliance: Resident Community Service Time Sheet (Form HF 115), and Dwelling Unit Community Service Ledger (Form HF-116). These forms were obtained from Housing Forms, Inc.

Property managers reviewed all tenant household files to determine:

- 1) which individuals are potentially exempt, as defined in 960.601;
- 2) which individuals are obligated to perform community service;
- 3) if an individual might already be performing an activity that might satisfy the requirement.

At the same time, the Housing Authority contacted local government, church, and service agencies, and compiled a list of potential sites where residents might perform community service. Property managers sent out follow-up notification letters prior to the effective date of the requirement. Residents are required to comply with the community service requirement beginning in January 2001. The JMHA Public Housing Lease, adopted in 1999, already contains a provision requiring performance of community service.

Attachment 3: Pet Policy

The Housing Authority is about to adopt a Pet Policy that will serve both elderly and family units. The previous Pet Policy for Elderly and Disabled Housing provided for a \$300 refundable deposit and a \$25 non-refundable annual fee for dogs and cats. This will continue under the new policy for all developments. Aquariums will require a \$150 deposit. The Pet Policy contains the normal provisions regarding licensing, spaying and neutering, and inoculations.

Even though JMHA has no designated elderly units at this time, elderly residents will be exempt from the non-refundable fee requirement. The Pet Policy will be amended to reflect this exemption.

The Pet Policy is based on a model policy from the Nelrod Company, and was discussed at length with the residents. As requested, the Pet Policy is submitted with this Plan, as attached file "**oh014b02**".

Attachment 4: Progress on 5-Year Plan Goals

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

- PHA Goal: Expand the supply of assisted housing Objectives:
 - Reduce public housing vacancies: to at least 7% per cent actual over 5 yrs

Vacant Unit Reports for October 1999 show 85 units vacant, that is, 10.8% of our public housing inventory. The same reports for February 2001 show 65 units, or 8.25 % vacant. We have pursued several strategies to reduce vacancies during that time period. One of these was targeted marketing.

Chester J. Simeral Courts (OH014-001), better known as Parkview Circle, consisting of 124 units built in 1959, had one of our worst vacancy problems. The site had a history of serious drug problems for several years. The Housing Authority took aggressive steps to eliminate the problem, and was reasonably successful in its effort. One unit has been dedicated to use as a police/security substation. Even so, the site's reputation persisted in the local community. In October 1999, 16 units, 13% of the site, were vacant. The number of vacant units often exceeded twenty. The site is adjacent to the Franciscan University of Steubenville. The University is somewhat unique in as far as, besides students and staff, other families have moved to the Steubenville area to be near the University because it is the center of a conservative religious movement in the Catholic Church. This "University community" has generated a demand for rental housing near the campus. Working with the University's housing office, we began to market public housing as a rental option for the University community. At the same time efforts to market the "improved" Parkview Circle to the traditional local rental market were failing, families in the University community were discovering the opportunity to live in safe, clean, affordable housing adjoining the campus. In February 2001, this site had 9 vacant units, and 2 of those are down due to serious maintenance problems. At times, the site has had as few as 5 vacancies.

We have employed a similar strategy regarding our two formerly elderly high rise buildings in the North End of Steubenville. As elderly applicants became fewer, vacancies rose. By working with local health and social service agencies, we provide housing opportunities for the disabled and homeless populations that they serve. Even efficiency units that had been vacant for years, and were considered unmarketable, have been leased. In October 1999, these two buildings had a combined 28 vacant units, out of a total 238, or 11.8% vacant. In February 2001, there were 14 units vacant, or 5.9%. Our Service Coordinator and Drug Elimination Programs play a key role in the success of this strategy. In July 2000, JMHA received a NAHRO National Merit Award for this strategy.

In order to expedite the processing of applications and placement of eligible applicants, we have relocated the leasing office from within a high rise to a freestanding office on the same site. The office is now easier to locate, and is more conducive to the application and interview process. The staff consists of a Tenant Selection Supervisor and a Leasing Clerk. The Leasing Clerk became certified in Public Housing Intake and Eligibility in August of 2000. The Tenant Selection Supervisor will be attending refresher training in the near future. New procedures include a computerized log of new applications, which is checked against Housing Authority records. This process expedites the elimination of applicants who may be ineligible due to previous poor rental history with the Housing Authority.

Finally, we are introducing improved quality control in vacant unit turnaround time.

- PHA Goal: Improve the quality of assisted housing
- Objectives:
 - Improve public housing management: (PHAS score) 90.0 by 12/31/2002
 - Improve voucher management: (SEMAP score) 90.0 by 12/31/2002
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:

We are working to improve overall operations efficiency at the Housing Authority through staff reorganization and training. The property management staff meets as a group at least twice a month. The new position of Director of Housing Programs oversees Public Housing and Section 8 property and program management. The Executive Director, the Director of Housing Programs, and the Facilities Manager have recently begun monthly visits to each development to review the overall condition of the property, procedural compliance, and progress on vacant unit turnaround. We have also recently combined four developments totaling 231 units in Steubenville under a new Property Manager III position. Our other Manager III manages approximately 290 units. These units will soon have their annual recertifications performed by a Recertification Manager, thereby freeing the two Manager III's to do more "out-of-the-office" property management, such as regular housekeeping inspections, general lease enforcement, and improved communication with residents, and marketing.

Maintenance personnel have attended Lead-Based Paint training for both public housing and Section 8. We are continuing our modernization efforts in public housing. During 2000, we completed LBP abatement work on the last of our public housing units. We also did extensive renovation work at Michael Myers Terrace (OH014005) in Toronto.

This work included new kitchens, bathrooms, and floors. Exterior work on this site included extensive repairs to brickwork, and new porch roofs. Also in 2000, we received approval of our application to demolish 3 scattered site single family houses that were beyond reasonable repair.

We are continuing discussions for the possible negotiated sale of Chester J. Simeral Courts, our oldest project, and the development of new replacement units in a new location.

- PHA Goal: Increase assisted housing choices
- Objectives:
 - Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Implement public housing site-based waiting lists:

The Housing Authority provides voucher mobility counseling as part of the Section 8 briefing for new program participants. Written information on portability is also included in the briefing packet. The Section 8 office has instituted a landlord newsletter with the most recent issue published in November 2000, and holds landlord meetings on at least an annual basis. The Section 8 staff scans local rental ads for potential additional units and owners of rental property.

The Housing Authority implemented three site-based waiting lists in December. There is one list for all developments in the City of Steubenville, one for the City of Toronto, and one for the Villages of Yorkville and Tiltonsville.

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

- PHA Goal: Provide an improved living environment
- Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

Poverty Deconcentration: Analysis of income averages shows that, of JMHA's nine

public housing developments, three are outside the Established Income Range of 85 to 115 per cent of PHA average income, as defined in the Deconcentration Final Rule of December 22, 2000. These are:

Chester J. Simeral Courts (OH014-001), at 75% of the PHA average income;
Merkel/Schlernitzauer Apartments (OH014-006), at 127% of the PHA average income;
Lovers Lane Circle Apartments (OH014-011), at 119% of the PHA average income;

Chester J. Simeral Courts (Parkview Circle) is the project mentioned earlier, that is adjacent to the University campus. As noted earlier, an increasing portion of tenants are full-time or part-time students, with little or no earnings. Ironically, these individuals have the most potential for substantially increasing their income as they complete their educations. It is our hope that some of these residents will choose to stay in public housing for a time after becoming employed. We feel this is a real possibility, since the University is a close-knit community, and residents may want to stay near the campus even after completing their education.

Merkel/Schlernitzauer Apartments is our project in Yorkville and Tiltonsville. This project consists of two low rise buildings originally constructed as elderly housing (though not currently designated as such), and a rowhouse with six family units. To a great degree, this project has retained its original identity as elderly housing. The main source of income for most residents is Social Security and pension, which accounts for the higher income level.

Lovers Lane Circle Apartments is a small, 20-unit complex, located in Steubenville's West End, near retail shopping areas. These residents are closer to potential sources of employment. Residents have also been granted transfersto this project to be nearer to their place of employment. Except for a bus system that runs only during daylight hours with reduced service on weekends, Steubenville has no public transportation. It is nearly a necessity for residents of this development to be able to afford to own a car.

We have not been very successful in attracting existing working families into public housing. We expect that welfare reform will result in more earned income among existing households.

Income mixing: The use of separate waiting lists will provide some opportunity for lower income applicants to be housed in higher income sites. As noted above, Yorkville-Tiltonsville is at 127% of average PHA income. We have not yet employed waiting list skipping, as described in our ACOP. We still have concerns about how to fairly apply this strategy.

Public housing security improvements: JMHA has maintained an extensive security program since the early 1990's, using PHDEP and CGP funds. We are continuing this under the Capital Fund Program. Security efforts include security guard services at all

housing developments in Steubenville, and security cameras and secure access systems for high rise buildings. Since these electronic systems are now several years old, we will be updating them. We also have a supplemental police services contract with the City of Steubenville.

The application screening procedure includes thorough criminal screening of all applicants.

Designated developments:

We will be submitting an application for elderly designation for the John F. Kennedy hi-rise. This building was originally constructed in the 1960's as elderly housing.

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

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

Objectives:

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

The Housing Authority has operated a Family Self-Sufficiency (FSS) Program since 1993. The Program was originally established to service Section 8 participants and had 100 program slots. Later, FSS was extended into public housing with 15 slots. Currently, there are 69 FSS participants in Section 8. The number of original slots is being reduced as families successfully complete the program. We are maintaining 15 slots in public housing. Since the Program's inception, there have been 199 enrollees from the Section 8 Program, and 35 from public housing. Of these, 96 Section 8 participants have completed the Program successfully, as have 14 from public housing.

The FSS Coordinator maintains an active Program Coordinating Committee, representing a cross-section of institutions in the community, from banks to social service agencies. Networked services include resume writing and job search assistance, credit counseling, and "dress-for-success" programs.

The Housing Authority has had a Service Coordinator in Public Housing Grant since 1995. The program has coordinated the delivery of a variety of supportive services, such as screenings for high blood pressure, diabetes, cataracts, depression, as well as

delivery of general home health care. Other services include a monthly church service and dinner, and several senior citizen clubs, and bingo.

Special projects have included a health study conducted by Brigham & Women's Hospital of Harvard University, and a prescription drug study conducted through the University of Pittsburgh. The current Service Coordinator is a Licensed Practical Nurse, and provides direct delivery of ad hoc nursing services to residents, and averages over 100 units of direct service delivery a month. The program provides linkages to over 30 service providers in the community.

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

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

The Admissions and Continued Occupancy Policy, Section 1: Fair Housing, states that the Housing Authority will comply with all Federal, State, and local non-discrimination laws; the Americans with Disabilities Act; and HUD regulations governing Fair Housing and Equal Opportunity. The Policy states that no person shall be excluded from participation in housing programs on the grounds of race, color, sex, religion, national or ethnic origin, familial status, or disability. Section 1 further states that the Housing Authority will provide Federal/State/local information regarding discrimination and any recourse available to them if they believe they may be victims of discrimination; that all written information and advertisements will contain the appropriate Equal Opportunity language and logo; and that the Housing Authority will assist any family that believes they have suffered illegal discrimination by providing them with information, forms, technical assistance, and referral to the nearest HUD office of Fair Housing and Equal Opportunity.

The ACOP, Section 2: Reasonable Accommodation, states that the Housing Authority will provide reasonable accommodations to applicants/tenants in order to take full advantage of the Housing Authority's housing programs and related services. Information on reasonable accommodation is provided to all applicants/tenants.

On a practical level, the Leasing Office, where applications for housing are taken, and the Section 8 Office, are handicapped accessible. Since our major structures are about 40 years old, all modernization work undertaken by the Housing Authority includes necessary handicapped accessibility modifications for both sites and dwelling units. We will also address individual needs, when possible, even if not strictly required under the law. For example, we recently built a wheel chair ramp onto the entrance of a row house unit in a family project, and installed curb cuts nearby to facilitate access for the tenant.

The Housing Authority works closely with supportive service agencies, and through the use of PHDEP and SCPH funding, contracts with the county mental health system to provide on-site supportive services for residents with mental and behavioral disabilities.

Required Attachment 5: Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: Agnes Broemson

B. How was the resident board member selected: (select one)?

- Elected
 Appointed

C. The term of appointment is (include the date term expires): May 25, 1998 to May 24, 2003

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

B. Date of next term expiration of a governing board member: May 2001

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Domenick Mucci, Jr., Mayor of Steubenville. (next appointment)

Jefferson County Commissioners:

Ben Batenburg, Adam Scurti, Richard Delatore

John Mascio, Joseph Bruzzese, Judges of the Common Pleas Court.

Samuel Kerr, Judge of the Probate Court.

Required Attachment 6: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Raymond Martineau, Chairman

Ruth Smith

Myrtis White

Lonnie Mae Hill

Jane Harton

Mary Quaigg

Christopher Hackett

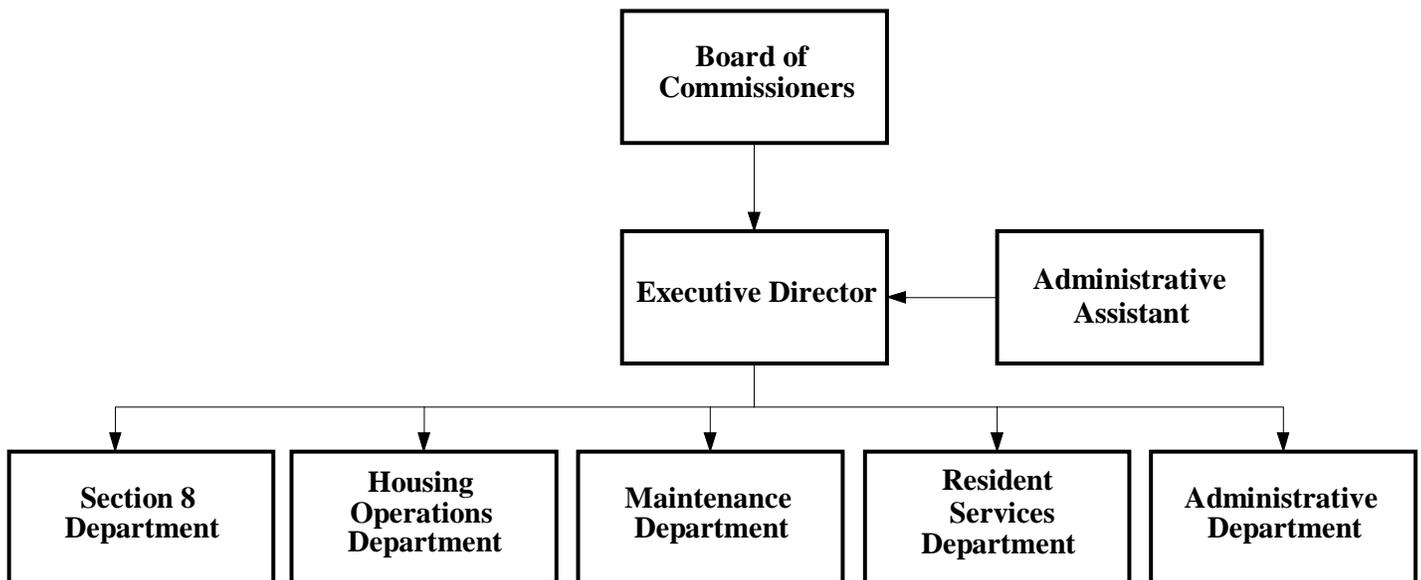
Dorothy Irvin

Florine Dozier

Mary Jo Waugh

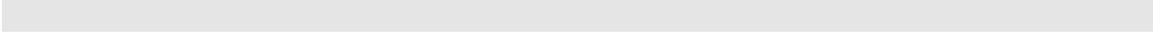
Attachment 7: PHA Management Organizational Chart

**JEFFERSON METROPOLITAN HOUSING AUTHORITY
ORGANIZATION CHART**



Attachment 8: Public Housing Drug Elimination Program (PHDEP) Plan

The PHDEP Plan is submitted as attached file “**oh014a02**”



3/7/2001 12:46 PM

Public Housing Drug Elimination Program Plan

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

Annual PHDEP Plan Table of Contents:

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

Section 1: General Information/History

A. Amount of PHDEP Grant \$180,628.00

B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R X

C. FFY in which funding is requested 2001

D. Executive Summary of Annual PHDEP Plan

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

First of all, protective services, that is **police and security guard services**, have been and continue to be a major (and most expensive) component of our drug elimination plan. Also, We participate in the **Community Coalition for Alternatives to Violence**, which incorporates community-wide strategies for counteracting the negative influences that gang culture is having on our local youth. In addition, **educational, recreational, and cultural activities**, are provided on-site in our housing developments. Some of these include Girl Scouts, Poster Campaigns, Boy Scouts, Summer Nutrition Program, and a Youth Sponsorship program.

E. Target Areas

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

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Chester J. Simeral Courts	124	327
Elmer M. White Apartments	120	154
John F. Kennedy Apartments	190	235
Earl F. Rodgers Plaza	102	186
Crabbe Blvd. /Lincoln Ave.	40	95
Lovers Lane	20	40

F. Duration of Program

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

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

G. PHDEP Program History

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

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	X	OH12DEP0140195	-0-	GE	-----
FY 1996			-0-		-----
FY 1997	X	OH12DEP0140197	-0-		-----
FY 1998	X	OH12DEP0140198	-0-		-----
FY 1999	X	OH12DEP0140199	66,128.30		08/20/2001
FY 2000	X	OH12DEP0140100	179,485.94		08/20/2002

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

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

For FY2001 PHDEP the goals (including plan partners, monitoring and program evaluation) are as follows:

1. To increase safety by continuing the staggered schedules and expanded use of motor patrol, allowing the Housing Authority to have maximum coverage of all areas of the targeted sites
2. To work with local law enforcement, to provide additional coverage (over and above normal coverage) in areas/ targeted sites, that have or are suspected of having drug-related activity
3. To continue offering additional education, cultural education and recreation, through Girl Scouts, and Poster Campaigns, and other cost efficient measures.
4. To survey more residents, in order to, better evaluate the progress of our program
5. To daily review all daily security reports, in order to identify suspicious activity that has been repeated by an individual or that is common-place at a specific site
6. To stay informed and/or collaborate with community leaders through cross training and meetings, in order to commit to continuous improvement of our PHDEP program. Some of these include: 1. the Community Coalition for Alternatives to Violence Meetings 2. Domestic Violence Task Force, 3. the Care Network, 4. Trinity Health System, 5. the Back to School Rally Meetings, 6. Behavioral Health Meetings, the 7. Community Action Council Meetings, 8. The Ohio Hunger Task Force, 9. Jefferson Behavioral Health, 10. Community Mediation Meetings, 11. Grant Writing Seminars, 12. Single Day Seminars on Improving Office Skills and Professionalism 13. etc....

B. PHDEP Budget Summary

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

FY 2001 PHDEP Budget Summary

Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	28,213.00
9120 - Security Personnel	55,920.00
9130 - Employment of Investigators	-0-
9140 - Voluntary Tenant Patrol	-0-
9150 - Physical Improvements	-0-
9160 - Drug Prevention	6,000.00
9170 - Drug Intervention	7,315.00
9180 - Drug Treatment	-0-
9190 - Other Program Costs	83,180.00
TOTAL PHDEP FUNDING	180,628.00

C. PHDEP Plan Goals and Activities

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

9110 – Reimbursement of Law Enforcement					Total PHDEP Funding: \$28,213		
Goal(s)	To have an increased use, by local Police Department, of the ministration at Parkview Circle and an increase in the level of safety for all housing residents in the targeted areas with a result of a 1% decrease in crime.						
Objectives	To provide an enhanced police response to housing sites in a costeffective manner, while taking measures to maximize coverage of all targeted areas						
Proposed Activities			Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1. Over baseline- Steubenville Police Dept.			06/10/03	09/10/03	\$28,213		Both the Security reports and The Herald Star Newspaper are being reviewed and logged into the computer Daily. In addition, Steubenville Police Department sends us a city semi-annual report on arrests, which should see a .5% decrease prior to the next reporting cycle

9120 - Security Personnel	Total PHDEP Funding: \$55,920
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Goal(s)	To maximize coverage of all targeted areas, thus increasing the safety of all residents at targeted sites and lowering crime rate by 2%.						
Objectives	To prevent and discourage criminal activity, while taking measures to maximize coverage of all targeted areas, thus increasing the safety of all residents at targeted sites.						
Proposed Activities			Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Contracted Security-AmeriGUARD			06/10/01	06/10/02	\$55,920	\$149,100	Both the Security reports, and The Herald Star Newspapers are being reviewed and and logged into the computer Daily. In addition, Back Ground Checks are completed and Steubenville Police Department sends us a city, semi-annual report on arrests, which should see a .5% decrease prior to the next reporting cycle

9160 – Drug Prevention					Total PHDEP Funding: \$6,000		
Goal(s)	To have a prospective center started to serve residents as a resource for all supportive services, including drug prevention and to see less drug abuse and activity at targeted areas, with an increase of at least 100-unit hours.						
Objectives	To continue education on the effects of alcohol & drug abuse, while encouraging families that are already impacted by this plague Also, to continue offering additional education, cultural education and recreation, through Girl Scouts, Boy Scouts, Teen Outreach, Poster Campaigns, Youth Sponsorship Programs and other cost efficient measures derived from the surrounding community						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. All Drug Prevention Activities							
◆ Black Diamond Girl Scouts	46	656	01/20/02	12/20/02	\$3,200		A quarterly report is sent to me, by mail, from the girl scout leader and her supervisor. In addition, I meet with the girl scout leadership about once or twice a month. We expect at least 3 more members prior to the next reporting cycle
◆ Teen Outreach	0	0	12/01/00	12/01/01	800.00		Canceled due to poor attendance.
◆ Youth Activities Sponsorship	0	0	06/01/00	9/20/00	2,000.00		Canceled due to poor participation.

9170- Drug Intervention						Total Phdep Funding: \$7,315	
Goal(s)	For outreach worker and DEP staff to apply specific protocol for documentation, decisions in informal hearings, waiver signatures and follow-up letters to hearings and to distribute literature and or pamphlets to 100% of clients.. Note: The outreach worker is contracted through Behavioral Health.						
Objectives	To meet with drug and/ or alcohol recovering residents on a monthly basis in order to verify maximum use of all supportive services for these residents. These residents have been accepted into housing on the waiver program which is a promise to remain alcohol and drug free while a resident of MHA.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Waiver Program	54	54	02/10/02	12/10/02	\$7,315		Quarterly Reports are filed, consisting of the number of contacts, date of contact and type of contact. A 1 % increase of contacts is expected prior to the next reporting cycle. Hearing notes, special incidents and other information is also filed in the Intervention office.

9190 – Other Program Costs						Total PHDEP Funds: \$83,108	
Objectives	To dedicate ourselves to continuous improvement in quality of service and cost effectiveness						
Proposed Activities			Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Other Program Costs							
◆ Personnel			08/01/02	11/01/03	\$56,350		Information is submitted to DEP Coordinator by Financial Manager on a quarterly basis, filed and continuously reviewed in the DEP office. <i>Note: The Director has been notified by the DEP Coordinator that a percentage of the salaries of administrative staff who are not staff of the Drug Elimination Program but serve it, are being paid for through this account.</i>
◆ Fringe Benefits			08/01/02	11/01/03	\$25,050		Information is to be submitted to DEP Coordinator by Financial

							Manager on a quarterly basis, filed and continuously reviewed in the DEP office.
◆ Equipment			08/01/02	11/01/03	\$1,248		Information is to be submitted to DEP Coordinator by Financial Manager on a quarterly basis, filed and continuously reviewed in the DEP office.
◆ Supplies			08/01/02	11/01/03	\$532		Information is to be submitted to DEP Coordinator by Financial Manager on a quarterly basis, filed and continuously reviewed in the DEP office.

Section 3: Expenditure/Obligation Milestones

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

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>	<i>Spent in 12 months</i>	<i>Activity 2</i>	<i>Obligated in 12 months</i>
9110 Steubenville Police Department	Over baseline-Steubenville Police Department	\$28,213	Over baseline Steubenville Police Department	\$28,213
9120 Security-AmeriGUARD	Contracted Security-AmeriGUARD	\$55,920	Contracted Security-AmeriGUARD	\$55,920
9160 Drug Prevention Activities: Black Diamond Girl Scouts	Staff and drug and alcohol materials for Girlscouts	\$6,000	Staff and drug and alcohol materials for Girlscouts	\$6,000
9170 Intervention Waiver Program	Intervention Outreach Worker 12hrs/wk @ 15.00/hr	\$7,315	Intervention Outreach Worker 12hrs/wk @ 15.00/hr	\$7,315
9190 Other Program Costs				
◆ Personnel	Personnel	\$45,080		
◆ Fringe Benefits	Fringe Benefits	\$21,471		
◆ Equipment	Equipment	\$1,070		
◆ Supplies	Supplies	\$425		
TOTAL		165,494		\$97,448

\$180,628

Section 4: Certifications

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

**PET OWNERSHIP POLICY
FOR
JEFFERSON METROPOLITAN HOUSING AUTHORITY
STEUBENVILLE, OHIO**

Adopted November 15, 2000

PET OWNERSHIP

OVERVIEW

Section 526 of the Quality Housing and Work Responsibility Act of 1998 added a new Section 31 (“Pet Ownership in Public Housing”) to the United States Housing Act of 1937. Section 31 establishes pet ownership requirements for residents of public housing, including family developments as well as housing for the elderly or persons with disabilities. In brief, this section states that: A resident of a dwelling unit in public housing may own one (1) or more common household pets or have such pets present in the dwelling unit. Allowance of pets is subject to reasonable requirements of the PHA.

The Jefferson Metropolitan Housing Authority (herein referred to as PHA) notifies eligible new residents of that right and provides them copies of the PHA's Pet Ownership Rules. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the PHA's developments, the PHA will notify all such residents that:

- A. all residents are permitted to own and keep common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;
- B. the non-refundable nominal pet fee is intended to cover the reasonable operating costs to the development. The refundable pet deposit is intended to cover additional costs not otherwise covered (i.e., fumigation of a unit, etc.);
- C. animals that are used to assist the disabled are excluded from the size, weight and type requirements pertaining to ownership of service animals, and are exempt from any fees described in this policy; however, owners will be required to assure that proper licensing, inoculations, leash restraints, etc. are observed;
- D. residents may request a copy of the PHA's pet ownership rules or proposed amendments to the rules at any time; and,
- E. if the dwelling lease of a resident prohibits pet ownership, the resident may request that the lease be amended to permit pet ownership, in accordance with the PHA's pet ownership rules shown below;
- F. Section 31 does not alter, in any way, the regulations applicable to Federally assisted housing for the elderly and persons with disabilities found at Section 227 of the Housing and Urban-Rural Recovery Act of 1983 and located in 24 CFR part 5,

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subpart C;

- G. **New Section 960.705 of 24 CFR clarifies that the regulations added in Section 31 do not apply to service animals that assist persons with disabilities. This exclusion applies to both service animals that reside in public housing and service animals that visit PHA developments. Nothing in this rule limits or impairs the rights of persons with disabilities, authorizes PHAs to limit or impair the rights of persons with disabilities, or affects any authority PHAs may have under Federal, State, or local law, to regulate service animals that assist persons with disabilities.**

Pet Ownership

JEFFERSON METROPOLITAN HOUSING AUTHORITY
STEUBENVILLE, OHIO

Pet Ownership Rules for Residents of Public Housing

1. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, Guinea pig and fish in aquariums (10 gallons or less). Reptiles of any kind, with the exception of small turtles in a terrarium, as well as mice and rats are prohibited. These definitions do not include any wild animal, bird, or fish.
2. Each household shall have only one pet (except fish or birds). The limit for birds is two (2).
3. The pet owner shall have only one cat or one small dog. The animal's fullgrown adult weight shall not exceed 35 pounds. Such limitations do not apply to *service animal* used to assist a disabled resident.
4. Dog owners shall license their dogs yearly with the Jefferson County Auditor. The pet owner must show the PHA proof of rabies and distemper booster inoculations and licensing annually.
5. No pet owner shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
6. The pet owner shall have his or her cat or dog spayed or neutered and shall pay the cost thereof. A veterinarian shall verify that the spaying or neutering has been accomplished. If the animal is less than six (6) months old, resident must agree to have the appropriate procedures performed when the animal reaches the age of six (6) months. Exceptions to this requirement shall be granted only upon certification from a veterinarian that permanent harm may result from this procedure due to the pet's age or illness.
7. The pet owner shall house the pet inside the pet owner's dwelling unit. The pet owner shall keep a cat or a dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them to a cage at all times. No pet owner shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.
8. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.

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9. No pet owner shall keep a vicious or intimidating pet on the premises (i.e. pit bulls or any other vicious or intimidating breeds). Any animal identified in local or State law or ordinance as dangerous or vicious will be prohibited. If the pet owner declines, delays or refuses to remove such a pet from the premises, the PHA shall do so, in order to safeguard the health and welfare of other residents.
10. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so.
11. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least every two (2) days; and take the animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.
12. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animals droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a sack in a designated container outside the building where the pet owner lives.
13. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.
14. The pet owner shall keep the pet, dwelling unit, and surrounding areas free of fleas, ticks and/or other vermin.
15. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
16. PHA staff shall enter a dwelling unit where a pet has been left untended for twenty four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.
17. Each pet owner shall pay a non-refundable pet fee of \$ 25.00 and a refundable pet deposit of \$300.00. A refundable deposit of \$150.00 will be charged for aquariums. There is no pet deposit for birds, gerbils, hamsters, guinea pigs or turtles. The pet

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fee/deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the non-refundable pet fee only to pay reasonable expenses directly attributable to the presence of the pet in the development, including, but not limited to the cost of repairs and replacements to, and the fumigation of, the pet owner's dwelling unit. The refundable deposit will be used, if appropriate, to correct damages caused by the presence of the pet.

18. The refundable pet deposit will be placed in an escrow account and the PHA will refund the unused portion, plus any accrued interest, to the resident within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit.
19. All residents are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the PHA.
20. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.
21. Should any pet housed in the PHA's facilities give birth to a litter, the residents shall remove from the premises all of said pets except one as soon as the baby's are able to survive on their own (a maximum of 6 weeks).
22. The PHA will not be responsible for any pet which gets out of a unit when maintenance employees enter for the purpose of making repairs. The family is responsible for removing the pet when maintenance is scheduled or assuring that a responsible family member is present to control the pet.
23. The PHA, at its discretion, may require the pet owner to display a sticker, tag, or some other indicator that a pet is present in the unit, and the type of pet.
24. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.

AGREEMENT FOR CARE OF PET

In accordance with the Pet Policy of the Jefferson Metropolitan Housing Authority and the Addendum to the Residential Dwelling Lease Agreement dated between:

JEFFERSON METROPOLITAN THE HOUSING AUTHORITY
815 North Sixth Avenue
Steubenville, Ohio 43952

AND,

_____ (Resident's Name)

_____ (Resident's Address)

I hereby agree that should _____ become
incapable of caring for _____ a
(Name of Pet) (Type of Pet)

for any reason whatsoever, I will assume full responsibility for removal of the pet from the premises and for the care and well being of the animal.

Further, the pet shall not be permitted to return to the premises until approval is given by the Jefferson Metropolitan Housing Authority.

A copy of the Addendum to the Residential Dwelling Lease Agreement is attached.

Signature

Sworn and subscribed before
me this _____ day of
_____, _____.

Notary of Public

My Commission Expires:

PET POLICY ADDENDUM

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

Resident's Signature

PHA Staff member's Signature

Date

Date

Type of Animal and Breed

Name of Pet

Description of Pet (color, size, weight, sex, etc.)

The alternate custodian for my pet is:

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

Resident's Signature

Date

Refundable Damage Deposit _____
Amount Paid

Date

Non-refundable Damage Deposit _____
Amount Paid

Date

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