

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

Rutland Housing Authority Plan Update
Annual Plan for Fiscal Year: 2001

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

PHA Plan Agency Identification

PHA Name: Rutland Housing Authority

PHA Number: VT003

PHA Fiscal Year Beginning: (mm/yyyy) 04/2001

PHA Plan Contact Information:

Name: Kevin L. Loso

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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

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
- Main administrative office of the local, county or 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)

PHA Programs Administered:

- Public Housing and Section 8 Section 8 Only Public Housing Only

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

i. Table of Contents

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

Contents	<u>Page #</u>
Annual Plan	
i. Executive Summary (optional)	
ii. Annual Plan Information	
iii. Table of Contents	
1. Description of Policy and Program Changes for the Upcoming Fiscal Year	
2. Capital Improvement Needs	
3. Demolition and Disposition	
4. Homeownership: Voucher Homeownership Program	
5. Crime and Safety: PHDEP Plan	
6. Other Information:	
A. Resident Advisory Board Consultation Process	
B. Statement of Consistency with Consolidated Plan	
C. Criteria for Substantial Deviations and Significant Amendments	

Attachments

- Attachment A : Supporting Documents Available for Review
- Attachment B: Capital Fund Program Annual Statement
- Attachment C: Capital Fund Program 5 Year Action Plan
- Attachment D: Capital Fund Program Replacement Housing Factor Annual Statement
- Attachment __: Public Housing Drug Elimination Program (PHDEP) Plan
- Attachment E: Resident Membership on PHA Board or Governing Body
- Attachment F: Membership of Resident Advisory Board or Boards
- Attachment G: Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

- X Attachment H: Resident Service and Satisfaction Survey, Follow Up Plan

ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

The mission of the Rutland Housing Authority is to provide safe, decent and affordable housing that will enhance the quality of life for our areas low income, elderly and disabled individuals and families.

During the next twelve months, Rutland Housing Authority will continue activities in support of our mission. We will expand the supply of assisted housing, improve the quality of the assisted housing we provide and increase housing choices. Our program of Resident Service Coordination will promote economic self sufficiency and asset development for those families in assisted housing. As a community housing leader, we will work to ensure equal opportunity and further affirmative fair housing.

Rutland Housing Authority plans to continue to respond to appropriate Notices of Fund Availability (NOFA) requesting applications for Section 8 Vouchers, particularly special purpose vouchers targeted to the elderly and families with disabilities. In this way, we intend to help meet the needs of those families on our waiting list.

Rutland Housing Authority plans to continue our efforts at improving the quality of our Public Housing stock through the use of the Capital Fund Program. We will partner with other housing organizations to research, design and implement a program of major rehabilitation for our family site.

We will continue to identify and implement opportunities for enhanced management effectiveness and efficiencies by updating policies, procedures and systems. These enhancements will result in improvements in our MASS, PHAS and SEMAP scores.

Additionally, the Rutland Housing Authority will seek to build stronger partnerships with tenants and community providers, enhance the safety and security of Authority properties, broaden marketing activities and strengthen maintenance functions.

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

The following is a review of our Annual and Five Year Plans (with additions) as well as our progress in meeting the mission and goals as outlined, and an overview of changes in policies or programs discussed in last year's Plan.

Goal One: The Rutland Housing Authority will expand the supply of assisted housing in the Rutland area.

Objectives:

1. The Rutland Housing Authority will apply for additional Section 8 Rental Vouchers, particularly special-purpose vouchers targeted to the elderly and families with disabilities.
2. The Rutland Housing authority will reduce public housing vacancies.

Progress Statement: The Rutland Housing Authority applied for and was awarded six new Section 8 Vouchers with one designated for a Medicaid Waiver participant or disabled individual. Efforts at controlling vacancies have included enhanced maintenance turnover practices, repayment agreements, enhanced enforcement of Admission and Continued Occupancy Policies and marketing activities.

Goal Two: The Rutland Housing Authority will improve the quality of assisted housing.

Objectives:

1. The Rutland Housing Authority will improve public housing management as measured by the Public Housing Assessment System.
2. The Rutland Housing Authority will improve Section 8 Program Management as measured by the Section Eight Management Assessment Program.
3. The Rutland Housing Authority will increase customer/tenant satisfaction.
4. The Rutland Housing Authority will concentrate on efforts to improve specific management functions including:
 - a. Public housing annual inspection program;
 - b. Section 8 unit annual inspection program;
 - c. Revision of all policies governing the operation of the authority during the next twelve months.
5. The Rutland Housing Authority will renovate or modernize public housing units by:
 - a. Continued participation in the Capital Fund Program; and
 - b. Application for HOPE VI Funding for improvements to our family site.

Progress Statement: The Rutland Housing authority PHAS Advisory score was 71.2 for FY1999. SEMAP Scores were not issued for this time period. A tenant satisfaction initiative was implemented which included periodic tenant meetings, written communications/updates and tenant committees as needed.

Management functions which have been reviewed and revised include both the public housing and Section 8 annual unit inspections. A revised and updated Admissions and Continued Occupancy Policy was completed and passed by the Board.

The Rutland Housing Authority has successfully completed major renovations to Sheldon Towers including: fire alarm systems, exterior insulation, ventilation, hot water system conversion and preparations for a heat conversion in the future. We have not applied for HOPE VI funding as our family site does not meet program guidelines, should guidelines change, or new programs develop, we will pursue these options.

Goal 3: The Rutland Housing Authority will increase assisted housing choices.

Objectives:

1. The Rutland Housing Authority will provide voucher mobility counseling to increase rental choices.
2. The Rutland Housing Authority will conduct outreach efforts to potential voucher landlords to increase family choices in rental opportunities.

Progress Statement: Mobility counseling is being conducted during meetings to convert current certificates to vouchers. Limited landlord outreach has taken place to date. A comprehensive plan will be developed during year two.

Goal 4: The Rutland Housing Authority will promote self-sufficiency and asset development in assisted households.

Objectives:

1. The Rutland Housing Authority will provide or attract supportive services to improve assisted recipients employability.
2. The Rutland Housing Authority will provide or attract supportive services to increase independence for the elderly or families with disabilities.

Progress Statement: The Rutland Housing Authority has implemented Resident Service Coordination at Forest Park and is partnering with a local service provider to offer a training in January. The highly successful Hope In Housing Demonstration Initiative at Sheldon Towers has been funded for a third year, with an additional \$40,000 grant secured to replicate the project at Templewood Court.

Goal 5: The Rutland Housing Authority will ensure equal opportunity and affirmatively further fair housing.

Objectives:

1. The Rutland Housing Authority will undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability.
2. The Rutland Housing Authority will undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status and disability.

Progress Statement: All developments are in compliance with HUD regulations.

Additional PHA Goals and Objectives

Goal 6: To build stronger partnerships with residents so as to involve them in the work of the Rutland Housing Authority.

Objectives:

1. The Rutland Housing Authority will, through its Resident Service Coordinators, facilitate the development and support of tenant associations in all RHA properties.
2. The Rutland Housing Authority will expand our network of community contacts to help ensure appropriate and timely delivery of needed services to tenants.
3. The Rutland Housing Authority will research and implement expanded communication tools that meet the needs of tenants, i.e. newsletters.

4. The Rutland Housing Authority will recruit and orient a resident member to the Board of Commissioners during the next 12 months.

Goal 7: The Rutland Housing Authority will take an active role in supporting community housing, development, and self-sufficiency initiatives.

Objectives:

1. The Rutland Housing Authority will expand our presence in the community by attending relevant meetings and making presentations to interested groups.
2. The Rutland Housing Authority will join local housing initiatives and community coalitions and seek ways to partner with these groups.
3. The Rutland Housing authority will develop relevant partnerships in order to enhance economic self-sufficiency services to our residents.

Goal 8: The Rutland Housing Authority shall provide a safe and secure, drug-free environment in the Authority's public housing developments.

Objectives:

1. The Rutland Housing Authority shall develop a memorandum of understanding between the jurisdiction's police force and this agency. The purpose will be to better define and develop strategies for identifying and reducing crime in our communities.
2. The Rutland Housing Authority will work with tenant organizations to develop and implement a plan for each project.
3. The Rutland Housing authority will apply for PHDEP Funds if and when they become available.

Goal 9: The Rutland Housing Authority will enhance the marketability of the Authority's public housing units.

Objectives:

1. The Rutland Housing Authority will develop a tailored marketing plan for its family and elderly/disabled projects.
2. The Rutland Housing Authority will research initiatives based on our marketing data, i.e. conversion of Templewood Court efficiency units to one bedroom units, conversion to assisted living, etc.
3. The Rutland Housing Authority will identify and implement customer service initiatives that positively impact on our PHAS/RASS scores.

Goal 10: The Rutland Housing Authority will deliver timely and high quality maintenance services that preserves and builds on the quality of our housing stock.

Objectives:

- 1. The Rutland Housing Authority shall achieve and maintain an appropriate response time to all work order requests.
- 2. The Rutland Housing Authority will reduce total unit turnaround time to 30 days.
- 3. The Rutland Housing Authority will work with tenants to identify and implement measures to enhance curb appeal in all developments.
- 4. The Rutland Housing Authority will provide ongoing review and analysis of our CFP to ensure compliance and effectiveness.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA’s estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 385,510.00

C. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided as Attachment C

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment B

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

A. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family’s resources

- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A. Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA’s estimated or actual (if known) PHDEP grant for the upcoming year? \$ 0
- C. Yes No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.
- D. Yes No: The PHDEP Plan is attached at Attachment ____
It is the intent of the Rutland Housing Authority to respond to any NOFA opening PHDEP funding to new participants.

6. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

- 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 Attached at Attachment G: Resident Advisory Board Comments and Rutland Housing Authority Response
- 3. In what manner did the PHA address those comments? (select all that apply)
 - The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included
 - Yes No: below or
 - Yes No: at the end of the RAB Comments in Attachment ____.
 - Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA’s consideration is included at the at the end of the RAB Comments in Attachment G.
 - Other: (list below)

B. Statement of Consistency with the Consolidated Plan

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

- 1. Consolidated Plan jurisdiction: City of Rutland, County of Rutland, State of Vermont

- 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 specific initiatives contained in the Consolidated Plan. (list such initiatives below)
 - Other: (list below)

- 3. PHA Requests for support from the Consolidated Plan Agency
 - Yes No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

- 4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:
Serving very low income residents of Rutland County.

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan:

B. Significant Amendment or Modification to the Annual Plan:

Substantial deviations from the 5-Year Plan and significant amendments or modifications to the Annual Plan will result in the Rutland Housing Authority subjecting these changes to the policies or activities to full public hearing and HUD review before implementation.

The Rutland Housing Authority shall define substantial deviation from the 5-Year Plan or significant amendment or modification to the Annual Plan as any of the following actions:

- Changes to rent or admissions policies or organization of the waiting list;
- Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Annual Plan) or change in use of replacement reserve funds under the Capital Fund;
- Additions of activities included in future PH DEP Plans should such funds become available;
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by the Rutland Housing Authority.

Attachment A Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located 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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers in Public Housing <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
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	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	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any required policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" 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 any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	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	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
pending	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

ATTACHMENT B AND D
Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/

PHA Name: RUTLAND HOUSING AUTHORITY	Grant Type and Number Capital Fund Program: VT36P 003-502 01 Capital Fund Program Replacement Housing Factor Grant No:
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised A
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost	
		Original	Revised
1	Total non-CFP Funds		
2	1406 Operations	35,851.00	
3	1408 Management Improvements		
4	1410 Administration	12,571.00	
5	1411 Audit		
6	1415 liquidated Damages		
7	1430 Fees and Costs	40,000.00	
8	1440 Site Acquisition		
9	1450 Site Improvement	20,000.00	
10	1460 Dwelling Structures	130,088.00	
11	1465.1 Dwelling Equipment—Nonexpendable	70,000.00	
12	1470 Nondwelling Structures	20,000.00	
13	1475 Nondwelling Equipment	30,000.00	
14	1485 Demolition		
15	1490 Replacement Reserve		
16	1492 Moving to Work Demonstration		
17	1495.1 Relocation Costs		
18	1498 Mod Used for Development		
19	1502 Contingency		
20	Amount of Annual Grant: (sum of lines 2-19)	358,510.00	
21	Amount of line 20 Related to LBP Activities	0.00	
22	Amount of line 20 Related to Section 504 Compliance	0.00	
23	Amount of line 20 Related to Security	0.00	
24	Amount of line 20 Related to Energy Conservation Measures	0.00	

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

PHA Name: RUTLAND HOUSING AUTHORITY		Grant Type and Number Capital Fund Program #: VT36P 003-502 01 Capital Fund Program Replacement Housing Factor #:			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	
				Original	Revised
VT 3-1 Templewood Ct	Modify and upgrade alarm system to bring up to code	1465.1		70,000	
	Addition of 15 – 20 parking space	1450		20,000.00	
	New sub floors on first floor units, install new floor (tile/carpet)	1460		81,088	
VT 3-2 Sheldon Towers	Paint/remodel interior hallways and common areas	1460		40,000.00	
	Convert light system from timers to photo cells	1460		9,000	
VT 3-3 Forest Park	Establish Community Policing office	1470		20,000	
HA Wide	Prepare, publish and advertise RFP to bid work	1410		12,571	
	Arch/Eng contract	1430		40,000	
	Purchase a new track filing system	1475		30,000	
	Administrative/Operating Costs	1406		35,851	

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

PHA Name: RUTLAND HOUSING AUTHORITY		Grant Type and Number Capital Fund Program #: VT36p 003-502 01 Capital Fund Program Replacement Housing Factor #:					Federal
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			
	Original	Revised	Actual	Original	Revised	Actual	
HA-WIDE	9/03			9/04			
VT 3-1	9/03			9/04			
VT 3-2	9/03			9/04			
VT 3-3	9/03			9/04			

Replace base and wall cabinets, countertops, sinks and faucets	115,940	2002
Construct 24 x 40 storage building	46,000	2002
Improve site drainage, expand roadway and install fences & signage	30,000	2002
Replace walkways (50%)	28,000	2002
Prime and paint deck floors and cedar siding	14,000	2002
Replace vinyl tile floors with new floor	15,924	2003
Replace remaining walkways	28,000	2003
Install lights over outside doors that are tied to current emergency pull cords and to a new main panel	18,280	2003
Replace windows with upgrade to vinyl	175,500	2003
Replace bifold, louvered closet doors with solid panel doors	24,026	2004
Replace all exterior entrance doors	105,000	2004
Convert to energy efficient lighting in kitchen and install bedroom lights	19,380	2004
Total estimated cost over next 5 years	620,050	

Capital Fund Program 5-Year Action Plan

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

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
VT 3-2	Sheldon Towers	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace metal closet doors	38,635	2002
Canopy construction	20,350	2003
Addition of 8 new parking spaces	5,100	2003
Install new range hoods	8,385	2003
Replace kitchen cabinets and countertops	114,955	2004
Install single lever faucets in kitchen	9,250	2004
Install light over unit door and tie into emergency pull cord and new main panel in lobby	19,090	2005
Replace medicine cabinets and install energy efficient lighting	20,128	2005
Install energy efficient ballast and T-8 bulbs in common areas	10,200	2005
Resurface unit doors and install lever handles	15,000	2005
Total estimated cost over next 5 years	261,093	

Capital Fund Program 5-Year Action Plan

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

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number VT 3-3	Development Name (or indicate PHA wide) Forest Park	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Construct 600 square foot laundry facility near Community Room	54,000	2005
Replace stoves and refrigerators	52,500	2005
Improve drainage and repave parking areas.	98,610	2005
Total estimated cost over next 5 years	205,110	

Capital Fund Program 5-Year Action Plan

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

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide) PHA WIDE	
PHA WIDE	PHA WIDE	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)

Administrative/Operating costs	35,851	2002
Fees & Costs		
Architect/Engineer and Grant Coordination Services	21,404	2002
Contingency	28,680	2002
Administrative/Operating costs	35,851	2003
Fees & Costs		
Architect/Engineer and Grant Coordination Services	22,440	2003
Contingency	28,680	2003
Administrative/Operating costs	35,851	2004
Fees & Costs		
Architect/Engineer and Grant Coordination Services	21,368	2004
Contingency	28,680	2004
Administrative/Operating costs	35,851	2005
Fees & Costs		
Architect/Engineer and Grant Coordination Services	24,451	2005
Contingency	28,680	2005
	347,787	

Required Attachment E: Resident Member on the PHA Governing Board

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

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

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

- Elected
 Appointed

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

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):

The Rutland Housing Authority Board of Commissioners is currently limited to five members. The next vacancy on the Board is not scheduled to occur until July 21, 2002. We are currently researching revisions to our by-laws which will provide for expanded membership and representation. By-law changes are projected to be completed by April 1, 2001, with the goal of recruiting, appointing and training a resident member by July 1, 2001.

B. Date of next term expiration of a governing board member: July 21, 2002

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Mayor John Cassarino, City of Rutland, Vermont, and Rutland City Board of Aldermen with input from David J. Yendell, Chairman, Rutland Housing Authority Board of Commissioners.

Required Attachment F: 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.)

Forest Park:	Sheldon Towers:	Templewood Court:
Timothy Farr * 128 Forest St. N2 Rutland, VT 05701	Carol Nartowicz * 307 Sheldon Towers Rutland, VT 05701	Laura Janoski * 1B1 Templewood Court Rutland, VT 05701
Tammy Pavelko * 128 Forest St. A4 Rutland, VT 05701	Marie Bingham * 503 Sheldon Towers Rutland, VT 05701	Blanche Robatielle * 6B3 Templewood Court Rutland, VT 05701
John Mattison * 128 Forest St. Q6 Rutland, VT 05701	Shirley Kenyon * 303 Sheldon Towers Rutland, VT 05701	Marie Rogers * 5E Templewood Court Rutland, VT 05701
Millicent Mitchell * 128 Forest St. A2 Rutland, VT 05701	Malcolm Jensen * 203 Sheldon Towers Rutland, VT 05701	Joanne Keenan * 3B3 Templewood Court Rutland, VT 05701
Lynn St. Pierre 128 Forest St. L3 Rutland, VT 05701	Janet Alexander 1008 Sheldon Towers Rutland, VT 05701	Beverly Brooks 1A4 Templewood Court Rutland, VT 05701
Sherry Wood 128 Forest St. F4 Rutland, VT 05701		

* Attendee at Resident Advisory Board Plan Update and Annual Plan review meeting on January 3, 2001.

**Attachment G: Comments of Resident Advisory Board &
Explanation of Rutland Housing Authority Response**

The Rutland Housing Authority received no written comments on the Plan Update and Annual Plan for Fiscal Year 2001. The document was reviewed in its entirety at a Resident Advisory Board Meeting held on January 3, 2001 at Templewood Court. The attendance at this meeting is listed on Attachment F: Membership of the Resident Advisory Board.

The following oral comments/questions were presented at the Resident Advisory Board meeting:

- 1) How do we secure additional Section 8 Vouchers?**
- 2) What is the intent of annual Section 8 unit inspections?**
- 3) What is the Hope VI Program?**
- 4) What actions can we take to insure that tenants do not discriminate against other tenants?**
- 5) What plans are there to provide services for children at Forest Park (RHA's family housing project)?**
- 6) Other tenants should be asked to become more involved.**
- 7) What can we do to address trash storage, removal and clean-up at Forest Park?**
- 8) Would the RHA consider implementing a recycling program at its projects?**
- 9) Several residents questioned the individual work projects under the Capital Fund Program including timing and prioritization. It was noted that both the Annual and Five Year Plans are subject to ongoing review, and if necessary, revision.**

10) The Authority was asked to explain agency wide projects under the Capital Fund Program, including proposed renovations to the office space and the addition of a track filing system.

11) Several tenants inquired as to the nature of the long term commitment to the Resident Advisory Board. It was explained that the RAB would be utilized for purposes of reviewing and revising Annual and Five Year Plans. Tenant Association meetings would be utilized to address tenant and facilities issues. It is the hope of the Board of Commissioners and RHA Staff that RAB members will continue to serve in this capacity.

In addition to the RAB meeting, a public hearing was held on January 3, 2001, to receive written and oral comments on the Plan. No additional comments were received at that time.

These comments were carefully considered, but it was determined that no changes to the PHA Plan were necessary. Due to the operations emphasis of the concerns, it was agreed that the issues and comments would be best addressed by the committees, departments, and /or tenant associations responsible for implementing the related goal or objective. In other words, Resident Advisory Board comments will be incorporated into the action planning process of this Strategic Plan.

In the final analysis, the true value in this exercise was in the ability of the RHA to educate tenants on public housing issues, to secure their buy-in and to provide valuable tenant input for the implementation phase of the plan.

Attachment H: Resident Service and Satisfaction Survey Follow Up Plan

In response to the requirement to develop a Follow-Up Plan (to be submitted as part of the Annual Plan) based on the results from the Resident Service and Satisfaction Survey, the Rutland Housing Authority will conduct the following activities:

1. Continue to host periodic tenant and Resident Advisory Board Meetings to communicate with residents regarding their concerns and perceptions on the issues of Safety and Neighborhood Appearance.
2. Continue regular meetings between the Rutland Police Department (RPD) and Rutland Housing authority Management and Staff.
3. Provision of access by the RPD and Southern Vermont Drug Task Force to vacant units in order to facilitate surveillance and pursuit.
4. Application for PHDEP Funding (if available) to establish a police substation at Forest Park and enhance police presence including police input/sponsorship of the grant application.
5. Resident Service Coordinators will implement and or facilitate youth and family counseling, youth recreational activities, tenant security training and other safety related initiatives.
6. Monitor and enhance Rutland Housing Authority response time to tenant reports of damage, vandalism and graffiti.
7. Research and as appropriate, implement a pest control initiative in each Rutland Housing Authority development.
8. Implement periodic trash days in which large items will be picked up.
9. Resident Service Coordinators will work with tenant groups to identify and act on opportunities to enhance project curb appeal.
10. Additional activities to be identified in partnership with residents on an ongoing basis.

Note: The Rutland Housing Authority respectfully requests that HUD review and revise questions 11 and 12 on the survey tool. Residents should not be aware of actions the administration is taking against other tenants as this information is confidential. As for question #12 Street Patrols, utilizing elderly and infirm residents is not practical.

