

U.S.DepartmentofHousingandUrbanDevelopment
OfficeofPublicandIndianHousing

WILMINGTONHOUSING AUTHORITY



PHAPlan

AnnualPlanforFiscalYear2002

January18,2002 –Originalsubmission

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

HUD50075
OMBApprovalNo:2577 -0226
Expires:03/31/2003

PHA Plan Agency Identification

PHAName: WilmingtonHousingAuthority

PHANumber: DE001V01

PHAFiscalYearBeginning: 04/01/2002

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
Wilmington Housing Authority
400 North Walnut Street
Wilmington, DE 19801
Contact Person – Karen A. Spellman
Telephone – (302) 429 -6701, extension 1021
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

WILMINGTON HOUSING AUTHORITY
ANNUAL PLAN
FISCAL YEAR APRIL 1, 2002
[24CFR Part 903.5]

A. Mission Statement

The PHA's mission is: The Wilmington Housing Authority's mission is to provide well-maintained, decent and safe housing in a professional, efficient, and fiscally responsible manner.

B. Goals

See Attached

Annual Plan Table of Contents
[24CFR Part 903.79(r)]

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Attachments

Required Attachments:

- Admissions Policy for Deconcentration
- FY2002 Capital Fund Program Annual Statement
- Most recent board - approved operating budget (Required Attachment for PHA's that are troubled or at risk of being designated troubled ONLY)
- PHA Management Organizational Chart
- FY2002 Capital Fund Program 5 - Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board
- Other (List below, providing each attachment name)
 - Brief Statement of Progress in Meeting the Five - Year Plan Mission Goals
 - Voluntary Conversion Initial Assessment
 - Deconcentration and Income Mixing
 - Resident Advisory Board Membership
 - Resident Membership of the Board of Commissioners
 - Section 8 Homeownership Program Capacity Statement
 - Description of Community Service Implementation

Supporting Documents Available for Review

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction.	Annual Plan: Housing Needs
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input 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 the active grant year	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI revitalization plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
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	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the result 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)

1. Statement of Housing Needs

[24 CFR Part 903.79(a)]

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	7,691	4	3	2	N/A	4	3
Income > 30% but <= 50% of AMI	10,766	3	3	3	N/A	3	2
Income > 50% but < 80% of AMI	19,045	2	2	3	N/A	3	2
Elderly	7,693	3	1	1	N/A	3	2
Families with Disabilities	6,220	3	2	1	N/A	1	1
Race/Ethnicity Hispanic	3,950	3	2	2	N/A	2	2
Race/Ethnicity Non-Hispanic	45,986	3	2	2	N/A	2	2

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2002
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year: 2002
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	363		64
Extremely low income <=30% AMI	356	98%	
Very low income (>30% but <=50% AMI)	7	1.92%	
Low income (>50% but <80% AMI)	0	0	
Families with children	326	90%	
Elderly families	8	2.20%	
Families with Disabilities	43	11.84%	
Race/ethnicity- Hispanic-	25	6.88%	
Race/ethnicity-non- Hispanic	338	93.11%	
Race/ethnicity-White	27	7.44%	
Race/ethnicity-Black	310	85.39%	
Race/ethnicity-Asian	1	0.2%	

	#offamilies	%oftotalfamilies	AnnualTurnover
Characteristicsby BedroomSize(Public HousingOnly)			
1BR	278	76.58	
2BR	71	19.55	
3BR	11	3.03	
4BR	2	0.55	
5BR	1	0.27	
5+BR			
Isthewaitinglistclosed(selectone)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Ifyes:			
Howlonghasitbeenclosed(#ofmonths)?3months			
DoesthePHAexpecttoreopenhelistinthePHAPlanyear? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,even ifgenerallyclosed?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

HousingNeedsofFamiliesontheWaitingList			
Waitinglisttype:(selectone)			
<input checked="" type="checkbox"/> Section8tenant -basedassistance			
<input type="checkbox"/> PublicHousing			
<input type="checkbox"/> CombinedSection8andPublicHousing			
<input type="checkbox"/> PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional)			
Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	605		21%
Extremelylowincome <=30%AMI	403	66.61	
Verylowincome (>30%but<=50% AMI)	140	23.14	
Lowincome (>50%but<80%AMI)	62	10.24	
Familieswithchildren	298	49.25	
Elderlyfamilies	61	2.31	
Familieswith Disabilities	215	35.53	
Race/ethnicity-Hispanic	126	20.82	
Race/ethnicity-non- Hispanic	479	79.17	

	#offamilies	%oftotalfamilies	AnnualTurnover
Characteristicsby BedroomSize(Public HousingOnly)			
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			
Isthewaitinglistclosed(selectone)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Ifyes:			
Howlonghasitbeenclosed(#ofmonths)?4			
DoesthePHAexpecttoopentheListinthePHAPlanyear? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,evenifgenerallyclosed?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

*Note:Incomeinformationisnotcollecteduntilapplicantsarereadyforprocessing
forprogrameligibility.

C.StrategyforAddressingNeeds

(1)Strategies

Need:Shortageofaffordablehousingforalleligiblepopulations

Strategy1.MaximizethenumberofaffordableunitsavailabletothePHAwithin itscurrentresourcesby:

Selectallthatapply

- Employeffectivemaintenanceandmanagementpoliciestominimizethe
numberofpublichousingunitsoff-line
- Reduceturnovertimeforvacatedpublichousingunits
- Reducetimetorenovatepublichousingunits
- Seekreplacementofpublichousingunitslosttotheinventorythroughmixed
financedevelopment
- Seekreplacementofpublichousingunitslosttotheinventorythroughsection
8replacementhousingresources
- Maintainorincreasesection8lease-ratesbyestablishingpaymentstandards
thatwillenablefamielstrentthroughoutthejurisdiction
- Undertakemeasurestoensureaccesstoaffordablehousingamongfamilies
assistedbythePHA,regardlessofunitsizerequired
- Maintainorincreasesection8lease-ratesbymarketingtheprogramto
owners,particularlythoseoutsideofareasofminorityandpoverty
concentration
- Maintainorincreasesection8lease-ratesbyeffectivelyscreeningSection8
applicantstoincreaseowneracceptanceofprogram

- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30% of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant -based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special -purpose voucher targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing

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

2. Statement of Financial Resources

[24CFR Part 903.79(b)]

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund	6,730,921	
b) Public Housing Capital Fund	4,626,242	
c) HOPEVI Revitalization	0	
d) HOPEVI Demolition	0	
e) Annual Contributions for Section 8 Tenant -Based Assistance	7,524,024	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self - Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Capital Fund	4,626,242	Capital Improvements
Replacement Housing Factor	783,213	Build new units
HOPEVI	16,820,350	Revitalization
PHDEP	1,372,952	Security & Prevention

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	2,635,844	Public Housing Operations
4. Other income (list below)	317,978	Public Housing Operations
Interest on General Fund Investments	26,996	Public Housing Operations
Other Operating Receipts		
4. Non -federal sources (list below)		
Total resources	45,235,158	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

A. Public Housing

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (90 days)
- Other: (describe)

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

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

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

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

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

(2) Waiting List Organization

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

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

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

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

Riverside – Todds Lane site office

c. If the PHA plan to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year? 0

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

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

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

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

(3)Assignment

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

- One
- Two
- Three or More

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

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

(4)Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence

- Substandard housing
- Homelessness
- High rent burden (rent is >50 percent of income)

Other preferences: (select below)

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

Elderly, disabled or handicapped

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

Former Federal preferences:

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

Other preferences (select all that apply)

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

Elderly

3. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site -based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and development targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below: The Authority will outreach to bring higher income to all of its family developments.

Eastlake

Eastlake Extension

Southbridge

Southbridge Extension

Riverside

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below: All Developments

B. Section 8

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation

- More general screening than criminal and drug -related activity (list factors below)
Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC - authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug -related activity
 Other (describe below)
- Names of Last two landlords
 - Prior damage claims

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant -based assistance waiting list merged? (select all that apply)
- None
 Federal public housing
 Federal moderate rehabilitation
 Federal project-based certificate program
 Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant -based assistance? (select all that apply)
- PHA main administrative office
 Other (list below)

Riverside - Todds Lane site office.

(3) Search Time

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

If yes, state circumstances below: Request for extension must be supported by evidence of an aggressive unit search.

(4) Admissions Preferences

a. Incometargeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissionsto the section 8 program of families at or below 30% of median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

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

Elderly, disabled or handicapped

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

1 Date and Time, Elderly, disabled or handicapped

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5)SpecialPurposeSection8AssistancePrograms

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

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

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

- Through published notices
- Other (list below)

4.PHARentDeterminationPolicies

[24CFR Part 903.79(d)]

A.PublicHousing

(1)IncomeBasedRentPolicies

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

3. If yes to question 2, list these policies below: **Persons with a legitimate hardship can have their rent deferred for up to 3 months. Families paying minimum rent cannot be evicted for non-payment of rent.**

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent -setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent -setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below) _____

\$550 for alimony

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

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

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

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

f. Rent determination:

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

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

Changes in family composition must be reported within ten (10) days of the change. Income changes are only required if the family previously requested a rent decrease due to a decrease in income.

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

(2) Flat Rents

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

- Thesection8rentreasonablenessstudyofcomparablehousing
- Surveyofrentslistedinlocalnewspaper
- Surveyofsimilarunassistedunitsintheneighborhood
- Other(list/describelow)

B. Section 8 Tenant -Based Assistance

(1) Payment Standards

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)
There is a higher rent structure with in census track 4.

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

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

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

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

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

- Annually
- Other (list below)

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

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

FMR Changes

(2) Minimum Rent

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

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

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

5. Operations and Management

[24CFR Part 903.79(e)]

A. PHA Management Structure

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

B. HUD Programs Under PHA Management

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1645	198 per/yr.
Section 8 Vouchers	621	75
Section 8 Certificates	471	45
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)	46	12
Section Mainstream		
Public Housing Drug Elimination Program		

(PHDEP)		
Other Federal Programs (list individually)		

C. Management and Maintenance Policies

- (1) Public Housing Maintenance and Management: Maintenance Manual
- (2) Section 8 Management: Housing Quality Standards

6. PHA Grievance Procedures

[24CFR Part 903.79(f)]

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA offices should resident or applicant to public housing contact to initiate the PHA grievance process? (select all that apply)

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

B. Section 8 Tenant -Based Assistance

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

If yes, list additions to federal requirements below:

2. Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
 Other (list below)
Section 8 Office – Todd's Lane at Riverside

7. Capital Improvement Needs

[24 CFR Part 903.79(g)]

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)
-or-
 The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert there)

(2) Optional 5 -Year Action Plan

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

b. If yes to question a, select one:

- The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)
-or-
 The Capital Fund Program 5 -Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

1. Development name: Eastlake/Riverside
 2. Development (project) number: DELP001 -001/005
 3. Status of grant: (select the statement that best describes the current status)
- Revitalization Plan under development
 - Revitalization Plans submitted, pending approval
 - Revitalization Plan approved (conditionally)
 - Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24CFR Part 903.79(h)]

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

2. Activity Description

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

DemolitionActivityDescription	
1a. Development name:	Eastlake
1b. Development (project) number:	DEL001
2. Activity type:	Demolition <input checked="" type="checkbox"/>
	Disposition <input type="checkbox"/> See Attachment
3. Application status (select one)	
	Approved <input type="checkbox"/>
	Submitted, pending approval <input checked="" type="checkbox"/>
	Planned application <input type="checkbox"/>
4. Date applications submitted:	<u>3/1/00</u>
5. Number of units affected:	197
6. Coverage of action (select one)	
	<input type="checkbox"/> Part of the development
	<input checked="" type="checkbox"/> Total development
7. Timeline for activity:	
	a. Actual or projected start date of activity: 1/99
	b. Projected end date of activity: 2003

DemolitionActivityDescription	
1a. Development name :	Riverside
1b. Development (project) number:	DEL005
2. Activity type:	Demolition <input checked="" type="checkbox"/>
	Disposition <input type="checkbox"/> See Attachment
3. Application status (select one)	
	Approved <input type="checkbox"/>
	Submitted, pending approval <input checked="" type="checkbox"/>
	Planned application <input type="checkbox"/>
4. Date applications submitted:	<u>3/1/00</u>
5. Number of units affected:	70
6. Coverage of action (select one)	
	<input type="checkbox"/> Part of the development
	<input checked="" type="checkbox"/> Total development
7. Timeline for activity:	
	a. Actual or projected start date of activity: 1/99
	b. Projected end date of activity: 2003

DispositionActivityDescription	
1a. Development name:	Scattered Sites
1b. Development (project) number:	DEL008,015,022,
2. Activity type:	Demolition <input type="checkbox"/>
	Disposition <input checked="" type="checkbox"/> See Attachment
3. Application status (select one)	
	Approved <input type="checkbox"/>

Submitted, pending approval <input type="checkbox"/>
Planned application <input checked="" type="checkbox"/>
4. Date applications submitted: N/A
5. Number of units affected: 30
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 8/01 b. Projected end date of activity: 2003

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

[24CFR Part 903.79(i)]

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

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name: Baynard (Approved 12/29/96)	
1b. Development (project) number: DEL -P007	
2. Designation type:	
Occupancy by only the elderly	<input checked="" type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input checked="" type="checkbox"/>

Submitted, pending approval <input type="checkbox"/>
Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>12/29/96</u>
5. If approved, will this designation constitute a (select one) Plan Approved in 1996 <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously approved Designation Plan?
6. Number of units affected: 200
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(j)]

A. Assessment of Reasonable Revitalization Pursuant to section 202 of the HUD FY1996 HUD Appropriations Act

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

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

status)

- Conversion Plan in development
- Conversion Plans submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- Activities pursuant to HUD - approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- Units addressed in a pending or approved demolition application (date submitted or approved:)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)
- Units addressed in a pending or approved HOPE VI revitalization plan (date submitted or approved:)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903. 79(k)]

5-H Homeownership Plan

A. Public Housing

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

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z -4). (If "No", skip

to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	<input type="checkbox"/> HOPEI <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	5/8/98
5. Number of units affected:	30
6. Coverage of action: (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA -established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self -sufficiency Programs

[24CFR Part 903.79(l)]

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 16/04/01

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/PHA main office/other provider name)	Eligibility (public housing or section 8 participants or both)
Southbridge Youth Academy	35	Random	Southbridge	Public Housing
AFC-Calling Card For Success	38	Selection by School Dist.	Southbridge	Public Housing

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

See "Required Attachment"

13. PHA Safety and Crime Prevention Measures

[24CFR Part 903.79(m)]

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

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

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

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

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

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

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

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

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

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

- 3. Eastlake
- 4. Riverside
- 5. Southbridge

C. Coordination between PHA and the police

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

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

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

- Eastlake
- Riverside
- Southbridge

D. Additional information as required by PHDEP/PHDEP Plan

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

15. Civil Rights Certifications

[24CFR Part 903.79(o)]

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

16. Fiscal Audit

[24CFR Part 903.79(p)]

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

17. PHA Asset Management

[24CFR Part 903.79(q)]

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (Filename) ATTACHMENT1
- Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below) Worked Hand -to-Hand with RAB on the development of the plan.

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub -component C.)
2. Yes No: Was there a resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub -component C.)

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: the Mayor of the City of Wilmington appoints residents to the Board for a two -year term. The names of the current resident board members are as follows:

Renee Dortch -resigned 12/01
Leathia E. Cooper -resigned 4/01
James DeShields -(2 -year term: until 2004)

Name

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

1. Consolidated Plan jurisdiction: (provide name here) City of Wilmington, Delaware

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

5. Coordinate community rehabilitation and revitalization efforts to maximize resources.
Continue joint participation on the Consolidated Plan Committee.

D.OtherInformationRequiredbyHUD

TheMayoroftheCityofWilmingtonappointsresidentstotheBoardforatwo -year term.Thenames ofthecurrentresidentboardmembersareasfollows:

JamesDeShields(2 -yearterm:until2004)

ReneeDortch -resigned12/01

LeathiaE.Cooper -resigned4/01

Attachments

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and III

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non -CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment - Nonexpendable	
12	1470 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	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2 - 19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**AnnualStatement
CapitalFundProgram(CFP)PartII:SupportingTable**

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost

AnnualStatement
CapitalFundProgram(CFP)PartIII:ImplementationSchedule

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)

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

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

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

BRIEF STATEMENT OF FIVE-YEAR PLAN GOAL ACCOMPLISHMENTS

MANAGEMENT

During the past year, the Wilmington Housing Authority made some staff adjustments, maintenance staff was repositioned to the Capital Improvements Department, an Asset Manager position was created to monitor activities in both the maintenance and management departments. Also, the Central Work Order office is operational. The Authority has completed its revision of its management policies and procedures.

The Authority has continued to address all emergency work orders within 24 hours, we continue to work on addressing the backlog of both routine and HQS work orders. The "Zoned Maintenance Task Force" continues to operate every Thursday and has made a significant impact on reducing outstanding HQS work orders.

The Authority has completed its conversion of Section 8 Certificate to Housing Choice Vouchers and at the same time caught up on its utilization of Section 8 assistance.

The Authority has filled all vacant manager positions and staffed a Housing Management Chief.

FINANCIAL

During the past year, the Wilmington Housing Authority has continued to work hard to maintain a strong Finance and Administration Division. The Administration Department has grown, with the addition of an Information Technologies Manager. WHA is taking a hard look at its communications systems. Our new goals include complete upgrade of four telephone, Internet and intranet systems.

All new and Managerial staff members have gone to at least one training course in their respective areas. This process is ongoing and additional in-house training and use of HUD technical assistance will continue.

The FYE 3/31/01 audit has been submitted to the Audit and Ethics Committee and all financial findings from previous audits have been cleared and there were no new financial audit findings. We have received an unqualified opinion for the 3/31/01 audit. This will make two -audit period with unqualified opinions and no audit findings.

The Authority has maintained tight control of all budgets. During fiscal year 2001 the Authority's Public Housing Program earned \$3.5 million before depreciation, a non-cash item. During this period the Authority has repaid over \$900,000 of outstanding debt to the Section 8 program. Modernization funds, Drug Elimination funds, as well as Operating Funds are reviewed for eligibility and budget constraints on a continuous basis.

The Authority's ongoing goal is to build enough reserves to meet all emergency needs and to repay outstanding debt to the City of Wilmington and the State of Delaware.

**PhysicalNeedsAssessment
#REF!**

**U.S.DepartmentofHousing
andUrbanDevelopment
OfficeofPublicandIndianHousing**

OMBNo.2577-0157(exp.7/31/98)
June30,2001

HAName AnywhereHousingAuthority		<input type="checkbox"/> Original <input type="checkbox"/> RevisionNumber _____	
DevelopmentNumber N/A	DevelopmentName MODforDevelopment	DOFADate or ConstructionDate _____	
DevelopmentType:	OccupancyType:	StructureType:	NumberofBuildings
Rental <input type="checkbox"/>	Family <input type="checkbox"/>	Detached/Semi-Detached <input type="checkbox"/>	
TurnkeyIII-Vacant <input type="checkbox"/>	Elderly <input type="checkbox"/>	Row <input type="checkbox"/>	CurrentBedroomDistribution
TurnkeyIII-Occupied <input type="checkbox"/>	Mixed <input type="checkbox"/>	Walk-Up <input type="checkbox"/>	0 <u>0</u> 1 <u>0</u> 2 <u>0</u>
MutualHelp <input type="checkbox"/>		Elevator <input type="checkbox"/>	3 <u>0</u> 4 <u>0</u> 5 <u>0</u>
Section23,BondFinanced <input type="checkbox"/>			5+ <u>0</u>
GeneralDescriptionofNeededPhysicalImprovements			NumberofVacantUnits 0
			0.00%
			TotalCurrent Units
			0
			Urgencyof Need(1-5)

TotalPreliminaryEstimatedHardCostforNeededPhysicalImprovements	\$0.00
PerUnitHardCost	\$0.00
PhysicalImprovementsWillResultinStructural/SystemSoundnessataReasonableCost	Yes <input type="checkbox"/> No <input type="checkbox"/>
DevelopmentHasLong-TermPhysicalandSocialViability	Yes <input type="checkbox"/> No <input type="checkbox"/>
DateAssessmentPrepared	
Source(s)ofInformation:	

ManagementNeedsAssessment
#REF!

U.S.DepartmentofHousing
andUrbanDevelopment
OfficeofPublicandIndianHousing

OMBNo.2577-0157(exp.7/31/98)
#REF!

HAName AnywhereHousingAuthority	<input type="checkbox"/> Original <input type="checkbox"/> RevisionNumber_____
---	---

GeneralDescriptionofManagement/OperationsNeeds	Urgencyof Need(1-5)	PreliminaryEstimated HA-WideCost

TotalPreliminaryEstimatedHA-WideCost	\$0.00
--------------------------------------	---------------

DateAssessmentPrepared
Source(s)ofInformation:

CAPITAL FUND PROGRAM TABLES

May 30, 2002

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

PHAName: WILMINGTON HOUSING AUTHORITY	Grant Type and Number Capital Fund Program No: DE26P00501-02 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
--	---	-------------------------------------

Original Annual Statement
 Reserve for Disaster/Emergencies
 Revised Annual Statement (Revision Number 2)
 Performance and Evaluation Report for Program Year Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (2)	Obligated	Expended
1	Total Non-CGPF Funds				
2	1406 Operations (may not exceed 10% of 19)	471,015			
3	1408 Management Improvements	942,029			
4	1410 Administration	471,015			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	200,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	290,000			
10	1460 Dwelling Structures	2,180,746			
11	1465.1 Dwelling Equipment - Nonexpendable	20,000			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	100,342			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Cost	35,000			
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of 19)				
20	Amount of Annual Grant (Sum of lines 2-19)	4,710,147	0	0	0
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation				

Signature of Executive Director and Date
X

Signature of Public Housing Director & Date:
X

CAPITAL FUND PROGRAM TABLES

May 30, 2002

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

PHAName: WILMINGTON HOUSING AUTHORITY		Grant Type and Number Capital Fund Program No: DE26P001501-02 Replacement Housing Factor Grant No:			Federal Fiscal Year of Grant 2002			
Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work(2)
				Original	Revised(2)	Funds Obligated(2)	Funds Expended(2)	
DE1-2 Southbridge	Dwelling Units: REHABILITATION OF DWELLING UNITS Complete interior modernization of units including kitchens, bathrooms, floors, walls: \$25,000 per unit	1460	6	150,000				
	Roofing	1460		100,000				
			Total DUs:	250,000				
	Site Work SITE IMPROVEMENTS Site Lighting and Concrete Work lumpsum	1450		100,000				
			Total Sites:	100,000				
DE1-3 Eastlake Ext. Extension	Dwelling Units: REHABILITATION OF DWELLING UNITS Complete interior modernization of units including kitchens, bathrooms, floors, walls: \$25,000 per unit	1460	5	120,000				
	ROOFING	1460		75,000				
			Total DUs:	195,000				
	Site Work SITE IMPROVEMENTS Landscaping	1450		55,000				
			Total DUs:	55,000	-	-	-	
Total			Project Total	600,000	-	-	-	

Signature of Executive Director and Date:

Signature of Public Housing Director & Date:

X

X

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

CAPITAL FUND PROGRAM TABLES

January 0, 1900

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

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (2)	Funds Obligated (2)	Funds Expended (2)	
DE1-4 Southbridge Extension	Dwelling Units: REHABILITATION OF DWELLING UNITS Complete interior modernization of units including kitchens, bathrooms, floors, walls: \$15,000 per unit (approx)	7	30	100,000				
			Total DU:	100,000				
	RELOCATION	1495		35,000				
			Total REL:	35,000	35,000			
DE1-5 Riverside	Dwelling Units: REHABILITATION OF DWELLING UNITS Complete interior modernization of units including kitchens, bathrooms, floors, walls: \$15,000 per unit	1460	12	180,000				
			Total DU:	180,000				
	Roof Replacement	1460		50,000				
			Total DU:	230,000		--		
Site Work SITE IMPROVEMENTS Landscaping, and concrete repairs or improvements-- lumpsum	1450			100,000				
		Total Sites:	100,000		--			
DE1-6 Crestview	Interior Common Areas UPGRADE HALLWAYS/LOBBIES Painting, lighting, exit doors, floor--lumpsum	1460		60,000				
			Total ICAs:	100,000		--		
	Sprinkler, Fire Safety System	1460		100,000				
			Total ICAs:	160,000		--		
Total,		Project Total:		625,000	-	-	-	

Signature of Executive Director and Date

Signature of Public Housing Director & Date:

X

X

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CAPITAL FUND PROGRAM TABLES

May 30, 2002

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

Development Number/Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (2)	Funds Obligated (2)	Funds Expended (2)	
DE1-7 Baynard	Dwelling Unit Elevator Support System	1460		20,000				
			Total DUs:	20,000				
DE1-8 Scattered Sites	Dwelling Units: VACANCY REDUCTION Complete rehabilitation of long term vacant units including lead paint abatement -- \$40,000 per unit	1460	3	120,000				
	UNITS UPGRADE Upgrade kitchen, bathroom, windows, etc.	1460	11	105,000				
	ROOFING	1460		45,000				
			Total DUs:	270,000				
	APPLIANCES	1465	10	10,000				
Total			Project Total	300,000				

Signature of Executive Director and Date

X

X

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CAPITAL FUND PROGRAM TABLES

May 30, 2002

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

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (2)	Funds Obligated (2)	Funds Expended (2)	
DE1-11 Herlthy	Dwelling Units: REHABILITATION OF DWELLING UNITS Upgrade systems in occupied units based on assessments: Plumbing, electrical, structural--\$10mp/u Sprinkler, Fire Safety System	1460	6	60,000				
		1460		100,000				
			Total DUs:	160,000				
DE1-12 Scattered Sites	Dwelling Units: REHABILITATION OF DWELLING UNITS--Vacancy Reduction Complete interior modernization of units including kitchens, bathrooms, floors, walls:\$25,000per unit	1460	2	50,000				
			Total DUs:	50,000				
			Total DUs:	50,000				
DE1-13	Site: SITE IMPROVEMENTS Landscaping, and concrete repairs or improvements-- lumpsum	1450	#REF!	20,000				
			Total Site:	20,000				
			Total Site:	20,000				
DE1-15 Madison Gardens	Dwelling Units: UPGRADE OCCUPIED UNITS--SCATTERED SITES Upgrade of systems in occupied units based on assessment--plumbing, electrical, structural--\$10,000/Unit Roofing APPLIANCES	1460	15	147,746				
		1460		50,000				
			Total DU's:	197,746				
		1465		10,000				
			Total APL:	10,000				
Total,			Project Total:	437,746				

Signature of Executive Director and Date

Signature of Public Housing Director & Date:

X

X

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CAPITAL FUND PROGRAM TABLES

May 30, 2002

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

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (2)	Funds Obligated (2)	Funds Expended (2)	
DE1-19 Lincoln Towers	Building Exterior: EXTERIOR FAÇADE--WINDOWS, ROOF REPLACEMENT	1460		190,000				
	Fire Safety Systems	1460		100,000				
			Total B.E.:	290,000				
	Interior Common Areas	1460		60,000				
			Total ICAs:	60,000				
Total,		Project Total:		350,000				

Signature of Executive Director and Date

X

X

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CAPITAL FUND PROGRAM TABLES

May 30, 2002

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

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (2)	Funds Obligated (2)	Funds Expended (2)	
DE1-20 Compton Towers	Dwelling Units: UPGRADE LOBBIES Painting, lighting, exit doors, floor--lumpsum	1460		100,000				
		1460		75,000				
			Total ICAs:	175,000				
DE1-21 Scattered Sites	Site: SITE IMPROVEMENTS Landscaping, and concrete repairs or improvements--lumpsum	1450		15,000				
			Total Site:	15,000				
			Total Site:	-				
Total,			Project Total:	190,000				

Signature of Executive Director and Date

Signature of Public Housing Director & Date:

X

X

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(2) To be completed for the Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report

Capital Fund

Part II: Supporting Pages

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

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (2)	Funds Obligated (2)	Funds Expended (2)	
DE1-22 Scattered/Sites	Dwelling Units	1460		23,000				
			Total Site:	23,000				
Total, Scattered/Sites			Project Total:	23,000				

Signature of Executive Director and Date

Signature of Public Housing Director and Date:

X

X

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

Annual Statement/Performance and Evaluation Report

U.S. Department of Housing

Comprehensive Grant Program (CGP)

Part II: Supporting Pages

and Urban Development
Office of Public and Indian Housing

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (2)	Funds Obligated (2)	Funds Expended (2)	
HA-Wide	Operations	1406		471,015				
			Total OPs:	471,015				
HA-Wide Fees and Costs	A&E Fees: INSPECTOR SALARIES: Construction Inspection--In-house and by Contract	1430		100,000				
	A&E Fees: PROFESSIONAL SERVICES, TECHNICAL SUPPORT AND ENVIRONMENTAL CONSULTING	1430		100,000				
			Total Fees:	200,000	-	-	-	
	Nondwelling Equipment Vehicles, computer, maintenance equipment (new/replacement)	1475		100,342				
			Total N.D.E:	100,342				
Total,			Project Total:	771,357	-	-	-	

Signature of Executive Director and Date

Signature of Public Housing Director & Date:

X

X

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

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP)

Part II: Supporting Pages

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

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (2)	Funds Obligated (2)	Funds Expended (2)	
Del 1-1 Thru Del 1-22 W/HA Wide	1) Staff Development (Tuition) 2) Staff Travel & Training 3) Resident Svcs. Program Development Resident Council training and elections, QHWR training for Resident Advisory Board, Fees and costs associated with Resident Council--incorporation, management, etc.	1408	LS	15,000				
"	"	"	LS	20,000				
"	"	"	LS	20,000				
"	4) HARG, HAPI-Insurance Risk Mgmt	"	LS	10,000				
"	5) Salaries & Benefits	"	LS	877,029				
"	Chief of Resident Services, Security Coordinator	"	LS					
"	Public Safety Officer, Social Service Coordinators	"	LS					
"	Preventive Maintenance: Seasonal systems upgrade: Heating, electrical, and plumbing.	"	LS					
			Total 1408	942,029	-	-	-	
HA-Wide Admin	Administrative Cost 1. Salaries & Benefits Executive Director Director of Administration Director of Operations Director of Capital Improvements Administrative Assistant Construction Manager Planner Chief Budget Officer Finance Chief Senior Accountants (2) Account 1 (2) Accounting Clerk Purchasing Officer 2. Advertising 3. Legal Cost	1410		471,015				
Total			Project Total	1,413,044	-	-	-	
Signature of Executive Director and Date:				Signature of Public Housing Director & Date:				
X				X				

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

Component 3,(6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

Wilmington Housing Authority

Annual Plan Public Hearing Minutes Hosted by Karen Spellman, Director of Housing Operations April 10, 2002, 6:00 p.m.

This is a public hearing held by the Wilmington Housing Authority with the purpose of discussing the correction of deficiencies cited in the Housing Authority's Annual Plan for fiscal year 2002. The Housing Authority submitted its plan to HUD for review and approval. The review resulted in 15 deficiencies. Most of the deficiencies cited were errors in selection of options found within the template; however, I will go through each of those deficiencies and will explain how the Housing Authority made the necessary corrections.

DEFICIENCY #1: Section 1(B) Statement of Housing Needs, Public Housing Waiting List – The number of people listed on the waiting list, 363, does not equal the number of people broken out by race/ethnicity. The total number of non-Hispanic families (313) and Hispanic families (25) is 338. The total number of families broken out by race (Black/White/Asian) equals 313.

CORRECTION: A math error was found and the adjustment was made in the calculation. All of the columns now total 363 reflecting the total number of people listed on the waiting list.

DEFICIENCY # 2: Section 2, Statement of Financial Resources – The statement includes \$560,668 for the Drug Elimination Program. This program has been eliminated by Congress as a separate funding category. HOPE VI funds should also be listed under Prior Year Grants rather than under FY 2002 Grants. In addition, our records show the amount of the Public Housing Operating Fund is \$6,730,921 and the amount of Annual Contributions for Section 8 Tenant-Based Assistance is \$7,524,024.

CORRECTION: The numbers that were submitted within the agency plan did not match the numbers that HUD had. WHA's Finance department checked our numbers against HUD's numbers. Those numbers did match and we made the adjustment, which resulted in the figures found in deficiency #2 (\$6,730,921 and \$7,524,024).

DEFICIENCY #3: Section 3(A)(6), PHA Policies Governing Eligibility, Selection, and Admissions; Public Housing; Deconcentration and Income Mixing – WHA did not include the revised template questions relating to deconcentration, as outlined in PIH Notice 2001-4. The revised template is a required attachment to the Annual Plan. Please also see page 33 of the PHA Plan Desk Guide.

CORRECTION: Deconcentration is a practice to ensure that neighborhoods do not consist of only one type of race or income level but that they are spread out evenly.

throughout the community. WHA does practice deconcentration and we completed the revised template as required to satisfy this deficiency.

DEFICIENCY # 4: Section 3(B)(4)(b)(2) and (b)(3), PHA Policies Governing Eligibility, Selection, and Admissions; Section 8; Admissions Preferences – In paragraph (b)(1) WHA indicates that it has no established preferences for admission to the Section 8 program, while later in paragraphs (b)(2) and (b)(3), WHA indicates that it has a preference for elderly, disabled or handicapped applicants. The latest Administrative Plan on file in our office also indicates that WHA has a preference for elderly, disabled or handicapped applicants.

CORRECTION: We checked the wrong box in the original submission so we went back to Section 8 (b)(1) and checked the appropriate box to choose a preference for elderly, disabled or handicapped applicants to coincide with the preferences for Public Housing.

DEFICIENCY # 5: Section 3(B)(4)(b)(6), PHA Policies Governing Eligibility, Selection, and Admissions; Section 8; Admissions Preferences – WHA did not complete this paragraph.

CORRECTION: We completed the paragraph as required.

DEFICIENCY # 6: Section 4(A)(1)(e), PHA Rent Determination Policies; Public Housing; Income Based Rent Policies – WHA answered affirmatively to the question in paragraph 1, but did not then complete the follow-up questions listed in paragraphs 2 and 3.

CORRECTION: This particular deficiency deals with ceiling rents, which is a maximum rent amount that can be charged for a given area. We inadvertently checked that we had ceiling rents but we do not so we changed our answer in paragraph 1 and did not complete paragraphs 2 and 3.

DEFICIENCY # 7: Section 4(B)(1)(c), PHA Rent Determination Policies; Section 8; Payment Standards – WHA indicated in paragraph (a) that it had set its payment standard to equal 100% of the FMR. WHA also answered the questions in paragraph (c) which only apply to HAs which have set their payment standard above the FMR.

CORRECTION: We removed the answers that we supplied in paragraph (c) as we were not supposed to answer those questions.

DEFICIENCY # 8: Section 7(A)(1), Capital Improvement Needs; Capital Fund Program Annual Statement – The CFP Annual Statement that was included as part of the Annual Plan does not include an Implementation Schedule.

In addition, the Annual Statement identifies a number of units at different developments which are scheduled to be modernized. The modernization work includes kitchens and

bathrooms, which triggers Section 504 requirements. If the developments in question have not met the 5% Section 504 conversion requirements, then WHA must include Section 504 conversion as part of the modernization work. WHA needs to indicate in its Annual Statement (and, if applicable, its Five Year Action Plan) whether Section 504 conversion needs to be conducted, how many units are affected, and which accessibility requirement applies to the developments in question (substantial alteration, other alterations, reasonable accommodations, and common areas).

CORRECTION: We provided an Implementation Schedule outlining when the programs will be implemented. We have met the 5% Section 504 requirement and we handle circumstances on a case-by-case basis. We have not done any substantial rehabilitation that would trigger the 5% in our particular case. We address the 504 on an as-needed basis.

DEFICIENCY # 9: Section 7(A)(2), Capital Improvement Needs; Optional 5 -Year Action Plan – WHA indicates that it has attached a Five Year Action Plan but none was provided to this office as part of the attachments.

CORRECTION: This was an optional attachment and we chose not to attach a Capital Improvement 5 -Year Action Plan. We did provide an annual statement for Capital Improvements so we changed the response to reflect this.

DEFICIENCY # 10: Section 10(B), Conversion of Public Housing to Tenant -Based Assistance – This section should be completed in accordance with PIH Notice 2001 -26, which includes additional questions that must be answered by Has. This section deals with Voluntary Conversion Initial Assessments, which are required in accordance with 24 CFR 972.200(b). See also the Final Rule on Voluntary Conversion of Developments published in the Federal Register on June 22, 2001.

CORRECTION: We are required to perform an assessment of each of our developments to determine whether or not Public Housing should be changed to Section 8 tenant based assistance; therefore, the residents would live in Public Housing on a Section 8 Voucher. We are not required to do this but we must perform the assessment.

The only buildings that are exempt are those that have been designated as elderly only and in our case it is Baynard. Our preliminary review to conversion of WHA's properties is unfavorable. It appears that the tenant-based concept for our developments will prove more costly and we could potentially lose ability to have any control over vacancy rates if portability is a feature of the tenant-based program. We are providing the summary statement and will include a request to extend the timeline 45 days to fully complete the assessments. Once completed, the assessments will be maintained on file for HUD inspection.

DEFICIENCY # 11: Section 12(B)(1)(b), PHA Community Service and Self-Sufficiency Programs; Services and Programs Offered to Residents and Participants –

WHA did not complete the table included as part of this paragraph, as it is required to do by its affirmative answer to the first question.

CORRECTION: In our initial correspondence we only included Section 8 Family Self Sufficiency Program and did not include the AFS Calling Card for Success and Southbridge Youth Academy programs. We added the two additional programs to the table to correct the deficiency.

DEFICIENCY #12: Section 14, Pet Policy – WHA did not provide a description of its pet policy as an attachment to the Annual Plan template, as required in PIH Notice 2000-43 (Paragraph III(B)(7)).

CORRECTION: We submitted WHA's existing Pet Policy that was developed in 1997 or 1998 to HUD.

DEFICIENCY #13: Section 16, Fiscal Audit – WHA indicates that there are 42 open audit findings in this section. However, the statement on Five Year Plan Goal Accomplishments indicates that all financial findings have been closed, and WHA staff have indicated that there are two open findings.

CORRECTION: The number was changed to 2 to reflect the correct amount of open findings for FY 2002.

DEFICIENCY #14: Section 18(A)(1), Other Information; Resident Advisory Board – We believe that WHA meant to answer yes to this question, giving that subsequent questions were answered in this section.

CORRECTION: We did mean to answer yes so we made the correction.

DEFICIENCY #15: Section 18(B), Other Information; Election Process for Residents on PHA Board – WHA provides the names of two residents as being on the Board but then also indicates that they have both resigned.

CORRECTION: We submitted Jimmy DeShields name as being the resident who is serving on the Board of Commissioners.

DRUG ELIMINATION PLAN: In addition to HUD's deficiencies cited in their letter, we are also revising the goals listed in the Authority's Drug Elimination Plans submission and the Drug Elimination budget.

As you are aware, Drug Elimination funds are no longer available but we do have 1997, 1999, 2000, and 2001 open programs. We did request a time extension from HUD on the 1997 program in which over \$200,000 was left. Basically, the 1997 program was implemented with the exception of the Wilmington Police Department contract that we were unable to secure (\$140,000).

Under the previous administration, monies for Drug Elimination programs (\$60,000) were recharged under the general fund in lieu of the Drug Elimination fund and the \$60,000 will be reimbursed to WHA to correct this disbursement of funds. The majority of the \$140,000 will be used to develop a security plan so we can provide around the-clock security at our high-rise buildings (front and back). The security plan will include increased security at the high-rises; and provide additional lighting, fencing, etc throughout all of our sites. The balance will be used for our social programs.

The current monitor that screens well will be given an opportunity to work under the new security program within the high-rises. The new plans should be rolled out within the next 60 days and will be controlled by WHA.

Question: Can you describe what will be done at the high-rises in more detail?

Response: The security personnel will have more responsibility than the door monitors currently do including vertical floor patrol. All entrances to the buildings will be secured and picture ID will be required for all people entering the building. The security personnel will be responsible to make sure that the visitor leaves the building and this should keep unwanted people out of our buildings and make them safer. We are hiring residents and also recruiting retired police officers. We want people with experience in security and enforcement. By having retired police officers on our staff the Wilmington Police Department should be more responsive to our needs because a relationship will exist between our employees and the Department.

No more questions were asked in relation to the Agency Plan deficiencies or the Drug Elimination budget. Ms. Spellman thanked everyone for coming and adjourned the meeting.

Component 10(B) Voluntary Conversion Initial Assessment

- a. How many of the PHA's developments are subject to the Required Initial Assessments? **15**
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? **1**
- c. How many Assessments were conducted for the PHA's covered developments? **All**
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: **None. It has been determined that it would be more costly to convert WHA's public housing to tenant based assistance considering the age, existing condition and environmental issues that exist in the areas of WHA's conventional and scattered site developments. Tenant - based assistance may increase the number of vacant properties if participants choose not to use their assistance in certain areas or, if portability is allowed, will choose not to live within WHA's communities or the City of Wilmington at all.**
- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: **N/A ñ all complete**

WILMINGTON HOUSING AUTHORITY

Subpart B ñ Voluntary Conversion of Public Housing Developments Certification of Required Initial Assessments

The PHA certifies that it has done the following:

1. Reviewed each development's operation as public housing.
2. Considered the implications of converting each development to tenant -based assistance; and
3. Concluded that conversion of each development may be inappropriate because removal of the developments would not meet the necessary conditions for voluntary conversion because it would be more expensive to convert than to continue to operate the developments as public housing.

Certified By:

Frederick S. Purnell, Sr.
Executive Director

Date: _____