

PHA Plans

Annual Plan for Fiscal Year 2001

***REVISION #4, a/o July 2001: Updates Para 9, “Designated Housing”;
and “Attachment F: Resident on Board”.***

{note: 2001 PHDEP also updated to reflect actual award}

**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 COUNTY OF CHESTER

PHA Number: PA046

PHA Fiscal Year Beginning: 01/2001

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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)]

Executive Summary is no longer a requirement.

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)] Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

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

Required Attachments:

- FY 2001 Capital Fund Program Annual Statement *at Component 7*
- FY 2001 Capital Fund Program FIVE YEAR Statement *at Component 7*.
- B** Assessment of Site-Based Wait List – Demographic Changes
- C** Implementation of PH Resident Community Service Rqt.
- D** Pet Policy - Summary
- E** Progress Toward Five Year Plan
- F** Resident Member of the PHA Governing Board
- G** Membership of the Resident Advisory Board
- H** Section 8 Homeownership Program

Optional Attachments:

- Public Housing Drug Elimination Program (PHDEP) Plan [name]: **pa046a01**
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) *in Plan text*.

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.

| 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 | Annual Plans |
| X | State/Local Government Certification of Consistency with the Consolidated Plan | Annual Plans |
| X | Fair Housing Documentation: Records reflecting that the PHA has examined its programs identified any impediments to fair housing choices and is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement. | Annual Plans |
| X | Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction | Annual Plan: Housing Needs |
| X | Most recent board-approved operating budget for the public housing program | Annual Plan: Financial Resources; |
| X | Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP] | Annual Plan: Eligibility, Selection, and Admissions Policy |
| X | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, & Admissions |
| X | Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with Deconcentration | Annual Plan: Eligibility, Selection, |

| List of Supporting Documents Available for Review | | |
|--|---|--|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | requirements (section 16(a) of the US Housing Act of 1937, and 2. Documentation of the required Deconcentration and income mixing analysis | and Admissions Policies |
| X | Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| X | Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy Appendix 3 | Annual Plan: Rent Determination |
| X | Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |
| X | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) | Annual Plan: Operations and Maintenance |
| X | Public housing grievance procedures <input 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 |
| N/A | Most recent, approved 5 Year Action Plan for the Capital Fund Program. Part of Plan itself – Comp #7. | Annual Plan: Capital Needs |
| X | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing | Annual Plan: Capital Needs |
| X | Approved or submitted applications for demolition and/or disposition of public housing <i>Oak Place Dev, West Chester</i> | Annual Plan: Demo & Disposition |
| N/A | Approved or submitted applications for designation of public housing (Designated Housing Plans) | Annual Plan: Designation of PH |
| N/A | Approved or submitted assessments & conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Conversion of PH |
| N/A | Approved or submitted public housing homeownership programs/plans | Annual Plan: |
| X | Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan | Annual Plan: Homeownership |
| X | Any cooperative agreement between the PHA and the TANF agency | Annual Plan: Comm. Service & Self-Suff'y |
| X | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Comm. Service & Self-Suff'y |
| X | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | Annual Plan: Comm. Service & Self-Suff'y |
| X | The most recent PHDEP semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | Annual Plan: Safety and Crime Prevention |
| X | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)) | Annual Plan: Annual Audit |
| N/A | Troubled PHAs: MOA/Recovery Plan | Troubled PHAs |

1. Statement of Housing Needs

[24 CFR Part 903.79 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

2000 Census Data not yet available; therefore County's statistics have not been revised..

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 | 4462 | 5 | 5 | 5 | 5 | 5 | 5 |
| Income >30% but <=50% of AMI | 3840 | 5 | 5 | 5 | 5 | 5 | 5 |
| Income >50% but <80% of AMI | 4067 | 3 | 3 | 2 | 3 | 4 | 4 |
| Elderly | 4141 | 3 | 3 | 2 | 3 | 1 | 1 |
| Families with Disabilities | 3628 | | | | | | |
| Race/Ethnicity | N/A | 5 | | | | | 5 |
| Race/Ethnicity | | | | | | | |
| Race/Ethnicity | | | | | | | |
| Race/Ethnicity | | | | | | | |

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: **2000**
- 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: **Housing Study prepared by *The Chester County 2020 Trust*, entitled "A Baseline Study on Moderately Priced Housing in Chester County, PA", published June, 1999.**

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 | 879 | | 67 (c. 8%) |
| Extremely low income <=30% AMI | 842 | 96% | |
| Very low income (>30%;<=50%AMI) | 37 | 4% | |
| Low income (>50% but <80% AMI) | 0 | - | |
| Families with children | 526 | 60% | |
| Elderly families | 188 | 21% | |
| Families with Disabilities | 41 + 123 individuals | 19% | |
| Race/ethnicity | Not available | | |
| Race/ethnicity | | | |
| Characteristics by Bedroom Size (PH Only) | | | |
| 1 BR | 311 (0& 1 combined) | 35% | 17 |
| 2 BR | 295 | 34% | 21 |
| 3 BR | 288 | 26% | 26 |
| 4 BR | 42 | 5% | 3 |
| 5 BR | 3 | - | 1 |
| 5+ BR | 0 | | |
| Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| If yes: | | | |
| How long has it been closed (# of months)? N/A | | | |
| Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes N/A | | | |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes N/A | | | |

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 checked="" type="checkbox"/> Section 8 tenant-based assistance | | | |
| <input type="checkbox"/> Public Housing | | | |
| <input type="checkbox"/> Combined Section 8 and Public Housing | | | |
| <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) | | | |
| If used, identify which development/subjurisdiction: | | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 1700 | | 68 |
| Extremely low income <=30% AMI | 1139 | 67% | |
| Very low income (>30%;<=50%AMI) | 476 | 28% | |
| Low income (>50% but <80% AMI) | 85 | 5% | |
| Families with children | 1034 | 61% | |
| Elderly families | 444 | 26% | |
| Families with Disabilities | 267 | 16% | |
| Black | 1037 | 61% | |
| White | 425 | 25% | |
| Hispanic | 221 | 13% | |
| Native American & Asian | 17 | 1% | |
| Characteristics by Bedroom Size (Public Housing Only) | N/A | N/A | N/A |
| Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| If yes: | | | |
| How long has it been closed (# of months)? N/A | | | |
| Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| N/A | | | |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes N/A | | | |

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. *In place.*
- Reduce turnover time for vacated public housing units. *In place.*
Reduce time to renovate public housing units. *In place.*
- Seek replacement of public housing units lost to the inventory through mixed finance development *This strategy continues to be pursued.*
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources. *This is being implemented when available; will continue if required.*
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction. *A new Market Study will be done before the end of 2001.*
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required.
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration. *By end of 2001, a "Landlord Seminar" program will be established.*
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program. *In place.*
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies. *This is always done.*
- Other (list below)

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: *Low Income Housing Tax credits & tax-exempt bonds*

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: ***Market to relevant social service agencies;
Continue to employ PH Admissions preference for working families***

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: ***Acquire and Rehab suitable buildings for low income elderly housing.***

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 ***[In compliance]***
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available. ***This has been done; and will be continued.***
- Affirmatively market to local non-profit agencies that assist families with disabilities ***This is being done; and will be continued.***
- Other: (list below) ***Carry out modification as needed for all types of disabilities.***

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: *Those such defined groups in this County are African-American and Hispanic; both groups are quite aware of availability; Also, "La Comunidad" informs the Hispanic community of availability.*

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: *Continue to utilize "Mainstream" program*

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.

****We specifically reserve the right to change this financial resources statement based on later, better information.**

| Financial Resources: Planned Sources and Uses | | |
|---|-------------------------|---|
| Sources | Planned \$ | Planned Uses |
| 1. Federal Grants (FY 2001 grants) | | |
| a) Public Housing Operating Fund | 599,792 | |
| b) Public Housing Capital Fund | 827,000 (est'd.) | |
| c) HOPE VI Revitalization | N/A | |
| d) HOPE VI Demolition | N/A | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | 8,471,414 | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | 97,621 | |
| g) Resident Opportunity and Self-Sufficiency Grants | 151,066 | |
| h) Community Development Block Grant* (pending) | N/A | |
| i) HOME | N/A | |
| Other Federal Grants (list below) | | |
| 2. Prior Year Federal Grants (unobligated funds only) (list below) | | |
| HOPE VI Revitalization | | All monies obligated |
| PH Drug Elimination | 227,726 | Services to PH Families & anti crime & security |
| EDSS | 0 | Obligated |
| 3. Public Housing Dwelling Rental Income | 611,167 | PH Operations |
| 4. Other income (list below) | | |
| Non-dwelling & excess utilities | 10,800 | PH Operations |
| Court Costs | 2,350 | PH Operations |
| 4. Non-federal sources (list below) | | |
| Ford Foundation Grant | 25,000 | PH & Sec. 8 Supportive Services Programs |
| Donation – Tax Credits Projects | 1,000,000 | (same as above) |
| Interest | 24,120 | PH & Sec. 8 Ops. |
| Total resources | 12,257,128 | |

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: **10th**
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other **Credit Check**

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes? **With cooperation of the local police dept., which has direct access to State & Federal records.**

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

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

(2)Waiting List Organization

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists **For those projects in HOPE VI & Mixed-Finance**
- Other (describe)

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

- PHA main administrative office
- PHA development site management office
- Other **“Chester County Cares”; Phoenixville Area Comm. Svs.; the “Y’s”; senior centers; La Comunidad Hispana.**

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? **2**

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? **1**

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists? **2**

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 *Families affected by the HOPE VI or Mixed-Finance, will be placed on the list.*

(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 Only

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused

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

c. Preferences ***These preferences were established with the new law; thus no change from FY2000; need to maintain consistency for the public and effective administration.***

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 ***Priority in all admissions***
- 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)

The head, spouse, or sole member of household is 62 years or older.**
The head, spouse, or sole member of household is receiving SSD/SSI benefits or other payments based on inability to work**.

** = ***Applicable to 50% of admissions in a calendar year:***

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.

X Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 1 Residents who live and/or work in the jurisdiction
- 2 Those enrolled currently in educational, training, or upward mobility programs**
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 2 Other preference(s) (list below)
The head, spouse, or sole member of household is 62 years or older**
The head, spouse, or sole member of household is receiving SSD/SSI benefits or other payments based on inability to work**.

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 ***Applicants may read the A&O policy at public housing management offices.***
- PHA briefing seminars or written materials
- Other source:

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

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

(6) Deconcentration and Income Mixing

- a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
- d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty & income-mixing
- Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

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

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below) *As noted below...*
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes? *With cooperation of the local police department, PHA has access to State & Federal records systems.*
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? *See above.*
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source) *See above.*
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other *poor housekeeping*

(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:

for good cause, e.g. illness; unsuccessful housing search.

(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) *Residents of public housing dislocated by PHA action*

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.

X Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below) ***Through pertinent supportive services 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 ***Mandatory Year 1; will be at 50% in Year 2.***
- For increases in earned income. ***See above; as law requires; and 50% of year 2.***
- 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)*N/A.*

- 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) *N/A*

- 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) ***If income decreases, or change in family composition.***

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other. ***a) Realtor appraisal;***
b) Operating costs;
c) Section 8 Rent Reasonableness;
d) HUD's FMR's

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**

(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 *and Exception FMR for part of County, approved by HUD*
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

- Annually
- Other (list below) *Bi-annually*

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) *Availability of housing outside of low-income urban areas.*

(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 2001 | Expected Turnover |
|--|--|--------------------------|
| Public Housing | 323 | 47 |
| Section 8 Vouchers | 465 | 18 |
| Section 8 Certificates | 500 | 24 |
| Section 8 Mod Rehab | 53 | 24 |
| Special Purpose Sec. 8 | 100 | 10 |
| <i>C/V: Mainstream Welfare to Work</i> | 50 | 4 |
| <i>FSS</i> | 135 | 5 |
| <i>Relocation</i> | 37 | 1 |
| P H Drug Elimination Program (PHDEP) | 85 | 35 |
| Other Federal Programs | | |
| <i>ROSS</i> | 171 | 10 |
| <i>HOPE VI funded economic development</i> | 121 | 17 |

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:
Admissions & Continued Occupancy
Capitalization Policy

Check Signing Policy
Criminal Records Management Policy
Disposition Policy
Drug Free Policy
Equal Housing Opportunity Policy
Ethics Policy
Procurement Policy
Public Housing Lease, incl. Community Service Rqts.
Pet Policy

- (2) Section 8 Management: (list below)
Section 8 Administrative Plan
Section 8 Lease

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:
Informal hearing for drug related/violent crime.

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.

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.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment.

-or-

The Capital Fund Program Annual Statement is provided below.

Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number PA26PO4650101 FFY of Grant Approval: (09/2001)

Original Annual Statement **REVISION #3**

| Line No. | Summary by Development Account | Total Estimated Cost |
|----------|---|----------------------|
| 1 | Total Non-CGP Funds | 0 |
| 2 | 1406 Operations | 62,900 |
| 3 | 1408 Management Improvements | 93,500 |
| 4 | 1410 Administration | 62,900 |
| 5 | 1411 Audit | 0 |
| 6 | 1415 Liquidated Damages | 0 |
| 7 | 1430 Fees and Costs | 10,000 |
| 8 | 1440 Site Acquisition | 0 |
| 9 | 1450 Site Improvement | 10,000 |
| 10 | 1460 Dwelling Structures | 329,720 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | 50,000 |
| 12 | 1470 Nondwelling Structures | 0 |
| 13 | 1475 Nondwelling Equipment | 10,500 |
| 14 | 1485 Demolition | 0 |
| 15 | 1490 Replacement Reserve | 0 |
| 16 | 1492 Moving to Work Demonstration | 0 |
| 17 | 1495.1 Relocation Costs | 0 |
| 18 | 1498 Mod Used for Development | 0 |
| 19 | 1502 Contingency | 0 |
| 20 | Amount of Annual Grant (Sum of lines 2-19) | 629,520 |
| 21 | Amount of line 20 Related to LBP Activities | 0 |
| 22 | Amount of line 20 Related to Section 504 Compliance | 0 |
| 23 | Amount of line 20 Related to Security | 0 |
| 24 | Amount of line 20 Related to Energy Conservation Measures | 0 |

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

| Development Number/Name HA-Wide Activities | | General Description of Major Work Categories | |
|---|----------------|--|--------|
| Development | Account Number | Total Estimated Cost | |
| | AGENCY | | |
| Operations | AGENCY | | |
| Staff & Board Training | 1406 | | |
| | 1408 | | 62,900 |
| | | | 20,000 |
| | AGENCY | | |
| Resident Training | | | |
| Policies & Procedures Update | 1408 | | 10,000 |
| | 1408 | | 4,500 |
| | AGENCY | | |
| Software Upgrade & Training | 1408 | | 15,000 |

| | | | |
|---|------------------------------------|-------|----------------------------|
| Economic Development | AGENCY 1408 | | 32,000 |
| Service Contracts | AGENCY 1408 | | 12,000 |
| Salary & Benefits | AGENCY 1410 | | 62,900 |
| PA 46-2, L/M/S Cts Fees & Costs Site improvements | AGENCY AGENCY | | |
| Non Routine Rehabs | 1430 1450 1460 | | 10,000 10,000 15,000 |
| PA46-4E, Non routine rehabs Substantial rehabs | King's Terrace 1460 1460 | | |
| | | 5,000 | 194,720 |
| PA46-4F, | | | |

Fairview Village

PA 46-5
222 N. Church St.

Non routine rehabs

Non routine rehabs
Roof Replacement

1460

1460

1460

5,000

5,000
100,000

PA 46-8
Oxford Terr.

AGENCY

AGENCY

Non routine rehabs

Ranges & Refrigerators

Systems repairs

1460

1465.1

1475

5,000

50,000

10,500

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name

HA-Wide Activities

All Funds Obligated
(Quarter Ending Date)

All Funds Expended
(Quarter Ending Date)

AGENCY-WIDE

03/31/02

09/30/04

PA46-4

03/31/02

09/30/04

PA46-8

03/31/02

09/30/04

Optional 5-Year Action Plan NOTE: for FY 2001 – 2005, 5 Yr. Plan is required.

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

Note: Includes information for years 2001 - 2005.

| 5-Year Action Plan Tables | | | | |
|--|---|---------------------|----------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| ALL | PHA-WIDE | N/A | N/A | |
| Description of Needed & to be Undertaken Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Operations | | | 314,500 | 2001 |
| Training [Staff, Board, Residents] | | | 150,000 | “ |
| Policy, Plan, Procedures Updates | | | 22,500 | “ |
| Software Updates | | | 75,000 | “ |
| Service Contracts | | | 60,000 | “ |
| Economic Development Activities | | | 160,000 | “ |
| Administration | | | 314,500 | “ |
| A&E Services | | | 50,000 | “ |
| Systems [boiler, etc] Replacement | | | 52,500 | “ |
| Developments - external buildings | | | 9,000 | “ |
| Total estimated cost over next 5 years | | | 1,249,000 | |

| Development Number | Development Name | # Vacant Units | % Vacancies | |
|--|------------------------------|----------------|------------------|---------------------------|
| PA46-2 | Maple, Spruce, Locust Courts | 4 | 8 | |
| Description of Needed Physical Improvements | | | Est. Cost | Planned Start Date |
| Non-routine Rehabs | | | 75,000 | 2002 |
| Total estimated cost over next 5 years | | | 75,000 | |

| Development Number | Development Name | # Vacant Units | % Vacancies | |
|---|------------------|----------------|-----------------------|--|
| PA46-4E | KING TERRACE | 2 | 4 | |
| Description of Needed Physical Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Comprehensive renovation of site; structure, including new roof; facilities; unit interiors; and equipment. | | | 998,600 | 2001 |
| Total estimated cost over next 5 years | | | 998,600 | |

| Development Number | Development Name | # Vacant Units | % Vacancies |
|--------------------|------------------|----------------|-------------|
|--------------------|------------------|----------------|-------------|

| | | | | |
|--|-------------------------|----------|------------------|---------------------------|
| PA46-4F | FAIRVIEW VILLAGE | 1 | 4 | |
| Description of Needed Physical Improvements | | | Est. Cost | Planned Start Date |
| Renovation of townhouses as needed, and unit rehabs of vacancies for new occupants | | | 25,000 | 2002 |
| Total estimated cost over next 5 years | | | 25,000 | |

| | | | | |
|--|-----------------------------|-----------------------|--------------------|---------------------------|
| Development Number | Development Name | # Vacant Units | % Vacancies | |
| PA46-5 | 222 N. CHURCH STREET | 2 | 3 | |
| Description of Needed Physical Improvements | | | Est. Cost | Planned Start Date |
| Non-routine unit rehabs | | | 25,000 | 2001 |
| Roof replacement & Other major work | | | 500,000 | 2002 |
| Total estimated cost over next 5 years | | | 525,000 | |

| | | | | |
|--|-------------------------|-----------------------|--------------------|---------------------------|
| Development Number | Development Name | # Vacant Units | % Vacancies | |
| PA46-8 | OXFORD TERRACE | 1 | 2 | |
| Description of Needed Physical Improvements | | | Est. Cost | Planned Start Date |
| Non-routine unit rehab | | | 25,000 | 2001 |
| Total estimated cost over next 5 years | | | 25,000 | |

| | |
|--------------------------------------|-------------------------|
| <i>GRAND TOTAL, ALL LINES</i> | <i>3,147,600</i> |
|--------------------------------------|-------------------------|

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: ***Oak Street, Rosemont, Broadview, & Hillcrest in Coatesville; South Coatesville***

2. Development (project) numbers: ***46-1; 46-3; 46-7***

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: ***Under the HOPE VI, will be constructing replacement housing.***

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. 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: <i>Oak Place</i> | |
| 1b. Development (project) number: <i>46-2/partial(the elderly bldg 222 N. Church is also in this Project number.</i> | |
| 2. Activity type: Demolition <input checked="" type="checkbox"/> partial – 6 units Disposition <input checked="" type="checkbox"/> | |
| 3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/> | |
| 4. Date application approved , submitted, or planned for submission: <u><i>16/05/00</i></u> | |
| 5. Number of units affected: <i>37</i> | |
| 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development but not all sites included in the 46-2 designation. -see above | |
| 7. Timeline for activity: a. Actual or projected start date of activity: <i>02/2000</i> b. Projected end date of activity: <i>06/2001</i> | |

9. 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.

Revision #4, July 2001. Changes anticipated date for Designation from 01/06/01 to 03/0602

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: | Maple & Spruce Courts, West Chester |
| 1b. Development (project) number: | 46-5/partial |
| 2. Designation type: | 2 buildings: 1 to be elderly only; 1 to be disabled only Occupancy by only the elderly <input checked="" type="checkbox"/> building #1 Occupancy by families with disabilities <input checked="" type="checkbox"/> building #2 Occupancy by only elderly families and families with disabilities <input type="checkbox"/> |
| 3. Application status (select one) | Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/> |
| 4. Date this designation approved, submitted, or planned for submission: | <u>(03/06/02)</u> |
| 5. If approved, will this designation constitute a (select one) | <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan? |
| 6. Number of units affected: | 12 each building = total of 24 units |
| 7. Coverage of action (select one) | <input checked="" type="checkbox"/> Part of the development. In same location & dev. no. is family housing of 24 units. <input type="checkbox"/> Total development |

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

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?

| 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, to block 4; if no, to block 5.) | |
| 4. Status of Conversion Plan (select the statement that best describes 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. Hsg Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Hsg 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 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/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 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 component in the **optional** Public Housing Asset Mgt. Table?

| 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: |
| 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 USHA of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using table below (copy; 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: ***Awaiting final rule on Section 8(y)***

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:

See "Required Attachment H", at the end of this Plan.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? **01/10/992.**
Other coordination efforts between the PHA and TANF agency (select all that apply)

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

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) |
| PHDEP Ec. Dev. Program | 26 | Specific criteria | PHA Main office | PH |
| Elderly/Disabled Svs (ROSS) | 171 | Specific criteria | PHA Main office | PH |
| HOPE VI | 96 | Specific criteria | PHA satellite office | PH & Sec 8 |

(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: 28/10/99) |
| Public Housing | <i>n/a</i> | 9 |
| Section 8 | 97 | 108 |

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

C. Welfare Benefit Reductions

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

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

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

See "Required Attachment C" at end of this template.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

3. Which developments are most affected? (list below) ***All Family developments:
46-2/Locust Ct.; 46-4/Fairview; 46-5/Oak Place.***

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)

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 ***Substance abuse prevention education with children, neighborhood activities to foster cooperation with police; sensitivity training between police & residents.***

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename): **pa046a01.**

14. PET POLICY

[24 CFR Part 903.7 9 (n)] *See Required Attachment D, at end of this template.*

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? N/A
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD? N/A
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: *Utilizing Low Income Housing Tax Credits and/or tax-exempt bond financing, maintaining operating subsidy/capital funds through the mixed-finance process for some public housing developments*
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (File name)
 Provided below:

*The Chester County Residents' Council [CCRC] was informed in June that the Plan process was again underway. Last year's RAB was convened, so as to include persons in the Section 8 programs. The composition of the RAB is as follows:
PH: the CCRC– 2 members; 1 family & 1 elderly representative; S8: 1 family; 1 elderly; 1 PH/tax credit development; 1 homeownership program representative through Bond/Section 8.*

In general, we discussed the process for this year – that there would be no Five Year Plan this year, only Year 2 – Annual Plan. For the Capital Fund Program, however, a Five-Year Plan is required. The RAB members noted that they had put intense effort into the review process last year and asked if the same degree of detail would be required. Their opinion was that they had provided significant input last year and the Authority had responded to all concerns and incorporated most. All agreed that it was wise not to make changes unless they were really needed and meaningful.

THE DISCUSSIONS

Beyond the informal discussions, two official meetings were held with the RAB.. The first meeting reviewed the requirements this year – no Five Year Plan; only Annual. The Plan was reviewed page-by-page. Changes in Strategies included adding dates for Section 8 Landlord Seminar and Rent Reasonableness Study. In reviewing Sec. 3, the RAB strongly encouraged tighter tenant screening; the PHA already does crime, credit, rental history & housekeeping checks; it will try to find other methods which would not be violating anyone's rights. Ref. Sec. 4, Rent Determination was reviewed – no changes from last year, just re-examined the process. The RAB asked about how the PHA arrived at the Flat Rents last year. The process was reviewed again; and the back up documentation was located. Under Sec. 5C, they noted Pet Policy. The RAB was against allowing pets in family units. They noted that the philosophy was that children who take care of pets grow into more responsible adults. However, their sentiment was: " If they don't/can't take care of their homes and don't/can't take care of their children, how will they ever take care of pets." Ref. Sec. 8, it was noted that the Disposition for Oak Place had been approved. Ref. Sec. 9, this represented the one significant change: plans to apply for "Designated Housing" – 1 building for elderly; 1 building for disabled. All were very, very happy with this change. They unanimously endorsed this position. Ref. Sec 12D, the RAB noted that they had already reviewed this requirement. They requested that the Authority ensure that clear communications of this

requirement be done – beyond just letters being sent. Ref. Sec. 13, the RAB asked about PHDEP activities/services to residents of Oak Place – as this development has been approved for disposition and will not be “Public Housing”. This will be investigated; if it is allowable, services will continue to be provided.

Concerning the 5-year CFP, they were pleased that funds for physical improvements were substantial and that the 2 developments in Phoenixville – Fairview and especially King’s Terrace; and then Oxford would receive full rehabilitation.

In conclusion, the RAB advocated and endorsed the theory to not make any changes except as needed, such as the “Designation” section.

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: ***As this was a consultative process, their input was incorporated in the Plan as it was developed.***

B. Description of Election process for Residents on the PHA Board *See also Required Attachment F.*

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: ***Chester County, PA.***

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.
 - Increase availability of affordable housing for special needs populations***
 - Other: (list below)

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

The Consolidated Plan of the County of Chester is a Five Year plan 2000 – 2004. The major activities for FY 2001 support and/or complement the Authority's FY 2001 Annual Plan. Specifically, their plan states "The County will be supportive of the Authority's goals, especially as they relate to public housing modernization and critically needed increases in rental vouchers and new housing units". It continues, by stating its commitment to the HOPE VI efforts – for this fiscal year alone, it is \$715,000 for the following specific activities:

*CDBG funding to demolish the public housing high-rise [400 Oak St.];
HTP funding to complete work on 55 units of new senior housing; and
HOME & HTP funds for the acquisition and construction and/or renovation of scattered-site housing.*

Concerning economic development, the County's OHCD has initiated a "Team Pennsylvania Careerlink" whereby low income persons are assisted through a "One Stop Shop" to connect to jobs, job training, transportation, and child-care. Their Plan also includes at least one "Fair Housing" training seminar, as the fundamental barrier to increased affordable housing is the NIMBY syndrome.

D. Other Information Required by HUD

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

The definition of "Substantial Deviation" and the summary of our Deconcentration Policy were provided in the FY 2000 submission; and as stated in the instructions for FY 2001, do not need to be repeated, unless substantially altered. These two items were not altered.

Attachments

Provided below is a list of “Required Attachments” as noted in PIH 2000-43 – as applicable to this Authority.

REQUIRED ATTACHMENTS:

Attachment A: PHDEP PLAN NOTE: This is a separate submission.

The following are submitted as part of the Annual Plan:

Attachment B: Site Based Wait List

Attachment C: Community Service

Attachment D: Pet Policy

Attachment E: Progress Report

Attachment F: Resident on Board

Attachment G: Resident Advisory Council

Attachment H: Section 8 Homeownership Program

They begin on the next page

Required Attachment B: “Assessment of Site-Based Waiting List Development Demographic Changes”

The Housing Authority of the County of Chester has initiated a site-based waiting list for the replacement housing developed under the approved HOPE VI Revitalization Plan, utilizing *Low Income Housing Tax Credits [LIHTC]*.

The building scheduled for demolition is “400 Oak Street”. According the MTCS, there are 49 occupied units of which 55% are occupied by those 62 and older; 40% by “under 62 & disabled”; and 5 “Other Individuals”. The residents of this building are guaranteed an apartment in the housing being developed. One building has only 10 units – and all residents are from 400 Oak. According to the tax credit application, the building may house those under age 62. Thus, the demographics of this building reflect more under age 62 than over age 62. There is no change in the income characteristics.

The other replacement housing building has yet to be completed. It will accommodate all other residents from 400 Oak, and then open a waiting list to the general public who meet LIHTC income and age requirements. Thus, the “MTCS” for this building, upon lease up should not vary significantly from the existing MTCS for 400 Oak.

We will continue to monitor the characteristics of these buildings; and in the next years, do so for the family units that are being rehabilitated using LIHTC.

Required Attachment C: Implementation of Public Housing Resident Community Service Requirements”

The Authority has begun the planning process for implementation of the Community Service Requirement. Because it is a January fiscal year authority, the earliest effective date is January 2001. The administrative procedures include drafting revised language for the lease and a form letter which will notify each family. The notification letter will explain exemptions, effective date, and possible methods to fulfill the requirement. It also will explain that this requirement is now included in the Lease and the consequences of non-compliance are included in the Lease. This notification will be mailed no later than the first week of December in order to give the families time to review and ask questions. These changes to the ACOP and the lease will be presented to the Board of Commissioners at its November 2000 meeting.

The effective date is the re-examination date of the family [or, if the family has chose the flat-rent method, the date which would have been their re-examination date].

Concerning programmatic activities, the Welfare Agency for the County has been cooperative with our Welfare-to-Work voucher program and the FSS program; and a more detailed MOU than last year’s has been executed to implement this Community Service Requirement. This Agency is assisting the Authority in identifying other agencies which could provide not just volunteer opportunities, but also effective monitoring of that activity. One good possibility is volunteer work with the PHDEP service providers in the “After-School” programs; and the ROSS providers in the elderly/disabled programs. These providers will be contacted prior to year end to finalize volunteer opportunities.

Required Attachment D: “Pet Policy – Summary”

The Pet Policy, adopted by the Board of Commissioners at its September 26th, 2000 Board Meeting, is a part of the FY 2001 Plan Year, and shall become effective upon approval of the Plan by HUD. The regulations apply to all public housing: the existing policy for elderly housing will be superseded by this new policy.

In summary, residents living in family developments will be allowed to have pets in accordance with the provisions of that policy. With certain restrictions based on number of bedrooms and weight [where applicable] various combinations of dogs, cats, birds, fish, turtles will be allowed.

An application and a refundable deposit will be required..

Required Attachment E: “Progress Toward Five Year Plan Goals”

The Housing Authority of the County of Chester has made significant progress in most areas delineated in its initial Five Year Plan. Below is a brief statement of progress for each major element as outlined in the FY 2000 Five year Plan template.

1. *Increase the availability of affordable housing: supply; quality; choices.*
Our first goal was to add up to 500 vouchers by the end of Year 5. We are on track: by the end of Year 1, 100 incremental vouchers were applied for and awarded. The vacancy rate of 2%, on the whole, has remained the same. Additional housing is coming on line as “Scattered Site-First-Time Homebuyers” through HOPE VI, Bond issue, and tax credits – currently 40 houses. Concerning quality, management efficiency, through computer upgrades and staff training, is being improved. Modernization of all existing public housing has been spelled out in the 5-Year CFP. One site has already received Mixed-Finance approval and construction is underway.
2. *Improve community quality of life and economic vitality: deconcentration/income mix.* Analysis indicates that within housing type [elderly: family], no concentration of extremely low versus moderate-low exists.
3. *Promote Self-Sufficiency and Asset development of families.* Concerning the number employed, the goal over three years was to increase the number employed by ten percentage points. To date, that stands at approximately 2.5 percentage points. The Family Self-sufficiency numbers have increased from 111 to 135. Through the Drug Elimination Program, plans are underway to contract for G.E.D. and other training for adults and to implement an ambitious program directed toward all public housing children – that all graduate from high school. Concerning increasing Section 8 housing availability, the Coordinator has attended a HUD-sponsored seminar on effective techniques to bring more landlords into the system.
4. *Ensure Equal Opportunity in Housing for all Americans.* The public housing programs serve well those groups most vulnerable to discrimination in housing. The Section 8 program – which is based on private landlords – needs to be better addressed. Toward that end, the Section 8 Coordinator attended a HUD-sponsored program about outreach to landlords. The program now being designed to recruit new landlords to the Section 8 program will include a component about Equal Opportunity. The Authority has been working with non-profits that are concerned with special populations. More work needs to be done; and hopefully the County will play a more substantive role in addressing all the needs of special populations.

Required Attachment F: Resident Member on the PHA Governing Board

Revision #4, to reflect appointment of a resident to the Board in April 2001

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

A. Name of resident member(s) on the governing board: **Joyce Sutton**

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

- Elected
 Appointed

C. The term of appointment is (include the date term expires): **June 2002**

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

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

A. Date of next term expiration of a governing board member:

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

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

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

Judie Barr
Brenda Richardson
Elsie Nichols
Sondra Young
Geraldine Edwards
Linda Lavender
Olli Lee
Shirley Gaffney

(Same as last year's RAB, with one replacement)

This group is an excellent representation of those directly assisted by the PHA:

Public Housing
Resident Council – 2
Family Development
Elderly Development

Section 8
Family
Elderly
First-Time Homebuyer
A “tax-credited” project

Required Attachment H: Section 8 Homeownership Program Capacity Statement

The Housing Authority will establish in its Section 8 Administrative Plan that it will administer a Section 8 Homeownership Program. The program will require that there be a minimum down payment of 3% of the purchase price and that at least 1% of the purchase price be from the family's personal resources.

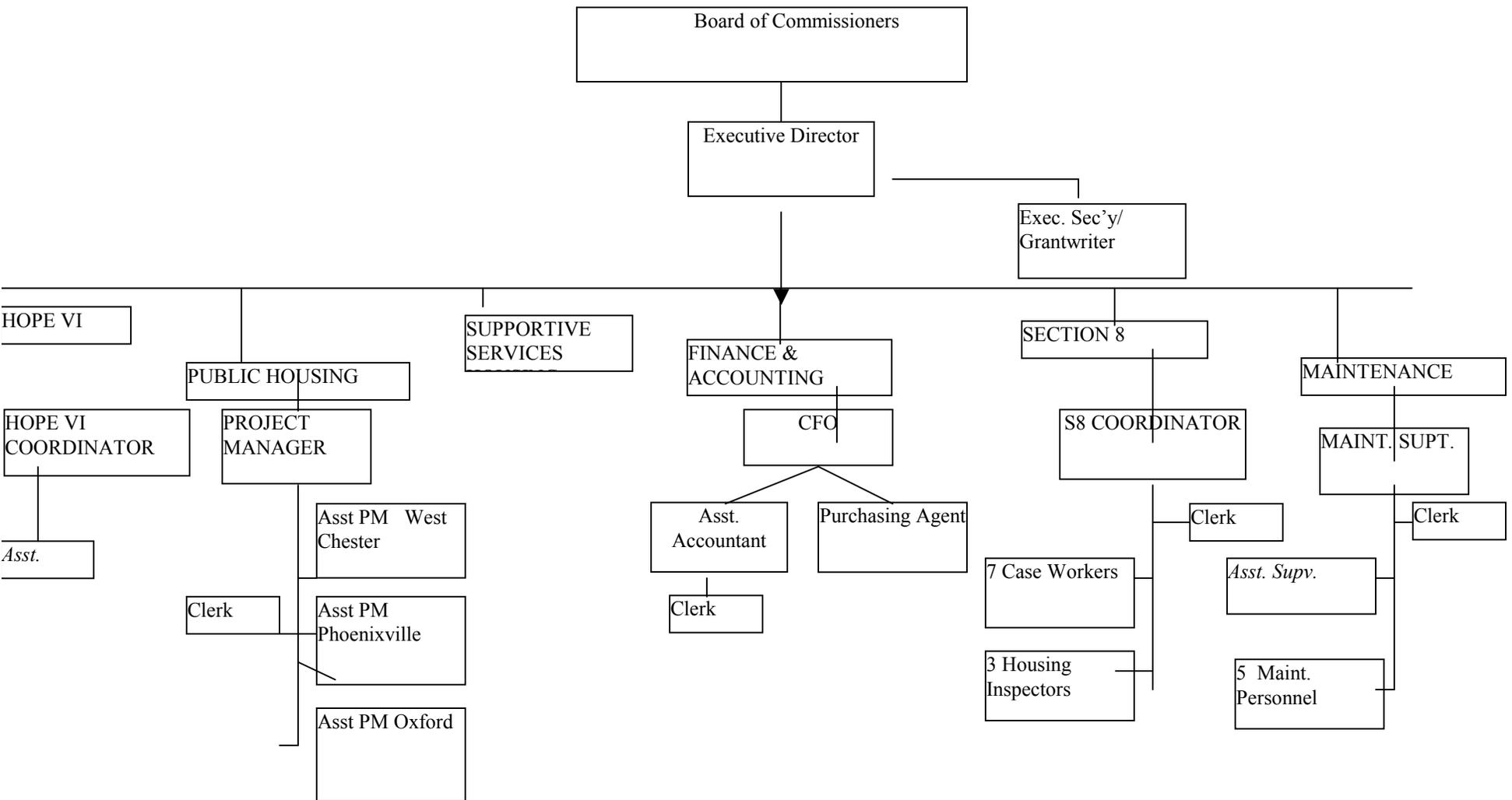


Table Library

Public Housing Drug Elimination Program Plan
REVISION #1, to accompany Rv. #4 of 2001 Plan.

Reflects actual award of \$89,823 vs. projected \$110,000

ATTACHMENT A to the FY 2001 Annual Plan

HOUSING AUTHORITY OF THE COUNTY OF CHESTER

Annual PHDEP Plan Table of Contents:

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Section 1: General Information/History

A. Amount of PHDEP Grant \$ 89,823

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

C. FFY in which funding is requested FFY 2001

D. Executive Summary of Annual PHDEP Plan

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

1. The FY2001 PHDEP Plan builds on last year's, and tightens the focus on prevention for school age children especially, with a new program named "For Every Resident, A Diploma" through strong partnerships with non-profit providers and involvement of the Chester County Residents' Council, to include continued support of the local police department, for services above baseline.
2. Each student and family, as well as motivated drop-outs and adults, will be interviewed to identify gaps in support needs and barriers – financial, social, familial, educational - and then appropriate actions outlined to resolve these, all of which will be incorporated into individual action plans developed for each person.
3. The "After-School" programs, managed by the Resident Council at one site, and taught by certified teachers through partnerships with the local community centers in Phoenixville and West Chester, are central to the successful implementation of this new focus, and have been expanded to include cultural, art, and individual sport activities in the evenings and week-ends, with the projected outcome of completing high school and developing a career path, which in turn, provides increased ability to resist involvement with drugs.
4. The needs of adults, especially as they relate to "welfare-to-work" activities, are part of the new focus and include G.E.D., computer skills, and job readiness training – again through partnerships with local providers; as well as the purchase of computers for use by both children and adults so that they will not be caught in the "digital divide".

5. Expected outcomes are based on the successes already achieved through prior PHDEPs and include substantially improved grades, school attendance, and involvement in mainstream activities which in turn, will boost the ability to resist involvement with drugs and related crime; as well as reduction in those receiving TANF through the Welfare-to-Work efforts.

E. Target Areas

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

| PHDEP Target Areas (Name of development(s) or site) | Total # of Units within the PHDEP Target Area(s) | Total Population to be Served within the PHDEP Target Area(s) |
|--|--|--|
| Chester County – countywide | 265 (est'd) | 397 |
| | | |
| | | |

F. Duration of Program

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

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

G. PHDEP Program History

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

| Fiscal Year of Funding | PHDEP Funding Received | Grant # | Fund Balance as of Date of this Submission | Grant Extensions or Waivers | Anticipated Completion Date |
|---------------------------|------------------------------|----------------|--|-----------------------------------|-----------------------------------|
| FY 1995 | \$248,609 | PA26DEP0460195 | \$0 | N/A | N/A |
| FY 1996 | \$246,100 | PA26DEP0460196 | \$0 | N/A | N/A |
| FY 1997 | \$250,000 | PA26DEP0460197 | \$250,000 | Approved | 09/23/01 |
| FY 1998 | \$110,700 | PA26DEP0460198 | \$110,700 | Approved | 09/23/01 |
| FY 1999 | \$111,510 | PA26DEP0460199 | \$111,510 | N/A | 12/16/01 |
| FY 2000 | \$116,216 | PA26DEP0460100 | \$116,216 | N/A | 09/27/02 |

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

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

The re-focused goal is to provide the opportunity for every willing resident – especially school-age children – to obtain a high school degree *and* have plans in place for some type of post-degree education so as to have the tools to participate in mainstream America – to be economically, socially, and educationally prepared to function effectively and live a fulfilling life. A result of substantial progress toward that end goal will be that the drug culture loses its attractiveness.

The objectives to accomplish this goal are:

- ◆ Improve academic performance through specialized Individual Plans that identify gaps and barriers to success and maps out the means to address them.
- ◆ Continue and expand the “After-School” program, so that it will reach every school age child in all developments.
- ◆ Strengthen ability to resist involvement in drug activities for the teen-age category through evening and week-end cultural, art, non-traditional sport, ethnic and mainstream music and dance participatory activities.
- ◆ Sharpen job-readiness skills as well as awareness of dangers of drug involvement to assist adults in moving from Welfare to Work.
- ◆ Maintain the improved security through police coverage above the baseline.

Our partners, who have been the major providers of the above-stated program elements under the previous PHDEPs, are crucial to the success of these programs because they have the demonstrated capacity and are involved on a daily basis with the targeted populations, as follows:

- ◆ West Chester Community Center provides After-School programs that include academic mentoring and homework assistance, led by certified teachers, and have begun art, theater, ethnic and mainstream music & dance and other activities. They will have Conflict Resolution programs in place by implementation of the FY 2001 PHDEP.
- ◆ The Chester County Residents’ Council, which has offices in one of the developments, provides similar activities for their children and is an integral part of program implementation;
- ◆ The Phoenixville YMCA provides an After School program, including transportation home; as well as a program to reach older youth; as well as family programs.
- ◆ The Police Departments of West Chester & Phoenixville will continue their services beyond the baseline level which has been effective in maintaining the reduced drug activity.

The Authority will have a PHDEP coordinator to oversee these activities. To evaluate the ongoing effectiveness of the implementation, the Authority has a contract with IHMI – which has provided direct technical assistance as well as valuable evaluation in the past. It will continue to provide hard data as well as constructive comments based on their evaluations. Benchmarks have been established and programs will be measured accordingly, with corrective actions taken as necessary.

B. PHDEP Budget Summary

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

Revision #4, July 2001, to reflect actual award of \$89,823 versus projected \$110,000.

| FY 2001 PHDEP Budget Summary | |
|---|-----------------|
| Budget Line Item | Total Funding |
| 9110 - Reimbursement of Law Enforcement | \$13,500 |
| 9120 - Security Personnel | 0 |
| 9130 - Employment of Investigators | 0 |
| 9140 - Voluntary Tenant Patrol | 0 |
| 9150 - Physical Improvements | 0 |
| 9160 - Drug Prevention | \$66,123 |
| 9170 - Drug Intervention | \$6,000 |
| 9180 - Drug Treatment | |
| 9190 - Other Program Costs | \$4,200 |
| TOTAL PHDEP FUNDING | \$89,823 |

C. PHDEP Plan Goals and Activities

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

| 9110 – Reimbursement of Law Enforcement | | | | | | Total PHDEP Funding: \$14,500 | |
|--|--|-------------------|------------|------------------------|---------------|-------------------------------|---|
| Goal(s) | To create safe & secure living environment for both adults & children, so that parents will feel comfortable to leave the development for work | | | | | | |
| Objectives | Reduce drug- related crime; improve police/community trust | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | OtherFunding (Amount/ Source) | Performance Indicators |
| 1. Community Policing at Family Development in Phoenixville, PA (46-4) | | | 07/01/02 | 09/30/03 | \$7,500 | 5,400 | Reduce number of incidents by additional 5%; reduce level of distrust. |
| 2. Community Policing at Family Developments in West Chester, PA – Locust & Oak Place (46-2&5) | | | 07/01/02 | 09/30/03 | \$6,000 | 5,100 | Reduce number of incidents by additional 4% in Locust Ct. Acceptance of police – sponsored meetings at sites. |
| | | | | | | | |

| | | | | | | | |
|-------------------------------------|--|-------------------|------------|------------------------|----------------------------------|--------------------------------|------------------------|
| 9150 - Physical Improvements | | | | | Total PHDEP Funding: \$ 0 | | |
| Goal(s) | Create safe environment not dependent upon police presence | | | | | | |
| Objectives | Reduce drug activity by obvious camera surveillance | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |

| | | | | | | | |
|---|---|----------------------------------|------------|------------------------|--------------------------------------|-------------------------|--|
| 9160 - Drug Prevention | | | | | Total PHDEP Funding: \$66,610 | | |
| Goal(s) | To provide opportunity for all residents to obtain a high school diploma to allow successful participation in mainstream America and thus not be attracted by the drug culture. | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount) | Performance Indicators |
| 1. To develop "Individual Plan's for every willing resident to afford attainment of H.S. diploma; broaden the After School Program to include computer training, etc. | | For pre-teens and teens; adults; | 10/01/01 | 09/30/03 | 44,300 | 17,435 | Improved academic performance in an additional 20% of children enrolled. |
| 2. To add Creative Arts to existing programs as evening and week-end activities, while inculcating work ethic, follow-through; trust.. | | For pre-teens & teens | 10/01/01 | 09/30/03 | 11,123 | 4,365 | Participation in these programs by 70% of eligible residents. |
| 3. To continue a "job-readiness" program in conjunction with an intense and direct "anti-drug" program. | | For Adults | 10/01/01 | 09/30/03 | 10,700 | 4,820 | Participation in this program by 60% of eligible residents; a 30% employment rate for those on TANF. |

| | | | | | | | |
|----------------------------|---|-------------------|------------|------------------------|------------------------------------|--------------------------------|---|
| 9170 - Intervention | | | | | Total PHDEP Funds: \$ 6,000 | | |
| Goal(s) | To obtain concise information on the effectiveness of each activity that will afford realistic planning for the future. | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1 Case Management | | | 10/01/01 | 09/30/03 | \$6,000 | \$3,200 | To ensure direct, individual monitoring & management of each resident's program |

| | | | | | | | |
|--|---|-------------------|------------|------------------------|------------------------------------|--------------------------------|--------------------------------------|
| 9190 – Other Program Costs | | | | | Total PHDEP Funds: \$ 4,200 | | |
| Goal(s) | To obtain concise information on the effectiveness of each activity that will afford realistic planning for the future. | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. Evaluation, Technical Assistance, & Resident Survey | | | 10/01/01 | 09/30/03 | \$4,200 | \$1,500 | Meaningful tool for future planning. |

Section 3: Expenditure/Obligation Milestones

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

| Budget Line Item # | 25% Expenditure of Total Grant Funds By Activity # | Total PHDEP Funding Expended in 1st 12 months | 50% Obligation of Total Grant Funds by Activity # | Total PHDEP Funding Obligated in 1st 12 months |
|-------------------------------------|---|---|--|--|
| <i>e.g. Budget Line Item # 9120</i> | <i>Activities 1, 3</i> | | <i>Activity 2</i> | |
| 9110 | 1,2 | \$ 4,000 | 1,2 | \$ 14,500 |
| 9120 | | | | |
| 9130 | | | | |
| 9140 | | | | |
| 9150 | | | | |
| 9160 | 1,2,3 | \$ 9,350 | 1,2,3 | \$36,090 |
| 9170 | 1 | \$ 6,000 | 1 | \$ 6,000 |
| 9180 | | | | |
| 9190 | 1 | \$ 3,200 | 1 | \$ 4,200 |
| | | | | |
| TOTAL | | \$ 22,550 | | \$ 60,790 |

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.” which was approved by the Board of Commissioners as Resolution 00-16, at its October 2000 Board Meeting. This document is submitted with the other required Certifications – as noted below - by mail to HUD Pennsylvania State Office on the same date as the electronic submission.

SF-LLL
 HUD 50070
 HUD 50071
 HUD 2880