

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

Small PHA Plan Update
Annual Plan for Fiscal Year: **02**

PHA Plan: Agency Identification

PHA Name: Housing Authority of the Town of Winchester

PHA Number: CT025

PHA Fiscal Year Beginning: 07/2002

PHA Plan Contact Information:

Name: Fred Newman

Phone (860) 375-4573 Ext.11

TDD:

Email: *fnewman@winhouseauth.org*

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

The Purpose of this plan is to equip the PHA to exercise optimum flexibility in meeting local housing needs within the community while meeting its own needs. This plan addresses the immediate operational concerns, resident concerns and needs, programs and services for the upcoming year. The PHA objective is to meet the needs of low and very low income, physically challenged and the aged in place communities as well as serves as a management, operational and accountability tool for the PHA.

Authority's Residents community leaders and organizations, and State and local authorities communicated with the Authority during the development of this Agency Plan Update.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

A. **X 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? \$ 103,079.00

C. **X 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)]

1. Yes **X 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: (DD/MM/YY)	
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 **X** 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 down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment 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)]

- 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? \$ _____

- 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 _____

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 (File name)

- 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 _____.

Other: (list below)

B. Statement of Consistency with the Consolidated Plan

1. Consolidated Plan jurisdiction: State of Connecticut, 2000-2005

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: (describe below)

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

A. Substantial Deviation from the 5-year Plan: No substantial deviations, amendments, or modifications have been made to the Housing Authority Agency Plan, which required the formal approval of the board of Commissioners.

B. Significant Amendment or Modification to the Annual Plan:

Substantial deviations or significant amendments or modification are defined as discretionary changes in the plan or policies of the Housing Authority that fundamentally will change the mission statement, goals, and needs formal approval from the Board of Commissioners.

Attachment A
Supporting Documents Available for Review

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 <div style="text-align: center;">X (check here if included in the public housing A&O Policy)</div>	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 <div style="text-align: center;"><input type="checkbox"/> check here if included in the public housing A & O Policy</div>	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <div style="text-align: center;">X (check here if included in the public housing A & O Policy)</div>	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <div style="text-align: center;">X (check here if included in Section 8 Administrative Plan)</div>	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
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
	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X 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
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, 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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	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
	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) X check here if included in the public housing A & O Policy	Pet Policy
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: Capital Fund Program Statement (cont'd)

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name		Grant Type and Number				Federal FY of Grant			
Housing Authority of the Town of Winchester		Capital Fund Program Grant No. CT26PO2550102				2002			
		Replacement Housing Factor Grant No.							
Development Number Name/HA wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
Management Improvements	1. Management Improvements	1408							
	Total 1408 Account				\$0.00		\$0.00		
	2. Capital Fund Accounting	1410			\$2,000.00				
	3. Advertising	1410			\$1,200.00				
	Total 1410 Account				\$3,200.00		\$0.00		
	4. Fees and Costs	1430			\$17,479.00				
	Total 1430 Account				\$17,479.00		\$0.00		
CT 25-2 Chestnut Grove	5. Convert 3rd Floor heat to hot water	1460	79		\$46,000.00				
	6. Enlarge South Vestibule and ADA Door	1460	79		\$24,750.00				
	7. Replace bathroom doors/hardware	1460	79		\$11,650.00				
		Total 1460 Account				\$82,400.00		\$0.00	
		Total Chester Grove				\$82,400.00		\$0.00	
		TOTAL CAPITAL GRANT FUND				\$103,079.00		\$0.00	

Attachment B: Capital Fund Program Annual Statement (cont'd)

Annual Statement/Performance and Evaluation Report

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

Part III: Implementation Schedule

PHA Name Housing Authority of the Town of Winchester		Grant Type and Number Capital Fund Program No. CT26PO2550102 Replacement Housing Factor No.				Federal FY of Grant 2002	
Development Number Name/HA Wide Activities		All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)		Reason for Revised Target Date
General Description of Work Categories		Original	Revised	Actual	Original	Revised	Actual
1.	Management Improvements	06/30/04			06/30/05		
2.	Sundry Administrative Costs	06/30/04			06/30/05		
3.	A & E Fees	06/30/04			06/30/05		
<u>CT 25-2 Chestnut Grove</u>							
4.	Convert 3rd Floor to hot water heat	06/30/04			06/30/05		
5.	Enlarge South Vestibule and ADA Door	06/30/04			06/30/05		
6.	Replace bathroom doors/hardware	06/30/01	06/30/04		06/30/05		Integrate work with larger bathroom replacement initiative in CFP 2003 and beyond.

Attachment C: Capital Fund Program Five Year Action Plan

Capital Fund Program Five Year Action Plan

Part I: Summary

PHA Name: Housing Authority of the Town of Winchester		___ Original 5-Year Plan ___ Revision No:			
	Year 1	Work Statement for Year 2 FFY Grant: PHA FY: 2003	Work Statement for Year 3 FFY Grant: PHA FY: 2004	Work Statement for Year 4 FFY Grant: PHA FY: 2005	Work Statement for Year 5 FFY Grant: PHA FY: 2006
Management Improvements	SEE ANNUAL STATEMENT	\$5,000.00	\$6,000.00	\$6,000.00	\$11,000.00
A and E Fees		\$27,750.00	\$27,750.00	\$27,750.00	\$27,750.00
CT 23-2		\$70,329.00	\$69,329.00	\$69,329.00	\$64,329.00
CFP Funds Listed for 5-year Planning		\$103,079.00	\$103,079.00	\$103,079.00	\$103,079.00
Replacement Housing Factor Funds		\$0.00	\$0.00	\$0.00	\$0.00

Attachment C: Capital Fund Program Five Year Action Plan (cont'd)

Capital Fund Program Five Year Action Plan

Part II: Supporting Pages - Work Activities

Activities for Year 1	Activity For Year 2 FFY Grant: 2003 PHA FY: 2003			Activity For Year 3 FFY Grant: 2004 PHA FY: 2004		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
SEE ANNUAL STATEMENT	CT 25-2	1. Upgrade bathroom to meet ADA Standards Phase I	\$46,000.00	CT 25-2	1. Upgrade bathroom to meet ADA Standards Phase I	\$45,000.00
					2. Upgrade office Air Controls	\$15,000.00
		2. Elevator Upgrade	\$24,329.00		3. Ceiling Replacement in Community Hall	\$9,329.00
	Total CFP Estimated Cost		\$70,329.00	Total CFP Estimated Cost		\$69,329.00
	Activity For Year 4 FFY Grant: 2005 PHA FY: 2005			Activity For Year 5 FFY Grant: 2006 PHA FY: 2006		
	CT 25-2	1. Upgrade bathroom to meet ADA Standards Phase II	\$45,000.00	CT 25-2	1. Upgrade bathroom to meet ADA Standards Phase III	\$45,000.00
		2. Cogen Upgrades	\$24,329.00		2. UpGrade Parking Lot	\$19,329.00
	Total CFP Estimated Cost		\$69,329.00	Total CFP Estimated Cost		\$64,329.00

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 type="checkbox"/> Original statement <input checked="" type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Convert Floor Heat to Hot Water Heat	46,000.00	2003
Up Grade Elevator	24,329.00	2003
Upgrade Bathrooms to Meet ADA Requirements. Phase I	45,000.00	2004
Upgrade Air Controls in Office	15,000.00	2004
Ceiling Replacement in Community Hall	9,329.00	2004
Upgrade Bathrooms to Meet ADA requirements. Phase II	45,000.00	2005
Cogen Upgrades	24,329.00	2005
Upgrade Bathrooms to Meet ADA requirements. Phase III	45,000.00	2006
Upgrade/stripe Parking lots	19,329.00	2006
<u>Administrative:</u>	32,750.00	2003
Management Improvements	33,750.00	2004
Management Improvements	33,750.00	2005
Management Improvements	38,750.00	2006
Total estimated cost over next 5 years		

Required Attachment D: 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: **Stephen K. Lee**

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

- Elected
 Appointed

C. The term of appointment is (include the date term expires): **01/07/02 to 05/01/05**

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):

B. Date of next term expiration of a governing board member: **05/01/97 – 05/01/02**

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): **Board of Selectmen, Town of Winchester**

Required Attachment E: 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.)

Kay Millard
80 Chestnut St, Apt 4U
Winsted CT

Grace Jones
80 Chestnut St, Apt 2M
Winsted CT

Carol Franz
80 Chestnut St, Apt 4X
Winsted CT

Isabelle Moore
92 Gay Street
Winsted CT

Joyce Alexio
21 Fairview Avenue, 2nd Floor (rear)
Winsted CT

C Sonny Landi
570 Main St Apt 2
Winsted CT

Attachment F: Eligibility, Selection, and Admissions Policy, Section Eight

On February 25, 2002, the Board of Commissioners, Winchester Housing Authority, passes a Resolution to change it's Preference System for its public housing admissions as follows:

In Section B, Chapter 4 ("Maintaining The Waiting List"), page 4-1 of the Authority's *Administrative Plan*, the first paragraph sentence was changed to read:

The Housing Authority does utilize local preferences as noted below. Applications will be ordered by the date they are received by the Housing Authority.

- 1. Residents of Winchester***
- 2. Veteran with an honorable discharge - Winchester Resident.***
- 3. Individuals displaced through natural disaster – i.e., flood, fire, tornado, hurricane, etc. – Winchester Resident.***

Note: Changes are *italicized*

Attachment G: Eligibility, Selection, and Admissions Policy, Public Housing

On February 25, 2002, the Board of Commissioners, Winchester Housing Authority, passed a Resolution to change its Preference System for its Section Eight admissions as follows:

In Section D (Preferences), page 2-4 of the Authority's *Admissions and Continued Occupancy Policy*, the first paragraph sentence was changed to read:

The Housing Authority does utilize local preferences:

- 1. Residents of Winchester***
- 2. Veteran with an honorable discharge - Winchester Resident.***
- 3. Individuals displaced through natural disaster – i.e., flood, fire, tornado, hurricane, etc. – Winchester Resident.***

Factors that effect applicant selection for unit offers are described below. HA will first match.....

In Section B (Maintaining the Waiting List), page 6-5 of the Authority's *Admissions and Continued Occupancy Policy*, the first paragraph sentence was changed to read:

The Housing Authority does utilize local preferences:

- 1. Residents of Winchester***
- 2. Veteran with an honorable discharge - Winchester Resident.***
- 3. Individuals displaced through natural disaster – i.e., flood, fire, tornado, hurricane, etc. – Winchester Resident.***

In Section K (Maintaining the Waiting List), page 6-5 of the Authority's *Admissions and Continued Occupancy Policy*, the first sentence was changed to read:

Quality Control will be performed by the Executive Director, ***or other qualified staff members***, on the SEMAP required sampling.

Note: All changes are ***italicized***

Attachment H: Miscellaneous Policies Policy, Public Housing

On February 25, 2002, the Board of Commissioners, Winchester Housing Authority, passed a Resolution to change it's policy regarding "Call Back Pay" for employees as follows:

When an employee is called in for work outside of his or her regularly scheduled working hours, he or she shall be paid a minimum of three (3) hours from the time of call at the applicable overtime rate providing he or she arrives at work within twenty minutes of the call. If he or she does not so report, payment shall begin from the time he or she reports. This provision applies only when such call backs results in hours worked which are not arrived consecutively to one end or the other of the regular working day. An employee who is told to report to work prior to his regular starting time will be paid for hours worked at the rate of time and one-half up to his regular starting time.

C1. If an Employee is called to report to work on a holiday or a granted day off due to inclement weather, that employee will be granted "comp time" to be utilized within the next ninety (90) days.;

Note: All changes are *italicized*

Attachment I: Progress in Meeting the Five-Year Plan Mission and Goals

The Winchester Housing Authority has completed the following with respect to their 5-Year mission and goals:

1. The Authority has increased customer satisfaction by achieving a score of 9.8 out of 10 on the HUD conducted survey.
2. The Authority is in full compliance with all phases of its Maintenance Plan as indicated by a review of the Army Corps of Engineers.
3. The Authority has installed new software for registering work orders, tracking work orders and maintains stats on completed work orders.
4. The Authority has adopted quarterly meetings for sharing information with residents that also allows for their direct input for "A Better Idea".
5. The Authority continues to renovate Chestnut Grove with Capital Fund dollars.
6. The Authority has increased its base of Section 8 landlords. There are twelve (12) new landlords in FY 2001.
7. The Authority has started HQS Initiatives that has reduced callbacks on inspections; thus, achieving more efficient rent-ups of Section 8 housing.
8. The Authority has hired a Resident Services Coordinator.
9. The Authority has the largest waiting list of elderly seeking housing in its history. To that end, the Authority is seeking state development funds to build a new forty-four elderly complex that will, if built, address 95-98% of the current waiting list.
10. The Authority continues Police Patrols for the checking the grounds and the street traffic.
11. The Authority administers an SRO program in partnership with the Northwest Connecticut YMCA of Winsted, Connecticut.

Attachment J: 1999 Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Funds Program and Capital Funds Program Replacement Housing Factors (CFP/CFPRHF)					
Part I: Summary					
PHA Name: Housing Authority of the Town of Winchester		Grant Type and Number Capital Funds Program Grant No. CT26P02590799 Replacement Housing Factor Grant No.			Federal FY of Grant: 1999
__ Original Annual Statement		__ Reserve for Disasters/Emergencies		__ Revised Annual Statement	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/01		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	\$11,065.00	\$11,065.00	\$11,065.00	\$11,065.00
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 A & E Fees and Costs	\$30,000.00	\$15,862.40	\$15,862.40	\$15,862.40
8	1440 Site Acquisition				
9	1450 Site Improvement	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00
10	1460 Dwelling Structures	\$57,706.00	\$71,843.60	\$71,843.60	\$44,877.08
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (sum of Lines 2 - 20)	\$106,771.00	\$106,771.00	\$106,771.00	\$79,804.48
22	Amount of Line 21 Related to LBP Activities				
23	Amount of Line 21 Related to 504 compliance				
24	Amount of Line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs				
26	Amount of Line 21 Related to Energy Conservation Measures		\$44,501.52	\$44,501.52	
Signature of Executive Director and Date			Signature of Public Housing Director of Native American Program Administrator and Date		

Attachment J: Performance and Evaluation Report (cont'd)

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name		Grant Type and Number			Federal FY of Grant			
Housing Authority of the Town of Winchester		CFP Grant No. CT26P02590799 Replacement Housing Factor Grant No.			1999			
Development Number Name/HA wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Management Improvements	1. Management Improvements	1408	Authority-wide	\$11,065.00	\$11,065.00	\$11,065.00	\$11,065.00	Complete. Computers/LAN.
	Total 1408 Account			\$11,065.00	\$11,065.00	\$11,065.00	\$11,065.00	
	2. Non-technical Salaries	1410.09	Authority-wide					Not anticipated at this time.
	3. Sundry Administrative Costs	1410.19	Authority-wide					Not anticipated at this time.
	Total 1410 Account			\$0.00	\$0.00	\$0.00	\$0.00	
	4. Architectural and Engineering	1430.03	Authority-wide	\$29,000.00	\$15,594.08	\$15,594.08	\$15,594.08	Complete.
	5. Misc. Advertising & Sundry Fees	1430	Authority-wide	\$1,000.00	\$268.32	\$268.32	\$268.32	Complete.
	Total 1430 Account			\$30,000.00	\$15,862.40	\$15,862.40	\$15,862.40	
	6. Computer and Office Equipment	1475.1	Authority-wide					
	Total 1475.1 Account			\$0.00	\$0.00	\$0.00	\$0.00	
CT 25-2 Chestnut Grove			200					
	7. Sidewalk Repairs	1450	Bldg	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	Complete.
	Total 1450 Account			\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	
	8. Replace Windows: Phase 1	1460	79	\$16,300.00	\$24,132.07	\$24,132.07	\$0.00	Planned for 03/02 const.
	9. Replace bathroom doors/hardware	1460	79	\$13,106.00	\$0.00	\$0.00	\$0.00	Moved to CFP 2002.
	10. Upgrade N. Vestibule w/ADA doors	1460	Bldg	\$13,000.00	\$33,199.00	\$33,199.00	\$33,199.00	Complete.
	11. Electrical Upgrades/hall lighting	1460	Bldg	\$15,300.00	\$2,834.45	\$2,834.45		Planned for 03/02 const.
	12. Security System: Phase II	1460	Bldg	\$0.00	\$11,678.08	\$11,678.08	\$11,678.08	Complete.
	Total 1460 Account			\$57,706.00	\$71,843.60	\$71,843.60	\$44,877.08	
	Total Chestnut Grove			\$65,706.00	\$79,843.60	\$79,843.60	\$52,877.08	
	Housing Authority of the Town of Winchester Total Capital Fund Grant			\$106,771.00	\$106,771.00	\$106,771.00	\$79,804.48	

Attachment J: Performance and Evaluation Report (cont'd)

Annual Statement/Performance and Evaluation Report							
Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
PHA Name Housing Authority of the Town of Winchester			Grant Type and Number CT26P0 Capital Fund Program No. CT26P02590799 Replacement Housing Factor No.				Federal FY of Grant 1999
Development Number Name/ HA Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reason for Revised Target Date
	Original	Revised	Actual	Original	Revised	Actual	
Management Improvements							
1. Computer Upgrads/Training	09/30/01		09/30/01	09/30/02	12/31/01	12/31/01	Complete.
Administration							
2. Non-technical Salaries							Not anticipated CIAP cost at this time.
3. Sundry Administrative Costs							Not anticipated CIAP cost at this time.
Fees and Costs							
4. A & Fees	09/30/01		09/30/01	09/30/02	12/31/02		
5. Misc Advertising	09/30/01		09/30/01	09/30/02	09/30/01	09/30/01	Complete.
Non-dwelling Equipment							
6. Computer and Office Equipment							
CT 25-2 Chestnut Grove							
7. Sidewalk Repairs	09/30/01	09/30/00	09/30/00	09/30/02	06/30/01	06/30/01	Complete.
8. Replace Windows	09/30/01	12/30/01	12/30/01	09/30/02	06/30/02		Planned for 03/02 construction.
9. Replace bathroom doors/hardware	09/30/01	06/30/04					Project moved to CFP 2002.
10. Upgrade N. Vestibule w/ADA doors	09/30/01	12/30/01	12/30/01	09/30/02	06/30/02		Planned for 03/02 construction.
11. Electrical Upgrades/hall lighting	09/30/01	12/30/00	09/30/00	03/31/01	03/31/01	01/31/01	Complete.
12. Security System: Phase II	09/30/01	09/30/01	09/30/01	09/30/02	03/31/02		Under contract.

Attachment K: Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Funds Program and Capital Funds Program Replacement Housing Factors (CFP/CFPRHF)					
Part I: Summary					
PHA Name: Housing Authority of the Town of Winchester		Grant Type and Number Capital Funds Program Grant No. CT26PO2550100 Replacement Housing Factor Grant No.			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/01		Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration		\$412.50	\$412.50	\$412.50
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$27,504.00	\$15,124.43	\$3,850.00	\$3,850.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$70,725.00	\$85,897.07	\$85,897.07	\$1,507.00
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	\$3,205.00	\$0.00		
21	Amount of Annual Grant (sum of Lines 2 - 20)	\$101,434.00	\$101,434.00	\$90,159.57	\$5,769.50
22	Amount of Line 21 Related to LBP Activities				
23	Amount of Line 21 Related to 504 compliance				
24	Amount of Line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs				
26	Amount of Line 21 Related to Energy Conservation Measures		\$85,897.07	\$85,897.07	
Signature of Executive Director and Date			Signature of Public Housing Director of Native American Program Administrator and Date		

Attachment K: Performance and Evaluation Report (cont'd)

Capital Fund Program and Capital Fund Program Replacement Hosing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name		Grant Type and Number			Federal FY of Grant			
		Capital Fund Program Grant No. CT26PO2550100						
Housing Authority of the Town of Winchester		Replacement Housing Factor Grant No.			2000			
Development Number Name/HA wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised (#2)	Funds Obligated	Funds Expended	
Management Improvements								
	1. Management Improvements	1408	Agency	\$0.00	\$0.00	\$0.00	\$0.00	
	Total 1408 Account			\$0.00	\$0.00	\$0.00	\$0.00	
	2. Capital Fund Accounting	1410	Agency	\$0.00	\$412.50	\$412.50	\$412.50	
	3. Advertising	1410	Agency	\$0.00	\$0.00	\$0.00	\$0.00	
	Total 1410 Account			\$0.00	\$412.50	\$412.50	\$412.50	
	4. Architectural and Engineering Fees	1430	Agency	\$27,504.00	\$15,124.43	\$3,850.00	\$3,850.00	
	Subtotal			\$27,504.00	\$15,124.43	\$3,850.00	\$3,850.00	
CT 25-2 Chestnut Grove								
	3. Replace Windows: Phase 2	1460	79 Units	\$45,000.00	\$84,390.07	\$84,390.07		Constructiojn to begin by 03/15/02
	4. Line Water Tank	1460	79 Units	\$16,000.00	\$0.00	\$0.00	\$0.00	Moved to CFP 2001
	5. ADA Door Community Room	1460	79 Units	\$9,725.00	\$1,507.00	\$1,507.00	\$1,507.00	Complete
	Subtotal			\$70,725.00	\$85,897.07	\$85,897.07	\$1,507.00	
PHA Wide								
	Contingency (5% of Construction)	1502	79 Units	\$3,205.00	\$0.00	\$0.00	\$0.00	Moved to Window Project this FY
	Subtotal			\$3,205.00	\$0.00	\$0.00	\$0.00	
	Total Capital Fund Grant			\$101,434.00	\$101,434.00	\$90,159.57	\$5,769.50	

Attachment K: Performance and Evaluation Report (cont'd)

Annual Statement/Performance and Evaluation Report								
Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part III: Implementation Schedule								
PHA Name Housing Authority of the Town of Winchester			Grant Type and Number Capital Fund Program No. CT26PO2550100 Replacement Housing Factor No.				Federal FY of Grant 2000	
Development Number Name/ HA Wide Activities	All Funds Obligated			All Funds Expended (Quarter Ending Date)			Reason for Revised Target Date	
	Original	Revised	Actual	Original	Revised	Actual		
<u>Management Improvements</u>								
1. Non-Technical Salaries	NA		NA	NA		NA		
<u>Administration</u>								
3. Sundry Administrative Costs	03/31/02	09/30/01	09/30/01	09/30/04	12/30/01	12/30/01	Complete.	
<u>Fees and Costs</u>								
4. Consultant Fees	03/31/02		03/31/02	09/30/04	09/30/03		In progress.	
<u>CT 25-2 Chestnut Grove</u>								
9. Replace Windows	03/31/02		03/31/02	09/30/04	09/30/03		In progress.	

Attachment L: Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Funds Program and Capital Funds Program Replacement Housing Factors (CFP/CFPRHF)					
Part I: Summary					
PHA Name:		Grant Type and Number			Federal FY of Grant:
Housing Authority of the Town of Winchester		Capital Funds Program Grant No. CT26P02550101 Replacement Housing Factor Grant No.			2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/01		<input checked="" type="checkbox"/> Revised Annual Statement (Revision No. 2) Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	\$10,000.00	\$8,373.77	\$8,373.77	\$8,373.77
4	1410 Administration	\$0.00	\$2,000.00	\$0.00	\$0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$27,504.00	\$21,162.18	\$138.00	\$138.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$15,600.00	\$6,045.00	\$6,045.00	\$6,045.00
10	1460 Dwelling Structures	\$45,125.00	\$61,437.59	\$15,042.90	\$4,665.00
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Non-dwelling Structures	\$0.00	\$4,060.46	\$4,060.46	\$4,060.46
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	\$4,850.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant (sum of Lines 2 - 20)	\$103,079.00	\$103,079.00	\$33,660.13	\$23,282.23
22	Amount of Line 21 Related to LBP Activities				
23	Amount of Line 21 Related to 504 compliance				
24	Amount of Line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs		\$33,602.86	\$33,602.86	
26	Amount of Line 21 Related to Energy Conservation Measures				
Signature of Executive Director and Date			Signature of Public Housing Director of Native American Program Administrator and Date		

Attachment L: Performance and Evaluation Report (cont'd)

Capital Fund Program and Capital Fund Program Replacement Hosing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name		Grant Type and Number				Federal FY of Grant	
Housing Authority of the Town of Winchester		Capital Fund Program Grant No. CT26P02550101 Replacement Housing Factor Grant No.					
Development Number Name/HA wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised	Funds Obligated	Funds Expended
Management Improvements	1. Management Improvements Total 1408 Account	1408	Agency-wide	\$10,000.00 \$10,000.00	\$8,373.77 \$8,373.77	\$8,373.77 \$8,373.77	\$8,373.77 \$8,373.77
	2. Capital Fund Accounting Total 1410 Account	1410	Agency-wide	\$0.00 \$0.00	\$2,000.00 \$2,000.00	\$0.00 \$0.00	\$0.00 \$0.00
	3. Advertising	1430	Agency-wide	\$0.00	\$1,200.00	\$138.00	\$138.00
	4. Fees and Costs: Architectual & Engineering Total 1430 Account	1430	Agency-wide	\$27,504.00 \$27,504.00	\$19,962.18 \$21,162.18	\$0.00 \$138.00	\$0.00 \$138.00
CT 25-2 Chestnut Grove	5. Signage	1450	79	\$5,600.00	\$2,500.00	\$2,500.00	\$2,500.00
	6. Seal and Paint Parking Area Total 1450 Account	1450	79	\$10,000.00 \$15,600.00	\$3,545.00 \$6,045.00	\$3,545.00 \$6,045.00	\$3,545.00 \$6,045.00
	7. Building Façade Improvements	1460	79	\$9,000.00	\$9,000.00	\$0.00	\$0.00
	8. Install Canopy and North Vestibule	1460	79	\$4,725.00	\$4,725.00	\$0.00	\$0.00
	9. Upgrade Main and South Vestibule Heat	1460	79	\$6,500.00	\$6,500.00	\$0.00	\$0.00
	10. Upgrade Cozen Controls	1460	79	\$5,000.00	\$11,954.96	\$0.00	\$0.00
	11. Paint Halls and Stairwells	1460	79	\$8,000.00	\$4,665.00	\$4,665.00	\$4,665.00
	12. Community Room Enhancements	1460	Agency-wide	\$11,900.00	\$0.00	\$0.00	\$0.00
	13. Re-line Water Tank	1460	79	\$0.00	\$14,214.73	\$0.00	\$0.00
	14. Replace Windows: Phase 2 Total 1460 Account	1460	79	\$0.00 \$45,125.00	\$10,377.90 \$61,437.59	\$10,377.90 \$15,042.90	\$0.00 \$4,665.00
	15 Community Room Enhancements Total 1470 Account	1470	Agency-wide	\$0.00 \$0.00	\$4,060.46 \$4,060.46	\$4,060.46 \$4,060.46	\$4,060.46 \$4,060.46
	Total Chestnut Grove			\$60,725.00	\$71,543.05	\$25,148.36	\$14,770.46

Attachment L: Performance and Evaluation Report (cont'd)

Capital Fund Program and Capital Fund Program Replacement Hosing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name		Grant Type and Number				Federal FY of Grant	
Housing Authority of the Town of Winchester		Capital Fund Program Grant No. CT26P02550101 Replacement Housing Factor Grant No.					
Development Number Name/HA wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost	
	16. Contingency	1502	Agency-wide	\$4,850.00	\$0.00	\$0.00	\$0.00
	Total 1502 Account			\$4,850.00	\$0.00	\$0.00	\$0.00
	TOTAL CAPITAL GRANT FUND			\$103,079.00	\$103,079.00	\$33,660.13	\$23,282.23

Attachment L: Performance and Evaluation Report (cont'd)

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

PHA Name Housing Authority of the Town of Winchester			Grant Type and Number Capital Fund Program No. CT26P02550101 Replacement Housing Factor No.				Federal FY of Grant 2001	
Development Number Name/ HA Wide Activities		All Funds Obligated			All Funds Expended			Reason for Revised Target Date
General Description of Work Categories		Original	Revised	Actual	Original	Revised	Actual	
1.	Management Improvements	06/30/03	12/30/01		06/30/05		03/31/02	Complete.
2.	Sundry Administrative Costs		06/30/03		06/30/05			In progress.
3.	A & E Fees	06/30/03			06/30/05			In progress.
<u>CT 25-2 Chestnut Grove</u>								
4.	Signage	06/30/03	09/30/01		06/30/05		12/30/01	Complete.
5.	Seal and Paint Parking Area	06/30/03	09/30/01		06/30/05	09/30/02		Project in close-out.
6.	Building Façade Improvements	06/30/03			06/30/05			Project in planning.
7.	Install Canopy and North Upgrade Main and South	06/30/03			06/30/05			Project in planning.
8.	Vestibule Heat	06/30/03			06/30/05			Project in planning.
9.	Upgrade Cogen Controls	06/30/03			06/30/05			Project in planning.
10.	Paint Halls and Stairwells Commuinity Room	06/30/03	06/30/01		06/30/05		12/30/01	Complete.
11.	Enhancements	06/30/03	06/30/01		06/30/05		12/30/01	Complete.
12.	Re-line Water Tank	06/30/03			06/30/05			Project in planning.
13.	Replace Windows	06/30/03		03/31/02		09/30/03		In progress. Brought forward from CFP 2000.