

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

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# Washington County Housing Authority Washington, Pennsylvania

## PHA Plans

5 Year Plan for Fiscal Years 2002 - 2006

Annual Plan for Fiscal Year 2002

**Stephen K. Hall**  
**Executive Director**

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

## PHA Plan Agency Identification

**PHA Name:** Washington County Housing Authority

**PHA Number:** PA-17

**PHA Fiscal Year Beginning: (mm/yyyy)** 10/2001

### 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
  - Washington County Housing Authority
  - 100 Crumrine Tower, Franklin Street
  - Washington PA 15301-6995
  - Telephone: 724-228-6060
- 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)

**YEAR PLAN**  
**PHA FISCAL YEARS 2002 - 2006**  
[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 mission of the Washington County Housing Authority is to develop, manage, and administer quality housing for low and moderate-income persons and to promote economic growth and quality living environments in our communities. We need to pursue this direction within the context of limited government resources by providing assistance to our clients (residents) that results in (1) leveraging HUD resources with those of the private sector and other public agencies, (2) efficient program administration, and (3) creative approaches to problem solving.

**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:
      - The Housing Authority will apply for additional Section 8 vouchers depending on demand.
    - Reduce public housing vacancies:
      - The Authority will attempt to reduce vacancies within the constraints of the existing housing market.

- Leverage private or other public funds to create additional housing opportunities:
  - The Housing Authority will research creating private/public partnerships based upon demand.
  
- Acquire or build units or developments
- Other (list below)
  - The Washington County Housing Authority acknowledges the need to comply with HUD performance expectations. To this end, a 5- Year goal of the Authority will be to adopt strategies to address operations within the Authority where performance results in low scores. The current emphasis will be based on strategies to increase Public Housing and Section 8 occupancy rates.
  
- PHA Goal: Improve the quality of assisted housing Objectives:
  - Improve public housing management: (PHAS score) 84.6
    - The Housing Authority is committed to improving public housing management. The long-range goal of the PHA is to maintain the PHAS score of 84.6 within the constraints of difficult housing market.
  
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
    - By sustaining preventative and routine maintenance overall livability will be positively impacted. Renewed emphasis will be placed on addressing safety and neighborhood appearance.
  
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
    - The Housing Authority will continue its commitment to renovation, rehabilitation and modernization through implement of the 5-Year Capital Fund planning process and completion of Comprehensive Grant activities as scheduled.
  
  - Demolish or dispose of obsolete public housing:
    - The Authority's goal of reexamine selected building(s) in Frederick Terrace for possible demolition due to flooding has been completed. . An application requesting approval to demolish 6 units at Frederick Terrace was submitted to HUD in February 2001. Obtaining funding to undertake the demolition will be pursued during 2001.
  
  - 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:
      - See below
    - Implement public housing or other homeownership programs:
      - The Authority will research the possibility of developing a pilot Section 8 Homeownership Program starting with 5 or fewer homeownership opportunities.
    - Implement public housing site-based waiting lists:
    - Convert public housing to vouchers:
    - Other: (list below)
      - The Washington County Housing Authority intends to pursue opportunities for enhancing upward mobility of residents and those on our assisted housing waiting list. For those in our Public Housing Program, we will continue currently available measures such as instituting flat rents that encourage work and savings. During 2002 the Authority will continue a pilot program for Public Housing residents interested and able to assume homeownership. A similar effort directed toward Section 8 residents will be initiated. Through these programs the Authority will pay closing costs up to \$1000 or provide a second mortgage to eligible tenants.

**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:
      - The Housing Authority's Deconcentration Policy was adopted on May 19, 1999. Recent changes to HUD regulations required that the Policy be changed to reflect only family developments. A revised Deconcentration Policy has been developed and will be adopted prior to October 1, 2001. As with the initial Policy the new Deconcentration Policy has identified specific steps that promote higher income families being placed in lower income development.
    - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

- The Economic Deconcentration Policy identified above contains specific measures to ensure that lower income families will be placed in higher income projects.
- Implement public housing security improvements:
  - See “Other” below.
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - The Housing Authority will explore additional Transitional Housing opportunities with the County Redevelopment Authority through the disposition process. (Completed)
- Other: (list below)
  - Building on a successful program in Valley View Terrace, the Housing Authority will explore the disposition of 8 units in Maple Terrace to be used for a Head Start Program.
  - The Housing Authority has established a long-range goal of enhancing the safety of residents in our public housing communities. Objectives will be to continue existing cooperative relationships and contracting with local police and PA Constables. The Authority will attempt to expand contractual relationships where possible to include additional communities and their local police departments and add additional constables when appropriate. Emphasis will be placed on developments where residents express a need for further police involvement.

**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:
      - Support and cooperate with employment agencies by making PHA facilities available to Job Training Partnership Act (JTPA) and other employment services organizations.
      - Provide meaningful community service opportunities that will encourage full-time employment.

- 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:
    - The Housing Authority will continue all measures to insure access to assisted housing regardless of race. The Authority is not contemplating additional efforts in this regard since minorities and other target classes are not underrepresented in Authority units compared to the population as a whole.
  - 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)
    - The Housing Authority plans to promote greater resident involvement in matters that effect living conditions in our public housing communities and Section 8 programs. To this end, the Authority has established a goal of working closely with organized resident councils and a Resident Advisory Board to formulate policies and procedures that will benefit both the residents and the Housing Authority. To achieve this goal the Authority will periodically send a staff representative to scheduled Resident Council meetings, if approved by the residents and to the Resident Advisory Board meetings. Additionally, the PHA will encourage participation by the Resident Board member in matters affecting the residents that come before the Board.

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan**  
**PHA Fiscal Year 2002**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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**Attachments**

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

**Required Attachments:**

- (A) Admissions Policy for Deconcentration
- FY 2002 Capital Fund Program Annual Statement (See Component #7)
- (B) Pet Policy Statement
- (C) Implementation of Public Housing Resident Community Service
- (D) PHA 5-Year Plan Progress Report
- (E) Resident Member of the PHA Governing Board
- (F) Resident Advisory Board Members
- (G) Substantial Deviation/Significant Amendment or Modification Definition
  
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

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

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or	Annual Plan: Operations and Maintenance

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Housing Authority Pet Policy	Required by Notice 2000-43
X	Full Policy on the Administration of the Community Service Requirement.	Required by Notice 2000-22

## **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	167	4	4	3	1	1	1
Income >30% but <=50% of AMI	46	3	3	3	1	1	1
Income >50% but <80% of AMI	39	2	2	2	1	1	1
Elderly	722	3	2	2	2	1	1
Families with Disabilities	112	N/A					
Race/Ethnicity (white)	139	3	N/A				
Race/Ethnicity (black)	22	3	N/A				
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s
  - Washington County
  - Indicate year: 2001-2005
- 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)
  - Pennsylvania State University Data Center - 1999
  - U.S. Census Data: Small Income and Poverty Estimates, 1990 and updates
  - Washington County Housing Authority Waiting List - 2000

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	162		17%
Extremely low income <=30% AMI	111	68.5	
Very low income (>30% but <=50% AMI)	47	29	
Low income (>50% but <80% AMI)	4	2	

<b>Housing Needs of Families on the Waiting List</b>			
Families with children	63	39	
Elderly families	41	25	
Families with Disabilities	12	7	
Race/ethnicity (white)	94	58	
Race/ethnicity (black)	26	16	
Race/ethnicity (other)	1	0	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
Efficiency	0	0	
1BR	115	71	
2 BR	37	23	
3 BR	8	5	
4 BR	2	1	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- 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	193		14%
Extremely low income <=30% AMI	44	23	
Very low income (>30% but <=50% AMI)	146	76	
Low income (>50% but <80% AMI)	3	1	
Families with children	128	66	
Elderly families	65	33	
Families with Disabilities	48	24	
Race/ethnicity (white)	148	77	
Race/ethnicity (black)	43	22	
Race/ethnicity (other)	2	1	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	65	34	
2 BR	74	38	
3 BR	50	26	
4 BR	4	2	
5 BR			
5+ BR			

### Housing Needs of Families on the Waiting List

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

If yes:

How long has it been closed (# of months)? 8 months (as of May 2001)

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.
  - In 1999 the Housing Authority created the New Eagle Housing Development Corporation. This new Corporation, teamed with other housing providers, and using state tax credits and the Investment Partnerships Program (HOME) as the development vehicles, and Section 8 rental subsidy assistance, is committed to developing a 42 unit elderly complex in the Borough of New Eagle. Groundbreaking took place in April 2001. Construction will proceed throughout the 2002 Plan Year.
- 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)
  - See Strategy 2 above concerning efforts of the Housing Authority through the New Eagle Housing Development Corporation.

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[24 CFR Part 903.79 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FFY 2001 grants)</b>	6,451,320	Public Housing Operations, Capital Improvements, Safety, Security and Section 8 Operations
a) Public Housing Operating Fund	1,600,000	
b) Public Housing Capital Fund	1,773,015	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,837,773	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	240,532	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2000 Capital Fund Program (as of 3-31-01)	1,219,799	Public Housing Capital Improvements
2000 Drug Elimination Grant (PHDEP) (as of 3-31-01)	89,129	Public Housing Safety/Security
<b>3. Public Housing Dwelling Rental Income</b>		
Estimate for PHA FY 2002	1,603,000	Public Housing Operations
<b>4. Other income (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Vending	25,000	Public Housing Operation, and Capital Improvements
Public Housing Investments	30,000	Public Housing Operation, and Capital Improvements
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	9,418,248	All Federally Assisted Public Housing and Section 8 Activities

### **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)
  - Eligibility is initially determined at the time of a preliminary application. Following criminal, credit and landlord screening a full application is prepared, an interview conducted, generally in less than 30 days, and full eligibility for admission is determined.

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
  - Credit Check

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
  - Although the Authority currently uses 5 HUD approved family waiting lists and 1 elderly waiting list, during the Plan Year the number of elderly waiting lists will be increased to 4.
- 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)
  - Applications are available through Connect Inc., a non profit emergency housing provider; The Washington Hospital and The Washington County Human Services Agency.

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?  
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?
  - The 2001PHA Annual Plan identified 4 new elderly waiting lists. Although the Housing Authority had anticipated effectuating this change during 2001, staffing constraints and workload has delayed the implementation until Plan Year 2002. To reiterate the 2001 Plan objective: during 2002 the PHA will change from a single elderly countywide waiting list to 4 sub-jurisdictional elderly waiting lists. These new elderly waiting lists have been given the following designations:
    - Washington
    - Bentleyville
    - California
    - North Charleroi
  
  - There is no change to the HUD approved 5 sub-jurisdictional family waiting lists
  
3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?
  - Applicants will be placed on as many lists as they choose.
  
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
  - PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

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

- b.  Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

#### **(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

➤ 2 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
  - Substandard housing
  - 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
- (2) Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- (1) 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
- (1) 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)
- "Things You Should Know" booklet
  - Packet of information on lead based paint, housekeeping and rental payments
  - "Danger in the Home " booklet

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 : Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

➤ **Deconcentration Policy for Covered Developments**

<b>Development Name</b>	<b>Number of Units tot./occ.</b>	<b>Explanation (if any)</b>	<b>Deconcentration policy</b>
Lincoln Terrace	46/40	117% of adj. average	Target lower income
Valley View Terrace	109/79	118% of adj. average	Target lower income
Donora Townhouses	18/14	83% of adj. average	Target higher income

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:
- Lincoln Terrace - PA17-2
  - Valley View Terrace - PA17-5
  - Donora Townhouses - PA17-16

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:  
➤ See b. above

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:  
➤ See b. above

## 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)  
➤ The Housing Authority provides prior address and former landlord's name.

**(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)
  - Application can be made at any public housing site office. Application forms can also be requested by phone or mail.

**(3) Search Time**

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

- One extension of 60 days.

If yes, state circumstances below:

- Sickness and death in family, the Authority reviews all requests and makes decisions based on individual circumstances.

**(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.

1      Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

**(5) Special Purpose Section 8 Assistance Programs**

➤ The Housing Authority does not administer a Special Purpose Section 8 Program.

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

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

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

- Through published notices
- Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

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

##### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below)
  - When the resident’s income source changes.

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.)

- To better understand the Flat Rent structure, following is the Flat Rent Schedule used by the Washington County Housing Authority.

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)

**WASHINGTON COUNTY HOUSING AUTHORITY**

**FLAT RENT SCHEDULE FOR PUBLIC HOUSING RENTALS**

The Washington County Housing Authority has established the following Flat Rent schedule, by property and bedroom size, in accordance with HUD guidelines and based upon a market analysis and comparability. The Flat Rents identified herein are effective October 1, 2000 and will continue in effect until the Washington County Housing Authority establishes revised amounts. In applicable properties, the figures listed have been reduced by a differential (utility allowance) for the tenant payment of utilities.

<b>PROPERTY LOCATION</b>	<b>EFF.</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>
Maple Terrace (17-1)	N/A	\$232+E	\$300+E	\$369+E	\$411+E
Lincoln Terrace (17-2)	N/A	\$233+E	\$301+E	\$370+E	N/A
Frederick Terrace (17-3)	N/A	\$243+E	\$282+E	\$333+E	\$371+E
Highland Terrace (17-4)	N/A	\$214+E	\$259+E	\$337+E	\$375+E
Valley View Terrace (17-5)	N/A	\$226+E	\$293+E	\$360+E	\$399+E
Crumrine Tower (17-8)	\$237	\$262	N/A	N/A	N/A
Jollick Manor (17-8)	N/A	\$262	\$337	\$413	\$458
Riverview Apartments (17-9)	N/A	\$284	N/A	N/A	N/A
California Terrace (17-9)	N/A	\$273+E	\$316+E	\$397+E	\$424+E
California Manor (17-10)	N/A	\$270+E	\$312+E	N/A	N/A
California Apartments (17-10)	N/A	\$270+E	\$312+E	N/A	N/A
Canonsburg Scat. Sites (17-12)	N/A	\$189+GEW	\$251+GEW	N/A	N/A
Highland Ave. Apts. (17-14)	N/A	N/A	N/A	\$333+GEW	N/A
Maple View Terrace (17-15)	N/A	\$173+GEW	\$231+GEW	N/A	N/A
Donora Scat. Sites (17-16)	N/A	\$168+GE	\$203+GE	N/A	N/A
Nathan Goff Jr. Apts. (17-17)	N/A	\$277+E	N/A	N/A	N/A
Monongahela Townhouses (17-19)	N/A	\$218+GEW	\$264+GEW	N/A	N/A
Bentley Tower (17-20)	N/A	\$248+E	N/A	N/A	N/A
Bassettown Manor (17-21)	N/A	\$279+E	N/A	N/A	N/A

NOTE: The following codes pertain to the utilities paid by the tenant. Rents without codes include all utilities.

**E: Electric paid by tenant    G: Gas paid by tenant    W: Water paid by tenant**

## **B. Section 8 Tenant-Based Assistance**

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR      See comment below
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)
  - The Housing Authority utilizes 3 separate payment standards, based on income, throughout the County. The low payment standard (90% of FMR) applies to the Coal Center Borough area, the high (110% of FMR) applies to the Peters Township, North Strabane Township and the Greenhills Borough areas, the remainder of the County falls within the 100% of FMR payment standard.

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

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

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

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

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

- Annually  
 Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:
- The Authority is generally divided into five Departments; Public Housing Management, Public Housing Maintenance, Section 8, Accounting, and Purchasing. The five Department heads report directly to the Executive

Director or Deputy Executive Director. The Executive Director is responsible to the appointed Board of Directors.

**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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	959	163
Section 8 Vouchers	830	120
Section 8 Certificates		
Section 8 Mod Rehab	8	
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	959 All Developments have PHDEP activities underway	163
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

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

- (1) Public Housing Maintenance and Management: (list below)
  - The 24 person Maintenance Division is under the overall supervision of a Superintendent who is responsible for the supervision of employees in receiving and completing work orders, annual inspections of the units, lawn care, snow removal and preventive maintenance functions. The Maintenance Division also provides inspection support to the Section 8 Office. All rules,

standards and policies are maintained in the PHA's main office, with specific instructions at the maintenance offices. These documents include:

- Washington County Housing Authority Personnel Policy
- Washington County PHA Maintenance Policies and Procedures Manual (located in all Field Maintenance Offices)
- PHA Housing Quality Standards
- Washington County Housing Authority Labor Management Agreement

- Authority Maintenance staff performs pest control. Annual and move-in move-out inspections will be continued. Spraying and fumigating is performed every 4 months or as needed. Termite spraying is performed by a private contractor on a complaint basis.

(2) Section 8 Management: (list below)

- Section 8 Administrative Plan
- Housing Quality Standards
- "A Good Place to Live" publication

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

If yes, list additions to federal requirements below:

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

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

**(1) Capital Fund Program Annual Statement**

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) pa017a01

-or-

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

- The Housing Authority is reserving the right to use up to 20% of the Capital Fund for Operating Fund expenses as provided under Section 9, Part 1 of the QHWRA.

**(2) Optional 5-Year Action Plan**

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

- a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state namepa017a01
- or-
- The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

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

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

Activities pursuant to an approved Revitalization Plan underway

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

- Although the Washington County Housing Authority has no specific plans for disposing or demolishing any public housing units beyond those identified below, in 2002. The PHA is reserving its option to demolish units under the de minimus exception for demolition provided by the QHWRA.

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.)

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Frederick Terrace
1b. Development (project) number:	PA28017003
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>28/02/01</u>
5. Number of units affected:	6
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: June 2002 b. Projected end date of activity: August 2002

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

6. Number of units affected:
7. Coverage of action (select one)
- Part of the development
- Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

<input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <ul style="list-style-type: none"> <li><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____)</li> <li><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)</li> <li><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)</li> <li><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent</li> <li><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units</li> <li><input type="checkbox"/> Other: (describe below)</li> </ul>

**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.)

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

- Although the Authority does not anticipate administering a Homeownership program as defined at 24 CFR Part 903.79(k), the Authority will continue a local pilot homeownership program as discussed in the 5-Year Plan.

**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:

- The Housing Authority will explore and initiate a pilot Section 8 Homeownership program with the expected initial effort directed at 5 or

fewer families. The program design and eligibility guidelines will be developed throughout the 2002 Plan Year.

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

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)? (TANF = Temporary Assistance For Needy Families)

- The Housing Authority has an ongoing effective, informal relationship with the TANF Agency (PA Dept. of Public Welfare). The Authority has established a good working relationship with the TANF and regularly receives and provides information concerning residents with which both agencies have dealings

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

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

- Client referrals
  - If appropriate and requested, clients are referred to the TANF Agency at the time a housing application is received or at the time assistance is requested by the family from the TANF.
- 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
  - The PHA has and will continue to serve as an intake and referral agency for all of the social services provided by the TANF Agency.
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)
  - The Supervisory Project Manager serves as a member of the Washington County Children and Youth Services Board and in this capacity provides TANF and related agencies with information on assistance provided by the Housing Authority.

**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
  - The Housing Authority no longer automatically increases tenant rents when an unemployed person gains employment or an employed resident receives an increase in income.
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

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

- The Housing Authority has developed a Directory of Social Services available to Public Housing and Section 8 Residents. Emphasis has been placed on identifying providers within close proximity of PHA developments. This Directory is included as a Supporting Document Available for Review and is available, along with other documents identified, as being on view and related to this Plan. The following chart is a summary of the services contained in the Directory. The PHA serves in an intake and referral capacity for many of these programs. In some situations the residents are encouraged or feel more comfortable in dealing directly with the service provider.

<b>Services and Programs</b>				
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)
Addiction Recovery: drug and alcohol, eating, gambling, debt addiction, sexual addiction, tobacco.	varies	specific criteria/need	development Office/provider	both
Adult Education: basic reading and math, GED classes and testing, college prep.	varies	specific criteria/need	development office/provider	both
Aging Services: adult protective services, health insurance counseling, postal carrier alert, domiciliary care, family caregiver support, health promotion, legal services, respite care, senior employment, ombudsman, care management, home delivered meals, home support, personal care, attendant care, adult day care.	varies	specific criteria/need	development office/provider	both

Basic Subsistence Needs: cash assistance, medical assistance, energy assistance clothing, food, furniture, medical transportation.	varies	specific criteria/need	development office/provider	both
Consumer Services: consumer protection, charitable organizations, credit counseling.	varies	specific criteria/need	development office/provider	both
Dental Services: dental services for handicapped, homebound, terminally ill, general dental services, dental fears clinic, dental education.	varies	specific criteria/need	development office/provider	both
Disability Services: technology, employment training, life skills training, sheltered workshops, disability management, residential programs, social events, information, transportation, advocacy.	varies	specific criteria	development office/provider	both
Emergency Services: disaster, homelessness, housing, food, finances, shelter for victims of domestic violence	varies	specific criteria/need	development office/provider.	both
Independent Living Facilities: Apartments for elderly/disabled who meet HUD income guidelines, including PHA owned.	varies	specific criteria/need	development office/provider	both
Legal Related Services: legal advise and representation, crime victims and crime witness services, protection from abuse assistance.	varies	specific criteria/need	development office/provider	both
Libraries: availability to tenants	varies	all	development office/provider	both
Medical Services: medical service providers and resources, medical information, evaluation, referrals, support groups.	varies	need	development office/provider	both
Mental Health/Mental Retardation Services: service providers and resources, housing resources, support groups.	varies	need	development office/provider	both
Social, Recreational, Cultural, and Enrichment Services: companionship for the elderly, multi-cultural resources, social opportunities for handicapped, HIV social opportunities, transportation, social opportunities for recovering addicts,	varies	specific criteria/need	development office/provider	both
Transportation Services: air ambulance, medical, work related, elderly, handicapped	varies	need	development office/provider	both

transportation.				
Veterans Services: acute care, adult day care, mental health clinic, respite care, homeless chronically ill, domestic relations, Ex-POW, substance abuse treatment, disabled veterans, outreach, paralyzed veterans, financial assistance, support group, employment counseling, transportation.	varies	specific criteria	development office/provider	both
Volunteer Resources: senior volunteers, senior companionship, volunteer resources.	varies	all	development office/provider	both

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	10	6 (as of 02/05/01)

- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:  
➤ Due to the general disinterest in the FSS program from eligible residents, the Authority requested and received HUD approval to reduce the minimum program size to 10 participants. This lack of interest is again evident with the recent withdrawal of 2 participants from the program. The Authority will strive to meet the minimum requirement.

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination

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

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

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
  - This varies significantly by development.
- Observed lower-level crime, vandalism and/or graffiti
  - Graffiti and vandalism is generally aimed at vacant units.
- 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
  - This is most prevalent in Maple Terrace, Lincoln Terrace and Valley View Terrace.
- 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
  - As part of the PHDEP the Housing Authority conducts an annual survey of residents concerning safety and security.
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
  - The Authority regularly receives and reviews Police Incident Reports submitted by the Boroughs of California, Canonsburg and Donora. In addition PA Constable Service Reports are provided for the City of Washington and the Borough of Bentleyville.
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
  - Resident Managers and Maintenance Staff.
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

- Lincoln Terrace
- Maple Terrace
- Valley View Terrace
- Highland Terrace

**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
  - The Housing Authority will continue to contract with a private service provider (Judy Baker) to assist at risk individuals with training in computer operation, G.E.D., educational upgrading, and after school tutoring.
- Crime Prevention Through Environmental Design
  - Continue emphasis on increased illumination as part of the PHDEP, and the reduction of trees and shrubbery in selected areas where unsafe conditions exist.

- Activities targeted to at-risk youth, adults, or seniors
  - The Authority will continue to contract (through the PHDEP) with an outside service organization to provide drug education programs and sports related activities at Highland Terrace.
  
- Volunteer Resident Patrol/Block Watchers Program
  - The PHA will continue efforts through all Resident Councils to increase resident responsibility by encouraging residents to be more alert to potential security problems such as open doors and unsecured valuables. "Courtesy Patrols", that have been very successful in the elderly developments will be continued.
  
- Other (describe below)
  - Continued implementation of 1 Strike and You Are Out Policy.
  - Strict enforcement of NO TRESPASS NOTICE (on all PHA property).
  - Continued implementation of above base level police patrols and the addition of PA Constable Services.
  - Interaction with tenants where credibility/confidentiality is established and submission of "Silent Complaint Forms" increases.
  - Computer education programs provided at 3 PHA sites through the PHDEP.
  - Installation of trespass alarms at rear entrances at California Manor, Riverview Apts., Bentley Tower and Crumrine Tower

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

- Lincoln Terrace
- Maple terrace
- Highland Terrace
- Jollick Manor
- Bentley Tower
- Bassettown Manor

**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
  - Most meetings with PHA operations staff are informal and incident related. The Authority staff does, however conduct other formal general informational meetings as required by the Drug Elimination Grant Program contract. Meeting between police and resident councils are by request.
  
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
  - Formal agreements have been established and are currently in effect in the following communities: Donora (Jan. 1993), Canonsburg (Sept. 1995), and California Sept. 1995). All these Agreements are to be continued through the 2002 program year
  
- Other activities (list below)

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

- Highland Terrace
- Donora Scattered Sites
- Bentley Tower
- Valley View Terrace
- Canonsburg Scattered Sites
- California Manor/California Apartments
- Riverview Apartments/California Terrace

**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 2002 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: pa017b01)

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

- A copy of the Washington County Housing Authority Pet Policy is included as part of the Plan as a Supporting Document Available for Review.
- A one page Statement (synopsis) of the Pet Policy is included as Attachment (B) to this Plan.

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?
  - The most recent audit contained two (2) findings:
  - The first finding dealt with the lack of a rent reasonableness record in 3 of the 23 files examined by the auditors. In order to resolve this clerical error a new procedure has been implemented requiring that a checklist be attached to each Section 8 folder. This will allow/require the Section 8 processors to physically scan each checklist to assure that all required documents are in the file.
  - The second finding dealt with the inability of a new computer accounting system to properly interface with the old system. The computer problem had been resolved as of 3-31-01. The applicable ledger accounts fully agree.

## **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?
- In March 2001 the Housing Authority received HUD approval to convert vacant unit 172 in Jollick Manor, Washington, PA from a dwelling unit to a resource and training room for resident computer education and after school programs. The use of unit 172 as non-dwelling space will continue throughout the 2002 Plan Year and the foreseeable future.
  - During the 2002 Plan Year the Housing Authority will continue to pursue the disposition of 8 units in Maple Terrace to be used for a Head Start Program. This will be done in coordination with the Washington County Redevelopment Authority. As an additional improvement the Authority will explore the possibility of adding additional (1 or 2) handicapped units to Maple Terrace.
  - A 10 space parking lot adjacent to Monongahela Manor was recently constructed by the Redevelopment Authority. Using HUD Community Development funding this improvement serves the low-income residents of the Manor.
  - The residents of Bassettown Manor will also see improvements in the early part of Plan Year 2002 through the use of HUD Community Development funding by the Redevelopment Authority. A new chiller/air conditioner will be installed on the roof of Bassettown Manor.
  - Low income residents of Crumrine Tower, Bassettown Manor, Riverview Apts., California Apts., California Manor, Nathan Goff Jr. Apts. and Bentley Tower will also benefit through improvements made possible through HUD Community Development funding . The Redevelopment Authority is planning to contract for new smoke detectors and fire control panels in these developments during the 2002 Plan Year.
  - The Redevelopment Authority is also requesting HUD approval to replace boilers/heat plants in Nathan Goff Jr. Apts. (2) and Jollick Manor (18). This activity should be undertaken during the later portion of the PHA Plan Year 2002.
  - During the 2002 Plan year the Housing Authority will explore the possibility of establishing a Day Care Center in the Jollick Manor development.

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

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

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

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

Attached at Attachment (File name)

Provided below:

➤ See Attachment H.

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.

➤ A number of typographical errors were identified and have been corrected.

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

- The Housing Authority notified residents that an opportunity existed to serve on the Board of the Housing Authority. Three self-nominations were received. The three names were forwarded to the elected Board of Washington County Commissioners. The Commissioners appointed one of the residents to the Board in December 1999.

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

**C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (provide name here)

- Washington County, Pennsylvania

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)

- Assistance to the Elderly/Frail Elderly and Tenant Based Rental Assistance  
Through the Authority's efforts in creating the New Eagle Housing Development Corp. and the development of 42 units of elderly housing, while using section 8 rental assistance these Consolidated Plan initiatives can be realized.
- Improving the Quality of Life of Residents of Public Housing - Through the implementation of the Authority's Capital Improvements Program, continued federal funding of the Public Housing Drug Elimination Program, and continued maintenance efforts the overall livability and quality of life of residents will be positively impacted. Additionally, the creation of a Head Start Program in Maple Terrace and the completion of demolition activities at Frederick Terrace will add to the quality of life of residents living at these developments.
- Homebuyers Assistance - By establishing a pilot Section 8 homeownership program and the continuation of a local PHA effort of providing up to \$1000 in closing costs or a second mortgage to eligible and interested public housing and Section 8 tenants the most needy will have an opportunity to explore homeownership.

Other: (list below)

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

- Transitional Housing - The County's substantial financial commitment to Transitional Housing supports the efforts of the Housing Authority's Plan.
- The Consolidated Plan supports the PHA's efforts in meeting low income housing needs through the Section 8 tenant based rental assistance program.
- The technical assistance and grantsmanship provided by the County Redevelopment Authority in assisting with the creation of the New Eagle Housing Development Corporation and the development of 42 elderly

housing units have created additional housing opportunities for low income individuals.

- The County, through the Redevelopment Authority, has a history of supporting PHA activities including establishing a Head Start Program at Valley View Terrace, the efforts currently underway to create a similar facility at Maple Terrace, parking assistance at Monongahela Manor air conditioning at Bassettown Manor and numerous other projected improvements substantially improve the liveability of the Authority's public housing developments.

#### **D. Other Information Required by HUD**

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

## **Attachment A**

### **Admission Policy for Deconcentration**

#### **Washington County Housing Authority Economic Deconcentration Program and Policy**

The Quality Housing and Work Responsibility Act (QHWRA) became law in October 1998. Many of the provisions of this Act are revisions to the United States Housing Act of 1937 (USHA) which has guided public housing policy for over 60 years..

One of the purposes of the QHWRA is to facilitate the balance of mixed income families in assisted communities in order to decrease the concentration of poverty in public housing. Section 513 of the QHWRA establishes, among other things, "annual requirements for admitting families with incomes below 30% of area median income, and related income targeting requirements."

In as much as the concentration of low income families is now prohibited in public housing, Housing Authorities must develop an Admission Policy designed to provide for deconcentration of poverty and income mixing by bringing higher income tenants into lower income public housing projects and bringing lower income tenants into higher income public housing projects.

To further this objective the following rule has been established taking into account the final rule published on this subject and dated December 22, 2000:

With respect to income targeting, the general rule is that in each fiscal year, at least 40% of families admitted to public housing by a PHA must have incomes that do not exceed 30% of area median. The "fungibility" provisions allow a PHA to admit less than 40% of families with incomes below 30% of median (very poor families) in a fiscal year, to the extent the PHA has provided more than 75% of newly available (Section 8) vouchers and certificates (including those resulting from turnover) to very poor families.

PHAs are permitted to consider a number of approaches in designing an Admission Policy to achieve the goals of deconcentration and income mixing, included are the use of skipping over certain families on the waiting lists based on incomes; the establishment of certain preferences such as worker preferences; appropriate affirmative marketing efforts; additional applicant consultation and information; provision of additional supportive services and amenities; and rent incentives authorized by the QHWRA. Site based waiting lists may also be used as an integral part of the Admissions Policy to promote deconcentration.

## **Washington County Housing Authority**

To implement these requirements Housing Authorities must:

1. Determine and compare the average tenant family incomes of each family development; and
2. Consider what Admission Policy measures or incentives, if any, will be needed to bring higher income families into lower income developments and lower income families into higher income developments. PHA policies must devote appropriate attention to both of these goals. PHA policies must affirmatively further fair housing

The Washington County Housing Authority operates under an Admission and Occupancy Policy approved by the Authority Board of Directors on January 23, 1997. This Policy is hereby revised to provide for economic deconcentration and income mixing. Admission to public housing will include at least 40% of eligible applicants having incomes which does not exceed 30% of median income of the area. (Subject to "fungibility" provisions cited above).

The Housing Authority will strive for economic deconcentration and income mixing in all of its communities by doing the following:

1. The Authority will skip over a lower income applicant on the waiting list to a higher income applicant if the higher income applicant is needed to deconcentrate a lower income development. The reverse will also apply; the Housing Authority will skip over a higher income applicant if a lower income applicant is needed to deconcentrate a higher income community.
2. As part of the Public Housing Agency Plan, the Authority will research the possibility and if appropriate consider providing rent incentives to applicants agreeing to move into targeted deconcentration developments.
3. The Washington County Housing Authority has established a preference for residents who live and/or work in the jurisdiction and those households that contribute to meeting income requirements.
4. The Housing Authority will continue to allow those on the waiting list to request to be included on any of the 5 sub-jurisdictional waiting lists.
5. The Housing Authority will employ positive and affirmative advertising methods in local newspaper and radio stations.

6. Applicants who are interested will be supplied with appropriate information regarding income and developments that may be available because of deconcentration efforts.

### **Washington County Housing Authority**

The rule to deconcentrate poverty in public housing was finalized on December 22, 2000. This rule requires Housing Authorities to:

1. Survey all families residing in all covered developments (this generally means family developments as opposed to projects for the elderly/disabled) to determine the average income of their tenants.
2. Determine the average income of all families residing in each covered development.
3. Finally, determine the established income range which is defined as those covered developments where the average income is between 85% and 115%(inclusive of those percentages) of the PHA wide averages for all covered developments.

The Washington County Housing Authority has performed the above calculations and determined that the average income of tenants in all developments is \$9,453. The established income range was determined to be between \$8,035 and \$10,871. In comparing the average incomes of each individual family development against the established income range the following developments have been identified for deconcentration targeting:

#### **Target for lower income residents**

#### **Target for higher income residents**

PA17-2 Lincoln Terrace

PA 17-16 Donora Townhouses

PA17-5 Valley View Terrace

The proceeding was adopted as the Deconcentration Policy of the Washington County Housing Authority.

## **Attachment B**

### **Pet Policy Statement**

- The Washington County Housing Authority has implemented a Pet Policy as required by 24 CFR Part 960.

The Pet Policy appears as Chapter 10 of the Washington County Housing Authority's Occupancy Policy and conforms to Section 526 of the QHWRA..

The Policy allows residents to own and keep pets under reasonable requirements. The requirements that have been imposed on residents keeping pets are: The imposition of a non-refundable fee to cover the reasonable operating costs of the Authority relating to the presence of pests; the payment of a refundable pet security deposit; limitation of the number and size of animals that can be kept in a unit; the prohibition of certain animals the Authority believes are dangerous or are not common household pets; the registration and photographing of any pet kept in public housing; and the requirement that all animals have the appropriate State license.

The Authority Pet Policy also requires pet owners to secure liability insurance to cover both property and personal injury as well as providing the name and telephone number of a person to be notified to take possession of the pet in the event the tenant's illness, vacation or death.

Also included in the policy are provisions dealing with sick animals as well as the circumstances under which an animal will be removed from Housing Authority property.

## **Attachment C**

### **Implementation of Public Housing Resident Community Service**

- The Washington County Community Service Policy was adopted by the Housing Authority Board of Directors in October 2000. This Policy has been made part of the Authority's Occupancy Policy. The program outlined in the Policy was put into effect shortly thereafter.

In effectuating the Community Service Policy the Housing Authority hopes to establish an important link with an outside non-profit service provider to establish a bridge between public housing residents required to perform community service and the agencies/organizations involved in providing the opportunities.

As was originally planned all residents have been notified by letter of the Community Service requirement. The letter included an overall view of Community Service and a complete list of all exempt categories. Residents were advised of their right to provide documentation at any time they believe their (exempt/non-exempt) status has changed.

As part of the system to identifying those residents who must perform Community Service all Resident Managers are reviewing the program requirements with each tenant at the time of the annual recertification. Following the recertification meeting the resident and family are fully knowledgeable of the requirements and have been advised of the need for he/she to begin the process of meeting the Community Service requirement. An amendment to the lease, detailing the Community Service requirement has been developed and is signed by the tenant at the recertification meeting. It is being made clear to residents, determined non-exempt, that failure to participate in community service or a self-sufficiency activity will result in eviction (following the appeal process).

The overview of the Community Service Policy remains unchanged from the 2001 Plan: Non-exempt individuals are required to locate and secure a community service and/or self-sufficiency opportunity within the guidelines of the QHWRA and as defined in the Authority's initial contact letter to the residents. The agency or organization for which the service is provided by the resident will be responsible to document the service in a manner acceptable to the Authority. Residents participating in a self-sufficiency experience will also be required to regularly produce verification of participation.

## Attachment D

### PHA 5-Year Progress Report

- The Housing Authority's efforts in designating additional units for Transitional Housing has been successfully completed. During the 2001 Plan Year the Authority received HUD approval to dispose of 2 buildings (10 units) in Highland Terrace. The disposition has been completed and the Redevelopment Authority is in the process of rehabilitating and converting the units to transitional housing for the homeless.
- The Authority's goal of examining units at Frederick Terrace for possible demolition has been completed. In February 2001 an application was submitted to HUD requesting approval to demolish 1 building (6units) due to continual flood damage.
- As stated in the 5-Year Plan the Housing Authority is committed to increasing the safety and security of public housing residents. To further this objective the Authority will employ the services of PA Constables at selected developments.
- HUD has increased the Housing Authority Performance (PHAS) score from 76 to 84. This score, indicating the quality of housing management, is determined from various performance data regularly submitted to and gathered by HUD. The Authority hopes to sustain this score.
- Although the Housing Authority has seen a significant increase in utility costs, all planned public housing improvements are on target toward completion. The Authority anticipates meeting its modernization goals.
- The implementation of a pilot Section 8 Homeownership Program during the 2002 Plan Year will further the Authority's objective of self-sufficiency, homeownership and upward mobility.
- The recent ground breaking for the development of 42 additional units of assisted housing in New Eagle will further commitments made through the Consolidated Plan as well as Housing Authority objectives to leveraging various funding sources to provide additional housing.
- The Housing Authority has adopted a new Pet Policy that will allow pets in all public housing developments

## **Attachment E**

### **Resident Member of the PHA Governing Board**

- The resident member of the Washington County Housing Authority Board is Mrs. Olive M. Krimm.

## **Attachment F**

### **Resident Advisory Board Members**

#### **Section 8 Housing**

Robert Lillard  
Diona Vaughn  
Theresa McCarter  
Barbara Kelley  
Cindy Krenzelak  
Cathy Harmon  
Al Sweeney  
Donna Pfender  
Amelia Grace  
Martha Jackson  
Raymond Strothers

#### **Elderly/Disabled Housing**

Masami Stanley  
Dolores McCartney  
Hazel Southworth  
Gwen Gordon

#### **Family Developments**

Betty Grinage  
Prestine Robinson  
Jackie Miller  
Harriet Jenkins  
Loretta Perkins  
Nikki Curio

## **Attachment G**

### **Substantial Deviation/Significant Amendment Modification Definition**

#### **A. Substantial Deviation from the 5-year Plan:**

- The 5-Year Plan is subject to continuous adjustment and change. However, all changes must be incorporated in the subsequent Annual Plan and are subject to review by the Resident Advisory Board and the Public Hearing.

#### **B. Significant Amendment or Modification to the Annual Plan:**

- Changes to rent or organization of the waiting list.
- Any change in the Capital Fund Program Annual Statement, including the increase or decrease of any line item, that effects an expenditure more or less than 15% of the total Annual Budget.
- Change in use of replacement reserve funds under the Capital Fund in an amount more than 25%.
- Any change with regard to demolition, disposition, designation, homeownership programs or conversion activities.
- Additions of new activities not included in the current PHDEP Plan

**Note:** Any changes permitted under specific program instructions will not be considered Substantial Deviations or Significant Amendments.

## **Attachment H: Comments of the Resident Advisory Board and PHA Response**

### **RESIDENT ADVISORY BOARD MEETINGS**

#### **ELDERLY PUBLIC HOUSING ADVISORY BOARD MEETING Friday, June 22, 2001 – 10:00 A.M.**

*In Attendance:* Barry Shriver – Resident of Crumrine Tower  
Stephen K. Hall, Executive Director – WCHA  
Herb Caponi – WCHA  
Bill Costello – Costello & Associates  
Paul Steimer - Costello & Associates

Other Representatives that were invited to attend were from Nathan Goff, Bentley Tower, and Mon Manor but were not in attendance.

Plans were reviewed with Mr. Shriver.

Bill Costello was introduced and gave an outline of the Annual and 5-Year Plan and explained that the purpose of the Plan was to indicate what the Housing Authority will be doing not only during the next year specifically, but also in a 5-Year Plan. He mentioned that there were certain sections in the Plan including Housing Needs, Financial Resources, References to various Policies within the Housing Authority, Crime and Safety, Pets, Home Ownership and Demolition of Housing.

Mr. Shriver was asked if he had any comments. He stated that initially he had no comments but then did express one (1) concern of Signs being posted indicating that there should be no Bicycles or Skateboards permitted to be ridden around Elderly Facility of Crumrine Tower. His comment will be taken for consideration and he will be notified of a response.

Paul Steimer was asked if he had any comments to make. He outlined the change effecting the Elderly Waiting List for Public Housing which indicates that under the Plan, the Housing Authority will be establishing four (4) Waiting Lists for Elderly Housing instead of only one (1) as they have now. The change was generally discussed and the only comment made by Barry Shriver was that he thought it was a good idea.

**FAMILY PUBLIC HOUSING RESIDENT ADVISORY BOARD MEETING**  
**Friday, June 22, 2001 – 1:30 P.M.**

In Attendance: Harriet Jenkins – Resident of Jollick Manor  
Stephen K. Hall, Executive Director – WCHA  
Herb Caponi – WCHA  
Bill Costello – Costello & Associates  
Paul Steimer - Costello & Associates

Correspondence was mailed to Betty Grinage of Lincoln Terrace, Prestine Robinson of Maple Terrace, Jackie Miller of Highland Terrace, Nikki Curcio of California Terrace, Loretta Perkins of Valley View Terrace, and Harriet Jenkins of Jollick Manor. The only Resident who attended the Meeting was Harriet Jenkins who resides at 138 Jollick Manor.

Steve Hall made introductions of all in attendance. Harriet Jenkins was asked first for her comments and then Paul Steimer was asked to briefly outline items in the Plan that may deserve some attention.

Harriet commented on an Item concerning a Day Care Center at Maple Terrace on page 54 of the Annual Plan. Response from the Housing Authority was that it is a Head Start Program not a Day Care Center, which is different.

Harriet stated some concerns she had with the Pet Policy of the Housing Authority, particularly with respect to enforcement of parts of the Policy. Her comment was that there are uncontrolled situations where residents are not keeping the pets on leashes and otherwise letting the pets run unsupervised. Response from the Housing Authority was that if a Resident sees something occur that is in violation of a Policy they should make a report and whoever is found to be in violation of the terms of the Lease will be summoned for an Informal Meeting. If several violations occur, then the Housing Authority will take action to evict the person who is breaking the Lease which also includes any violations of the Pet Policy.

Ms. Jenkins asked why the Housing Authority is proposing Demolition of six (6) units at Frederick Terrace. Steve Hall explained the reason being excessive storm water drainage was coming into the building which could not be prevented and repeatedly caused damage to the Boilers; therefore, the Housing Authority's judgment was to demolish that building.

Ms. Jenkins questioned the minimum rent of zero. Response from the Housing Authority was that the Authority determined that a minimum rent of zero was in the interest of the Authority and the interest of the residents. With the minimum rent of zero, someone with no income who is an applicant can live in Public Housing with no income, if that is his or her circumstance.

Paul Steimer directed attention to the Plan progress, advising of the law in 1998 which directed Housing Authorities through a procedure to establish an Annual and 5-Year Plan. He also stated that there were changes in the Admission and Occupancy Laws during 1998, particularly concerning what happens when a family member gains employment. Mr. Steimer also discussed Flat Rents on Page 28 of the Plan.

Harriet Jenkins asked questions regarding physical improvements that were concerns from last year, particularly regarding showers at Lincoln Terrace and railings on Boiler Room Steps. The Annual Plan was reviewed and it was found that an Item does exist for tub-surrounds and showers at Lincoln Terrace and an Item exists for replacement of railings at the boiler room steps at Highland Terrace.

Harriet also had some questions regarding Community Service. She wanted to know if being a Volunteer on a Board would qualify for Community Service. Steve Hall indicated that he believed it did.

**SECTION 8 RESIDENT ADVISORY BOARD**  
**Friday, June 22, 2001 – 3:00 P.M.**

In Attendance: Donna Pfender – Section 8 Resident  
Stephen K. Hall, Executive Director – WCHA  
Herb Caponi – WCHA  
Bill Costello – Costello & Associates  
Paul Steimer - Costello & Associates

Donna Pfender of 348 Country Club Road, RD2, Washington, PA 15301 (Phone 225-3025) was in attendance with Representatives of the Housing Authority as listed above.

Discussed that the Annual Plan included both Programs for Public Housing as well as Section 8 and then gave Donna an opportunity to comment.

Donna commented that the Housing Authority should, as part of their Policy or Procedure, provide Section 8 Residents with a Guide as to what to do when they wish to change their residency. Steve Hall will take the comment back to the Staff for discussion.

Donna's comment was that in addition to Smoke Alarms, the Section 8 Program or Assisted Housing Programs should also require Carbon Monoxide Detectors and Radiation Indicators. Steve Hall will take the comment back to Staff for discussion.

Donna expressed a concern regarding Lead-based Paint. Steve Hall explained that Housing Authority Inspectors are required to look for peeling paint and that, if any suspected Lead-based Paint Hazards exist, the Landlord under the Program is required to do a formal assessment and abatement as necessary.

Donna requested that as part of the Housing Authority's Procedure, she would like the Authority to have a list of vacant units available for people looking for an apartment. Steve Hall's response was that our Procedure is established to have a list. It is possible that there is no one on the list at this time, but any Landlord who wishes to have their vacant apartments known are to call the Section 8 Department to have their contact information put on the List. This Procedure has been in place.

Donna requested that as part of our Procedure, the Housing Authority should occasionally advertise from time to time for Landlords who are interested in participating in the Section 8 Program so that we can maintain a list of available apartments for Section 8 participants who are looking for a place to live. Steve Hall advised that the Authority will take that comment under consideration.

PHA Response to Comments: Specific responses were given to specific questions asked by members of the Resident Advisory Board at the June 22, 2001 meetings. In addition the Housing Authority has taken these comments, suggestions and recommendations provided by the residents into consideration and believes that no change is necessary to the proposed 2002 Plan.

## PHA Plan Table Library

### Component 7

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

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

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

<b>Total estimated cost over next 5 years</b>		



**Table Library**

**CAPITAL FUND PROGRAM TABLES START HERE**

pa018a01

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995			<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28P01750101 Replacement Housing Factor Grant No:		<b>Federal FY of Grant: 2001</b>
<b>X Original Annual Statement</b>		<b>Reserve for Disasters/ Emergencies</b>		<b>Revised Annual Statement (revision no: )</b>	
<b>Performance and Evaluation Report for Period Ending:</b>		<b>Final Performance and Evaluation</b>			
Line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$183,900.00			
3	1408 Management Improvements	\$187,000.00			
4	1410 Administration	\$182,788.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$77,858.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$357,000.00			
10	1460 Dwelling Structures	\$655,200.00			
11	1465.1 Dwelling Equipment—Nonexpendable	\$41,000.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$15,000.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$52,000.00			
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	<b>Amount of Annual Grant: (sum of lines 2 – 20)</b>	\$1,751,746.00			
22	Amount of line 21 Related to LBP Activities	\$321,000.00			
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995		Grant Type and Number: Capital Fund Program Grant No: PA28P01750101 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
				Original	Revised	Funds Obligated	Funds Expended	
PA17-01 Maple Terrace								
	Repave Drive Roads	1450	As Needed	\$100,000.00				
	Repave Parking Areas	1450	As Needed	\$110,000.00				
	Lead Based Paint Abatement	1460	31 Units	\$155,000.00				
	Relocation	1495	As Needed	\$25,000.00				
PA17-02 Lincoln Terrace								
	Replace Retaining Wall (Regrade Slope)	1450	100%	\$90,000.00				
	Install Site Signage and Index Map	1450	As Needed	\$7,000.00				
	Install New Tub Surrounds and Showers	1460	46 Units	\$112,700.00				
	Lead Based Paint Abatement	1460	9 Units	\$45,000.00				
	Relocation	1495	As Needed	\$9,000.00				
PA17-04 Highland Terrace								
	Replace Railings on Boiler Room Steps	1450	As Needed	\$50,000.00				
PA17-05 Valley View Terrace								
	Lead Based Paint Abatement	1460	10 Units	\$121,000.00				
	Relocation	1495	As Needed	\$9,000.00				

**Annual Statement/Performance and Evaluation Report**



**Part II: Supporting Pages**

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995			Grant Type and Number Capital Fund Program Grant No: PA28P01750101 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
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Activities								
1406 Operations	Extraordinary Maintenance	1406		\$35,000.00				
	Replacement Equipmet (non-expendable)	1406		\$30,000.00				
	Property Betterment and Additions	1406		\$20,000.00				
	General	1406		\$98,900.00				
				\$183,900.00				
1408 Mgmt. Improvements								
	Communications Support	1408		\$15,000.00				
	Development Coordinator	1408		\$46,000.00				
	Computer Software	1408		\$15,000.00				
	Computer Training	1408		\$20,000.00				
	Computer Maintenance	1408		\$16,000.00				
	Computer Consultant	1408		\$30,000.00				
	Management Update Consultant	1408		\$10,000.00				
	Vacany Improvement - Advertising	1408		\$5,000.00				
	Constables	1408		\$30,000.00				
1410 Administration								
	Salaries	1410						
	Executive Director			\$15,550.00				
	Inspector			\$29,299.00				
	Maintenance Aide			\$2,804.00				
	Comptroller			\$3,683.00				
	Maintenance Aide			\$23,009.00				
	Mod. Payroll Clerk			\$20,490.00				
	Stock Clerk			\$20,321.00				
	Purchasing Agent			\$3,292.00				
	Accountant			\$6,029.00				
		1410	Sub-Total	\$124,477.00				

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

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995		Grant Type and Number Capital Fund Program Grant No: PA28P01750101 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
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Activities								
1410 Administration	Fringe Benefits	1410						
	Executive Director			\$3,526.00				
	Inspector			\$11,000.00				
	Maintenance Aide			\$11,698.00				
	Comptroller			\$1,547.00				
	Maintenance Aide			\$9,664.00				
	Mod. Payroll Clerk			\$8,606.00				
	Stock Clerk			\$8,535.00				
	Purchasing Agent			\$1,383.00				
	Accountant			\$2,352.00				
		1410	Sub-Total	\$58,311.00				
		1410	Total	\$182,788.00				
1430 Fees and Costs								
	A/E Fees	1430		\$75,000.00		\$62,000.00	\$383.41	
	Sundry Expenses	1430		\$2,858.00				
		1430	Total	\$77,858.00				
1475 Nondwelling Equipment								
	Computer Hardware	1475		\$15,000.00				

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part III: Implementation Schedule**

PHA Name:				Grant Type and Number			Federal FY of Grant: 2001
				Capital Fund Program Grant No: PA28P01750101			
				Replacement Housing Factor Grant No:			
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	
PA17-01 Maple Terrace	03/31/2003			09/30/2004			
PA 17-02 Lincoln Terrace	03/31/2003			09/30/2004			
PA17-04 Highland Terrace	03/31/2003			09/30/2004			
PA17-05 Valley View Terrac	03/31/2003			09/30/2004			
PA17-08 Jollick Manor	03/31/2003			09/30/2004			
PA17-09 California Terrace	03/31/2003			09/30/2004			
PA17-12 Canonsburg Sites	03/31/2003			09/30/2004			
PA17-14 Highland Apts	03/31/2003			09/30/2004			
PA17-15 Maple View	03/31/2003			09/30/2004			
PA17-16 Donora Townhse	03/31/2003			09/30/2004			
PA17-17 Nathan Goff Apts	03/31/2003			09/30/2004			
PA17-19 Mon Twnhse	03/31/2003			09/30/2004			
PA17-20 Bentley Tower	03/31/2003			09/30/2004			
PA17-21 Bassettown Manor	03/31/2003			09/30/2004			
HA-Wide	03/31/2003			09/30/2004			

**Capital Fund Program Five-Year Action Plan**

**Part I: Summary**

PHA Name: Washington County Housing Authority		X Original 5-Year Plan			
		Revision No.			
Development Number / Name HA-Wide Activities	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 2003	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 2004	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 2006
	Annual Statement				
PA17-01 Maple Terrace		\$260,000.00	\$195,000.00	\$405,000.00	
PA17-02 Lincoln Terrace		\$280,000.00		\$635,000.00	
PA17-04 Highland Terrace		\$36,200.00	\$446,800.00		\$804,430.00
PA17-05 Valley View Terrace		\$85,000.00	\$128,700.00		\$105,000.00
PA17-08 Jollick Manor		\$68,000.00			\$144,000.00
PA17-09 California Terrace		\$5,000.00	\$290,000.00	\$35,000.00	
PA17-12 Canonsburg Sites		\$102,450.00			
PA17-14 Highland Apts		\$62,500.00	\$40,000.00		
PA17-15 Maple View		\$58,500.00			
PA17-16 Donora Townhse		\$66,500.00		\$20,700.00	
PA17-17 Nathan Goff Apts		\$7,550.00	\$25,000.00	\$60,250.00	
PA17-19 Mon Twnhse		\$67,000.00		\$1,500.00	
PA17-20 Bentley Tower		\$75,000.00			
PA17-21 Bassettown Manor					\$108,000.00
HA-Wide		\$599,315.00	\$647,515.00	\$615,565.00	\$611,585.00
CFP Funds Listed for 5-year planning		\$1,773,015.00	\$1,773,015.00	\$1,773,015.00	\$1,773,015.00

**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: 2003			Activities for Year: 3 FFY Grant: 2003 PHA FY:2004		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	PA17-01 Maple Terrace	Lead Based Paint Abatement	\$155,000.00	PA17-01 Maple Terrace	Replace Entry Doors	\$80,000.00
		Relocation	\$25,000.00		Replace Storm Doors	\$115,000.00
		Repave Parking Areas	\$80,000.00			
	PA17-02 Lincoln Terrace	Replace Retaining Wall	\$50,000.00	PA17-02 Lincoln Terrace		
	PA17-04 Highland Terrace			PA17-04 Highland Terrace	Replace Roofs	\$446,800.00
	PA17-05 Valley View Terrace	Lead Paint Abatement	\$71,000.00	PA17-05 Valley View Terrace	Replace Refrigerators	\$72,600.00
		Relocation	\$14,000.00		Replace Stoves	\$56,100.00
	PA17-08 Jollick Manor	Upgrade Exterior Seating	\$3,000.00	PA17-08 Jollick Manor		
		Upgrade Exterior Lighting	\$46,000.00			
		Install Ext. GFI Outlets	\$9,000.00			
		Install Unit Numbers	\$10,000.00			
	PA17-09 California Terrace	Install Site Map and Signage	\$5,000.00	PA17-09 California Terrace	Upgrade Front Canopies	\$120,000.00
					Install Rear Canopies	\$132,000.00
					Replace Front Stoops	\$38,000.00
	PA17-12 Canonsburg Sites			PA17-12 Canonsburg Sites	Replace Roofs	\$62,500.00
					Install Dryer Vents	\$7,500.00
				Install Stove Backsplashes	\$2,250.00	
				Install Stair Tread Covers	\$45,000.00	
				Replace Stoves	\$12,600.00	
				Replace Refrigerators	\$8,100.00	
PA17-14 Highland Apts	Replace Roofs	\$62,500.00	PA17-14 Highland Apts	Replace HW Tanks	\$16,000.00	
				Replace Storm Doors	\$8,000.00	
				Replace Entry Doors	\$16,000.00	
PA17-15 Maple View	Upgrade Landscape	\$12,000.00	PA17-15 Maple View			
	Install Tot-Lot	\$40,000.00				
PA17-16 Donora Townhse	Replace Entry Doors	\$54,000.00	PA17-16 Donora Townhse			
	Replace Storm Doors	\$12,500.00				
	<b>Total CFP Estimated Cost:</b>	\$649,000.00		<b>Total CFP Estimated Cost:</b>	\$1,238,450.00	







**CAPITAL FUND PROGRAM REPLACEMENT HOUSING FACTOR TABLES START HERE**

pa018a01

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995			<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: PA28R01750101		<b>Federal FY of Grant: 2001</b>
<b>X Original Annual Statement</b>		<b>Reserve for Disasters/ Emergencies</b>		<b>Revised Annual Statement (revision no: )</b>	
<b>Performance and Evaluation Report for Period Ending:</b>		<b>Final Performance and Evaluation</b>			
Line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	\$21,269.00			
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	\$21,269.00			
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	<b>Amount of Annual Grant: (sum of lines 2 – 20)</b>	\$21,269.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				





**CAPITAL FUND PROGRAM TABLES START HERE**

pa018a01

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28PO1750100 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b>	
<b>Original Annual Statement</b>		<b>Reserve for Disasters/ Emergencies:</b>		<b>Revised Annual Statement (revision no:</b>	
<b>X Performance and Evaluation Report for Period Ending: 03/31/01</b>		<b>Final Performance and Evaluation Report:</b>			
Line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expe
1	Total non-CFP Funds				
2	1406 Operations	\$245,954.00		\$81,617.03	\$69,6
3	1408 Management Improvements	\$165,758.00		\$11,672.50	\$8,39
4	1410 Administration	\$165,758.00			\$98,2
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$84,003.00		\$62,000.00	\$38
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$940,000.00			
11	1465.1 Dwelling Equipment—Nonexpendable	\$81,000.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$39,873.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$15,500.00		\$255.00	\$255
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	<b>Amount of Annual Grant: (sum of lines 2 – 20)</b>	\$1,737,846.00		\$155,544.53	\$176,9
22	Amount of line 21 Related to LBP Activities	\$65,500.00			
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				

25	Amount of Line 21 Related to Security – Hard Costs			
26	Amount of line 21 Related to Energy Conservation Measures	\$207,000.00		

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

**Part II: Supporting Pages**

<b>PHA Name: Washington County Housing Authority</b> <b>100 Crumrine Tower, Franklin Street</b> <b>Washington, PA 15301-6995</b>			<b>Grant Type and Number:</b> Capital Fund Program Grant No: PA28PO1750100 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>		
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status c
				Original	Revised	Funds Obligated	Funds Expended	
PA17-02 Lincoln Terrace	Replace Furnaces	1460	100%	\$153,000.00	\$51,849.00			
PA17-03 Frederick Terrace	Lead Based Paint Abatement	1460	31 Units	\$25,000.00				
	Relocation	1495	As Needed	\$3,500.00				
PA17-04 Highland Terrace	Replace Exterior Doors and Jambs	1460	205	\$152,500.00				
	Replace Storm Doors	1460	205	\$45,000.00				
	Replace HW Tanks	1465	19	\$54,000.00				
	Lead Based Paint Abatement	1460	1 Unit	\$30,000.00				
	Relocation	1495	As Needed	\$7,000.00				
PA17-08 Crumrine Tower	Install Air Conditioning	1460	20 Units	\$125,000.00				
	Convert 15 efficiencies to 10 1-BR Units	1460	1	\$360,000.00				
	Aesbestos Abatement	1460	15 Units	\$50,000.00	\$40,000.00			
	Install Stove Backspashes	1460	20 Units	\$5,000.00				

	Install Handrails in Corridors	1460	100%	\$50,000.00	\$30,651.00			
	Relocation	1495	As Needed	\$5,000.00				

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

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995		Grant Type and Number Capital Fund Program Grant No: PA28PO1750100 Replacement Housing Factor Grant No:				Federal FY of Grant:		
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status c
				Original	Revised	Funds Obligated	Funds Expended	
PA17-08 Crumrine Tower								
	Purchase New Stoves	1465	25	\$8,000.00				
	Purchase New Refrigerators	1465	25	\$12,000.00				
	Relocation	1495	As Needed	\$5,000.00				
PA17-09 California Terrace								
	Construct New Community Room	1460	1	\$75,000.00				
PA17-10 California Manor								
	Install new Chimney Caps	1465	4	\$4,500.00	\$0.00			
	Replace Exterior Doors	1465	4	\$7,000.00				

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

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995		Grant Type and Number Capital Fund Program Grant No: PA28PO1750100 Replacement Housing Factor Grant No:				Federal FY of Grant:		
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Activities								
1406 Operations	Extraordinary Maintenance	1406		\$45,000.00		\$18,838.03	\$8,675.56	
	Replacement Equipmet (non-expendable)	1406		\$35,000.00		\$12,779.00	\$15,400.00	
	Property Betterment and Additions	1406		\$20,000.00				
	Maintenance Laborer	1406	2	\$30,000.00		\$20,000.00	\$19,247.83	
	General	1406		\$115,954.00		\$30,000.00	\$26,325.14	
		1406	Total	\$245,954.00		\$81,617.03	\$69,648.53	
1408 Mgmt. Improvements								
	Communications Support	1408		\$50,258.00		\$5,672.50	\$2,945.30	
	Development Coordinator	1408		\$46,500.00				
	Computer Software	1408		\$40,000.00				
	Computer Training	1408		\$16,000.00				
	Management Update Consultant	1408		\$13,000.00		\$6,000.00	\$5,452.50	
		1408	Total	\$165,758.00		\$11,672.50	\$8,397.80	
1410 Administration								
	Salaries							
	Executive Director	1410		\$8,396.00		\$8,396.00	\$5,512.10	
	Inspector	1410		\$24,298.00		\$24,298.00	\$12,760.00	
	Maintenance Aide	1410		\$11,778.00		\$11,778.00	\$5,250.00	
	Comptroller	1410		\$3,683.00		\$3,683.00	\$3,075.00	
	Maintenance Aide	1410		\$23,009.00		\$23,009.00	\$11,775.00	
	Mod. Payroll Clerk	1410		\$20,490.00		\$20,490.00	\$11,775.00	
	Stock Clerk	1410		\$20,321.00		\$20,321.00	\$11,775.00	
	Purchasing Agent	1410		\$3,292.00		\$3,292.00	\$3,075.00	
	Accountant	1410		\$6,029.00		\$6,029.00	\$3,075.00	
		1410	Sub-Total	\$121,296.00		\$121,296.00	\$68,072.10	

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

**Part II: Supporting Pages**

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995		Grant Type and Number Capital Fund Program Grant No: PA28PO1750100 Replacement Housing Factor Grant No:				Federal FY of Grant:		
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Activities								
1410 Administration	Fringe Benefits	1410						
	Executive Director	1410		\$3,526.00		\$3,526.00	\$3,493.00	
	Inspector	1410		\$9,306.00		\$9,306.00	\$5,500.00	
	Maintenance Aide	1410		\$2,804.00		\$2,804.00	\$2,000.00	
	Comptroller	1410		\$1,547.00		\$1,547.00	\$1,200.00	
	Maintenance Aide	1410		\$7,606.00		\$7,606.00	\$7,606.00	
	Mod. Payroll Clerk	1410		\$8,403.00		\$8,403.00	\$4,500.00	
	Stock Clerk	1410		\$7,535.00		\$7,535.00	\$3,500.00	
	Purchasing Agent	1410		\$1,383.00		\$1,383.00	\$1,200.00	
	Accountant	1410		\$2,352.00		\$2,352.00	\$1,200.00	
		1410	Sub-Total	\$44,462.00		\$44,462.00	\$30,199.00	
		1410	Total	\$165,758.00		\$165,758.00	\$98,271.10	
1430 Fees and Costs								
	A/E Fees	1430		\$75,000.00		\$62,000.00	\$383.41	
	Sundry Expenses	1430		\$5,253.00				
	Surevey Fees	1430		\$3,750.00				
		1430	Total	\$84,003.00		\$62,000.00	\$383.41	
1475 Nondwelling Equipment	Computer Hardware	1475		\$39,873.00				

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

PHA Name: Washington County Housing Authority				Grant Type and Number Capital Fund Program Grant No: PA28PO1750100 Replacement Housing Factor Grant No:			Federal FY of Grant:
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	
PA17-01 Maple Terrace	03/31/2002			09/30/2003			
PA17-02 Lincoln Terrace	03/31/2002			09/30/2003			
PA17-04 Highland Terrace	03/31/2002			09/30/2003			
PA17-05 Valley View Terrace	03/31/2002			09/30/2003			
PA17-08 Crumrine Tower	03/31/2002			09/30/2003			
PA17-09 California Terrace	03/31/2002			09/30/2003			
PA17-17 Nathan Goff Jr. Apts	03/31/2002			09/30/2003			
1406 Operations	03/31/2002			09/30/2003			
1408 Mgmt. Improvements	03/31/2002			09/30/2003			
1410 Administration	03/31/2002			09/30/2003			
1430 Fees and Costs	03/31/2002			09/30/2003			
1475 Nondwelling Equipment	03/31/2002			09/30/2003			
1495 Relocation	03/31/2002			09/30/2003			

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**COMPREHENSIVE GRANT PROGRAM TABLES START HERE**

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

<b>PHA Name:</b> Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995	<b>Grant Type and Number</b> Comprehensive Grant No: PA28P017701799 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 1999
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<b>Original Annual Statement</b>	<b>Reserve for Disasters / Emergencies</b>	<b>Revised Annual Statement (revision no: )</b>
<b>X Performance and Evaluation Report for Period Ending: March 31, 2001</b>		<b>Final Performance and Evaluation Report</b>

Line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	\$301,000.00	\$301,000.00	\$282,259.74	\$271,662.24
4	1410 Administration	\$174,270.00	\$174,270.00	\$174,270.00	\$148,920.70
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$104,585.00	\$84,585.00	\$73,716.00	\$67,804.11
8	1440 Site Acquisition				
9	1450 Site Improvement	\$394,000.00	\$394,000.00	\$209,776.54	\$0.00
10	1460 Dwelling Structures	\$492,290.00	\$590,290.00	\$558,883.95	\$428,907.84
11	1465.1 Dwelling Equipment—Nonexpendable	\$21,250.00	\$21,250.00	\$18,867.50	\$18,867.50
12	1470 Nondwelling Structures	\$126,500.00	\$126,500.00	\$71,440.00	\$64,296.00
13	1475 Nondwelling Equipment	\$30,000.00	\$50,000.00	\$30,535.26	\$28,259.76
14	1485 Demolition	\$70,000.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$32,000.00	\$4,000.00	\$1,993.75	\$1,993.75
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	<b>Amount of Annual Grant: (sum of lines 2 – 20)</b>	\$1,745,895.00	\$1,745,895.00	\$1,421,742.74	\$1,030,711.90
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

**Part II: Supporting Pages**

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995		Grant Type and Number Comprehensive Grant No: PA28P017701799 Replacement Housing Factor Grant No:		Federal FY of Grant: 1999				
Development Number Name	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA17-01 Maple Terrace	Replace concrete walks, curbs, and site stairs	1450	50%	\$0.00	\$70,000.00	\$71,963.00	\$0.00	
	Replace stoops and railings	1460	50%	\$0.00	\$120,000.00	\$140,502.10	\$0.00	
	Upgrade landscape	1450	As needed	\$50,000.00	\$0.00	\$0.00	\$0.00	
	Provide site signage / index maps	1450	As needed	\$9,000.00	\$0.00	\$0.00	\$0.00	
	Install dumpster courts	1450	As needed	\$25,000.00	\$25,000.00	\$0.00	\$0.00	
	Install new storm drains	1450	As needed	\$45,000.00	\$10,000.00	\$17,606.68	\$0.00	
	Upgrade storm drains	1450	As needed	\$45,000.00	\$8,000.00	\$3,284.00	\$0.00	
	Office security	1470	As needed	\$15,500.00	\$0.00	\$0.00	\$0.00	
PA17-02 LincolnTerrace	Replace storm doors	1460	74	\$65,500.00	\$29,785.30	\$29,785.30	\$24,299.51	
	Office security	1470	1	\$13,500.00	\$0.00	\$0.00	\$0.00	
PA17-03 Frederick Terrace	Install illuminated unit numbers	1460	100%	\$6,500.00	\$0.00	\$0.00	\$0.00	
	Restore gas house	1470	1	\$12,500.00	\$12,500.00	\$37,876.00	\$37,876.00	
PA17-04 Highland Terrace	Building demolition	1490	2	\$70,000.00	\$0.00	\$0.00	\$0.00	
	Install illuminated unit numbers	1460	100%	\$7,000.00	\$0.00	\$0.00	\$0.00	

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

**Part II: Supporting Pages**

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Wasington, PA 15301-6995			Grant Type and Number Comprehensive Grant No: PA28P017701799 Replacement Housing Factor Grant No:			Federal FY of Grant: 1999		
Development Number Name	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA17-08 CrumrineTower	Install air conditioning	1460	50%	\$75,000.00	\$125,758.11	\$125,758.11	\$125,758.11	
	Unit conversion	1460	50%	\$265,000.00	\$275,477.34	\$275,477.34	\$275,477.34	
	Install stove backsplashes	1460	50%	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
	Replace ranges	1460	25	\$8,000.00	\$11,230.00	\$11,230.00	\$11,230.00	
	Replace refrigerators	1460	25	\$12,000.00	\$7,350.00	\$7,350.00	\$7,350.00	
	Relocation	1465	As needed	\$16,000.00	\$16,000.00	\$16,000.00	\$16,000.00	
PA17-09 California Terrace	Install illuminated unit numbers	1460	100%	\$1,250.00	\$0.00	\$0.00	\$0.00	
PA17-16 Donora Sites	Install illuminated unit numbers	1460	100%	\$1,000.00	\$0.00	\$0.00	\$0.00	
PA17-17 Nathan Goff Jr.	Upgrade elevator controls	1460	100%	\$85,000.00	\$73,233.20	\$73,233.20	\$72,698.60	
	Relocation	1495	As needed	\$16,000.00	\$0.00	\$0.00	\$0.00	
PA17-19 Mon. Townhouses	Install illuminated unit numbers	1460	100%	\$1,000.00	\$0.00	\$0.00	\$0.00	
PA17-20 Bentley Towers	Remove water storage tanks	1460	3	\$66,290.00	\$787.00	\$787.00	\$787.00	
	Replace windows	1470	100%	\$160,000.00	\$71,440.00	\$71,440.00	\$64,296.00	
	Clean and seal stucco	1460	100%	\$60,000.00	\$125,000.00	\$0.00	\$0.00	



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

<b>PHA Name: Washington County Housing Authority</b> <b>100 Crumrine Tower, Franklin Street</b> <b>Washington, PA 15301-6995</b>	<b>Grant Type and Number</b> Comprehensive Grant No: PA28P017701799 Replacement Housing Factor Grant No:	<b>Federal FY of Grant: 1999</b>
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HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Administration	Salaries							
	Executive Director	1410		\$2,118.00	\$2,118.00	\$2,118.00		
	Mod. Inspectors	1410		\$13,640.00	\$13,640.00	\$13,600.00		
	Dep. Exec. Director	1410		\$1,024.00	\$1,024.00	\$1,013.00		
	Comptroller	1410		\$1,500.00	\$1,500.00	\$1,500.00		
	Resident Coordinator	1410		\$16,500.00	\$16,500.00	\$13,500.00		
	Mod. Payroll Clerk	1410		\$16,500.00	\$16,500.00	\$13,640.00		
	Clerk	1410		\$16,500.00	\$16,500.00	\$13,640.00		
	Future Helper	1410		\$23,000.00	\$23,000.00	\$13,640.00		
	Maint. Laborer	1410		\$10,000.00	\$10,000.00	\$10,000.00		
	Asst. Proj. Mgr. (part-time)	1410		\$17,500.00	\$17,500.00	\$17,500.00		
	Purchasing Agent	1410		\$3,500.00	\$3,500.00	\$3,500.00		
	Accountant	1410		\$4,500.00	\$4,500.00	\$4,500.00		
		1410	Sub-Total	\$126,282.00	\$126,282.00	\$108,151.00		
Administration	Benefits							
	Executive Director	1410		\$805.00	\$805.00	\$805.00		
	Mod. Inspectors	1410		\$5,184.00	\$5,184.00	\$4,184.00		
	Dep. Exec. Director	1410		\$389.00	\$389.00	\$389.00		
	Comptroller	1410		\$570.00	\$570.00	\$570.00		
	Resident Coordinator	1410		\$6,270.00	\$6,270.00	\$5,270.00		
	Mod. Payroll Clerk	1410		\$6,270.00	\$6,270.00	\$5,270.00		
	Clerk	1410		\$6,270.00	\$6,270.00	\$5,270.00		
	Future Helper	1410		\$4,940.00	\$4,940.00	\$5,721.70		
	Maint. Laborer	1410		\$7,600.00	\$7,600.00	\$5,600.00		
	Asst. Proj. Mgr. (part-time)	1410		\$6,650.00	\$6,650.00	\$4,650.00		
	Purchasing Agent	1410		\$1,330.00	\$1,330.00	\$1,330.00		
	Accountant	1410		\$1,710.00	\$1,710.00	\$1,710.00		
		1410	Sub-Total	\$47,988.00	\$47,988.00	\$40,769.70		
		1410	Total	\$174,270.00	\$174,270.00	\$148,920.70		





**COMPREHENSIVE GRANT PROGRAM TABLES START HERE**

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

<b>PHA Name:</b> Washington County Housing Authority 100 Crumrine Tower, Franklin Street Wasington, PA 15301-6995	<b>Grant Type and Number</b> Comprehensive Grant No: PA28P017701798 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 1998
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<b>Original Annual Statement</b> Reserve for Disasters / Emergencies <b>X Performance and Evaluation Report for Period Ending: March 31, 2001</b>	<b>Revised Annual Statement (revision no: )</b> <b>Final Performance and Evaluation Report</b>
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Line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	\$143,000.00	\$148,000.00	\$148,000.00	\$103,776.72
4	1410 Administration	\$138,289.00	\$156,940.00	\$156,940.00	\$156,940.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$106,617.00	\$159,641.62	\$159,641.62	\$159,641.62
8	1440 Site Acquisition				
9	1450 Site Improvement	\$205,000.00	\$205,388.39	\$205,388.39	\$205,388.39
10	1460 Dwelling Structures	\$876,350.00	\$807,370.07	\$807,370.07	\$796,192.24
11	1465.1 Dwelling Equipment—Nonexpendable	\$18,150.00	\$52,962.00	\$52,962.00	\$52,962.00
12	1470 Nondwelling Structures	\$45,000.00	\$13,531.00	\$13,531.00	\$13,531.00
13	1475 Nondwelling Equipment	\$13,000.00	\$25,572.92	\$25,572.92	\$24,677.92
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$24,000.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	<b>Amount of Annual Grant: (sum of lines 2 – 20)</b>	\$1,569,406.00	\$1,569,406.00	\$1,569,406.00	\$1,513,109.89
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

<b>PHA Name: Washington County Housing Authority</b> <b>100 Crumrine Tower, Franklin Street</b> <b>Washington, PA 15301-6995</b>	<b>Grant Type and Number</b> Comprehensive Grant No: PA28P017701798 Replacement Housing Factor Grant No:	<b>Federal FY of Grant: 1998</b>
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Development Number Name	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA17-01 Maple Terrace	Replace concrete walks, curbs, and site stairs	1450	50%	\$100,000.00	\$71,963.00	\$71,963.00	\$71,963.00	
	Replace stoops and railings	1460	50%	\$180,000.00	\$140,502.10	\$140,502.10	\$140,502.10	
	Replace Refrigerators	1465	100%	\$0.00	\$31,125.00	\$31,125.00	\$31,125.00	
PA17-02 Lincal on Terrace	Replace windows	1460	100%	\$45,000.00	\$48,000.00	\$48,000.00	\$48,000.00	
	Install access panels (bathrooms)	1460	100%	\$12,500.00	\$0.00	\$0.00	\$0.00	
PA17-03 Frederick Terrace	Install new sidewalks	1450	1	\$0.00	\$17,606.68	\$17,606.68	\$17,606.68	From 96CGP
PA17-04 Highland Terrace	Install new boilers	1460	As needed	\$0.00	\$3,284.00	\$3,284.00	\$3,284.00	From 96CGP
	Storage room addition (administration building)	1470	As needed	\$0.00	\$10,550.50	\$10,550.50	\$10,550.50	From 96CGP
PA17-05 Valley View Terrace	Install new parking lot at building 12B	1450	1	\$55,000.00	\$7,123.85	\$7,123.85	\$7,123.85	
	Install new parking lot at building 1B	1450	1	\$35,000.00	\$38,297.46	\$38,297.46	\$38,297.46	
	Install illuminated unit numbers	1460	As needed	\$0.00	\$2,980.50	\$2,980.50	\$2,980.50	From 96CGP
PA17-08 Jollick Manor	Upgrade site electric service	1450	As needed	\$100,000.00	\$37,876.00	\$37,876.00	\$37,876.00	
	Install new concrete walks	1450	As needed	\$0.00	\$8,381.30	\$8,381.30	\$8,381.30	From 96CGP
	Replace dwelling unit roofs	1460	50%	\$205,000.00	\$0.00	\$0.00	\$0.00	Moved to 97CGP

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

<b>PHA Name: Washington County Housing Authority</b> <b>100 Crumrine Tower, Franklin Street</b> <b>Washington, PA 15301-6995</b>	<b>Grant Type and Number</b> Comprehensive Grant No: PA28P017701798 Replacement Housing Factor Grant No:	<b>Federal FY of Grant: 1998</b>
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Development Number Name	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA17-08 CrumrineTower	Replace annex roof	1460	100%	\$25,000.00	\$39,713.00	\$39,713.00	\$39,713.00	
	Replace building G roof	1460	100%	\$20,000.00	\$25,499.00	\$25,499.00	\$25,499.00	
PA17-09 Riverview Apts	Unit conversion	1460	1%	\$0.00	\$6,113.94	\$6,113.94	\$6,113.94	From 96CGP
PA17-10 California Manor	Remodel kitchens	1460	29%	\$316,000.00	\$142,307.55	\$142,307.55	\$142,307.55	
	Install stove backsplashes	1460	29%	\$2,850.00	\$2,850.00	\$2,850.00	\$2,850.00	
	Replace Ranges	1465	29	\$8,000.00	\$12,325.00	\$12,325.00	\$12,325.00	
	Replace Refrigerators	1465	29	\$10,150.00	\$9,512.00	\$9,512.00	\$9,512.00	
	Relocation	1495	As needed	\$24,000.00	\$0.00	\$0.00	\$0.00	
	Remove downspouts from sanitary sewer system	1450	As needed	\$12,500.00	\$0.00	\$0.00	\$0.00	
PA17-12 Cannonsburg Sites	Install illuminated unit numbers	1460	As needed	\$0.00	\$6,392.65	\$6,392.65	\$6,392.65	From 96CGP
PA17-17 Nathan Goff Jr.	Replace roof	1460	100%	\$70,000.00	\$105,491.00	\$105,491.00	\$105,491.00	
	Emergency pull station replacement	1460	100%	\$0.00	\$138,120.00	\$138,120.00	\$138,120.00	
PA17-20 Bentley Towers	Replace roof	1460	100%	\$45,000.00	\$85,159.00	\$85,159.00	\$85,159.00	
	Repave upper parking lot	1450	As needed	\$15,000.00	\$24,140.10	\$24,140.10	\$24,140.10	

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

<b>PHA Name:</b> Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995	<b>Grant Type and Number</b> Comprehensive Grant No: PA28P017701798 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 1998
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HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
A& E Costs and Fees	Design fees and sundry expenses	1430		\$106,617.00	\$159,641.62	\$159,641.62	\$159,641.62	
Non-Dwelling Equipment	Computer hardware	1475		\$13,000.00	\$25,000.00	\$25,000.00	\$24,677.92	
Management Improvements	Police - contract for elimination of drugs	1408		\$55,000.00	\$12,700.00	\$12,700.00	\$960.00	
	Development Coordinator	1408		\$47,000.00	\$42,000.00	\$42,000.00	\$42,000.00	
	Contract for computer software	1408		\$12,000.00	\$6,000.00	\$6,000.00	\$5,666.09	
	Computer training	1408		\$10,000.00	\$17,300.00	\$17,300.00	\$10,670.00	
	Plan update consultant (504)	1408		\$3,000.00	\$0.00	\$0.00	\$0.00	
	Management update consultant	1408		\$3,000.00	\$45,000.00	\$45,000.00	\$44,480.63	
		1408	Totals	\$143,000.00	\$148,000.00	\$148,000.00	\$103,776.72	
Administration	Salaries							
	Executive Director	1410		\$2,118.00	\$2,500.00	\$2,500.00	\$2,500.00	
	Mod. Inspectors	1410		\$13,640.00	\$13,640.00	\$13,640.00	\$13,640.00	
	Dep. Exec. Director	1410		\$1,024.00	\$2,500.00	\$2,500.00	\$2,500.00	
	Comptroller	1410		\$16,049.00	\$16,500.00	\$16,500.00	\$16,500.00	
	Mod. Payroll Clerk	1410		\$16,049.00	\$16,500.00	\$16,500.00	\$16,500.00	
	Clerk	1410		\$16,049.00	\$16,500.00	\$16,500.00	\$16,500.00	
	Maint. Laborer	1410		\$10,000.00	\$20,000.00	\$20,000.00	\$20,000.00	
	Asst. Proj. Mgr. (part-time)	1410		\$17,263.00	\$17,263.00	\$17,263.00	\$17,263.00	
	Purchasing Agent	1410		\$3,082.00	\$3,500.00	\$3,500.00	\$3,500.00	
	Accountant	1410		\$4,122.00	\$4,500.00	\$4,500.00	\$4,500.00	
		1410	Sub-Totals	\$99,396.00	\$113,403.00	\$113,403.00	\$113,403.00	
						1410 Cont...		

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



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

<b>PHA Name: Washington County Housing Authority</b> <b>100 Crumrine Tower, Franklin Street</b> <b>Washington, PA 15301-6995</b>	<b>Grant Type and Number</b> Comprehensive Grant No: PA28P017701798 Replacement Housing Factor Grant No:	<b>Federal FY of Grant: 1998</b>
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HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Obligated (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PA17-01 Maple Terrace	09/30/2000	09/30/2000	09/30/2000	09/30/2001	06/30/2001	06/30/2001	
PA17-02 Lincalonterrace	09/30/2000	09/30/2000	09/30/2000	09/30/2001	06/30/2001	06/30/2001	
PA17-03 Frederick Terrace	09/30/2000	09/30/2000	09/30/2000	09/30/2001	06/30/2001	06/30/2001	
PA17-04 Highland Terrace	09/30/2000	09/30/2000	09/30/2000	09/30/2001	06/30/2001	06/30/2001	
PA17-05 Valley View Terrac	09/30/2000	09/30/2000	09/30/2000	09/30/2001	06/30/2001	06/30/2001	
PA17-08 Jollick Manor	09/30/2000	09/30/2000	09/30/2000	09/30/2001	06/30/2001	06/30/2001	
PA17-08 Crumrine Tower	09/30/2000	09/30/2000	09/30/2000	09/30/2001	06/30/2001	06/30/2001	
PA17-09 Riverview Apts	09/30/2000	09/30/2000	09/30/2000	09/30/2001	06/30/2001	06/30/2001	
PA17-10 California Manor	09/30/2000	09/30/2000	09/30/2000	09/30/2001	06/30/2001	06/30/2001	
PA17-12 Cannonsburg Sites	09/30/2000	09/30/2000	09/30/2000	09/30/2001	06/30/2001	06/30/2001	
PA17-17 Nathan Goff Jr.	09/30/2000	09/30/2000	09/30/2000	09/30/2001	06/30/2001	06/30/2001	
PA17-20 Bentley Towers	09/30/2000	09/30/2000	09/30/2000	09/30/2001	06/30/2001	06/30/2001	



**Public Housing Drug Elimination Program Plan**  
 Washington County Housing Authority --Washington, Pennsylvania PA017

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

**Annual PHDEP Plan Table of Contents:**

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

**Section 1: General Information/History**

**A. Amount of PHDEP Grant \$ 240,532.00**

**B. Eligibility type (Indicate with an "x")**      N1 \_\_\_\_\_ N2 \_\_\_\_\_      R   X  

**C. FFY in which funding is requested**   2001  

**D. Executive Summary of Annual PHDEP Plan**

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

As stated in the Washington County Housing Authority’s PHDEP 5- year Action Plan, the overall goal of the Drug Elimination Program is to “Provide stable, crime free housing to low income families, so they can work toward self-sufficiency”. To accomplish this goal, the Housing Authority plans the continuation of additional law enforcement services at Highland Terrace, 17-4, Donora Townhouses, 17-16, California/Riverview, 17-9, California Manor/Apartments, 17-10, Valley View Terrace, 17-5, and Bentley Towers, 17-20. The additional security will ensure the maintenance of the overwhelming success that the Authority has experienced in the reduction of criminal activity in the above developments. Additionally, funding will provide drug prevention activities in the form of education, opportunities for both adults and youth and off site recreational activities.

**E. Target Areas**

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

<b>PHDEP Target Areas (Name of development(s) or site)</b>	<b>Total # of Units within the PHDEP Target Area(s)</b>	<b>Total Population to be Served within the PHDEP Target Area(s)</b>
Lincoln Terrace 17-2	46	5
Highland Apartments 17-14	8	3
Highland Terrace 17-4	93	138
Donora Townhouses 17-16	18	21
Valley View Terrace 17-5	109	201
Jollick Manor/Crumrine 17-8	150	21
California Terrace/Riverview 17-10	42	77
California Manor/Apartments 17-10	43	41
Nathan Goff Jr. Apartments 17-17	75	30
Bentley Towers 17-21	90	93
Bassetstown Manor 17-21	46	12

**F. Duration of Program**

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

6 Months \_\_\_\_\_ 12 Months X 18 Months \_\_\_\_\_ 24 Months Other \_\_\_\_\_

**G. PHDEP Program History**

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

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995 X	\$249,723	PA28DEP0170195	0		Complete
FY 1996 X	299,392	96	0		Complete
FY 1997 X	299,400	97	0		Complete
FY1998 X	299,400	98	122,438	GE	1/31/01
FY 1999 X	214,662	99	50,676		1/18/02
FY 2000 X	\$223,722	2000	199,411		11-30-03

With the exception of \$89,129 of the 2000 grant, all unexpended funds have been obligated.

**Section 2: PHDEP Plan Goals and Budget**

**A. PHDEP Plan Summary**

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

The continuation of additional law enforcement activities will provide near crime free housing to our low-income residents in the developments targeted for security enhancement. The objective of increased law enforcement is to maintain the reduction of police calls that the Authority has experienced since the initiation of the PHDEP at additional law enforcement service sites. The system to monitor law enforcement i.e. police calls involves the collection, retention, and evaluation of crime reports and statistical data received from the effected police departments. The Housing Authority is partnered in this activity with local governments who are cooperative in the provision of patrols, information, and personnel for local meetings. During the 2002 Plan Year the Authority will also contract for the services of PA approved Constables. This will provide above base line protection to the Bentley Towers elderly development in the community of Bentleyville. The PHDEP will also provide education and activities to aid the development of resident self-sufficiency. The education will

include computer classes for both adults and children at eight developments. Evaluation will be based on reports from the instructor. The reports will include the number of students, the number of hours of instruction provided, and both teacher and student comments. Drug prevention efforts will include the provision of youth activities at the local non-profit facility. These activities will be regulated by the reporting system of the service provider, regarding the number of participants, the activities performed and completed, and comments.

**B. PHDEP Budget Summary**

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

<b>FY 2001 PHDEP Budget Summary</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 - Reimbursement of Law Enforcement	\$154,062
9120 - Security Personnel	12,000
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	46,470
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	28,000
<b>TOTAL PHDEP FUNDING</b>	<b>\$240,532</b>

**PHDEP Plan Goals and Activities**

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

<b>9110 - Reimbursement of Law Enforcement</b>					<b>Total PHDEP Funding: \$154,062</b>		
Goal(s)	Provide near crime free housing to low-income families.						
Objectives	Maintain the ongoing reduction of police calls to the developments.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1 California P.D.			2/1/01	11/30/02	21,000		Crime Reports
2. Donora P.D.			2/1/01	11/30/02	100,062		Crime Reports
3.Canonsburg P.D. .			2/1/01	11/30/02	33,000		Crime Reports

<b>9120 - Security Personnel</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)	Provide near crime free housing to low income elderly families.						
Objectives	Provide above baseline police service.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.PA Constable Service - Bentley Towers			12/101	11/30/02	12,000		Crime Reports
2.							
3.							

<b>9130 - Employment of Investigators</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9140 - Voluntary Tenant Patrol</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$46,470</b>		
Goal(s)							
Provide educational activities to aid in resident self sufficiency							
Objectives							
On site computer classes and youth activities provided through the YMCA							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Computer Teacher	91	588	12/00	11/30/02	35,280		Teacher Reports
2.Supplies	91	64	12/00	11/30/02	2,000		N/A
3.Computer Upgrades	91		12/00	11/30/02	4,000		N/A
4.Youth Services	30		12/00	11/30/02	5,190		Enrollment /Activities Report

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9180 - Drug Treatment</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9190 - Other Program Costs</b>					<b>Total PHDEP Funds: \$28,000</b>		
Goal(s)							
Continue collection of information required for reporting progress.							

Objectives	Completion of reporting and evaluation system.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Consultant			12/00	11/30/02	24,000		Receipt of Report with the required collection, reporting, and evaluation systems.
2.Evaluation Survey			12/00	11/30/02	4,000		Percentage of residents that respond to the survey.

### **Section 3: Expenditure/Obligation Milestones**

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

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Activities 1, 2, 3	154,062	Activities 1, 2, 3	154,062
9120	Activity 1	12,000	Activity 1	12,000
9130				
9140				
9150				
9160	Activities 1, 2, 3, 4	46,470	Activities 1, 2, 3, 4	46,470
9170				
9180				
9190	Activities 1, 2	28,000	Activities 1, 2	28,000
<b>TOTAL</b>		\$240,542		\$240,532

### **Section 4: Certifications**

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