

PHA Plans

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

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

PHA Plan Agency Identification

PHA Name: Housing Authority of the City of Meadville

PHA Number: PA28-033

PHA Fiscal Year Beginning: April 2001

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

A. Mission

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

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

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies – **By providing resident incentives to remain and encouraging those with disabilities to apply for family housing. (10% or larger reduction):**
 - Leverage private or other public funds to create additional housing opportunities: **Should the needs be identified and opportunities arise.**
 - Acquire or build units or developments, **as the need dictates, should waiting lists increase**
 - Other (list below)
Support transitional housing efforts to teach life skills to those failing to qualify for Public Housing.
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score) **Increase Management Score each year**
 - Improve voucher management: (SEMAP score) **Increase at least up to 90%**
 - Increase customer satisfaction – **maximize flexibility of changing regulations to the residents advantage:**

- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units - **Ongoing:**
- Demolish or dispose of obsolete public housing – **Only if vacancies cannot be lowered and/or units converted, or altered:**
- 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 – **Will seek landlord’s input:**
 - Implement public housing or other homeownership programs – **Undecided but being considered:**
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers
 - Other: (list below)
Consider converting two bedroom family apartments into one bedroom to meet waiting list needs

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 – **Continue following established policy: Regarding Deconcentration of Poverty:**
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments – **As policy dictates: Deconcentration of Poverty**
 - Implement public housing security improvements – **As requested under modernization:**
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)
Coordinate transportation to work and/or training. Encourage resident to form Resident Councils to represent the needs and desires of their community

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 job listings and resume preparation training (Ongoing):**
- Provide or attract supportive services to improve assistance recipients' employability: **As opportunities arise.**
- Provide or attract supportive services to increase independence for the elderly or families with disabilities. **As opportunities arise and residents request or respond to the need.**
- Other: (list below)
 Offer savings accounts toward education, home ownership, job and household preservation (Ongoing)
 Continue Flat Rents so that additional education or home ownership can become a reality
 Create a Computer Center for children and adults to achieve skills in technology

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

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

Other PHA Goals and Objectives: (list below)

- Encourage savings plans to further homeownership
- Utilize local college assistance working with youths

Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

The PHA Annual Plan engulfs all aspects of Housing Authority operations.

Within the HUD designed template you will find information on the housing needs of the area, and the desire for public housing and/or Tenant Based Section 8. Information regarding income, families, elderly, disabled, and their racial make-up is also provided. How the Housing Authority will address these needs is presented along with the funding amounts that are available to continue and/or enhance each program.

The plan provides data on eligibility, waiting list organization, preferences, occupancy, and grievance procedures.

The Housing Authority of the City of Meadville has developed a deconcentration of poverty and income mixing policy as required by HUD recently, and also a "flat rent" which is defined as a maximum rent for a particular location and bedroom size.

In an effort to assist residents in the transition from welfare to work, earned income disregards have been set in place along with utilizing flexibility in reporting income changes, and offering savings accounts to those previously unemployed.

Section 8 payment standards have been increased to 100-105% of the Fair Market Rent in an effort to assist participants in finding quality units in an era of rising rents.

Housing Authority maintenance and management policies are detailed, as is the new Capital Fund Program which funds ongoing modernization needs.

The Housing Authority of the City of Meadville intends to pursue the possibility of designating Holland Towers as an elderly only building excluding Handicap Accessible Units.

Community Service is going to be required under a new policy effective April 1st 2001, and also a policy on the availability of pets to family public housing residents will take place on April 1st 2001.

Safety and crime data of all public housing is included along with police cooperation.

An overview of Resident Advisory Board comments is included, along with a statement of consistency with the State Consolidated 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.

Table of Contents

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Annual Plan

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- ii. Table of Contents
 1. Housing Needs
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 6. Grievance Procedures
 7. Capital Improvement Needs
 8. Demolition and Disposition
 9. Designation of Housing
 10. Conversions of Public Housing
 11. Homeownership
 12. Community Service Programs
 13. Crime and Safety
 14. Pets (Inactive for January 1 PHAs)
 15. Civil Rights Certifications (included with PHA Plan Certifications)
 16. Audit
 17. Asset Management
 18. Other Information

Attachments

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

Required Attachments:

- Attachment A** Admissions Policy for Deconcentration
- Attachment B** FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- Attachment C** PHA Management Organizational Chart
- Attachment D** FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan

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

Other (List below, providing each attachment name)

Attachment F Definition of Substantial Deviation and Significant Modification

Attachment G Implementation of Public Housing Resident Community Service Requirements

Attachment H Pet Policy

Attachment I Progress in Meeting 5-Year Plan Mission and Goals

Attachment J Resident Membership of PHA Governing Board

Attachment K Membership of the Resident Advisory Board

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	<i>Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	
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 eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
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 checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary)	Community Service and Family Pet Policies

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	17,983	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	11,410	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	4,920	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	8,998	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**Housing Needs of Families in the Jurisdiction
by Family Type**

Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s - **State of Pennsylvania**
Indicate year: **2000 - 2004**
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	130		

Housing Needs of Families on the Waiting List

Extremely low income <=30% AMI	87	67%	
Very low income (>30% but <=50% AMI)	33	25%	
Low income (>50% but <80% AMI)	10	8%	
Families with children	27	21%	
Elderly families	27	21%	
Families with Disabilities	23	18%	
Hispanic	(0)	0%	
White	(115)	88%	
Black	(15)	12%	
Asian/Pacific	(0)	0%	

Characteristics by Bedroom Size (Public Housing Only)			
Efficiencies	31	24%	
1BR	68	52%	
2 BR	15	12%	
3 BR	13	10%	
4 BR	2	1.5%	
5 BR	1	.5%	
5+ BR	0	0%	

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

If yes:

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

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

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

Housing Needs of Families on the Waiting List

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	142		
Extremely low income <=30% AMI	102	72%	
Very low income (>30% but <=50% AMI)	40	28%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	69	49%	
Elderly families	12	8%	
Families with Disabilities	38	27%	
Black	(22)	15%	
Hispanic	(1)	1%	
White	(118)	83%	
Asian	(1)	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	59	42%	
2 BED ROOM	51	36%	
3 BR	23	16%	
4 BR	7	5%	
5 BR	1	.5%	
5+ BR	1	.5%	

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)? 3

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 (Continually analyze policies and procedures)
- Reduce turnover time for vacated public housing units – Speed up application process
- 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 (Increased October, 1 1999 & November 2000)
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required Will accommodate families requiring reasonable accommodations
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration Periodic news releases
- 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 – We are currently doing this and will continue
- Other (list below)

1. Consider employing or contracting for case management services to assist applicants/residents in creating a plan to alter their living habits.
2. Consider hiring a landscaping consultant to make units more attractive.
3. Work with local boroughs to expand the capacity of the Section 8 Program.

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

Select all that apply

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

There does not appear to be a shortage of affordable housing although there is a lack of suitable applicants creating a need for transitional housing for these people

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)

Continue to monitor the local need

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 - **Ongoing**
- 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 - **Ongoing**
- Other: (list below)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$545,615.00	
b) Public Housing Capital Fund	\$628,532.00	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$392,952.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)	N/A	
2. Prior Year Federal Grants (unobligated funds only) (list below)	Comp Grant Funds As of November 13, 2000	
Comp Grant Program 1999	\$67,206.00	Modernization and Security
Capital Fund 2000	\$628,532.00	Modernization and Security
3. Public Housing Dwelling Rental Income	\$777,710.00	Operations and tenant support
4. Other income (list below)	\$32,320.00	Operations
Late fees, appliance charges, pet fees		
Vending machines, and work order charges		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Non-federal sources (list below)	N/A	
Management Fee	\$2000.00	Undetermined
	N/A	
	N/A	
Total resources	\$2,446,335.00	

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)

As soon as application is complete, and again prior to offering applicant a unit

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

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

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

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

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

f. Other County Court House record search for local applicants

(2)Waiting List Organization

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

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

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

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

Upon request applications will be mailed to those who are unable to visit the office.

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? **N/A**

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

b. Yes No: Is this policy consistent across all waiting list types? (**Hardship exemptions are considered**)

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

To permit continued employment and access to child care that cannot be corrected by an alternative method

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.

N/A 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
- 1 High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

Handouts and posted materials

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

Family Locations (William Gill Village Project 33-3 and Elmwood and Morgan Villages Project 33-1)

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:

William Gill Village- Flat rents may be re-evaluated to attract Higher Incomes

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

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

List (any applicable) developments below:

B. Section 8

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

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

(1) Eligibility

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

Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

Other (list below)

Debts to other assisted housing facilities

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)

If requested known history is given

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

None

Federal public housing

- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

Up to (2) two thirty day extensions are given if the participant can document the need

(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.

N/A 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
- 1 High rent burden

Other preferences (select all that apply)

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

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

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

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

- This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

The PHA applies preferences within income tiers

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

(5) Special Purpose Section 8 Assistance Programs

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

The Section 8 Administrative Plan

Briefing sessions and written materials

Other (list below)

Notices to landlords and/or applicants

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

Through published notices

Other (list below)

Through correspondence to appropriate agencies

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

Tenant must report changes within ten days, no later than the 25th of the month. Those changes lowering rent will take effect the 1st of the following month. Those resulting in an increase in excess of \$200.00 monthly will take effect the 1st of the 2nd month following the change. Increases less than \$200.00 monthly will be deferred until the annual re-exam date

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? – This will be the tenant’s choice but highly recommended by the Housing Authority

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

Rental value of unit, and operating costs

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

To be in compliance with regulations

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)

Funding availability

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	325	125

Section 8 Vouchers	107	11
Section 8 Certificates	15	2
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
A & O Policy, Preventive Maintenance, Pest Infestation, Various related procedures, Admin Plan, HUD Regulations, and Notices
- (2) Section 8 Management: (list below)
Admin Plan, HUD Regulations, and Notices

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 **B**

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <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.

Designation of Public Housing Activity Description	
1a. Development name:	Holland Towers
1b. Development (project) number:	PA28P033-002
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	(03/07/01)
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development Excludes Handicap Accessible Units

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description

a. Size of Program

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

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

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

b. PHA established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (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)?

If yes, what was the date that agreement was signed? 12/05/99

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

Possible learning center for children and adults

b. Economic and Social self-sufficiency programs

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

Services and Programs

Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Transportation Assistance	15	Public Housing residents working or in training programs	PHA Main Office Crawford Area Transportation Authority	Public Housing and Section 8 residents
Home Work/Craft	50	Public Housing Residents	William Gill Village & Elmwood Village Community Rooms	Public Housing residents

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	N/A	N/A
Section 8	10	0 as of (11/13/2000)

- 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:
The PHA will re-write the FSS Action Plan and then re-address encouraging participants to enroll

C. Welfare Benefit Reductions

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

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

- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

See Attachment G “Implementation of Public Housing Resident Community Service Requirement”

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

Family Housing Equally

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

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

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

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

Equally at All Public Housing Locations

C. Coordination between PHA and the police

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

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

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

All Equally

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment H "Pet Policy"

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

Provided below:

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

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

The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other: (list below)

Comments were received prior to creating plan and afterward. Consideration was given to all comments

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

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

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

Representatives of all PHA resident and assisted family organizations

Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (Crawford County and State of 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)
 - 1. Address transportation needs of residents to work
 - 2. Stress the availability of family housing for persons with disabilities

Other: (list below)

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

- 1. Need for transportation
- 2. Housing for persons with disabilities

D. Other Information Required by HUD

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

Attachments

Attachment A

Deconcentration of Poverty Resolution # 469

WHEREAS, the Housing Authority of the City of Meadville (HACM) Board of Commissioners after reviewing the contents of Section 513 of the Quality Housing and Work Responsibility Act (QHWRA) of 1998, and after reviewing monthly dwelling rental income at each of three (3) family sites and the area median income of the three (3) census tracts in which they are located hereby desires to make the following amendment to the admissions policy of the HACM.

1.A. Whereby, on a monthly basis, reports will be run and the monthly rental income of each development will be compared to determine whether a significant discrepancy exists. A discrepancy shall be defined as a monthly dwelling rental average difference of twenty dollars or more between different developments. Should such a discrepancy be discovered, the manager of the lower income development will be directed to scan the waiting list for the next family without regard to race, creed, national origin, or sexual orientation that has an income significant enough to raise the median income of the lower income development back within the twenty dollar discrepancy range mentioned above. Should this family refuse the development, then the next higher income family on the list will be offered the unit. This pattern will be repeated until the unit is filled or the waiting list depleted.

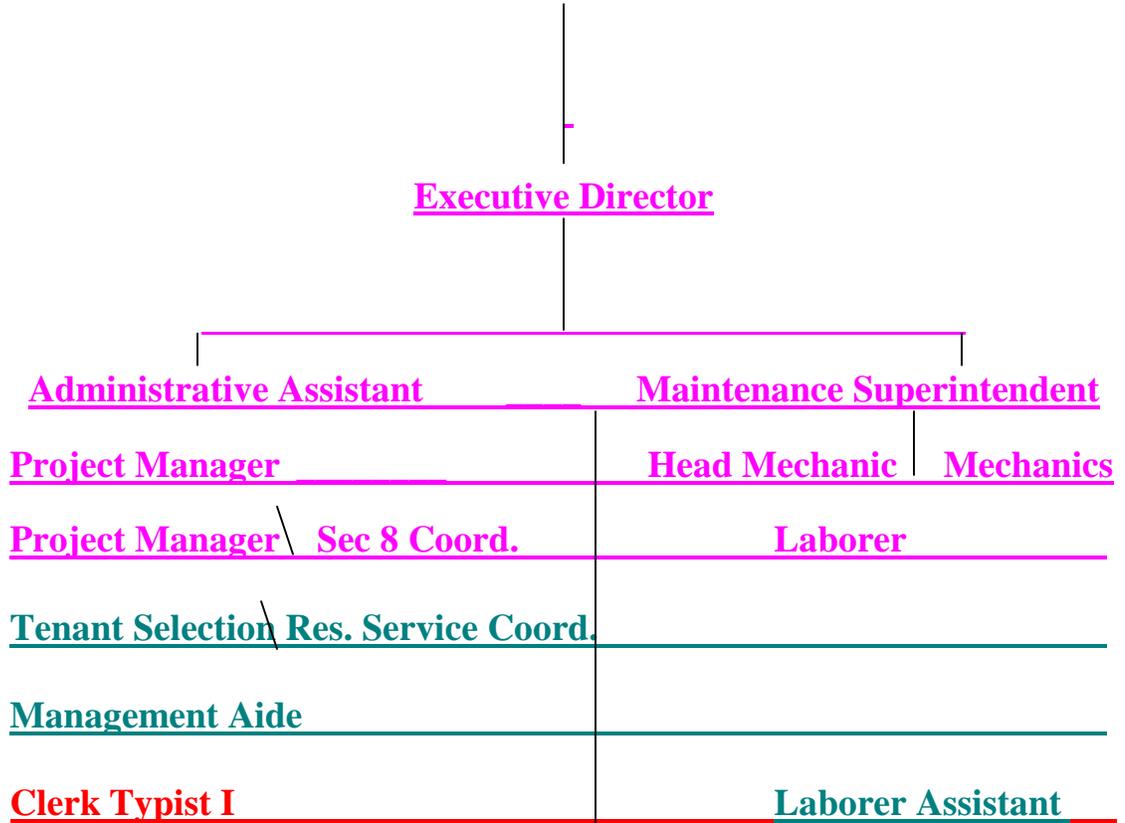
1.B. The HACM may take other measures if deemed necessary to maintain or to entice higher income households such as ceiling rents at an individual development or at all developments.

1.C. Census tracts – Due to the large geographical area of the census tracts and the high median incomes of each tract, the HACM will not attempt to reach household incomes at the area median of each individual census tract. Instead the HACM will systematically and evenly pursue economic self-sufficiency incentives to maintain and gradually increase the average median income of all Public Housing family developments.

1.D. Site Based Waiting Lists – The HACM currently does not view site-based waiting lists as either necessary or advantageous. Should the current elements surrounding this topic change, the HACM will revisit this issue by separate resolution.

Attachment C

Housing Authority of the City of Meadville Board



Civil Service directs regulation for all Office Staff

Union Contract directs policy for all Maintenance Staff

Attachment E

Resident Advisory Board Summary

The Housing Authority of the City of Meadville restructured the Resident Advisory Board based on requirements from the Department of Housing and Urban Development and also due to move outs, and transfers during the previous year.

As required, the resident council president and one of her officers were invited to participate. The Housing Authority administration chose to have two representatives from each development and also two from the Section 8 Program. Previous participants were contacted seeking their desire to continue to represent their peers. And new residents, chosen by their managers, were sought to fill existing vacancies.

Prior to any meeting, a proposed family pet policy was sent to all family location participants and posted at each development.

On Wednesday November 8th 2000 a meeting was held exclusively with the family Advisory Board members seeking their input on the proposed Pet Policy and that of their peers. The comments and various topics that were brought to the Housing Authority's attention, at this meeting, are listed below:

1. One resident indicated that had pets been previously permitted, she might still have her children at home as they always wanted a pet.
2. Another resident thought that the option to have a pet or not was nice.
3. A resident voiced her concerns that today's children are mean and that they would be to the pet also.
4. People will not clean up after their pet.
5. All the residents in attendance agreed that the presence of permitted pets would cause others to sneak in other pets and some would be vicious.
6. The topic of allergies was presented, and it was felt that pet free areas may be needed.
7. Under birds, it was felt that cockatiels should be included.
8. Only one resident thought that "indoor cats" only should be permitted.

On Friday November 17th 2000, a second meeting was held inviting all Advisory Board members. A proposed Annual and Five Year Plan was passed out to those in attendance. A color printer was utilized to show the previous years plan and also the alterations made in the current plan. Copies of 24 C.F. R. Part 903.13 were passed out to those in attendance. This regulation explains the Advisory Board's role in the process. The entire Agency Plan was reviewed, focusing primarily on the area of changes, the reasons why, and receiving input on each area.

At the conclusion of the meeting, the newly proposed Community Service Policy was distributed so that it could be reviewed and commented on at the third and final meeting.

On Wednesday November 22nd 2000, a third resident meeting was held. This meeting was more of an open forum giving those in attendance an opportunity to speak on a topic of their choosing and ask questions.

Topics of discussion were the Community Service Policy, Advanced Programs, similar to the former "Hearts a Fire Program", additional Housing Authority staffing (specifically a go-between for residents), and bathtubs verses shower stalls in the one-bedroom units. Praise was given to Flat Rents and the optional Saving Accounts.

After this meeting the Holland Towers Resident Council President requested (6) six copies of the plan to dispense among residents. After doing so, this group of six residents, submitted written comments in the areas of safety, management, and maintenance.

Attachment F

Substantial Deviation from the 5-Year Plan

As required by the Department of the Housing and Urban Development and referenced in 24 C.F.R. Section 903.7 (r) of the October 21, 1999 “Final Rule”, the Housing Authority of the City of Meadville submits the following definition of substantial deviation: A substantial deviation of the Five Year Plan is any deviation from the mission statement, or the overall goals or objectives as stated in the submitted plan.

Significant Amendment or Modification from the Annual or Five Year Plan shall be defined as:

A change in rent, admissions, or waiting list policies that result in an adverse effect on not less than 25% of the total tenant or applicant families.

Any non-emergency work related item funded from the Capital Fund that would result or could be reasonably determined to result in usage of 10% or more of the Capital Fund amount for any given year, and such item or items were not included in the Annual Statement or Five Year Action Plan.

Any change with regard to demolition or disposition, designation, conversion, or homeownership programs of a particular site and/or location, where such change, or alteration is determined by the Housing Authority Board and Administration to cause a lack of housing units as a whole or for a particular group of people. This determination shall be based on the size, and particular status of the waiting list at the time of consideration.

Exceptions to the above definitions of substantial deviation, or significant amendments shall only occur should the Department of Housing and Urban Development adopt regulatory changes of which the Housing Authority has no control.



HOUSING AUTHORITY of the City of Meadville

1120 Market Street — Phone: (814) 336-3177 — Meadville, Pennsylvania 16335

Attachment G

“Implementation of Public Housing Resident Community Service Requirement”

On November 13, 2000, the Housing Authority of the City of Meadville (HACM) Board of Commissioners approved the posting of the Community Service Policy for a thirty-day written comment period. On November 16, 2000, the policy was posted at all the Authorities' Public Housing developments.

Attached with the Policy, for all those interested and/or affected, was a description of the service requirements, a sample form indicating a residents exempt or non-exempt status, a listing of possible services, a listing of agencies where services could be performed, examples of acceptable service activities, and the method to cure any obligation at the end of the lease term.

The HACM may permit individuals required to perform community services to perform those services at the development in which they reside. This would cure transportation problems. The Housing Authority management has spoken with various agencies and the Local Career Link has indicated not only a need but also a desire to utilize these individuals in assisting with their requirements.

Beginning April 1, 2001, each adult resident will be sent a determination as to their exempt or non-exempt status, and their rights to grieve the decision if desired. Residents will be required to have a form signed by the agency head in which the service was performed, with a brief statement of the services rendered.

At least 30 days prior to expiration of the annual lease, the resident will be sent a notice regarding their non-compliance, or lack of fulfillment. They will be given this period to enter into an agreement to comply. Failure to do so will result in non-renewal of the lease for the adult directly affected.



HOUSING AUTHORITY of the City of Meadville

1120 Market Street — Phone: (814) 336-3177 — Meadville, Pennsylvania 16335

Attachment H “Pet Policy”

The Housing Authority of the City of Meadville (HACM) posted a pet policy for a 60-day comment period. The additional time was given due to the nature of the subject. Additionally, comments were received by both the Housing Authority administration and the Resident Advisory Board members.

On November 8, 2000, a meeting was held with the Resident Advisory Board to summarize their comments. On November 13, 2000, the HACM Board of Commissioners approved this policy with minor alterations, to be effective on April 1st 2001.

The pet policy basically permits cats, dogs, birds, and fish with limitations on size and type. Animals must have appropriate licensing, shots, etc. A security deposit of \$99.00 has been set on dogs, cats, and birds. There is no security deposit on fish as a five-gallon maximum was established on aquariums.

Pet owners must follow strict guidelines regarding care, exercising, and control of pets. Additionally, as needed to benefit those who may have allergic reactions, a pet free zone may be established. All pets must be registered prior to entry on Authority property and a special “Pet Permit” will be issued and must be displayed on the exterior of their apartment door.

Cats and dogs must have a microchip inserted for identification purposes. Neglected animals will have authorities contacted, and the tenant’s future rights to have a pet may be discontinued.



HOUSING AUTHORITY of the City of Meadville

1120 Market Street — Phone: (814) 336-3177 — Meadville, Pennsylvania 16335

Attachment I

“Progress in meeting 5-year Plan Mission and Goals”

Flat rents, income disregards, and transportation assistance have all been implemented

Transitional housing efforts have been supported, and a local Chodo is arranging a location for construction. Waiting lists are beginning to increase and vacancies are slowly reducing.

The deconcentration of poverty policy has been followed, list skipping has been utilized, and income levels between projects have remained relatively stable.

Savings accounts are available for those who were “previously unemployed”, however, none have chosen this option.

A second shift bus service was obtained through a grant from the Pennsylvania. Department of Transportation, and the Housing Authority of the City of Meadville is providing free passes to those needing assistance to training and/or work.

A unit was altered with downstairs bathroom facilities to assist a mother who could not utilize steps due to surgery.

The local college is working with family youths and growth into other areas is promising.



HOUSING AUTHORITY of the City of Meadville

1120 Market Street — Phone: (814) 336-3177 — Meadville, Pennsylvania 16335

Attachment J

“Resident Membership of the PHA Governing Board”

The Housing Authority of the City of Meadville (HACM) took the initiative in 1995 when the first resident directly assisted was empowered to the Board Member position. The city of Meadville appoints all Housing Authority Board Members.

On July 25, 1995, Kaerlene Heath (a Section 8 resident) was appointed to fill the remaining term of a member who resigned. Ms. Heath was re-appointed to a five-year term on February 22, 2000. Her term expires on January 1, 2005.

Recently Ms. Heath was leased up into Holland Towers, which is the elderly hi-rise. This hi-rise is owned and operated by the HACM, and is funded through the conventional Public Housing program.

Attachment K

“Membership of the Resident Advisory Board”

The membership on the Resident Advisory Board is largely one of volunteerism. Initially in 1999, the Housing Authority sent a letter to each Public Housing household and to each Section 8 household explaining the position and seeking individuals to volunteer. At that time, everyone who expressed an interest was appointed to the Advisory Board. Due to lack of interest, and move outs, individuals at various locations were contacted inquiring as to whether they had an interest in filling the vacancy.

The intent from the Housing Authority administration was to have two individuals from each development and additionally another two representing the Section 8 program. When HUD notice 2000-36 came out, the Housing Authority invited the Resident Council President of Holland Towers and an officer of her choosing to join the Advisory Board. A copy of this notice was sent to each member to peruse and become familiar with.

Advisory Board Committee

Eric Warner
1221 Elm Street
Meadville, PA
16335

Maureen Reichel
786 Whittier
Avenue
Meadville, PA
16335

Louie Stanfield
190 Walker Drive
Meadville, PA
16335

Malinda
Klingensmith
216 Walker Drive
Meadville, PA
16335

Connie Simons
1177 Elm Street
Meadville, PA
16335

Erinn Murphy
350 Willow Street
Meadville, PA
16335

Carrie Nageotte
710 Hickory Street
Meadville, PA
16335

Wanda Williams
1120 Market Street
Apartment 506
Meadville, PA
16335

Virginia Wade
1120 Market Street
Apartment 602
Meadville, PA
16335

Renee Slater
785½ Grove Street
Meadville, PA
16335

Annual Statement/Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part 1: Summary

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

Housing Authority Name Housing Authority of the City of Meadville		Comprehensive Grant No. PA28P033		FFY of Grant Approval 2001	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement No.		<input type="checkbox"/> Performance Evaluation Report Program Yr. Ending <input type="text"/>	
<input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 19)	\$25,000.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$60,000.00	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$35,000.00	\$0.00	\$0.00	\$0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$28,532.00	\$0.00	\$0.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$190,000.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structure	\$240,000.00	\$0.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Non Dwelling Structures				
13	1475 Non Dwelling Equipment	\$50,000.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition				
15	1490 Replace Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod used for Development				
19	1502 Contingency (May not exceed 8% of line 19)				
20	Amount of Annual Grant (Sum of lines 2-18)	\$628,532.00	\$0.00	\$0.00	\$0.00
21	Amount of line 19 Related to LBP Activities				
22	Amount of line 19 Related to Section 504 Compliance				
23	Amount of line 19 Related to Security				
24	Amount of line 19 Related to Energy Conservation Measures				
Signature of executive Director		Signature of Public Housing Director			
<input type="text"/>		<input type="text"/>		<input type="text"/>	
(Date (mm/dd/yy))		(Date (mm/dd/yy))		(Date (mm/dd/yy))	

1 To be completed for the performance and Evaluation Report or a Revised Annual Statement.
2 To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Comprehensive Grant Program (CGP) Part 1: Summary

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

Development Number / Name HA-wide Activities	General Description of Major work Categories	Develop. Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of proposed work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Elmwood & Morgan Villages PA28P033-001	landscape, repair/replace deteriorated concrete walks , porches, and parking areas and provide, additional site lighting	1450	A/N	\$50,000.00				
	\\Subtotal 1450\\			\$50,000.00	\$0.00	\$0.00	\$0.00	
	Insulate Hot Water Heaters	1460	100	\$10,000.00				
	Replace existing unit address numbers, porch lights, and replace mail boxes							
		1460	101	\$20,000.00				
	Install Door Viewers	1460	100	\$10,000.00				
	Replace Storm Doors	1460	200	\$50,000.00				
	\\Subtotal 1460\\			\$90,000.00	\$0.00	\$0.00	\$0.00	
	Install/Replace Expand Playground Equipment	1475	A/N	\$50,000.00				
	\\Subtotal 1475\\			\$50,000.00	\$0.00	\$0.00	\$0.00	
\\Total PA28P033001\\			\$190,000.00	\$0.00	\$0.00	\$0.00		
Signature of Executive		Signature of Public Housing Director						
		(Date (mm/dd/yy))						(Date (mm/dd/yy))

Annual Statement/Performance and Evaluation Report
 Comprehensive Grant Program (CGP) Part 1: Summary

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

Development Number / Name HA-wide Activities	General Description of Major work Categories	Develop. Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of proposed work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Holland Towers PA28P033-002	Improve & Add Security lighting	1450	A/N	\$20,000.00				
	Replace Deteriorated Walks, Patios, & Drives	1450	A/N	\$30,000.00				
	Build and/or provide recreational area and equipment	1450	A/N	\$10,000.00				
	\\Subtotal 1450\\			\$60,000.00	\$0.00	\$0.00	\$0.00	
	Replace Exterior Doors	1460	A/N	\$15,000.00				
	Refurbish Stair Towers	1460	2	\$25,000.00				
	\\Subtotal 1460\\			\$40,000.00	\$0.00	\$0.00	\$0.00	
\\Total PA28P033002\\			\$100,000.00	\$0.00	\$0.00	\$0.00		
Signature of Executive			Signature of Public Housing Director					
(Date (mm/dd/yy))			(Date (mm/dd/yy))					

Annual Statement/Performance and Evaluation Report
 Comprehensive Grant Program (CGP) Part 1: Summary

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

Development Number / Name HA-wide Activities	General Description of Major work Categories	Develop. Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of proposed work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
William Gill Village PA28P033-003	Replace Deteriorated Walks, Patios, & Drives	1450	A/N	\$30,000.00				
	Construct Fence Around Basket Ball Court	1450	1	\$10,000.00				
	Install privacy blinds between units in rear	1450	A/N	\$25,000.00				
	\\Subtotal 1450\\			\$65,000.00	\$0.00	\$0.00	\$0.00	
	Replace Storm Doors	1460	200	\$50,000.00				
	Replace existing unit address numbers	1460	101	\$10,000.00				
	\\Subtotal 1460\\			\$60,000.00	\$0.00	\$0.00	\$0.00	
	\\Total PA28P033003\\			\$125,000.00	\$0.00	\$0.00	\$0.00	
Signature of Executive		Signature of Public Housing Director						

(Date (mm/dd/yy))

(Date (mm/dd/yy))

Annual Statement/Performance and Evaluation Report
 Comprehensive Grant Program (CGP) Part 1: Summary

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

Development Number / Name HA-wide Activities	General Description of Major work Categories	Develop. Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of proposed work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Scattered Site PA28P033-004	Landscape	1450	A/N	\$15,000.00				
	\\Subtotal 1450\\			\$15,000.00	\$0.00	\$0.00	\$0.00	
	Repair Structural & Foundation Damage & clean exterior siding	1460	A/N	\$30,000.00				
	Repair and/or Replace Deteriorated Plumbing and/or Sanitary Drains	1460	A/N	\$20,000.00				
	\\Subtotal 1460\\			\$50,000.00	\$0.00	\$0.00	\$0.00	
Signature of Executive			Signature of Public Housing Director					
(Date (mm/dd/yy))			(Date (mm/dd/yy))					

Annual Statement/Performance and Evaluation Report
 Comprehensive Grant Program (CGP) Part 1: Summary

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

Development Number / Name HA-wide Activities	General Description of Major work Categories	Develop. Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of proposed work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
	Operations	1406		\$25,000.00				
	\\Subtotal 1406\\			\$25,000.00	\$0.00	\$0.00	\$0.00	
	Staff Training			\$10,000.00				
	Computer Software	1408		\$5,000.00				
	Tenant Training			\$10,000.00				
	Coordinator for tenant Services	1408		\$25,000.00				
	Security & Drug Elimination	1408		\$5,000.00				
	Provide and/or contract for transportation services for tenants to help them achieve self-sufficiency goals	1408		\$5,000.00				
	\\Subtotal 1408\\			\$60,000.00	\$0.00	\$0.00	\$0.00	
	Administration	1410		\$35,000.00				
	\\Subtotal 1410\\			\$35,000.00	\$0.00	\$0.00	\$0.00	
	Engineering and Other Related Fees & Costs	1430		\$28,532.00				
	\\Subtotal 1430\\			\$28,532.00	\$0.00	\$0.00	\$0.00	
Signature of Executive				Signature of Public Housing Director				
		<input type="text" value="(Date (mm/dd/yy))"/>				<input type="text" value="(Date (mm/dd/yy))"/>		

Annual Statement / Performance and Evaluation Report Comprehensive Grant Program (CGP) Part III: Implementation Schedule				U.S. Department of Housing and Urban Development Office of Public and Indian Housing			
Development Number / Name HA-wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Targeted Dates (2)
	Original	Revised (1)	Actual 2	Original	Revised (1)	Actual 2	
Elmwood & Morgan Villages PA28P033-001	03/31/2003			09/30/2004			
Holland Towers PA28P033-002	03/31/2003			09/30/2004			
William Gill Village PA28P033-003	03/31/2003			09/30/2004			
Scattered Site PA28P033-004	03/31/2003			09/30/2004			
AGENCY-WIDE Nontechnical Salaries	03/31/2003			09/30/2004			
AGENCY-WIDE Management Improvements	03/31/2003			09/30/2004			
AGENCY-WIDE Engineering Fees	03/31/2003			09/30/2004			
AGENCY-WIDE Energy Improvements	03/31/2003			09/30/2004			
AGENCY-WIDE Non-Dwelling Equipment	03/31/2003			09/30/2004			
Signature of Executive Director	(Date(mm/dd/yy))			Signature of Public Housing Director	(Date (mm/dd/yy))		
X				X			

Five-Year Action Plan
Part I: Summery
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157
 (exp. 3/31/2002)

HA Name; Housing Authority of the City of	Locality: (City/County&State): Meadville / Crawford, PA	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No <input style="width:50px;" type="text"/>
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A. Development Number/Name	Work Statement for Year 1 FFY: <input style="width:50px;" type="text" value="2001"/>	Work statement for Year 2 FFY <input style="width:50px;" type="text" value="2002"/>	Work Statement For Year 3 FFY <input style="width:50px;" type="text" value="2003"/>	Work Statemant For Year 4 FFY <input style="width:50px;" type="text" value="2004"/>	Work Statement for Year 5 FFY <input style="width:50px;" type="text" value="2005"/>
PA 33-001 Elmwood & Morgan Village	See Annual Stateme nt	\$275,000.00	\$73,532.00	\$0.00	\$328,532.00
PA 33-002 Holland Towers		\$0.00	\$65,000.00	\$0.00	\$0.00
PA 33-003 William Gill Village		\$94,607.00	\$250,000.00	\$388,232.00	\$90,000.00
PA 33-004 Scattered Sties		\$0.00	\$35,000.00	\$35,300.00	\$5,000.00
ZZ 0-ZZZ Agency Wide		\$0.00	\$0.00	\$0.00	\$0.00
B. Physical Improvements Subtotal		\$369,607.00	\$423,532.00	\$423,532.00	\$423,532.00
C. Management Improvements		\$105,000.00	\$105,000.00	\$105,000.00	\$105,000.00
D. HA-Wide Nondwelling Structures and Equipment		\$48,925.00	\$20,000.00	\$20,000.00	\$20,000.00
E. Administration		\$35,000.00	\$30,000.00	\$30,000.00	\$30,000.00
F. Other		\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
G. Operations		\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
H. Demolition					
I. Replacement Reserve(s)					
J. Mod Used for Development		\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
K. Total CGP Funds		\$628,532.00	\$628,532.00	\$628,532.00	\$628,532.00
L. Total Non-CGP Funds					
M. Grand Total		\$628,532.00	\$628,532.00	\$628,532.00	\$628,532.00

Signature of Executive Director	(date mm/dd/yyyy)	Signature of Public Housing Director	(date mm/dd/yyyy)
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	

Work Statement for Year 4 FFY: <input type="text" value="2004"/>			Work Statement for Year 5 FFY: <input type="text" value="2005"/>		
Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
PA-33-1 Elmwood & Morgan Villages			PA-33-1 Elmwood & Morgan Villages		
Replace gas furnaces & redesign system			Replace gas furnaces & redesign system		
Replace heating thermostats			Replace heating thermostats		
Replace Mail Boxes		In Annual 2001	Replace Mail Boxes		In Annual 2001
Redesign method of supplying combustion air to furnaces			Redesign method of supplying combustion air to furnaces		
Remodel Apartment Interiors for Marketability			Remodel Apartment Interiors for Marketability		In Annual 2001
Additional Site Lighting		In Annual 2001	Additional Site Lighting		
Install Individual Water Meters			Install Individual Water Meters		
Repair Structural and Foundation Damage A/N			Repair Structural and Foundation Damage A/N		
Install Exterior Electric Outlets on Units			Install Exterior Electric Outlets on Units		
Insulate Hot Water Heaters		In Annual 2001	Insulate Hot Water Heaters		In Annual 2001
504 & Visitability Compliance as Needed			504 & Visitability Compliance as Needed		
Replace Storm Doors		In Annual 2001	Replace Storm Doors		In Annual 2001
Door Viewers		In Annual 2001	Door Viewers		In Annual 2001
Provide Enclosures for Recycling Bins			Provide Enclosures for Recycling Bins		
Provide Community Area for Residents at Morgan Village			Provide Community Area for Residents at Morgan Village		
Clean, Point, and Repair Building Exteriors A/N			Clean, Point, and Repair Building Exteriors A/N		
Install/Replace Expand Playground Equipment		In Annual 2001	Install/Replace Expand Playground Equipment		In Annual 2001
Replace and/or Upgrade Sidewalks, Porches, Parking Areas, Play-areas, etc.		In Annual 2001	Replace and/or Upgrade Sidewalks, Parking Areas, Porches, Play-areas, etc.		In Annual 2001
Replace Exterior Entrance Doors Including Knobs			Replace Exterior Entrance Doors Including Knobs		\$53,532.00
Replace Bifold Doors			Replace Bifold Doors		
Provide Additional Storage Space			Provide Additional Storage Space		
Landscape		In Annual 2001	Landscape		In Annual 2001
Replace Chimney Caps			Replace Chimney Caps		
Window Shutters on Dwelling Units			Window Shutters on Dwelling Units		
Upgrade Gas Lines and Meters in Project			Upgrade Gas Lines and Meters in Project		
Remodel Kitchens			Remodel Kitchens		\$250,000.00
Install Interior Clothes Lines			Install Interior Clothes Lines		
Remodel Maintenance garage at Elmwood into learning center for residents			Remodel Maintenance garage at Elmwood into learning center for residents		
Convert Two Bedroom Units to One Bedroom			Convert Two Bedroom Units to One Bedroom		\$25,000.00
Re-roof Buildings			Re-roof Buildings		
Replace existing unit address numbers		In Annual 2001	Replace existing unit address numbers		In Annual 2001
Install privacy blinds between units in rear			Install privacy blinds between units in rear		
Subtotal of Estimated Cost		\$0.00	Subtotal of Estimated Cost		\$328,532.00

Five-Year Action Plan
Part 2: Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

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

Work Statement for Year 1 FFY: 2000	Work Statement for Year 2 FFY: 2002			Work Statement for Year 3 FFY: 2003		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
	PA-33-2 Holland Towers			PA-33-2 Holland Towers		
See Annual Statement	Improve & Add Security lighting		In Annual 2001	Improve & Add Security lighting		In Annual 2001
	Modify Heating System in Individual Apartments			Modify Heating System in Individual Apartments		\$32,000.00
	Modify Electrical System to Monitor Usage		In Annual 2000	Modify Electrical System to Monitor Usage		In Annual 2000
	Replace or Modify Central Heating System			Replace or Modify Central Heating System		
	Replace gas ranges			Replace gas ranges		\$33,000.00
	Update/Repair/Replace Office, Hall, & Community Area Air Conditioning System			Update/Repair/Replace Office, Hall, & Community Area Air Conditioning System		
	Remodel Apartment Interiors for Marketability			Remodel Apartment Interiors for Marketability		
	Replace Deteriorated Walks, Patios, & Drives		In Annual 2001	Replace Deteriorated Walks, Patios, & Drives		In Annual 2001
	Replace or Anchor Concrete Balcony Railings		Completed 1998	Replace or Anchor Concrete Balcony Railings		Completed 1998
	Replace and/or Refinish Bifolds			Replace and/or Refinish Bifolds		
	Replace Drop Ceiling in First Floor Lobby & Hall		In Annual 2000	Replace Drop Ceiling in First Floor Lobby & Hall		In Annual 2000
	Improve Building Security			Improve Building Security		
	504 & Visitability Compliance as Needed			504 & Visitability Compliance as Needed		
	Paint & Seal Building Exterior		In Annual 2000	Paint & Seal Building Exterior		In Annual 2000
	Remodel Kitchens			Remodel Kitchens		
	Landscape		In Annual 2000	Landscape		In Annual 2000
	Remodel Bath rooms			Remodel Bath rooms		
	Replace Exterior Doors		In Annual 2000 & 2001	Replace Exterior Doors		In Annual 2000 & 2001
	Install Ground Reinforcement in Front of Building for Emergency Vehicles			Install Ground Reinforcement in Front of Building for Emergency Vehicles		
	Purchase additional ground/Use existing ground to Create Additional Parking Space			Purchase additional ground/Use existing ground to Create Additional Parking Space		
	Refurbish Stair Towers		In Annual 2001	Refurbish Stair Towers		In Annual 2001
	Replace/Upgrade outdated Fire Alarm and Security system		Completed 1999	Replace/Upgrade outdated Fire Alarm and Security system		Completed 1999
	Build and/or provide recreational area and equipment		In Annual 2001	Build and/or provide recreational area and equipment		In Annual 2001
Create and/or provide storage space			Create and/or provide storage space			
	Subtotal of Estimated Cost		\$0.00	Subtotal of Estimated Cost		\$65,000.00

Five-Year Action Plan
Part 2: Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

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

Work Statement for Year 1 FFY: 2001	Work Statement for Year 2 FFY: 2002			Work Statement for Year 3 FFY: 2003			
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	
	PA-28-P033 Authority Wide Acc.#1470/1475			PA-28-P033 Authority Wide Acc.#1470/1475			
See Annual Statement	Construct Garage for Authority Vehicles		\$23,925.00	Construct Garage for Authority Vehicles			
	Upgrade and/or Replace Original Equipment and/or Systems for Higher Energy Efficiency			Upgrade and/or Replace Original Equipment and/or Systems for Higher Energy Efficiency			
	Enlarge Office Space or Construct/Acquire Office Building or Remodel Existing Community Space and Construct Community Building		Completed 1998	Enlarge Office Space or Construct/Acquire Office Building or Remodel Existing Community Space and Construct Community Building		Completed 1998	
	Install hard wired smoke detectors in all family units			Install hard wired smoke detectors in all family units			
	Computer Hardware & Computerized Office Equipment (Upgrade, Replace, & Add)		\$10,000.00	Computer Hardware & Computerized Office Equipment (Upgrade, Replace, & Add)		\$10,000.00	
	Replace outdated and purchase additional office equipment and furniture		\$15,000.00	Replace outdated and purchase additional office equipment and furniture		\$10,000.00	
		Subtotal of Estimated Cost		\$48,925.00	Subtotal of Estimated Cost		\$20,000.00

Five-Year Action Plan
Part 2: Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

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

Work Statement for Year 1 FFY: 2001	Work Statement for Year 2 FFY: 2002			Work Statement for Year 3 FFY: 2003			
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	
	PA-28-P033 Authority Wide Acc.#1460/1450			PA-28-P033 Authority Wide Acc.#1460/1450			
See Annual Statement	Performance Contract loan Payment for Comp Grant Portion of Contract			Performance Contract loan Payment for Comp Grant Portion of Contract			
		Subtotal of Estimated Cost		\$0.00	Subtotal of Estimated Cost		\$0.00

Five-Year Action Plan
Part 2: Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

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

Work Statement for Year 1 FFY: 2001	Work Statement for Year 2 FFY: 2002			Work Statement for Year 3 FFY: 2003			
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	
See Annual Statement	PA-28-P033 Authority Wide Other Accounts			PA-28-P033 Authority Wide Other Accounts			
	Engineering and Other Related Fees & Costs		\$20,000.00	Engineering and Other Related Fees & Costs		\$20,000.00	
	Administration		\$35,000.00	Administration		\$30,000.00	
	Acquisition of deteriorated buildings to rehab for home ownership program		\$20,000.00	Acquisition of deteriorated buildings to rehab for home ownership program		\$20,000.00	
	Operations		\$30,000.00	Operations		\$30,000.00	
		Subtotal of Estimated Cost		\$105,000.00	Subtotal of Estimated Cost		\$100,000.00

