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 2002

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

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

PHA Plan
Agency Identification

PHA Name: Columbiana Metropolitan Housing Authority (CMHA)

PHA Number: OH-026

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

Public Access to Information

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

☒ Main administrative office of the PHA
☐ PHA development management offices
☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

A. Mission

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

☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

☒ The PHA's mission is: (state mission here)

The Columbiana Metropolitan Housing Authority has the responsibility to provide safe, decent and affordable housing to its residents as well as promote customer satisfaction, pride and respect by working with residents for strong and safe neighborhoods.

B. Goals

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

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

☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☒ Apply for additional rental vouchers:
- ☒ Reduce public housing vacancies:
- ☐ Leverage private or other public funds to create additional housing opportunities:
- ☐ Acquire or build units or developments
- ☐ Other (list below)

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☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score)
- ☒ Improve voucher management: (SEMAP score)
- ☐ Increase customer satisfaction:
- ☐ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- ☒ Renovate or modernize public housing units:
- ☒ 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)

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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)

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Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

i. Annual Plan Type:
Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

Streamlined Plan:
- ☒ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan
[24 CFR Part 903.7 9 (r)]
Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

This Annual Plan contains information pertaining to the management operations and resident programs and services at the Columbiana Metropolitan Housing Authority. The beginning of the Plan includes a description of the housing needs of the community, as determined from published sources such as the Consolidated Plan and the CHIS. It also identifies housing problems and strategies for addressing those problems community wide.

The remainder of the Plan discusses more specifically what the Authority will do in each of a number of policy areas. The Financial Resources chapter presents the amount of income that the Authority will receive, and how it will use those resources. This chapter is followed by two chapters that relate to the governing and administration of who is housed in CMHA housing.

The Operations and Management chapter presents the policies that have been adopted by the Authority in terms of operations and management, and includes an organizational chart.

The Authority has adopted grievance procedures for each program that it manages (public housing and Section 8) and those procedures are included in the ACOP and AP respectively.

A number of chapters discuss the physical condition of CMHA properties. The chapter on Capital Improvement Needs includes the Authority's modernization programs and plans

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for the next 5 years. The Authority has no plans for demolition or disposition, designation of housing or conversions of public housing, and the Plan documents that fact.

There is a discussion on Authority plans for resident programs. This is followed by a discussion of safety and security programs at the CMHA.

The Authority's Financial Audit is appended for review. The section on Other Information presents Resident Advisory Board comments and suggestions.

Following the HUD template is a narrative explanation of each of the 18 areas of the Annual Plan that includes supporting documentation and information.

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.

Table of Contents

Page #

All documents follow in sequential order starting with this page

Annual Plan

i. Executive Summary
ii. Table of Contents
   1. Housing Needs
   2. Financial Resources
   3. Policies on Eligibility, Selection and Admissions
   4. Rent Determination Policies
   5. Operations and Management Policies
   6. Grievance Procedures
   7. Capital Improvement Needs
   8. Demolition and Disposition
   9. Designation of Housing
   10. Conversions of Public Housing
   11. Homeownership
   12. Community Service Programs
   13. Crime and Safety
   14. Pets (Inactive for January 1 PHAs)
   15. Civil Rights Certifications (included with PHA Plan Certifications)
   16. Audit
   17. Asset Management
   18. Other Information

Attachments

Required Attachments:

☒ Admissions Policy for Deconcentration – Included in the ACOP

☒ FY 2001 Capital Fund Program Annual Statement – Included in the AP

☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) – N/A

Optional Attachments:

☒ PHA Management Organizational Chart

☒ FY 2001 Capital Fund Program 5 Year Action Plan

☒ Public Housing Drug Elimination Program (PHDEP) Plan

☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

☒ Other (List below, providing each attachment name)

A narrative discussion follows the HUD template that includes information and supporting documentation on each of the 18 Agency Plan chapters.

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**
In Final Plan	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
In Final Plan	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Included in the discussion on Housing Needs (see narrative)	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
In the Main Office	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
Included in the AP	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
In the AP and Narrative	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

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List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
Attachment		
In the AP and Narrative Attachment	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
Documen-tation of deconcen-tration analysis is in the Narrative Attachment	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 Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
In the AP and Narrative Attachment	Public housing rent determination policies, including the methodology for setting public housing flat rents ☒ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
In the AP and Narrative Attachment	Schedule of flat rents offered at each public housing development ☒ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
In the AP and Narrative Attachment	Section 8 rent determination (payment standard) policies ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
In the main office of the CMHA	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
In the AP and Narrative Attachment	Public housing grievance procedures ☒ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
In the AP and Narrative Attachment	Section 8 informal review and hearing procedures ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
In the AP	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
In the AP	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
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any	Annual Plan: Capital Needs

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List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	other approved proposal for development of public housing	
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A.	Policies governing any Section 8 Homeownership program ☐ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A.	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
At the CMHA Main Office	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
At the CMHA Main Office	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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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	5	5	3	4	N/A	1	1
Income >30% but <=50% of AMI	5	5	3	4	N/A	1	1
Income >50% but <80% of AMI	5	5	3	4	N/A	1	1
Elderly	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	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 Jurisdiction/s
Indicate year: 1995

☒ 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)

- Columbiana County CHIS for 1995
- State of Ohio Consolidated Plan for 1995

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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) ☐ Section 8 tenant-based assistance ☒ Public Housing ☐ Combined Section 8 and Public Housing ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	65	100%	N/A
Extremely low income <=30% AMI	55	84.62%	N/A
Very low income (>30% but <=50% AMI)	10	15.38%	N/A
Low income (>50% but <80% AMI)	0	0	N/A
Families with children	31	47.69%	N/A
Elderly families	2	3.08%	N/A
Families with Disabilities	14	21.54%	N/A
Black	1	1.54%	N/A
White	64	98.46%	N/A
Asian	0	0	N/A
Hispanic or Native American	0	0	N/A
Characteristics by Bedroom Size (Public Housing Only)			
1BR	49	75.38%	N/A
2 BR	14	21.54%	N/A

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Housing Needs of Families on the Waiting List			
3 BR	1	75.38%	N/A
4 BR	1	1.54%	N/A
5 BR	0	0	N/A
5+ BR	0	0	N/A

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

If yes:

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

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

☒ Section 8 tenant-based assistance

☐ Public Housing

☐ Combined Section 8 and Public Housing

☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	325	100%	
Extremely low income <=30% AMI	248	76.31%	
Very low income (>30% but <=50% AMI)	59	18.15%	
Low income (>50% but <80% AMI)	18	0.55%	
Families with children	263	80.92%	
Elderly families	2	0.06%	
Families with Disabilities	60	18.40%	
Black	17	5.23%	
White	305	93.85%	
Asian or Native American	0	0	
Asian	3	0.10%	

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Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

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

If yes:

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

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

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

C. Strategy for Addressing Needs

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

(1) Strategies

NEED: SHORTAGE OF AFFORDABLE HOUSING FOR ALL ELIGIBLE POPULATIONS

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

Select all that apply

☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line

☒ Reduce turnover time for vacated public housing units

☒ Reduce time to renovate public housing units

☐ Seek replacement of public housing units lost to the inventory through mixed finance development

☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

☐ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:
Select all that apply

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

NEED: SPECIFIC FAMILY TYPES: FAMILIES AT OR BELOW 30% OF MEDIAN

Strategy 1: Target available assistance to families at or below 30 % of AMI
Select all that apply

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

NEED: SPECIFIC FAMILY TYPES: FAMILIES AT OR BELOW 50% OF MEDIAN

Strategy 1: Target available assistance to families at or below 50% of AMI
Select all that apply

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

NEED: SPECIFIC FAMILY TYPES: THE ELDERLY

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

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)

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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)

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2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2000 grants)**		
a) Public Housing Operating Fund	724,950	
b) Public Housing Capital Fund	831,289	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,540,148	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	110,944	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)	N/A	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
	N/A	
3. Public Housing Dwelling Rental Income		
	670,950	Public Housing Operations
4. Other income (list below)		
Interest Income and Other	44,000	Program Operations

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Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
4. Non-federal sources (list below)		
Dept. of Jobs and Family Services	24,087	Drug Elimination and Prevention
TOTAL RESOURCES	$3,956,368	

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3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

☐ When families are within a certain number of being offered a unit: (state number)
☐ When families are within a certain time of being offered a unit: (state time)
☒ Other: (describe)

At the time that assistance is offered to a family.

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

☒ Criminal or Drug-related activity
☒ Rental history
☐ Housekeeping
☐ Other (describe)

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

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

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

(2) Waiting List Organization

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

☒ Community-wide list
☐ Sub-jurisdictional lists
☐ Site-based waiting lists
☐ Other (describe)

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

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

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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?

Zero (0)

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

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

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

(3) Assignment

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

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

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

(4) Admissions Preferences

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

b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

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

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1 Victims of domestic violence
Substandard housing
1 Homelessness
High rent burden

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

4. Relationship of preferences to income targeting requirements:
☐ The PHA applies preferences within income tiers
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)
☒ The PHA-resident lease
☒ The PHA's Admissions and (Continued) Occupancy policy
☐ PHA briefing seminars or written materials
☐ Other source (list)

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?

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

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

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

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

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

☐ Other (list policies and developments targeted below)

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

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

☐ Additional affirmative marketing
☐ Actions to improve the marketability of certain developments
☐ Adoption or adjustment of ceiling rents for certain developments
☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
☐ Other (list below)

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

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

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

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

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B. Section 8

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

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)
☒ Criminal or drug-related activity only to the extent required by law or regulation
☒ Criminal and drug-related activity, more extensively than required by law or regulation
☐ More general screening than criminal and drug-related activity (list factors below)
☐ Other (list below)

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
☒ Criminal or drug-related activity
☐ Other (describe below)

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
☒ None
☐ Federal public housing
☐ Federal moderate rehabilitation
☐ Federal project-based certificate program
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
☒ PHA main administrative office
☐ Other (list below)

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(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:

An extension is given if a family that includes a disabled member needs and requests one as a reasonable accommodation.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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.

Former Federal preferences

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

1 Victims of domestic violence

Substandard housing

1 Homelessness

High rent burden

Other preferences (select all that apply)

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

☐ Veterans and veterans' families

☐ Residents who live and/or work in 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

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(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)

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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:

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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)

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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)

When there is a change in family composition

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)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

☐ At or above 90% but below100% of FMR
☒ 100% of FMR
☐ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

☒ Annually
☐ Other (list below)

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

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

(2) Minimum Rent

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

☒ $0
☐ $1-$25
☐ $26-$50

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

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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	453	219
Section 8 Vouchers	256	36
Section 8 Certificates	135	24
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	50	N/A
Other Federal Programs(list individually)		
	N/A	N/A

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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)

- Capitalization
- Disposition of Property
- Cash Management and Investment
- Insurance
- Maintenance Plan
- Personnel
- Procurement
- Safety Policy

(2) Section 8 Management: (list below)

- Section 8 Administrative 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)

The Manager's Office at the PHA Development

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7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment

-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
   - ☐ Revitalization Plan under development
   - ☐ Revitalization Plan submitted, pending approval
   - ☐ Revitalization Plan approved
   - ☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

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8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition ☐ Disposition ☐
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☐
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 6. Coverage of action (select one) ☐ Part of the development ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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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 com-pleting streamlined submissions may skip to component 10.)

2. Activity Description

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

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

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10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? ☐ Assessment underway ☐ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question) ☐ Other (explain below)
3. ☐ Yes ☐ 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) ☐ Conversion Plan in development ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY) ☐ Activities pursuant to HUD-approved Conversion Plan underway

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

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

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

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: ☐ HOPE I ☐ 5(h) ☐ Turnkey III ☐ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☐ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☐ 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) ☐ Part of the development ☐ Total development

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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:

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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?

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)

The Executive Director is a member of the Advisory Board

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)

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b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Computer Classes La Belle/ River View Towers	2-4	All Residents	Resident Initiatives Coordinator (RIC)	Both
Job Fair La Belle/Ind. Sq/ Scattered Sites	6	All Residents	RIC	Both
Aromatherapy (Stress Mgmt) La Belle/Ind. Sq	7-12	All Residents	RIC	Public Housing
Insurance and Budgeting	?	All Residents	RIC	Public Housing
Shing Reflections (Local His)	15	All Residents	RIC	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	N/A	N/A
Section 8	N/A	N/A

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

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C. Welfare Benefit Reductions

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

☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies

☒ Informing residents of new policy on admission and reexamination

☒ Actively notifying residents of new policy at times in addition to admission and reexamination.

☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services

☐ Establishing a protocol for exchange of information with all appropriate TANF agencies

☐ Other: (list below)

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

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13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

LaBelle Terrace (002) and Independence Square (004 and 005)

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)

LaBelle Terrace (002) and Independence Square (004 and 005)

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)

LaBelle Terrace (002) and Independence Square (004 and 005)

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

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14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

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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.

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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)?

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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?

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18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
☐ Attached at Attachment (File name)
☒ Provided below:

QUESTIONS AND SUGGESTIONS BY THE MEMBERS OF THE CMHA RESIDENT ADVISORY BOARD

- Mrs. Charlene Beede of LaBelle Terrace: She feels a need for more electrical outlets in her kitchen. **Response:** Tom Snow, Executive Director, said that could possibly be a part of the modernization plans in the future, when work is scheduled at LaBelle.

- Mrs. Charlene Beede of LaBelle Terrace suggested taking a unit and using it as a food pantry and clothing depository for those in need. **Response:** Tom Snow said that this sounds like a good idea is the tenants were willing to help. This would be a good project for the Resident Council.

- Mrs. Eula Sturgill said River View Towers needs more parking. **Response:** Tom Snow reported that we have looked into that and as of now, we lack land. We will continue to look for ways to increase parking.

- Mrs. Rachel Shafer of Shoub Towers gave Mr. Snow the following list after a meeting of the Resident Advisory Board:

  - Central Air Conditioner. **Response:** The building was not built to accommodate central air.

  - Security – Do We Have? **Response:** A mobile guard comes into the building 3 or 4 times a night and walks every hall.

  - We need the whole place upgraded like River Towers. **Response:** Shoub Towers is scheduled for rehab next year.

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- Human Services. **Response:** Through the Resident Initiatives Coordinator we try to get government and private service providers to come to all three hi-rises.

- Lights outside are not working. **Response:** We will check into the problem. (Was checked and repaired.)

- Cleaning lady for the building**. Response:** Was reviewed with maintenance and repaired.

- Mrs. Bonnie Armstrong of River View Towers suggested that CMHA buy a little house to the west of the building and convert property to a parking lot for residents. Response: Tom Snow said that this would not be possible since the lot is on a steep hill below our building, but let's keep looking for parking solutions.

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

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

☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:

☐ Other: (list below)

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

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

☐ Candidates were nominated by resident and assisted family organizations

☐ Candidates could be nominated by any adult recipient of PHA assistance

☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot

☐ Other: (describe)

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b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
☐ Representatives of all PHA resident and assisted family organizations
☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

State of 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)

☐ Other: (list below)

3. 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 A: PHDEP Plan
Attachment B-P: CGP
Also: A narrative attachment that describes each section of the Plan in detail follows this template.

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COLUMBIANA METROPOLITAN HOUSING AUTHORITY

1. STATEMENT OF HOUSING NEEDS

Background

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires that Authorities provide a statement of the housing needs of the low-income, very-low income, and extremely low-income families (including elderly families and families with disabilities) in their jurisdictions. An analysis of the Authority's Waiting Lists is also required. Extremely low-income families are those families with incomes below 30 percent of the Area Median Income. QHWRA also requires that the housing needs in this Agency Plan be consistent with the housing needs defined in the Consolidated Plan (where applicable).

This Assessment of Housing Needs contains:

- Columbiana County Overview – Economics, Population and Poverty;
- Summary of the Housing Needs Identified in the Community Housing Improvement Strategy (CHIS) and the State of Ohio Consolidated Plan;
- Needs of the Homeless and Special Needs Populations
- Impediments to Fair Housing Choice;
- Summary (In Chart Form) of the Housing Needs of Columbiana County Families
- Housing Needs as Expressed by CMHA Waiting Lists;
- Strategy to Address Housing Needs

Because the 2000 census data was not available at the time in which this plan was being put together, the Authority has had to rely on the 1990 data for its assessment. However, it is known that the population change in the United States from 1990 to 2000 was 13.2%, while the rate of change in the State of Ohio was 4.7%, in Pennsylvania it was 3.4% and in West Virginia it was 0.8%. These population increases are some of the lowest in the country. And the State of Ohio lost another representative to the U.S. House of Representatives based on the population shifts that occurred between 1990 and 2000.

Columbiana County Overview – Economics, Population and Poverty

Founded in 1803, Columbiana County comprises 535 square miles including 9.5 miles of Ohio Riverfront. Its 1990 population was 108,276, and the City of East Liverpool, where the CMHA central office is located, was the largest city with a 1990 population of 13,654.

Metropolitan Columbiana is a study in contrasts. The great physical beauty of the rolling countryside belies the poverty of many of its residents. According to the CHIS, one in every five Columbiana County resident, or 22.5% of the population, has an income less than 125% of the Federal Poverty Level, and poverty has increased by 137% since 1980. In October of 1990, the U.S. Congress approved legislation that placed the county within the Federal Appalachian Regional Commission's jurisdiction. According to the CHIS, this was done because the county's economic and social conditions were similar to those of the other 397 Appalachian counties in the United States.

County	**FY-90 Family Median Income**	**Very Low Income**				
		1 Person	**2 Persons**	**3 Persons**	**4 Persons**	**5 Persons**
Columbiana	$31,500	$12,050	$13,750	$15,500	$17,200	$18,600

According to a 1982 report written by Carol Bretz, Director of the Community Action Agency, "a large portion of the county's early economy was based on clay and shale resources. The availability of these natural resources resulted in the development of the ceramics industry including the manufacturing of pottery, brick and tile. During the past 50 years, manufacturing and in particular, the manufacturing of steel, played an even greater role in the local economy. A job in the steel mill was "high paying with good benefits and required little in the way of education."

"Unfortunately, the local economy suffered greatly with the closing of 2 major employment sources. In 1977, Sheet and Tube Steel in Youngstown closed and in 1982 Crucible Steel in Midland, Pennsylvania closed. In January of 1980, 6.2% of the County's labor force was unemployed, but by January of 1983 this figure had increased to 20.2%. There currently exists a high level of under-employment in the County as residents take low wage, part-time jobs out of necessity. Although unemployment rates are stabilizing, the counties rate was still higher than the average for Ohio. In November of 1993, the unemployment rate for Columbiana County was 7.5% while the State of Ohio had an average of 5.9%." The economic situation for Columbiana County residents would not seem to have improved since that time.

The ceramics industry still plays a role in the employment of residents of the County. Approximately 1,765 people still work in ceramic related industries according to the CHIS. Other major employers including East Liverpool City Hospital and Salem Community Hospital, which, in 1990, employed about 1,500 people between them, according to the CHIS. Employment gains have generally been realized in lower paying service jobs. The county has not diversified into high tech or other industries.

Population has decreased in Columbiana County by 4.7% since 1980. The largest area of decline in population was the cities. East Liverpool lost 3,033 people between 1980 and 1990. Wellsville's loss of 563 persons resulted in its loss of city status.

Even though there was a population loss between 1980 and 1990 however, there were 701 more households in Columbiana County. This represents a change in the county from 2.8 persons per household in 1980 to 2.6 persons per household in 1990.

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According to the CHIS, people who were 65 years of age and older represented a large percentage of the total population in 1990 (12%) than in 1980. Approximately 28% of the county's elderly were poor. According to the analysis in the CHIS, Columbiana County has an older population than average for the state.

Poverty levels in Columbiana County increased from 10.6% of total households in 1980 to 15.6% of total households in 1990. That represents almost a 50% increase in the incidence of poverty. In the State of Ohio, 12.5% of the households from the 1990 Census were considered to be below the poverty line. In Columbiana County, that same figure was 15.6%.

Nearly 24% of the county's school aged children in 1990 were eligible for free and reduced school lunches. Over 16% of the county's children lived in households that receive public assistance. About 31% of students in East Liverpool fail to graduate from high school.

Summary of Housing Needs

Housing Cost Burden

Because of the loss of higher paid blue-collar jobs in the mills and the fact that the area has not recovered economically since, housing cost burden is a significant issue for many residents, not only in Columbiana County, but in the State of Ohio as well. In fact, according to the State of Ohio Consolidated Plan, more than one in five Ohio households (23 %) experience some kind of housing need, with cost burden being the greatest. More specifically, nearly 40% of Ohio renters and 16% of Ohio homeowners experience housing need, and for renters, cost burden affects 99% of those households experiencing a need.

When comparing areas of the County that have poverty status with areas that have high housing cost burden, East Liverpool, Wellsville, and Middleton Township in addition to East Palestine and New Waterford head the list. These areas are also the areas in which the CMHA owns and manages property.

The CHIS explains the housing cost burden phenomenon well. "If employment were divided into white-collar and blue-collar sectors with white-collar representing the categories of Wholesale and Retail Trade; Finance, Insurance and Real Estate; Services; and State and Local Government, earning trends can be summarized. Between 1976 and 1990, white-collar to blue-collar earnings increased 3%. In 1976, white-collar earnings were 62% of blue-collar earnings, while in 1990, that same figure was 65%. During this same time, white-collar jobs increased 10%. In 1976, white-collar employees made up 52% of the total labor force while in 1990, 62% of the total labor force were white-collar employees. The 1990 employees only made 65% of what blue-collar employees made even though they gained an earnings increase of 3%. ***So, compared with 1976, there were 10% more employees earning 35% less in income.*** The trends indicate that many are being forced to take lower paying jobs reducing their gross earnings potential and increasing the chances of suffering from housing cost burden."

Of the total 9,616 renters in Columbiana County, 3,009 or 31.3% of them pay more than 35% of their income for rent. 2,398 owners, or 10.4%, out of 23,159 owners in total pay more than 35% of their income for their monthly mortgage payment.

Housing Age, Cost of Utilities, Housing Values

Housing that is available in Columbiana County is generally older construction built before 1950. 44.1% of all housing units fall into this age category. 26.3% of the housing was built between 1950 and 1970, while 29.5% was built between 1970 and 1990. More than three quarters of the units are single-family properties. 39.7% of units have individual wells as their source of water, and 45.7% have septic systems for sewage disposal. This older housing is frequently more expensive to maintain and modernize, increasing the cost burden for low to moderate-income families.

Home heating costs are also a contributory factor in housing cost burden. The major home heating fuels include gas, electric and fuel oil. Severe winters drive up utility bills, regardless of the fuel source used thus making housing more expensive.

The Community Action Agency runs a Home Weatherization Assistance Program, however, with funding constraints, the number of homes that can be weatherized is declining. "CAA staff reports that they receive many calls for weatherization services from people who have other extensive housing needs such as wiring, plumbing and furnace replacement. Of the homes that are inspected for the program there have been about 5 homes each year that can not be weatherized because of needed rehabilitation."

"According to information from the CAA, staff from the Corporation on Ohio Appalachian Development which administers HWAP funding for the CAA notes that there seems to be an unusual number of cracked heat exchanges on the heating units in comparison to other areas of the country and region. They theorize that this is due to years of heavy air pollution because of the industrial base along the river. "The CAA also estimates that 65% of the housing stock that they weatherize is in need of major rehabilitation. The program has a continuous waiting list. Most of the homes are in the East Liverpool area but the program is county-wide."

The media value of an owner occupied housing unit in Ohio in 1990 was $62,900. In Columbiana County, that same figure was $42,300. Although the CHIS acknowledges that lower housing values would seem to indicate a lower cost burden, the document points out that poor housing conditions are also reflected in lower housing values. 8.8% of owner occupied housing was valued at less than $15,000, and in East Liverpool City, that figure was 25.8%.

Type and Quality of Housing

Of the 44,035 residential housing units in Columbiana County, 92.6% of them were occupied as of 1990. Of the 3,260 units that were vacant, 44% of them were 2-bedroom units, 29.1% were 3-bedroom units and 15.7% were 1-bedroom units.

75% of the units were owner occupied, and 25% were rental units. Rental property is generally in the older housing units according to the CHIS.

While the State of Ohio has approximately 19.2% multi-family housing in its total housing inventory, Columbiana County has only 8.1% of its units in this category. While 4.7% of housing

units in the State are mobile homes, 9.7% of Columbiana County's housing is mobile homes. Few restrictions have been enacted as to the location of mobile homes, and as a result, mobile homes are located through the County.

Because there are no county wide housing and building codes, consistency of quality is compromised. The CHIS notes that the poorer quality areas can be found within the cities and villages of the County. These are generally areas in which low and moderate-income families reside.

Needs of Homeless and Special Needs Populations

The Coalition on Housing and Homelessness in Ohio (COHHIO), formerly the Ohio Coalition for the Homeless, estimated that approximately 106,000 Ohioans experienced a period of homelessness during 1991. As Ohio's homeless population has continued to increase, several easily identifiable subpopulations with special needs have emerged. The populations identified include the mentally disabled, alcohol and drug abusers, school-age children and youth, victims of domestic violence, persons with AIDS, the elderly, families with children, veterans, and individuals and families at risk for homelessness.

According to the CHIS, there are questions regarding the severity of needs of the homeless population in Columbiana County, however. "Since there is not an influx of new people into the area in search of employment (since work is simply not available), some felt that the conditions for homelessness are very limited. Although problems do not appear to be as obvious as in larger metropolitan area, homelessness does occur."

Impediments to Fair Housing Choice

According to the Consolidated Plan, the major barriers to affordable housing in Ohio include:

- A lack of affordable housing development capacity in many of Ohio's smaller communities and rural areas, as well as some urban areas;
- A lack of private capital for housing in many of Ohio's distressed areas – both rural and urban;
- Limited ability of state government to impact local land use regulations; and
- Limited staff capacity within state government, in many local governments, and in most non-profit organizations to take on significant new housing initiatives.

Additional impediments were cited previously, including, most notably, the significant cost burden for many Columbiana County residents.

Summary (In Chart Form) of the Housing Needs of Columbiana County Families

The chart that appears in the Agency Plan expresses the concepts discussed above in a summarized format. As can be seen by the chart, affordability is the greatest need in the jurisdiction. The information that was used for developing this section came from the State of Ohio Consolidated Plan, the Columbiana County CHIS and other relevant reports and documentation.

Needs as Expressed by CMHA Waiting Lists

Waiting lists for both public housing and Section 8 appear in the Agency Plan. The vast majority of applicants to CMHA's housing program are extremely low-income families. In the public housing program, three quarters of applicants are in need of 1-bedroom units. Many of these applicants are single non-elderly, non-disabled individuals. Family size of Section 8 applicants are largely (nearly 61%) 1 or 2 person households.

Strategy to Address Housing Needs

The Authority has developed 5 overriding goals and associated objectives to address the housing needs that have been identified in this Annual Plan. These goals and objectives are in sync with those created by the State of Ohio and Columbiana County.

2. STATEMENT OF FINANCIAL RESOURCES

Background

The Quality Housing and Work Responsibility Act of 1998 requires that PHAs include a statement of the financial resources available to their agency, and the planned uses of those resources. This section of the Agency Plan includes a discussion of those resources for all programs managed by the Columbiana Metropolitan Housing Authority.

The Authority is contractually obligated to provide HUD with individual program budgets. The Authority maintains records that conform to Generally Accepted Accounting Principles (GAAP) as applicable to Federal, State and local governments.

Periodic financial reports are prepared and presented to the Board of Commissioners. Quarterly and semi-annually reporting is provided to HUD based on program requirements. An independent accounting firm performs an annual audit and issues an opinion upon examination of the financial statements and program records.

It is important to the CMHA that it become more effective, creative and entrepreneurial in its operations. To this end, the CMHA works to:

- Decrease costs through improved operations;
- Apply for grants to increase the Authority's services in the community;
- Increase the Authority's revenue through entrepreneurial activities directly related to the goals, objectives and mission of the Authority; and
- Maximize government revenues with additional federal and local government housing funds and programs where possible.

Potential Financial Resources

The Columbiana Metropolitan Housing Authority will periodically investigate the following financial resources to determine the viability and applicability to current and future housing programs and needs for the community.

- Tax credit programs, both low-income and historic rehabilitation.
- Federal Government Mortgage Loan Insurance represents both multi-family and single family loans, i.e. Section 202, 203, 221(d)(3), (d)(4), CDBG (mortgage loan insurance), Title I mortgage insurance, and the HOPE Investment Partnership program.
- Bond Financing, Private Activity Bonds and Exempt Facilities Bonds have lower interest rates than conventional financing.

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- Private sector Investment and lending institutions provide loans under the Community Reinvestment Act to developers of low-income housing. These private capital sources of dollars make sense on larger, more efficient projects due to the funding costs, the funding quality and predictability, and the underwriting flexibility.

- AFL-CIO Housing Investment Trust is involved in a five- year program with HUD to provide construction financing.

- Federal Home Loan Bank Program offers the Affordable Housing Program (construction purchase and/or rehabilitation of owner-occupied housing, or construction purchase and/or rehabilitation of rental housing) and Community Investment Program (construction financing, principal reduction, down-payment assistance, interest rate buy down) Programs.

- Grant opportunities:

  - ✓ Capital funds may be used for demolition, development, operating funds, renovation and new construction. These funds will be approached strategically as part of a larger revitalization and investment strategy.

  - ✓ Home Investment Partnership program funds could be used to acquire housing units, build new housing, rehabilitate rental or owner-occupied housing, provide assistance to eligible homebuyers, provide tenant-based rental assistance, establish a loan guarantee fund, perform demolition, provide necessary on-site and off-site improvements, pay relocation costs, pay administrative expenses, create or assist eligible units in mixed income or mixed use projects.

  - ✓ CDBG, as authorized under Title 1 of the Housing and Community Development Act (HCDA) of 1974, is used primarily for infrastructure renovation by cities, but could also be dedicated to the maintenance and production of low-income housing, as well as the issuance of mortgages. The CDBG Section 108 Loan program is a creative use of CDBG funds, where a PHA in partnership with a City, borrows against future allocations of CDBG funds.

Current Available Resources

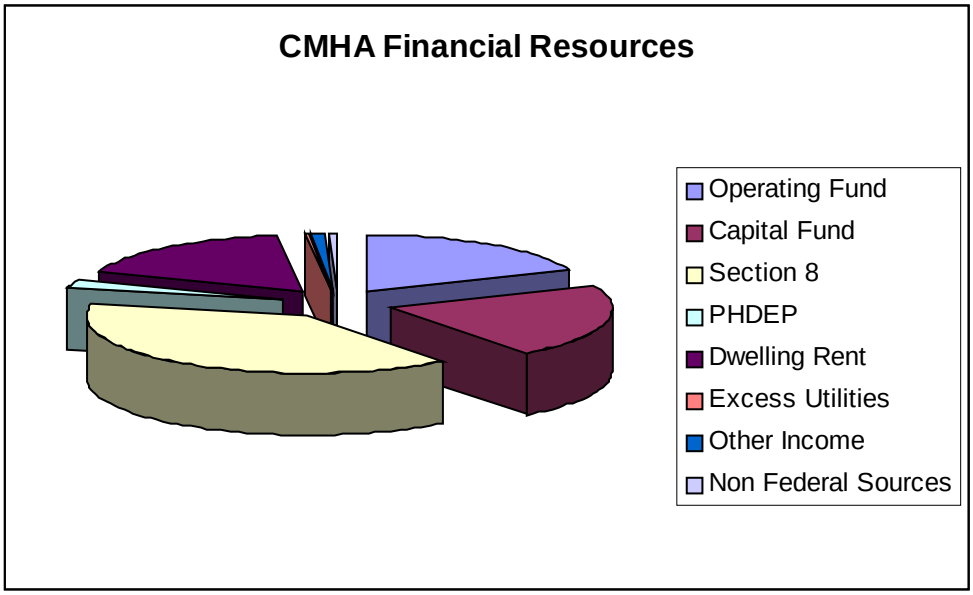
The Columbiana Metropolitan Housing Authority's financial resources are presented in chart form in the Agency Plan. The following chart shows more specifically how funds for the public housing program are used:

Columbiana Metropolitan Housing Authority --Planned Uses of the Income Resources by Category

Administrative	Utilities	Ordinary Maintenance And Operations	General Expenses	Nonroutine Expenses
Salaries	Water	Labor	Insurance	Extra. Maint.
Legal Expense	Electricity	Materials	PILOT	Replacement of nonexpend. equip.
Staff Training	Gas	Contract Costs	Terminal Leave Payments	Prop. betterments and additions
Travel	Labor	Garbage/Trash Collection	Employee Benefits	
Accounting Fee	Other Utility Expenses	Protective Services	Collection Losses	
Audit Fee			Other	
Other Expense				

A Visual Representation of the Sources of CMHA Funding

The Columbiana Metropolitan Housing Authority receives 39.33% of its income in the form of HUD support of CMHA's Public Housing Program. Funding for the Section 8 Program equals 38.93% of the projected resources. Rental income from the Public Housing Program constitutes 16.96% of available resources.



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3. STATEMENT OF POLICIES GOVERNING ELIGIBILITY, SELECTION AND ADMISSIONS

Discussion

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires that Authorities provide a statement of the policies governing eligibility, selection, admissions, assignment and occupancy of families with respect to public housing dwelling units, including procedures for maintaining waiting lists and a deconcentration policy. Through regulations, the U.S. Department of Housing and Urban Development has selected those areas that are to be provided in statement form. They are shown as follows

Public Housing

1. Eligibility
   a. The CMHA verifies eligibility at the time of the applicant interview.
   b. The CMHA conducts criminal/drug-related activity background and rental history checks.
   c. The CMHA requests criminal records for the local law enforcement agency.
   d. The CMHA does not request criminal records from the State law enforcement agency.
   e. The CMHA does not access criminal records from the FBI.

1. Waiting List Organization
   a. The CMHA maintains one community-wide waiting list for public housing.
   b. Applicants must apply at CMHA's central office. Accommodations will be made for people with disabilities.
   c. The CMHA has no plans to operate site-based waiting lists within the upcoming year.

1. Assignment
   a. The CMHA has a one-offer assignment policy.
   b. This policy is consistent for all unit offers.

1. Admissions Preference
   a. The CMHA does not plan to exceed HUD's targeting requirement of more than 40% of all new admissions are at or below 30% of AMI.
   b. The CMHA has a transfer policy that includes transfers for the following reasons: Emergencies, Overhoused, Underhoused, Medical Justification, and Administrative Reasons (i.e., to permit modernization activities).
   c. Preferences: The CMHA has three admissions preferences as follows:
      - Homelessness
      - Victims of Domestic Violence
      - Involuntary Displacement

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1. Occupancy
    a. Applicants and residents can refer to the Lease and the ACOP for information about the rules of occupancy of CMHA's public housing. Both of these documents are included in this Agency Plan.
    b. Residents must notify the PHA of changes in family composition whenever they occur.

1. Deconcentration and Income Mixing
    a. The CMHA has one (1) public housing family development that is covered by the deconcentration rule.
    b. The rule requires that a deconcentration policy be created if any developments are below 85% or above 115% of the average incomes of all developments. Since there is only one covered property, the average income of the property is the same as the average income of the covered properties (i.e., 100%). Therefore, no further analysis or policy development is necessary or required by the rule.

Section 8

1. Eligibility
    a. The CMHA verifies eligibility at the time of the applicant interview.
    b. The CMHA conducts criminal/drug-related activity background and rental history checks.
    c. The CMHA requests criminal records for the local law enforcement agency.
    d. The CMHA does not request criminal records from the State law enforcement agency.
    e. The CMHA does not access criminal records from the FBI.

2. Waiting List Organization
    a. The Section 8 tenant-based waiting list is not merged with any other waiting list.
    b. Applicants must apply at the CMHA's central office for admission to the program. Accommodations are made for people with disabilities.

3. Search Time
    a. The CMHA does give extensions on the standard 60 day period to search for a unit in the following situation:
    b. If a family needs and requests an extension as a reasonable accommodation to make the program accessible to and usable by a family with a disability.

4. Admissions Preferences
    a. The CMHA does not plan to exceed the federal targeting requirements.
    b. The CMHA has established a preference system for admission to the Section 8 program. These preferences include the following:
        - Homelessness
        - Victims of Domestic Violence
        - Involuntary Displacement

5. Special Purpose Section 8 Assistance Programs
   a. Policies governing eligibility, selection and admissions to any special-purpose Section 8 programs can be found in the Section 8 Administrative Plan. At the present time, the CMHA has no special purpose Section 8 programs.
   b. The CMHA will announce the availability of any special-purpose Section 8 program to the public through published notices.

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4. RENT DETERMINATION POLICY

This section of the Agency Plan discusses the CMHA's rent setting policies for both the public housing and Section 8 rental assistance program. It follows the HUD template, which can be found in this Agency Plan.

Public Housing

Income Based Rent Policies

a. The CMHA has the following policies for determining income-based rent in public housing:
   - The CMHA does not employ any *discretionary* rent-setting policies for income-based rent in public housing. All HUD required deductions and exclusions are employed, however.
   - Income-based rents are set at the highest of 30% of adjusted monthly income, 10% of unadjusted monthly income, or the minimum rent less HUD mandatory deductions and exclusions.

b. The Columbiana Metropolitan Housing Authority has adopted a minimum rent of $0 for all public housing residents.

c. The CMHA does not plan to charge rents at a fixed amount or percentage less than 30% of adjusted income.

d. The CMHA does not plan to employ any discretionary or optional deductions and/or exclusions in its computation of income-based rent except for those deductions and exclusions that are required by HUD regulations.

e. The CMHA does have ceiling rents for all developments, however, ceiling rents have been phased into Flat Rents, which are discussed below. The ceiling rents that were chosen were the result of a market comparability study.

f. It is the family's option to report changes in income between income re-examinations. Changes in family composition must be reported to the CHMA at the time in which they occur.

Flat Rents

In setting flat rents, the CMHA considered the Section 8 rent reasonableness study of comparable housing, and surveyed similar unassisted units in the neighborhood. The CMHA's current flat rents are as follows:

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Columbiana Metropolitan Housing Authority
Flat Rents
As Of January, 2000

Development Type	Development Number	Bedroom Size				
		0BR	1BR	2BR	3BR	4BR
Family Low-Rise	2 (with gas)		$307	$373	$477	$550
	2 (w/o gas)			$331	$427	$480
	4			$342	$430	$482
	5			$342		
	6 ELO			$331	$427	$490
	6 Wellsville			$342	$430	
Elderly High-Rise	1	$258	$319			
	3		$348	$405		
	8		$330			
New Scattered Site	10				$481	

Section 8

The CMHA has the following policies for determining income-based rent in the Section 8 Program, which are described as follows.

Payment Standards

The CMHA has set its payment standard at 100% of the FMR. It was determined by the Authority that FMR levels are sufficient to permit families to locate decent, safe, sanitary and affordable housing within Metropolitan Columbiana.

The adequacy of the payment standards are reevaluated on an annual basis. In its evaluation, the CMHA considers the success rates of assisted families in locating units and the rent burdens of assisted families.

Minimum Rent

a. The CMHA's minimum rent for the Section 8 Program is $0.

b. The CMHA has not adopted any *discretionary* minimum rent hardship exemption policies for the Section 8 program. All HUD required deductions and exclusions are employed, however.

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5. OPERATIONS AND MANAGEMENT

Agency Summary

The CMHA operates a total of 484 public housing units in eight developments located in Columbiana County, Ohio.

Development	Total
OH026-001	127
OH026-002	130
OH026-003	52
OH026-004	45
OH026-005	16
OH026-006	25
OH026-008	68
OH026-010	21
TOTAL	**484**

Staffing and Organization

The organizational chart of the CMHA appears in the Agency Plan.

HUD Programs Under PHA Management

The following table lists the federal programs administered by the CMHA, the number of families served at the beginning of the fiscal year and the anticipated turnover in each program.

Program Name	Units or Families served beginning 2001 (fiscal Year)	Anticipated Turnover for the Fiscal Year
Public Housing	453	219
Section 8 Vouchers	256	36
Section 8 Certificates	135	24
Section 8 Mod. Rehab.	N/A	N/A
Special Purpose Section 8 Certs/Vouchers (List Individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	50	N/A
Other Federal Programs (List indiv.)	N/A	N/A

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Operations and Management Policies

The following table provides a list of each management and maintenance policy maintained by the CMHA with a brief description of each policy. These rules and standards described in each particular policy govern the management and maintenance of the CMHA. The management of the Section 8 program is governed by the Administrative Plan, which is included in this Agency Plan.

Policy	Description of Policy, Manual, Handbook, etc.
Capitalization	Generally, dwelling equipment, office machinery/equipment, auto. equipment, and community space equipment shall be capitalized.
Disposition of Property	Personal property that has become worn/damaged beyond repair, that is no longer useful for the original purpose, or that has no use at its present location or any other operating unit of the Authority.
Cash Management and Investment	Policy addresses cash management of funds to assure the availability of cash for operational needs, preserve the value of cash resources, and earn the maximum return on funds available for a secure investment.
Insurance	Policy issues ensuring that the property and interests of the Housing Authority are properly protected.
Maintenance Plan	A comprehensive Maintenance Policy is essential to a well-integrated maintenance operation that is efficient and effective. A systematic Maint. Policy assists in keeping the CMHA's physical facilities in good condition, extending the useful life, and resulting in lower operating and maintenance costs. In addition, a well-maintained facility adds to the marketability of the units in the marketplace.
Personnel	Description of in-house rules and regulations.
Procurement	Process for procurement procedures including rules for bid awards.
Safety Policy	Addresses the rules and regulations concerning safety of residents.

6. PHA GRIEVANCE PROCEDURES

CMHA's public housing grievance procedure can be found in the ACOP. The Section 8 grievance procedure can be found in the Administrative Plan. Salient points are as follows:

Public Housing

1. The CMHA has not established any written grievance procedures that are in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing.

2. Residents or applicants who are interested in initiating the grievance process should contact either the CMHA's main office or the development's management office.

Section 8 Tenant-Based Assistance

1. The CMHA has not established informal review procedures for applicants to the Section 8 tenant-based assistance program or informal hearing procedures for families assisted by the Section 8 tenant based assistance program that are in addition to federal requirements found at 24 CFR Part 982.

2. Applicants or assisted families that are interested in initiating the informal review and informal hearing processes should contact either the CMHA's main office or the development's management office.

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7. CAPITAL IMPROVEMENT NEEDS

A. Capital Fund Activities

The Capital Fund Program 5-Year Action Plan can be found as an attachment to the HUD template, which is located in this binder.

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

The CMHA does not plan to apply for a HOPE VI Revitalization grant this year, nor does it plan to conduct any public housing development, replacement or demolition of public housing this year.

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8. DEMOLITION AND DISPOSITION

The CMHA does not 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)) during this fiscal year. However, the CMHA is investigating the possibility of demolishing up to 30 units at LaBelle Terrace within the 5 year Annual Plan period.

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

The CMHA has not designated or applied for approval to designate, nor does it plan to designate any public housing for occupancy only by elderly families or only by 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.

10. CONVERSION OF PUBLIC HOUSING TO TENANT-BASED ASSISTANCE

None of the CMHA's developments or portions of developments have been identified by HUD or the CMHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act.

11. HOMEOWNERSHIP PROGRAMS ADMINISTERED BY THE PHA

A. Public Housing

The CMHA does not administer any homeownership programs 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), nor has the CMHA applied, plans to apply to administer any homeownership programs under section 5(h) of the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4).

B. Section 8 Tenant Based Assistance

The CMHA has not planned 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 during this fiscal year. However, the CMHA will investigate the possibility of creating a homeownership program within the 5 year Plan period.

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12. PHA COMMUNITY SERVICE AND SELF-SUFFICIENCY PROGRAMS

A. CMHA Coordination with the Welfare (TANF) Agency

1. The CMHA works cooperatively with the TANF agency, and the CMHA's Executive Director sits on the Advisory Board.

2. Other coordination efforts between the CMHA and the TANF agency include:
   - Client Referrals
   - Information sharing regarding mutual clients

B. Services and Programs Offered to Residents and Participants

a. The CMHA does not employ any *discretionary* policies to enhance the economic and social self-sufficiency or assisted families.

b. The CMHA coordinates and promotes services to residents through a number of community service programs. These programs are shown in the Agency Plan template.

c. The CMHA does not have a mandatory or voluntary Family Self-Sufficiency (FSS) program.

C. Welfare Benefit Reductions

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

- Adopted appropriate changes to the CMHA's public housing rent determination policies and training staff to carry out those policies

- Informed residents of the new policies at admission and reexamination

The CHMA has incorporated the following changes to its policies and procedures to comply with the regulations:

<u>Decreases in Income Do Not Translate to Decreases in Rent When There is a Failure to Comply</u>

For families whose welfare or public assistance benefits are reduced because of failure of any family member to comply with the conditions under the assistance program requiring participation in an economic self-sufficiency program or imposing a work activities requirement, the amount of rent required to be paid by the family is not be decreased.

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Fraud

For families whose welfare or public assistance benefits are reduced because of an act of fraud by a member of the family under the law or program, the amount required to be paid by the family as a monthly contribution toward rent shall not be decreased.

Reduction Based on Time Limit for Assistance

The amount required to be paid as a monthly contribution toward rent by a family whose welfare or public assistance benefits are reduced as a result of the expiration of a lifetime time limit for a family, and not as a result of failure to comply with program requirements, shall be decreased.

Notice

The Housing Authority shall obtain written notification from the relevant welfare or public assistance agency specifying that the family's benefits have been reduced and cause for reduction prior to redetermination of monthly contribution toward rent.

Grievance

Any family affected by a Decrease in Income or Fraud above shall have the right to review the determination through the grievance procedure.

13. SAFETY AND CRIME PREVENTION MEASURES

Introduction

As part of the ongoing effort to reduce crime in public housing, particularly crimes related to substance abuse, the CMHA has implemented various crime prevention activities. These programs are implemented primarily through the Public Housing Drug Elimination Program. This section briefly illustrates the need for safety and crime prevention programs and summarizes the steps taken to improve living conditions in public housing by reducing crime. More detailed reports may be found in the Public Housing Drug Elimination Program documentation.

Need for Measures to Ensure the Safety of Public Housing Residents

The need for safety and crime prevention measures at CMHA sites was due to the following:

- High incidence of violent and/or drug-related crime in some or all of the CMHA'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

The information and data used to determine the need for action includes the following:

- Safety and security survey of residents
- Analysis of crime statistics over time
- Resident reports
- PHA employee reports
- Police reports

The Coordination between the CMHA and the Police Department includes:

- Police involvement in the implementation of the Plan
- Police establishment of a physical presence on housing authority property
- An Agreement between the CMHA and the Police Department for the provision of above-baseline law enforcement services

Safety and Crime Prevention Plan

The Columbiana Metropolitan Housing Authority has implemented a number of programs and activities through its operating budget, under the Public Housing Drug Elimination Program (PHDEP), and through collaborative efforts with local service providers to build strong and healthy communities within the public housing developments. A detailed description of the plan is maintained under separate cover in the Public Housing Drug Elimination Program documentation.

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The funding that will be expended on Safety and Crime Prevention activities in 2001 are as follows:

Financial Resources Expended on Safety and Crime Prevention		
PHDEP Program/Activity	2001 PHDEP Funding	CMHA and Local Funding
Reimbursement of Local Law Enforcement Agencies Over and Above Baseline Services	44,537.00	19,192.00
Drug Prevention	66,407.00	64,587.00
TOTAL	$110,944.00	$83,779.00

Important elements of the plan include:

Activities	**Brief Description**
Community Policing	Established a Community Policing program in the Authority's public housing developments. The Community Policing initiative is based on a model that was modified for CMHA communities by the local police department.
Policies and Procedures	Adoption of management policies and procedures to ensure safe public housing developments including a "One Strike and You're Out" policy; lease with provisions for eviction for drug-related behavior; and criminal background and rental history checks on all applicants.
Physical Improvements to Enhance Security	The Housing Authority has implemented a physical improvement program to enhance security that includes fencing and lighting.

The developments that are most affected by the Plan are LaBelle Terrace (002) and Independence Square (004 and 005).

The Housing Authority has participated in the Public Housing Drug Elimination Program and plans to continue. Though future funding opportunities are uncertain, especially considering the change of funding to a formula-based system, the CMHA will continue to maintain safety and crime prevention programs.

14. PET POLICY

The Columbiana Metropolitan Housing Authority has adopted pet ownership policies in order to define the conditions, rules and regulations governing pet ownership in CMHA's public housing developments. This policy can be found in the ACOP.

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15. CIVIL RIGHTS CERTIFICATION

This Housing Authority complies with all program requirements established by the U.S. Department of Housing and Urban Development that implement the civil rights laws listed below:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin in programs receiving Federal financial assistance;
- Title VIII of the Civil Rights Act of 1968, which prohibits discrimination based on race, color, religion, national origin, or sex in the sale, rental, or advertising of housing;
- Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on handicap in programs receiving Federal financial assistance;
- The Age Discrimination Act of 1975, which prohibits discrimination based on age in programs receiving Federal financial assistance; and
- Executive Order 11063, which requires HUD to take whatever action is necessary to prohibit discrimination based on race, color, national origin, religion (creed), or sex in housing receiving Federal financial assistance.

All of this Housing Authority's occupancy policies including the Administrative Plan, the Admissions and Continued Occupancy Policy (ACOP), the Dwelling Lease, and the Grievance Procedure comply with HUD requirements and the legislative intent associated with these laws.

16. FISCAL AUDIT

1. The CMHA is 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)).

2. The most recent fiscal audit was submitted to HUD.

3. There were no findings as the result of that audit.

CMHA's most recent audit is included in this Agency Plan.

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17. ASSET MANAGEMENT PLAN

There are a number of long-term asset management activities that PHAs can undertake including demolition/disposition, designation plans, conversion plans, homeownership plans, private management, development-based accounting and comprehensive stock assessment. At the present time however, the CMHA has determined that it will not create any additional asset management activities during this fiscal year other than the ones already discussed in previous chapters of this Annual Plan.

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OTHER INFORMATION

A. Resident Advisory Board Recommendations

The CMHA did receive comments on the PHA Plan from the Resident Advisory Board. Those comments are included in the Agency Plan. The CMHA considered the comments but determined that no changes to the PHA Plan were necessary.

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

The resident who serves on the PHA Board is not elected by the residents.

C. The CMHA's Agency Plan is consistent with the Consolidated Plan of the State of Ohio.

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Table Library

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

PHA Name: COLUMBIANA METROPOLITAN HOUSING AUTHORITY	Grant Type and Number OH12PO2650201 Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant 2001

Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
26-003	REPLACE KITCHEN CABINETS, COUNTER TOPS		1460		$111,103.00				
SHOUB TOWER	SINKS, FAUCETS, EXHAUST FANS								
	REPLACE KITCHEN LIGHTS 2X40FLU.		1460		$2,963.00				
	REPLACE COMMODES, FLANGES, LAV.		1460		$111,103.00				
	FAUCETS, MED CABINETS & FIXTURES								
	SUB-TOTAL				$225,169.00				
26-004	TEAROUT UNDERLAYMENT & REPLACE		1460		$138,715.00				
IND. SQUARE	WITH 5/8" PLYWOOD & RETILE								
	REMOVE AND REPLACE 1/8" RES TILE		1460		$13,248.00				
	REPLACE WINDOWS		1460		$94,203.00				
	SUB-TOTAL				$246,166.00				

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

PHA Name: COLUMBIANA METROPOLITAN HOUSING AUTHORITY	Grant Type and Number OH12PO2650201 Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant 2001

Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
26-003	REPLACE KITCHEN CABINETS, COUNTER TOPS		1460		$111,103.00				
SHOUB TOWER	SINKS, FAUCETS, EXHAUST FANS								
	REPLACE KITCHEN LIGHTS 2X40FLU.		1460		$2,963.00				
	REPLACE COMMODES, FLANGES, LAV.		1460		$111,103.00				
	FAUCETS, MED CABINETS & FIXTURES								
	SUB-TOTAL				$225,169.00				
26-004	TEAROUT UNDERLAYMENT & REPLACE		1460		$138,715.00				
IND. SQUARE	WITH 5/8" PLYWOOD & RETILE								
	REMOVE AND REPLACE 1/8" RES TILE		1460		$13,248.00				
	REPLACE WINDOWS		1460		$94,203.00				
	SUB-TOTAL				$246,166.00				

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

PHA Name: COLUMBIANA METROPOLITAN HOUSING AUTHORITY	Grant Type and Number OH12PO2650201 Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant 2001

Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
26-005	REPLACE WINDOWS		1460		$33,098.00				
IND. SQUARE									
	SUB-TOTAL				$33,098.00				
26-006	REPLACE ROOFS		1460		$44,986.00				
SCATTERED SITES									
	SUB-TOTAL				$44,986.00				
26-008	BALANCE 1999 CARPET INSTALLING		1460		$36,100.00				
RIVERVIEW TOWE									
	SUB-TOTAL				$36,100.00				

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

PHA Name: COLUMBIANA METROPOLITAN HOUSING AUTHORITY	Grant Type and Number OH12PO2650201 Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant 2001

Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA-WIDE	RESIDENT COORDINATOR		1408		$32,059.00				
MANAGEMENT	SECURITY		1408		$35,000.00				
	TRAINING & TRAVEL		1408		$10,000.00				
	SUB-TOTAL				$77,059.00				
HA-WIDE	EXEC. DIRECTOR		1410		$16,895.00				
ADMINISTRATION	ACCOUNTANT		1410		$9,661.00				
	MODERNIZATION CLERK		1410		$34,222.00				
	SUB-TOTAL				$60,778.00				
HA-WIDE	AUDIT		1411		$2,000.00				
	SUB-TOTAL				$2,000.00				

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

PHA Name: COLUMBIAN METROPOLITAN HOUSING AUTHORITY	Grant Type and Number OH12PO2650201 Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant 2001

Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA-WIDE	A&E FEES		1430		$42,000.00				
FEES & COSTS									
	SUB-TOTAL				$42,000.00				
HA-WIDE	CONTINGENCY FUNDS		1502		$4,930.00				
CONTINGENCY									
	SUB-TOTAL				$4,930.00				
HA-WIDE	CONCRETE WORK		1470		$50,000.00				
	SUB-TOTAL				$50,000.00				
HA-WIDE	NEW RADIOS		1475.1		$9,000.00				
	SUB-TOTAL				$9,000.00				

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

PHA Name: COLUMBIANA METROPOLITAN HOUSING AUTHORITY	Grant Type and Number OH12PO2650201 Capital Fund Program No: Replacement Housing factor No:	Federal FY of Grant 2001

Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
26-003	6/30/03			6/30/04			
26-004	6/30/03			6/30/04			
26-005	6/30/03			6/30/04			
26-008	6/30/03			6/30/04			
HA-WIDE MANAGEMENT	6/30/03			6/30/04			
HA-WIDE ADMINISTRATION	6/30/03			6/30/04			
HA-WIDE AUDIT	6/30/03			6/30/04			
HA-WIDE FEES & COSTS	6/30/03			6/30/04			
HA-WIDE OTHER	6/30/03			6/30/04			
HA-WIDE CONTINGENCY	6/30/03			6/30/04			

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name				__X_ Original 5-Year Plan	
COLUMBIANA METRO HOUS. AUTH				___ Revision No:	
Development Number/Name/HA-Wide	**Year 1**	**Work Statement for Year 2 FFY Grant: 2002 PHA FY: 6/30/03**	**Work Statement for Year 3 FFY Grant: 2003 PHA FY: 6/30/04**	**Work Statement for Year 4 FFY Grant: 2004 PHA FY: 6/30/05**	**Work Statement for Year 5 FFY Grant: 2005 PHA FY: 6/30/06**
26-001		$355,143.00	$107,250.00	$37,000.00	$60,000.00
26-002		$242,596.00	$45,500.00	$443,597.00	$404,438.00
26-003				$102,000.00	
26-004			$223,495.00		
26-005			$223,495.00		
26-008				$12,000.00	$127,301.00
MANAGEMENT		$78,341.00	$78,340.00	$78,341.00	$84,341.00
ADMINISTRATION		$63,209.00	$63,209.00	$63,209.00	$63,209.00
OTHER		$92,000.00	$90,000.00	$90,000.00	$92,000.00
CONTINGENCY				$5,142.00	
Total CFP Funds (Est.)		$831,289.00	$831,289.00	$831,289.00	$831,289.00
Total Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages ---- Work Activities

Activities for Year 1	Activities for Year: ___2__ FFY Grant : 2002 PHA FY: 6/30/03			Activities for Year: _3__ FFY Grant: 2003 PHA FY: 6/30/04		
	26-001 FAWCETT			26-001 FAWCETT		
	EXPAND EXISTING	$355,143.00		REPLACE RANGES	$48,750.00	
	STORAGE BLDG TO			REPLACE REFRIG.	$58,500.00	
	CREATE NEW CENTRAL					
	MAINT, BLDG			SUB-TOTAL	$107,250.00	
	SUB-TOTAL	$344,143.00		26-002 LABELLE		
				REFLASH INTERSECTION	$45,000.00	
	26-002 LABELLE			OF BRICK & SIDING		
	LANDSCAPE, CONCRETE	$83,753.00		BETWEEN FIRST AND		
	WORK, HAND RAILS			SECOND FLOORS		
	RETAINING WALL	$60,000.00				
	REMOVE SLIDING GLASS	$98,843.00		SUB-TOTAL	$45,000.00	
	DOORS & INSTALL					
	METAL INSULATED DOOR					
	SUB-TOTAL	$242,596.00				

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages ---- Work Activities

Activities for Year 1	Activities for Year: _ 2____ FFY Grant : 2002 PHA FY: 6/30/03			Activities for Year: __3 FFY Grant: 2003 PHA FY: 6/30/04		
				26-004 IND. SQUARE		
				INSTALL HEAT PUMPS	$223,495.00	
				PHASE II		
				SUB-TOTAL	$223,495.00	
				26-005 IND. SQUARE		
				INSTALL HEAT PUMPS	$223,495.00	
				PHASE II		
				SUB-TOTAL	$223,495.00	

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages ---- Work Activities

Activities for Year 1	Activities for Year: _4____ FFY Grant : 2004 PHA FY: 6/30/05			Activities for Year: _____5 FFY Grant: 2005 PHA FY: 6/30/06		
	26-001 FAWCETT			26-001 FAWCETT		
	ACCESS FRONT ENTRAN	$12,000.00		SEAL ALL EXTERIOR	$60,000.00	
	PUMP JACK 2 STORY	$25,000.00		BRICK VENEER WITH		
	SECTION BRICK WALL			SILOXINE SEALER		
	S. EXTER. STAIRWELL					
	TO ORGIN. POSITION &			SUB-TOTAL	$60,000.00	
	SHORE UP FOUNDATION					
				26-002 LABELLE		
	SUB-TOTAL	$37,000.00		TEAR OUT UNDERLAYMEN	$224,359.00	
				AND REPLACE		
	26-002 LABELLE			REMOVE & REPLACE	$107,764.00	
	REPLACE EXISTING WIND	$169,884.00		1/8" THICK RESILENT		
	WITH AN ALUM. SINGLE			TILE ON CONCRETE		
	HUNG INSULATED GLASS			INSTALL WASHER BOX	$34,158.00	
	REPLACE INTERIOR DOOF	$133,786.00		IN ALL UNITS(SUPPLY		
	FRAMES & HARDWARE			LINES & DRAINS NOT		
	ENCLOSE OPEN CLOSET			INCLUDED)		
	& INSTALL HOLLOW CORE			INSTALL ELECTRIC DRYEF	$38,157.00	
	CLOSET DOORS			HOOK-UP INCLUDING		
				OUTLET & VENT		
	SUB-TOTAL	$443,597.00				
				SUB-TOTAL	$404,438.00	

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages ---- Work Activities

Activities for Year 1	Activities for Year: _4____ FFY Grant : 2004 PHA FY: 6/30/05			Activities for Year: _____5 FFY Grant: 2005 PHA FY: 6/30/06		
	26-003 SHOUB TOWER			26-008 RIVERVIEW		
	ACCESS FRONT ENTRANC	$12,000.00		REPLACE EXIT LIGHTS	$1,365.00	
	REPLACE 2 DOMESTIC	$90,000.00		REPLACE BATHROOM	$3,536.00	
	CENTRAL HOT WATER			LIGHTS		
	HEATERS			INSTALL NEW LAVS,	$122,400.00	
				COMMODES, FAUCETS,		
	SUB-TOTAL	$102,000.00		& MED. CABINETS		
	26-008 RIVERVIEW			SUB-TOTAL	$127,301.00	
	ACCESS FRONT ENTRANC	$12,000.00				
	SUB-TOTAL	$12,000.00				

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages ---- Work Activities

Activities for Year 1	Activities for Year: _2____ FFY Grant : 2002 PHA FY: 6/30/03			Activities for Year: _____3 FFY Grant: 2003 PHA FY: 6/30/04		
	HA-WIDE MANAGEMENT			HA-WIDE MANAGEMENT		
	RESIDENT COORDINATOR	$33,341.00		RESIDENT COORDINATOR	$33,400.00	
	TRAINING & TRAVEL	$10,000.00		TRAINING & TRAVEL	$10,000.00	
	SECURITY	$35,000.00		SECURITY	$35,000.00	
	SUB-TOTAL	$78,341.00		SUB-TOTAL	$78,400.00	
	HA-WIDE ADMINISTRATION			HA-WIDE ADMINISTRATION		
	EXEC. DIRECTOR	$17,571.00		EXEC. DIRECTOR	$17,571.00	
	MOD. CLERK	$35,591.00		MOD CLERK	$35,591.00	
	ACCOUNTANT	$10,047.00		ACCOUNTANT	$10,047.00	
	SUB-TOTAL	$63,209.00		SUB-TOTAL	$63,209.00	

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages ---- Work Activities

Activities for Year 1	Activities for Year: __4___ FFY Grant : 2004 PHA FY: 6/30/05			Activities for Year: _____5 FFY Grant: 2005 PHA FY: 6/30/06		
	HA-WIDE MANAGEMENT			HA-WIDE MANAGEMENT		
	RESIDENT COORDINATOR	$33,341.00		RESIDENT COORDINATOR	$39,341.00	
	TRAINING & TRAVEL	$10,000.00		TRAINING & TRAVEL	$10,000.00	
	SECURITY	$35,000.00		SECURITY	$35,000.00	
	SUB-TOTAL	$78,341.00		SUB-TOTAL	$84,341.00	
	HA-WIDE ADMINISTRATION			HA-WIDE ADMINISTRATION		
	EXEC. DIRECTOR	$17,571.00		EXECT. DIRECTOR	$17,571.00	
	MOD CLERK	$35,591.00		MOD CLERK	$35,591.00	
	ACCOUNTANT	$10,047.00		ACCOUNTANT	$10,047.00	
	SUB-TOTAL	$63,209.00		SUB-TOTAL	$63,209.00	

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages ---- Work Activities

Activities for Year 1	Activities for Year: ___2__ FFY Grant : 2002 PHA FY: 6/30/03			Activities for Year: _____3 FFY Grant: 2003 PHA FY: 6/30/04		
	HA-WIDE OTHER			HA-WIDE OTHER		
	AUDIT	$2,000.00		AUDIT	$2,000.00	
	FEES & COSTS	$40,000.00		FEES & COSTS	$38,000.00	
	CONCRETE WORK	$50,000.00		CONCRETE WORK	$50,000.00	
	SUB-TOTAL	$92,000.00		SUB-TOTAL	$90,000.00	

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages ---- Work Activities

Activities for Year 1	Activities for Year: __4___ FFY Grant : 2004 PHA FY: 6/30/05			Activities for Year: _____5 FFY Grant: 2005 PHA FY: 6/30/06		
	HA-WIDE OTHER			HA-WIDE OTHER		
	AUDIT	$2,000.00		AUDIT	$2,000.00	
	FEES & COSTS	$38,000.00		FEES & COSTS	$40,000.00	
	CONCRETE WORK	$50,000.00		CONCRETE WORK	$50,000.00	
	SUB-TOTAL	$90,000.00		SUB-TOTAL	$92,000.00	
	HA-WIDE CONTINGENCY					
	CONTINGENCY	$5,142.00				
	SUB-TOTAL	$5,142.00				