

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

PHA Plans

Annual Plan for Fiscal Year 2002

REVISION # 1

Changes as of 12/31/01 for CFP FY2000 and forward

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

PHA Plan Agency Identification

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF CHESTER

PHA Number: PA046

PHA Fiscal Year Beginning: 01/2002

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
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

Annual PHA Plan
PHA Fiscal Year 2002
 [24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Executive Summary is no longer a requirement.

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

iii. Annual Plan Table of Contents

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

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Attachments

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

Required Attachments: **[note: A = PHDEP; A2 concerns CFPs]**

- A2** FY 2002 Capital Fund Program Annual Statement & P/E; & Five Year Plan
- B** Assessment of Site-Based Wait List – Demographic Changes
- C** Implementation of PH Resident Community Service Rqt.
- D** Pet Policy - Summary
- E** Progress Toward Five Year Plan
- F** Resident Member of the PHA Governing Board
- G** Membership of the Resident Advisory Board
- H** Section 8 Homeownership Program
- I** Voluntary Conversion – Initial Analysis

Optional Attachments:

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

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs identified any impediments to fair housing choices and is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	Annual Plans
At County office	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policy
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, & Admissions
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with Deconcentration requirements (section 16(a) of the US Housing Act of 1937, and 2. Documentation of the required Deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input type="checkbox"/> check here if included in the public housing A & O Policy	
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy Appendix 3	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
Atch A2	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year P&E	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Atch A1	Most recent, approved 5 Year Action Plan for the Capital Fund Program.	Annual Plan: Capital Needs Atch A1
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demo & Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of PH
N/A	Approved or submitted assessments & conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of PH
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan:
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Comm. Service & Self-Suff'y
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Comm. Service & Self-Suff'y
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Comm. Service & Self-Suff'y
X	The most recent PHDEP semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	4462	5	5	5	5	5	5
Income >30% but <=50% of AMI	3840	5	5	5	5	5	5
Income >50% but <80% of AMI	4067	3	3	2	3	4	4
Elderly	4141	3	3	2	3	1	1
Families with Disabilities	3628						
Race/Ethnicity	N/A	5					5
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: **2000**
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: **Housing Study prepared by *The Chester County 2020 Trust*, entitled "A Baseline Study on Moderately-Priced Housing in Chester County, PA", published June, 1999.**

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	857		44
Extremely low income <=30% AMI	600	70%	
Very low income (>30%;<=50%AMI)	207	27%	
Low income (>50% but <80% AMI)	50	3%	
Families with children	575	59%	
Elderly families	175	24%	
Families w/Disabilities	107	17%	
Race/ethnicity-Black	550	58%	
Race/ethnicity-White	200	25%	
Race/ethnicity-Hispanic/Other	100 + 7	15% + 2%	
1 BR	295 (0& 1 combined)	34%	
2 BR	293	34%	
3 BR+	288	32%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? N/A			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes N/A			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes N/A			

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2150		71
Extremely low income <=30% AMI	1720	80%	
Very low income (>30%;<=50%AMI)	409	19%	
Low income (>50% but <80% AMI)	21	1%	
Families with children	1398	65%	
Elderly families	538	25%	
Families with Disabilities	344	16%	
Black	1419	66%	
White	602	28%	
Hispanic	107	5%	
Asian/Pacific...	22	1%	
Characteristics by Bedroom Size (Public Housing Only)	N/A	N/A	N/A
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? N/A Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes N/A Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes N/A			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

- Employ effective maintenance and management policies to minimize the number of public housing units off-line. *In place.*
- Reduce turnover time for vacated public housing units. *Again, focusing on this problem.*
Reduce time to renovate public housing units. *Not a problem; in place.*
- Seek replacement of public housing units lost to the inventory through mixed finance development. *Done; new public housing created, replacing lost units.*
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources. *With new PBA rules, this will be utilized as one tool.*
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction. *New payment standards were adopted June 2001..*
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required.
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration. *By end of 2002, a "Landlord Seminar" program will be established; one event was held in 2001.*
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program. *In place; sometimes still a problem.*
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies. *This is always done.*
- Other *Utilize HUD's new level of PBA vouchers allowed so that non-ACC units in mixed finance projects as well as units in the Authority's tax-credit projects can truly be affordable as well as guaranteeing an income stream so that the properties can be managed and maintained at the highest level.*

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

- Apply for additional section 8 units should they become available.
- Leverage affordable housing resources in the community through the creation of mixed - finance housing. *This has been done in two of our 4 geographic locations.*
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: *Low Income Housing Tax credits to the extent necessary .*

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: ***Market to relevant social service agencies;
Continue to employ PH Admissions preference for working families***

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: ***Acquire and Rehab suitable buildings for low income elderly housing.***

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing ***[In compliance]***
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available. ***This has been done and has been successful. We will continue to do this.***
- Affirmatively market to local non-profit agencies that assist families with disabilities ***This is being done; and will be continued.***
- Other: (list below) ***Carry out modification as needed for all types of disabilities.***

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: *Those such defined groups in this County are African-American and Hispanic; both groups are quite aware of availability; Also, "La Comunidad" informs the Hispanic community of availability.*

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: *Continue to utilize "Mainstream" program; also Welfare-to-Work vouchers.*

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund	880,819	
b) Public Housing Capital Fund	629,520 (est'd.)	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	8,253,115	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	89,923	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant* (pending)	N/A	
i) HOME	N/A	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
HOPE VI Revitalization		All monies obligated
PH Drug Elimination	227,726	Services to PH Families & anti crime & security
EDSS	0	Obligated
3. Public Housing Dwelling Rental Income	631,176	PH Operations
4. Other income (list below)		
Non-dwelling & excess utilities	8,500	PH Operations
Court Costs	1,500	PH Operations
4. Non-federal sources (list below)		
Interest	8,000	PH & Sec. 8 Ops.
Total resources		

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

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

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

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year? **2**
2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously -HUD-approved site based waiting list plan)?
If yes, how many lists? **Not for 2002; new in 2001.**
3. Yes No: May families be on more than one list simultaneously
If yes, how many lists? **2**
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other **Families affected by the HOPE VI or Mixed-Finance, will be placed on the list.**

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
 - One
 - Two
 - Three Only
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

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

b. Transfer policies:

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

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

c. Preferences ***These preferences were established with the new law in 2002 and there has been no change from FY2000. This is being done because it is best to maintain consistency for the public and effective administration.***

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection (5) Occupancy).
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

The head, spouse, or sole member of household is 62 years or older.**

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

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

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

X Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy *Applicants may read the A&O policy at public housing management offices.*
- PHA briefing seminars or written materials
- Other source:

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

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

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
 Criminal and drug-related activity, more extensively than required by law or regulation
 More general screening than criminal and drug-related activity (list factors below)
 Other (list below) *As noted below...*

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity. *No, we do not. If this is an issue, a voucher is not issued; or is revoked.*
 Other *poor housekeeping*

(2) Waiting List Organization

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

- None
 Federal public housing
 Federal moderate rehabilitation
 Federal project-based certificate program
 Other federal or local program (list below)

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

- PHA main administrative office
 Other (list below)

(3) Search Time

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

If yes, state circumstances below:

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

(4) Admissions Preferences

- a. Income targeting

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

- b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

X Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below) ***Through pertinent supportive services agencies.***

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member ***Mandatory Year 1; will be at 50% in Year 2.***
- For increases in earned income. ***See above; as law requires; and 50% of year 2.***
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)
 - Yes for all developments
 - Yes but only for some developments
 - No
2. For which kinds of developments are ceiling rents in place? (select all that apply) *N/A*.
 - For all developments
 - For all general occupancy developments (not elderly or disabled or elderly only)
 - For specified general occupancy developments
 - For certain parts of developments; e.g., the high-rise portion
 - For certain size units; e.g., larger bedroom sizes
 - Other (list below)
3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply) *N/A*
 - Market comparability study
 - Fair market rents (FMR)
 - 95th percentile rents
 - 75 percent of operating costs
 - 100 percent of operating costs for general occupancy (family) developments
 - Operating costs plus debt service
 - The “rental value” of the unit
 - Other (list below)

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program**

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR *and Exception FMR for part of County, approved by HUD*
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

- FMR's 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)

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

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

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

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

- Success rates of assisted families.
- Rent burdens of assisted families
- Other (list below) *Availability of housing outside of low-income urban areas.*

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning 2002	Expected Turnover
Public Housing	323	46
Section 8 Vouchers	1094	19
Section 8 Certificates	106	100
Section 8 Mod Rehab	53	26
Special Purpose Sec. 8	100	9
<i>C/V: Mainstream Welfare to Work</i>	50	3
<i>FSS</i>	140	5
<i>Relocation</i>	0	0
P H Drug Elimination Program (PHDEP)	34	9
Other Federal Programs		
<i>ROSS</i>	163	16
<i>HOPE VI funded economic development</i>	109	16

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management:
 - Admissions & Continued Occupancy
 - Capitalization Policy
 - Check Signing Policy
 - Criminal Records Management Policy

Disposition Policy
Drug Free Policy
Equal Housing Opportunity Policy
Ethics Policy
Procurement Policy
Public Housing Lease, incl. Community Service Rqts.
Pet Policy

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

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

Informal hearing for drug related/violent crime.

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs See Table at End of the Plan

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments.

Select one:

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

-or-

The Capital Fund Program Annual Statement is provided below.

**B. HOPE VI and Public Housing Development and Replacement Activities
(Not Capital Fund)**

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

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

1. Development name: ***Oak Street, Rosemont, Broadview, & Hillcrest in Coatesville; South Coatesville***
2. Development (project) numbers: ***46-1; 46-3; 46-7***
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? ***Note: Will finish the Oak Place Redevelopment noted in para. 8, below.***
If yes, list developments or activities below:

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

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S. 1437p) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development 2. Activity Description.

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

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved , submitted, or planned for submission	
5. Number of units affected: 37	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity	

9. Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: Maple & Spruce Courts, West Chester
1b. Development (project) number: 46-5/partial
2. Designation type: 2 buildings: 1 to be elderly only; 1 to be disabled only Occupancy by only the elderly <input checked="" type="checkbox"/> building #1 Occupancy by families with disabilities <input checked="" type="checkbox"/> building #2 Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(03/06/02)</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 12 each building = total of 24 units
7. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development. In same location & dev. no. is family housing of 26 units. <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table?

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

B. Voluntary Conversions pursuant to Section 22 of the U.S. Hsg Act of 1937

See Attachment I.

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

Yes No: Has the PHA provided all required activity description information for component in the **optional** Public Housing Asset Mgt. Table?

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

B. Section 8 Tenant Based Assistance

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

2. Program Description: **Yet to be formalized.**

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? **01/10/99**. Other coordination efforts between the PHA and TANF agency (select all that apply)

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
PHDEP Ec. Dev. Program	38	Specific criteria	PHA Main office	PH
Elderly/Disabled Svs (ROSS)	163	Specific criteria	PHA Main office	PH
HOPE VI	109	Specific criteria	PHA satellite office	PH & Sec 8

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 28/10/99)
Public Housing	<i>n/a</i>	9
Section 8	97	140

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

C. Welfare Benefit Reductions

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

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

3. Which developments are most affected? (list below) *All Family developments: 46-2/Locust Ct in West Chester [east end], PA – 26 units.; 46-4/Fairview in Phoenixville, PA – 24 units; 46-5/Oak Place [west end] (this is now “mixed-finance”); 17 of 31 units are ACC).*

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

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

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

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities *Substance abuse prevention education with children, neighborhood activities to foster cooperation with police; sensitivity training between police & residents. This needs to be improved.*

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2002 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename): **pa046a01.**

14. PET POLICY

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

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD? *Report was rejected*
3. Yes No: Were there any findings as the result of that audit? *Four draft findings.*
4. Yes No: If there were any findings, do any remain unresolved? *Partially. HACC has agreed to a Corrective Action Plan. The auditor is working with the Fee Accounting firm on the component unit issues and the final audit is due to HUD mid-February 2002.*
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD? *Yes; see notes at 4.*

If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at **Attachment J**, a part of this submission.

Provided below:

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

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

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

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

Representatives of all PHA resident and assisted family organizations

Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: ***Chester County, PA.***

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan.
Increase availability of affordable housing for special needs populations
 - Other: (list below)

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

The Consolidated Plan of the County of Chester is a Five Year plan 2000 – 2004. The major activities for FY 2002 support and/or complement the Authority’s FY 2002 Annual Plan. Specifically, their plan states “The County will be supportive of the Authority’s goals, especially as they relate to public housing modernization and critically needed increases in rental vouchers and new housing units”. It continues, by stating its commitment to the HOPE VI efforts – for this fiscal year alone, it is \$715,000 for the following specific activities:

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

Concerning economic development, the County’s OHCD has initiated a “Team Pennsylvania Careerlink” whereby low income persons are assisted through a “One Stop Shop” to connect to jobs, job training, transportation, and child-care.

Their Plan also includes at least one “Fair Housing” training seminar, as the fundamental barrier to increased affordable housing is the NIMBY syndrome.

D. Other Information Required by HUD

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

The definition of “Substantial Deviation” and the summary of our Deconcentration Policy were provided in the FY 2000 submission; and as stated in the instructions for FY 2002, do not need to be repeated, unless substantially altered. These two items were not altered.

Attachments

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

REQUIRED ATTACHMENTS:

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

The following are submitted as part of the Annual Plan:

Attachment A2: CFP Annual/P&E; & Five Year Plan

Attachment B: Site Based Wait List

Attachment C: Community Service

Attachment D: Pet Policy

Attachment E: Progress Report

Attachment F: Resident on Board

Attachment G: Resident Advisory Council

Attachment H: Section 8 Homeownership Program

Attachment I: Voluntary Conversion: RIA Questions

Attachment J: Resident Advisory Board Comments

They begin on the next page.

Required Attachment A2: CFP: P/E; Annual Statement; Five year Plan

**Annual Statement/Performance and Evaluation Report 707/98
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF CHESTER	Grant Type and Number Capital Fund Program Grant No: PA26P046707/98 Replacement Housing Factor Grant No:	Federal FY of Grant: FY 1998
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 6/30/01 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	30,347		30,347	30,347.00
3	1408 Management Improvements	101,990		101,990	101,979.14
4	1410 Administration	67,655		67,655	67,655.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	11,830		11,830	11,830.00
11	1465.1 Dwelling Equipment—Nonexpendable	0		0	0
12	1470 Nondwelling Structures	0		0	0
13	1475 Nondwelling Equipment	57,700		57,700	50,510.22
14	1485 Demolition	0		0	0
15	1490 Replacement Reserve	33,953		33,953	33,953.00
16	1492 Moving to Work Demonstration	0		0	0
17	1495.1 Relocation Costs	0		0	0
18	1499 Development Activities	0		0	
19	1501 Collateralization or Debt Service	0		0	
20	1502 Contingency	0		0	
21	Amount of Annual Grant: (sum of lines 2 – 20)	303,475		303,475	296,274.36
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related Sec 504 compliance				
24	Amount of line 21 Related Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related Energy Cons. Measures				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages 707/98

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF CHESTER		Grant Type and Number Capital Fund Program Grant No: PA26P046707/98 Replacement Housing Factor Grant No:			Federal FY of Grant: FY 1998			
Development #/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
46-1 S. CTSVLE	Non-routine Rehabs	1460		5,000		960.36	960.36	Re-allocated
46-2/5 Wst Chester	Non-routine Rehabs	1460		5,000		9,520.05	9,520.05	Complete
46-4 Phoenixville	Non-routine Rehabs	1460		1,830		1349.59	1349.59	Complete
	TOTAL, 1460	1460		11,830		11,830.00	11,830.00	
46-8 Oxford	Security Systems	1475		25,000		25,000.00	14,360.00	Re-allocated
HA-wide	Computer Hardware	1475		32,700		32,700.00	36,150.23	Complete
	TOTAL, 1475	1475		57,700		57,700.00	50,510.23	
HA-wide	Operations	1460		30,347		30,347	30,347	Complete
Countywide	Management improvements	1408						
	Staff & Board Training			25,000		0	0	
	Software Upgrade & Trg			38,130		44,140.00	44,140.00	Complete
	Economic Development			30,000		38,390.00	38,390.00	Complete
	Resident Council/Org			5,000		19,460.00	19,449.14	Complete
	CGP Planning costs			3,860		.00	.00	
	TOTAL, 1408	1408		101,990		101,909.00	101,979.14	
	ADMINISTRATIVE, TOTAL	1410		67,655		67,655	67,655	Complete
	REPLACEMENT RESERVE	1490		33,953		33,953	33,953	Complete
	GRAND TOTAL			303,475		303,475	296,274.37	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule 707/98

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF CHESTER		Grant Type and Number Capital Fund Program No: PA26P046707/98 Replacement Housing Factor No:					Federal FY of Grant: 1998	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
46-1 S.Ctsvle	01/31/00			07/31/01				
46-2 Maple, Spruce & Locust	01/31/00			07/31/01				
46-4 King's Terrace	01/31/00			07/31/01				
46-5, 222 N. Church	01/31/00			07/31/01				
46-8 Oxford Terrace	01/31/00			07/31/01				
Countywide	01/31/00			07/31/01				

Annual Statement/Performance and Evaluation Report 708/98
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF CHESTER	Grant Type and Number Capital Fund Program Grant No: PA26P046708/98 Replacement Housing Factor Grant No:	Federal FY of Grant: FY 1998
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/01 <input type="checkbox"/> Final Performance and Evaluation Report		

e No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	0			
3	1408 Management Improvements	220,231		220,231	173,350.24
4	1410 Administration	76,371		76,371	76,371.00
5	1411 Audit	0		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	41,000		41,000	41,698.65
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	0		0	0
10	1460 Dwelling Structures	20,000		20,000	35,230.08
11	1465.1 Dwelling Equipment—Nonexpendable	0		0	0
12	1470 Nondwelling Structures	0		0	0
13	1475 Nondwelling Equipment	18,500		18,500	11,773.42
14	1485 Demolition	46,797		46,797	0
15	1490 Replacement Reserve	340,810		340,810	387,607.00
16	1492 Moving to Work Demonstration	0		0	0
17	1495.1 Relocation Costs	0		0	0
18	1499 Development Activities	0		0	0
19	1501 Collateralization or Debt Service	0		0	0
20	1502 Contingency	0		0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	763,709		763,709	726,030.39
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related Sec 504 compliance				
24	Amount of line 21 Related Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related Energy Cons'ion Measures				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages 708/98

HOUSING AUTHORITY OF THE COUNTY OF CHESTER PA-046 FY2002

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF CHESTER		Grant Type and Number Capital Fund Program Grant No: PA26P046708/98 Replacement Housing Factor Grant No:			Federal FY of Grant: FY 1998			
Development #/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Oblgd.	Funds Expd.	
46-2/5 Wst Chester	Non-routine Rehabs	1460		7,500		7,500	9,303.53	COMPLETE
46-4 Phoenixville	Non-routine Rehabs	1460		7,500		7,500	12,975.68	COMPLETE
46-8 Oxford	Non-routine Rehabs	1460		5,000		5,000	12,950.87	COMPLETE
	TOTAL, 1460	1460		20,000		20,000	35,230.08	
HA-wide	Computer Hardware	1475		18,500		18,500	11,773.42	ONGOING
	TOTAL, 1475	1475		18,500		18,500	11,773.42	
46-7/Hill&Broadview	Demolition	1485		46,797		46,797	0	REVISION
	TOTAL, 1485	1485		46,797		46,797	0	
Countywide	Management improvements	1408						
	Staff & Board Training			59,360		59,360	26,593.75	ONGOING
	Software Upgrade & Trg			16,871		16,871	72,746.82	COMPLETE
	Economic Development			81,500		81,500	81,130.43	COMPLETE
	Resident Council/Org			20,000		20,000	3,005.20	ONGOING
	Housing Needs Survey			30,000		30,000	20,000.00	COMPLETE
	Software Upgrade			6,500		6,500	15,074.04	COMPLETE
	PHAS/Policy/Procedure Update			6,000		6,000	6,800.00	COMPLETE
	TOTAL, 1408	1408		220,231		220,231	173,350.24	
	ADMINISTRATIVE, TOTAL	1410		76,371		76,371	76,371	COMPLETE
	A & E SERVICES, TOTAL	1430		41,000		41,000	41,698.65	COMPLETE
	REPLACEMENT RESERVE	1490		340,810		340,810	387,607.00	To Repl. Rsv Act
	GRAND TOTAL			763,709		763,709	726,030.39	

**Annual Statement/Performance and Evaluation Report to do
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule 708/98**

HOUSING AUTHORITY OF THE COUNTY OF CHESTER PA-046 FY2002

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF CHESTER		Grant Type and Number Capital Fund Program Grant No: PA26P046708/98 Replacement Housing Factor Grant No:					Federal FY of Grant: FY 1998	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
46-2 Maple, Spruce & Locust	04/30/01			10/31/01				
46-4 King's Terrace	04/30/01			10/31/01				
46-5, 222 N. Church	04/30/01			10/31/01				
46-8 Oxford Terrace	04/30/01			10/31/01				
Countywide	04/30/01			10/31/01				

Annual Statement/Performance and Evaluation Report 709/99 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHA Name: HOUSING AUTHORITY OF THE COUNTY OF CHESTER		Grant Type and Number Capital Fund Program Grant No: PA26P046709/99 Replacement Housing Factor Grant No:			Federal FY of Grant: FY 1999	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)						
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/01 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations					
3	1408 Management Improvements	163,432		163,432	29,026.99	
4	1410 Administration	88,965		88,965	88,965	
5	1411 Audit	0		0	0	
6	1415 Liquidated Damages	0		0	0	
7	1430 Fees and Costs	0		0	0	
8	1440 Site Acquisition	0		0	0	
9	1450 Site Improvement	110,000		110,000	7,475.05	
10	1460 Dwelling Structures	115,000		115,000	114,864.08	
11	1465.1 Dwelling Equipment—Nonexpendable	0		0	0	
12	1470 Nondwelling Structures	0		0	0	
13	1475 Nondwelling Equipment	12,252		12,252	12,252	
14	1485 Demolition	0		0	0	
15	1490 Replacement Reserve	400,000		400,000	400,000	
16	1492 Moving to Work Demonstration	00		00	00	
17	1495.1 Relocation Costs	0		0	0	
18	1499 Development Activities	0		0	0	
19	1501 Collateralization or Debt Service	0		0	0	
20	1502 Contingency	0		0	0	
21	Amount of Annual Grant: (sum of lines 2 – 20)	889,649		889,649	652,583.12	
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 compliance					
24	Amount of line 21 Related to Security – Soft Costs					
25	Amount of Line 21 Related to Security – Hard Costs					
26	Amount of line 21 Related to Energy Cons. Measures					

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages 709/99

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF CHESTER		Grant Type and Number Capital Fund Program Grant No: PA26P046709/99 Replacement Housing Factor Grant No:			Federal FY of Grant: FY 1999			
Development #/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
46-2 W. Chester,EE	Non-routine Rehabs	1460		5,000		5,000	7,773.16	COMPLETE
46-4 Phoenixville	Non-routine Rehabs			5,000		5,000	9,445.89	COMPLETE
46-5 W.Chester, WE	Non-routine Rehabs			20,000		20,000	11,433.33	COMPLETE
46-8 Oxford	Non-routine Rehabs			5,000		5,000	12,675.66	COMPLETE
“	Window Replacement			80,000		80,000	73,536.04	Near Comp.
	TOTAL, 1460	1460		115,000		115,000	114,864.08	
46-2, W.Chester, EE	Heating&Hot Water Line Repair	1450		30,000		30,000	2,083.84	ONGOING
46-4/Fairview	Recreation Area Rehab	1450		80,000		80,000	5,391.21	ONGOING
	TOTAL, 1450	1450		110,000		110,000	7,475.05	
HA-wide	Ranges & Refrigerators	1475		12,252		12,252	12,252	COMPLETE
	TOTAL, 1475	1475		12,252		12,252	12,252	
HA-wide	Management improvements	1408						
	Staff & Board; Resident Training			37,437		37,437	6,171.16	ONGOING
	Economic Development			80,000		80,000	1,822.20	May realign to Software Upgrade
	Software Upgrade/MIS Dev..			19,750		19,750	19,518.63	Adj. May be needed
	PHAS/Policy/Procedure Update			8,500		8,500	1,695.00	ONGOING
	TOTAL, 1408	1408		163,432		163,432	29,206.99	
	ADMINISTRATIVE, TOTAL	1410		88,965		88,965	88,965	COMPLETE
	REPLACEMENT RESERVE	1490		400,000		400,000	400,000	To Replacement Reserve Acct.
	GRAND TOTAL			889,649		889,649	652,583.12	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule 709/99

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF CHESTER		Grant Type and Number Capital Fund Program Grant No: PA26P046709/99 Replacement Housing Factor Grant No:					Federal FY of Grant: FY 1999	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
46-2 Maple, Spruce & Locust	03/31/01			09/30/02				
46-4 King's Terrace	03/31/01			09/30/02				
46-5, 222 N. Church	03/31/01			09/30/02				
46-8 Oxford Terrace	03/31/01			09/30/02				
Countywide	03/31/01			09/30/02				

Annual Statement/Performance and Evaluation Report 501/00
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF CHESTER	Grant Type and Number Capital Fund Program Grant No: PA26P04650100 Replacement Housing Factor Grant No:	Federal FY of Grant: FY 2000
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 6/30/01 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	96,500		11,450.00	11,450.00
3	1408 Management Improvements	106,181		8,867.01	8,867.01
4	1410 Administration	96,500		5,728.40	5,728.40
5	1411 Audit	0		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	50,000		0	0
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	80,000		0	0
10	1460 Dwelling Structures	471,974		102,327.28	90,560.00
11	1465.1 Dwelling Equipment—Nonexpendable	50,000		0	0
12	1470 Nondwelling Structures	0		0	0
13	1475 Nondwelling Equipment	15,500		11,055.00	11,055.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	0		0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	966,655		139,427.69	127,660.41
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Cons. Measures				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages 501/00

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF CHESTER		Grant Type and Number Capital Fund Program Grant No: PA26P04650100 Replacement Housing Factor Grant No:			Federal FY of Grant: FY 2000			
Development #/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Rvsd.	Funds Oblgd.	Funds Expd.	
46-2 W. Chester,EE	Non-routine Rehabs	1460		8,000		0	0	COMPLETE
	Concrete Repair			50,000		0	0	
46-4 Phoenixville, KT	Non-routine Rehabs			5,000		0	0	COMPLETE
...King's Terrace	Rehabs – Substantial Unit			254,974		8,583.00	8,583.00	
PHX, Fairview	Non-routine Rehabs			5,000		0	0	
46-5 W. Chester, ..	Non-routine Rehabs			5,000		0	0	COMPLETE
...222 N. Church St.	Roof Replacement			56,000		0	0	
46-8 Oxford	Non-routine Rehabs			5,000		0	0	COMPLETE
“	Window Replacement			83,000		93,744.28	81,977.00	Near Comp.
	TOTAL, 1460	1460		471,974		102,327.28	90,560.00	
46-4/Fairview	Recreation Area Playground	1450		80,000		0	0	ONGOING
	TOTAL, 1450	1450		80,000		0	0	
HA-wide	Ranges & Refrigerators	1465.1		50,000		0	0	COMPLETE
	TOTAL, 1465.1	1465.1		50,000		0	0	
HA-wide	Boiler/Systems Repair	1475		15,500		11,055.00	11,055.00	COMPLETE
	TOTAL, 1475	1475		15,500		11,055.00	11,055.00	
HA-wide	Operations	1406		96,500		11,450.00	11,450.00	ONGOING
	TOTAL, 1406	1406		96,500		11,450.00	11,450.00	
HA-wide	Management improvements	1408						
	Staff & Board; Resident Training			55,000		0	0	
	Economic Development			35,681		0	0	
	Service Contracts			12,000		8,867.01	8,867.01	2/3 complete; rev to 1450 needed
	PHAS/Policy/Procedure Update			3,500				
	TOTAL, 1408	1408		106,181		8,867.0	8,867.0	
	ADMINISTRATIVE, TOTAL	1410		96,500		5,728.40	5,728.40	COMPLETE

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages 501/00								
PHA Name: HOUSING AUTHORITY OF THE COUNTY OF CHESTER			Grant Type and Number Capital Fund Program Grant No: PA26P04650100 Replacement Housing Factor Grant No:			Federal FY of Grant: FY 2000		
Development #/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Rvsd.	Funds Oblgd.	Funds Expd.	
GRAND TOTAL					966,655		139,427.69	127,660.41

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: HOUSING AUTHORITY OF THE COUNTY OF CHESTER		Grant Type and Number Capital Fund Program Grant No: PA26P04650100 Replacement Housing Factor Grant No:				Federal FY of Grant: FY 2000	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
46-2 Maple, Spruce & Locust	03/31/02	09/30/02		09/30/03			Requesting full 24 months instead of 18 months
46-4 King's Terrace	03/31/02	09/30/02		09/30/03			Requesting full 24 months instead of 18 months
46-5, 222 N. Church	03/31/02	09/30/02		09/30/03			Requesting full 24 months instead of 18 months
46-8 Oxford Terrace	03/31/02	09/30/02		09/30/03			Requesting full 24 months instead of 18 months
Countywide	03/31/02	09/30/02		09/30/03			Requesting full 24 months instead of 18 months

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

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF CHESTER	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: PA26R04650101	Federal FY of Grant: FY 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 6/30/01 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
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 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	320,448		0	0
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF CHESTER		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: PA26R04650101					Federal FY of Grant: FY 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
46-2 Maple, Spruce & Locust								
46-4 King's Terrace								
46-5, 222 N. Church								
46-8 Oxford Terrace								
Countywide	09/01/03			08/31/04				

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

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF CHESTER	Grant Type and Number Capital Fund Program Grant No: PA26P04650101 Replacement Housing Factor Grant No:	Federal FY of Grant: FY 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1) this is Year 1 of 5; Revised by HUD, May 01
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	62,900			
3	1408 Management Improvements	93,500			
4	1410 Administration	62,900			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	10,000			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	10,000			
10	1460 Dwelling Structures	329,720			
11	1465.1 Dwelling Equipment—Nonexpendable	50,000			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	10,500			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1501 Collateralization or Debt Service	0			
20	1502 Contingency	0			
21	Amount of Annual Grant: (sum of lines 2 – 20)	629,520			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Cons. Measures				

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

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF CHESTER		Grant Type and Number Capital Fund Program Grant No: PA26P04650101 Replacement Housing Factor Grant No:			Federal FY of Grant: FY 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
46-2 W.Chester, EE	Non-routine Rehabs	1460		15,000				
46-4 King's Terrace	Roof Replacement	1460		194,720				
"	Non-routine Rehabs	1460		5,000				
46-4 Fairview Village	Non-routine Rehabs	1460		5,000				
46-5, 222 N. Church	Roof Replacement	1460		100,000				
	Non-Routine Rehabs	1460		5,000				
46-8 Oxford Terrace	Non-routine Rehabs	1460		5,000				
Countywide	Operations	1406		62,900				
	Management improvements	1408		93,500				
	Administration	1410		62,900				
	Fees & Costs	1430		10,000				
	Site Improvements	1450		10,000				
	Dwelling Equip – Non-Expendable	1465. 1		50,000				
	Non dwelling Equipment	1475		10,500				
	TOTAL			629,520				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule 101

PHA Name:		Grant Type and Number Capital Fund Program Grant No: PA26P04650101 Replacement Housing Factor Grant No:				Federal FY of Grant: FY 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
46-2 Maple, Spruce & Locust	12/31/02			06/30/04			
46-4 King's Terrace	12/31/02			12/31/03			
46-5, 222 N. Church	12/31/02			06/30/04			
46-8 Oxford Terrace	12/31/02			06/30/04			
Countywide	12/31/02			06/30/04			

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

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF CHESTER	Grant Type and Number Capital Fund Program Grant No: PA26P04650102 Replacement Housing Factor Grant No:	Federal FY of Grant: FY 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	62,900			
3	1408 Management Improvements	58,000			
4	1410 Administration	62,900			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	14,000			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	14,220			
10	1460 Dwelling Structures	320,000			
11	1465.1 Dwelling Equipment—Nonexpendable	14,000			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	82,500			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1501 Collateralization or Debt Service	0			
20	1502 Contingency	0			
21	Amount of Annual Grant: (sum of lines 2 – 20)	629,520			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Engy Cnsrvtion Measures				

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

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF CHESTER		Grant Type and Number Capital Fund Program Grant No: PA26P04650102			Federal FY of Grant: FY 2002			
Dev. NO./ Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Oblgtd	Funds Exp'd.	
46-2 W.Chester, EE	Designated Housing	1460		18,000				
	Non-routine Rehabs	1460		5,000				
46-4 King's Terrace	Major Renovation	1460		215,000				
"	Non-routine Rehabs	1460		5,000				
46-4 Fairview Village	Non-routine Rehabs	1460		5,000				
46-5, 222 N. Church	Roof Replacement	1460		62,000				
	Non-Routine Rehabs	1460		5,000				
46-8 Oxford Terrace	Non-routine Rehabs	1460		5,000				
	TOTAL, 1460							
Countywide	Operations	1406		62,900				
	Management improvements	1408		58,000				
	Administration	1410		62,900				
	Fees & Costs	1430		14,000				
	Site Improvements	1450		14,220				
	Dwelling Equip – Non-Expendable	1465. 1		14,000				
	Non dwelling Equipment	1475		82,500				
	TOTAL			629,520				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule 102

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF CHESTER	Grant Type and Number Capital Fund Program Grant No: PA26P04650102 Replacement Housing Factor Grant No:	Federal FY of Grant: FY 2002
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
46-2 Maple, Spruce & Locust	12/31/03			12/31/05			
46-4 King's Terrace & Fairview St.	12/31/03			12/31/05			
46-5, 222 N. Church	12/31/03			12/30/05			
46-8 Oxford Terrace	12/31/03			12/30/05			
Countywide	12/31/03			12/30/05			

Capital Fund Program Five-Year Action Plan

Part I: Summary , page ONE

PHA Name: Hsg Authority of the County of Chester, PA		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Dev. No. Name/ HA-Wide	Year 1, FY 2002	Work Statement for Yr 2 FFY Grant: 2003 PHA FY: 2003	Work Statement for Year 3 FFY Grant: 2004 PHA FY: 2004
	Annual Statement		
46-2		51,600	83,000
46-4		188,000	172,000
46-5		12,500	55,000
46-8		130,000	43,000
Agency-wide		247,420	276,520
CFP Funds Listed for 5- year planning		629,520	629,520

Capital Fund Program Five-Year Action Plan

Part I: Summary , page TWO

PHA Name: Hsg Authority of the County of Chester, PA		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:		
Dev. No. Name/ HA-Wide	Annual Statement	Work Statement for Yr 4 FFY Grant: 2005 PHA FY: 2005	Work Statement for Yr 5 FFY Grant: 2006 PHA FY: 2006	Work Statement for Yr 6 FFY Grant: 2007 PHA FY: 2007
46-2		74,000	124,000	120,000
46-4		125,000	85,000	20,000
46-5		101,000	111,000	100,000
46-8		52,000	54,000	10,000
Agency-wide		277,520	255,520	379,520
CFP Funds Listed for 5-year planning		629,520	629,520	629,520

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Items *NOTE: BLI's 1430 & 1450 have been distributed to Developments when feasible.*

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2003 ; PHA FY: 2003			Activities for Year: <u>3</u> FFY Grant: 2004 ; PHA FY: 2004		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	46-2	A/E, Begin roof replacement	44,600	46-2	Incl A/E: Replace Roof ;	27,000
Annual	Maple/Spruce &	Security system installation	4,000	Maple/Spruce &	Security system, elderly;	41,000
Statement	Locust Courts	Trash Enclosures	3,000	Locust Courts	Designated; Non-routine ehabs	15,000
	Subtotal		51,600	Subtotal		83,000
	46-4 King's Terrace &	KT: Continue building renovations	133,000	46-4 King's Terrace &	KT: incl A/E:...Finish building renovations	51,000
	Fairview Village	FV: Begin comprehensive Renovations	52,000	Fairview Village	FV: Continue Renovations; Playground	121,000
	Subtotal		188,000	Subtotal		172,000
	46-5	Walkways	8,000	46-5	Replace flooring, hallways, unit nther eeds	35,000
	222 N. Church St.	Rehab after vacancies	4,500	222 N. Church St.	Fire Alarm	20,000
	Subtotal		12,500	Subtotal		55,000
	46-8	Paint & lighting in hall/stairways	125,000	46-8	Renovate elevators	43,000
	Oxford Terrace	Redo front/back parking lots	5,000	Oxford Terrace	& security system	
	Subtotal		130,000	Subtotal		43,000
	Countywide	A/E, HVAC systems, stoves Refrigerators, external imprvmts	28,620	Countywide	A/E, HVAC systems, stoves Refrigerators; external imprvmts	48,220
		Computer upgrade	49,000		Computer upgrade	32,000
		Ops, Admin, Training	169,800		Ops, Admin, Training	196,300
	Total CFP Estimated Cost		\$629,520			\$629,520

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year : 4 FFY Grant: 2005; PHA FY: 2005			Activities for Year: 5 FFY Grant: 2006; PHA FY: 2006		
Development Name/No.	Major Work Categories	Est'd. Cost	Development Name/Number	Major Work Categories	Estimated Cost
46-2			46-2		
Maple/Spruce &	Continue renovations of elderly/disabled buildings	39,000	Maple/Spruce &	Continue renovations of elderly/disabled buildings	76,000
Locust Courts	Begin rehab of family buildings	35,000	Locust Courts	Continue renovations of family buildings	48,000
Subtotal		74,000	Subtotal		124,000
46-4 King's Terrace &	common area upgrades & unit renovations	10,000	46-4 King's Terrace &	Complete common area renovations; non-routine rehabs	23,000
Fairview Village	FV: Continue complex renovations	115,000	Fairview Village	Complete complex renovations	62,000
Subtotal		125,000	Subtotal		85,000
46-5, 222 N. Church St.	Renovate building	101,000	46-5 222 N. Church St.	Continue renovations	111,000
Subtotal		101,000	Subtotal		111,000
46-8 Oxford Terrace	Building upgrade	52,000	46-8, Oxford Terrace	Complete renovations; non-routine rehabs	54,000
Subtotal		52,000	Subtotal		54,000
Countywide	A/E, HVAC systems, stoves Refrigerators; external imprvmts	50,720	Countywide	A/E, HVAC systems, stoves Refrigerators; external imprvmts	61,720
	Computer upgrade	30,000		Computer upgrade	13,000
	Ops, Admin, Training	196,800		Ops, Admin, Training	180,800
Ttal CFP Est'd Cost		629,520	Total CFP Est'd Cost		629,520

FY 2005 & 2006

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities *Page THREE*

Activities for Year : <u>6</u> FFY Grant: 2007 ; PHA FY: 2007			Activities for Year: ____ FFY Grant		
Development Name/Number	Major Work Categories	Est'd. Cost	Development Name/Number	Major Work Categories	Estimated Cost
46-2			46-2		
Maple/Spruce & <i>Locust Courts</i>	Non-routine rehabs Complete Family units renovations	15,000 105,000	Maple/Spruce & Locust Courts		
Subtotal		120,000			
46-4 King's Terrace & Fairview Village	Finalize any outstanding work for both complexes; and non-routine rehabs for both.	20,000	46-4 King's Terrace &		
Subtotal		20,000			
46-5, 222 N. Church St.	Renovate building	100,000	46-5 222 N. Church St.		
Subtotal		100,000			
46-8 Oxford Terrace	Non-routine rehabs	10,000	46-8, Oxford Terrace		
Subtotal		10,000			
Countywide	A/E, HVAC systems, stoves Refrigerators; external imprvmts	122,520	Countywide		
	Computer upgrade	29,000			
	Ops, Admin, Training	228,000			
Total CFP Est'd Cost		629,520	Total CFP Est'd Cost		

FY 2007 only

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

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

The “400 Oak Street” building was demolished August 2001. For “400 Oak Street”, according to the MTCS, there were 49 occupied units of which 55% were occupied by those 62 and older; 40% by “under 62 & disabled”; and 5 “Other Individuals”. The residents of this building have been relocated to two replacement sites: one with only 10 units; one with 56 units. The 10-unit building may house those under age 62. Thus, the demographics of this building reflect more under age 62 than over age 62. There is no change in the income characteristics.

The 56-unit building is now occupied with 400 Oak residents and then from those on the general PH wait list and the site based wait list to the general public who meet LIHTC income and age requirements. Thus, the “MTCS” for this building, upon lease up should not vary significantly from the existing MTCS for 400 Oak.

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

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

The Authority has begun the planning process for implementation of the Community Service Requirement. Because it is a January fiscal year authority, the earliest effective date is January 2002. The administrative procedures include drafting revised language for the lease and a form letter which will notify each family. The notification letter will explain exemptions, effective date, and possible methods to fulfill the requirement. It also will explain that this requirement is now included in the Lease and the consequences of non-compliance are included in the Lease. This notification will be mailed no later than the first week of December in order to give the families time to review and ask questions. These changes to the ACOP and the lease will be presented to the Board of Commissioners at its November 2001 meeting.

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

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

Required Attachment D: “Pet Policy – Summary”

The Pet Policy, adopted by the Board of Commissioners at its September 26th, 2000 Board Meeting, is a part of the FY 2001 Plan Year, and became effective upon HUD’s approval of the 2001 Plan. The regulations apply to all public housing: the old policy for elderly housing has been superceded by this new policy.

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

An application and a refundable deposit will be required.

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

The Housing Authority of the County of Chester has made progress in most areas delineated in its initial Five Year Plan. Below is a brief statement of progress for each major element as outlined in the FY 2001 Five Year Plan template.

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

Required Attachment F: Resident Member on the PHA Governing Board

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

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

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

Elected

Appointed

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

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

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

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

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

The Chester County Commissioners appoint the Board members of the Housing Authority. There are three County Commissioners: Karen Martynick, Colin Hanna, and Andrew Dinniman.

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

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

Judie Barr
Brenda Richardson
Elsie Nichols
Sondra Young
Geraldine Edwards
Dana Cannon
Olli Lee

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

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

- Public Housing
 - Resident Council – 3
- Section 8
 - Family
 - Elderly
 - Elderly - Mixed-Finance project
 - First-Time Homebuyer

Required Attachment H: Section 8 Homeownership Program Capacity Statement

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

Required Attachment I: Voluntary Conversion of Public Housing – RIA

1. How many of the PHA's development are subject to the RIA?: **2: *Partial of 2 project numbers: 46-2, 24 units; 46-4, 24 units.***
2. How many developments are NOT subject to RIA? **4(*elderly/disabled*)**
3. How many Assessments were conducted? **2**
4. Identify PHA developments that may be appropriate for conversion:

Locust Court: West Chester, [east end of town]. 26 family units.

Fairview Village, Phoenixville. 24 family units

Responses to Questions:

1. *Conversion would not be more expensive.*

It would be advantageous to convert the two family public housing developments to Section 8, if it is assumed that HA would continue to own and manage the property, i.e. that the only change is the income stream.

2. *Conversion would not adversely impact the residents.*

There would be no difference to the residents. All utilities would be paid by the landlord, which is the housing authority. Over time, utilities could be transferred to residents; however, in that case, they would receive a utility allowance.

3. *Conversion would not adversely impact the availability of affordable housing.*

There would be no adverse impact, as this Authority has approximately vouchers unused. In fact, it may assist in better acceptance of affordable housing by the community with "public housing" being eliminated. It would be recommended to undertake serious cosmetic improvements with the conversion.

Required Attachment J: Resident Advisory Board Comments

The Resident Advisory Board [RAB] met at lunchtime on September 26th to review the draft Annual & Five Year Plans. Because one member was new to the Board, a brief review of the requirements for this RAB and the history of prior year plans was presented by the Authority.

In brief:

The QHWRA requirements for the RAB ensured that all assisted persons would be represented, to include Section 8 clients as well as public housing.

The initial Annual and Five Year Plan had to reflect the new law, which in turn had required fundamental changes to the Public Housing “Admissions & Continued Occupancy Policy”; the lease, and the grievance procedure; and to the Section 8’s Administrative Plan. This effort was new to everyone; the RAB reviewed every document in detail and made numerous suggestions – all of which were adopted by the HACC Board. In year 2, the only changes were adding “Designated Housing” and Section 8 homeownership as possible actions.

The discussion then moved to the current Plan. The Authority highlighted a few points: There was only one addition to the substance of the Plan – utilizing the Project-Based program in the Section 8 program. Designated housing and Section 8 homeownership were still in the Plan. The only other changes made were updated statistics and data.

Discussion.

There was detailed discussion about the overwhelming need for Designated Housing. The elderly are very upset and often feel unsafe because the “young disabled” are living among them. Many of these “young disabled” are people who have just been released from drug rehabilitation centers. Overall, many of the young disabled – be they newly released persons or those with developmental, emotional, or physical disabilities really required some kind of supervised living arrangement. The Authority’s physical layout and location of its 0 & 1 bedroom developments make it almost impossible to develop a meaningful “Designated Housing” plan; however everyone agreed on the need.

Attachment H – Section 8 Homeownership.

Discussion.

Is this already in place? Not yet. The Authority already has programs for homeownership, through both HOPE VI and the Bond houses [which uses Sec 8], and there is still available housing. Also, because these current programs are quite complicated, the Authority’s staff is stretched to the limit. The Authority is planning to develop its own policy and procedures to implement this program.

3. Attachment I – Voluntary Conversion of public housing to Section 8 – a new requirement.

The Authority noted that the ruling had 3 tests to determine if it needed to do the analysis, and that HACC did not meet the requirements for non-applicability. Therefore, HACC performed the required initial analysis.

Discussion.

The results of this initial analysis indicated that it may be a good program to consider. Questions were asked about tenant responsibility, maintenance, would the PH policies and procedures, such as “flat rent”; exclusion of new employment income, etc., still apply? It was agreed that “test cases” needed to be done, to truly pinpoint the potential impact on residents.

CFP. The Authority explained the budget line item [BLI] break-out and noted that any revision that required transfer of funds from one BLI to another would require Board, resident council, and HUD approval.

Discussion.

The physical needs included in BLI 1460 were reviewed. Fungibility among the Plan years was explained and they all agreed on the importance of this provision. The individual work items, although not discussed in detail, were provided in a hand-out so that all could review closely, to be discussed at the next meeting.

A second meeting of the Resident Advisory Board was convened on October 9th. Lunch was served. Regrettably, for various reasons, most members did not attend.

Conversion.

Discussion.

The RAB again asked about “Conversion” – what did it mean? They were informed that HUD and its consultant group Abt were queried about what it actually meant – true conversion of a building from PH financed to Section 8 financed, or the relocation of residents through Section 8 with a consequent sale of the Public Housing building. They remarked that that was a good question, and could not answer it. We mentioned that this was an interim rule in any case, thus final direction and details were yet to be determined.

CFP.

Discussion

The RAB asked questions about funding for resident activities, and related some past problems with former leadership. They also referred to new regulations about the “Operating Subsidy Fund Received for Resident Participation Activities”, stating that all the \$25 was to go to resident councils, not the \$15/\$10 split as stated in 24 CFR 964.150. They were especially concerned about payment of stipends to those attending various Board meetings. Discussion ensued about attending the state-wide resident council training session; how the separate membership dues should be paid; the need to have democratically elected councils, with timely elections. A related issue concerned the participation of Section 8 persons. A RAB member felt very strongly that they should be members of the countywide resident council.

PHDEP

Discussion

A member of the RAB stated they knew of a person who has an MSW and who worked well with the children and who wanted to run the After-School Program. Further information was requested.

