

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

City of Pittsburgh Housing Authority
PHAPlan
Annual Plan for fiscal year 2003

Revised on January 22, 2003

PHA Plan Agency Identification

PHAName: City of Pittsburgh Housing Authority

PHANumber: CA060

PHAFiscalYearBeginning: July 2003

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)

AnnualPHAPlan
PHAFiscalYear2003
[24CFRPar t903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

- HighPerformingPHA**
 SmallAgency(<250PublicHousingUnits)
 AdministeringSection8Only

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiatives anddiscretionarypoliciesinthePHAhasincludedintheAnnualPlan.

- **ConsolidationofCertificate/VoucherProgramandChoiceVoucher** .Aspart ofthenewhousingbill,theChoiceVoucherProgramhasbeenverysuccessful.
- **AgencyPolicies.** Asaresultofchangescontainedinthe1998 -housingbill,weare planningtocontinueupdatingalloftheagency'spolicieswithinthisfiscalyear, includingtheSection8AdministrativePlan.Updateswillbesubmittedtothe HousingCommissionandHUDforapproval(s).
- **ConsolidatedFinancialReporting.** InaccordancewithHUD'snewguidance requiringtheconversiontoGenerallyAcceptedAccountingPractices(GAAP), financialstatementshavebeenreformatted.TheHousingAuthorityBoardis presentedwithconsolidatedfinancialreportsthatlookatallagencyfunding.There havealsobeenchangesinthechartofaccounts,andintheactualformatofthe reporttomoreaccuratelypresentfinancialdata.

TheFive -YearPlan(2000 -2004)liststhemajorobjectivesasshownbelow.TheFY 2003AnnualPlan meetsthe long -termobjectives:

- **Objective One: *To assure that the housing subsidy programs for which it is funded are well run.*** Realistically,theagencycannotmeetallthehousingneeds of the disadvantaged in this city. Primarily, the agency is funded to operate the Section8ExistingProgram,nowtheChoiceVoucherProgram.Consequently,its firstpriorityistoassurethatthisprogramisefficientwhichisdefinedas acontent scoreofatleast90%andaboveontheSection8Existing ManagementAssessment Program(SEMAP).TheAgencywillcontinuetostrivetobeatopperformer.

- **Objective Two: *To expand the number of housing opportunities.*** There has not been, nor is there anticipated to be, any new funding for low income housing (other than Senior Housing) in more than a decade, still the agency would like to continue to seek ways of expanding the supply of affordable housing. In that regard, the agency plans to continue meeting with landlords, as well as initiate new meetings involving all parties in order to expedite tenant-landlord connections, reducing the length of time needed for a voucher holder to obtain housing.
- **Objective Three: *To fully utilize all allocated vouchers.*** The Agency is allocated 948 choice vouchers, projections for full utilization have a target date of July 1, 2002. Current lease up rate is 948 or 100% of allocation, an increase of 30% since July 2002.

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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

Table of Contents

	<u>Page#</u>
Annual Plan	
i. Executive Summary	1
ii. Table of Contents	3
1. Housing Needs	7
A. Housing Needs of Families in the Jurisdiction/s Served by the PHA	7
B. Housing Needs of Families on the Public Housing and Section 8 Tenant -Based Assistance Waiting List	10
C. Strategy for Addressing Needs	12
2. Financial Resources	16
3. Policies on Eligibility, Selection and Admissions	17
A. Public Housing	Omit
B. Section 8	23
4. Rent Determination Policies	26
A. Public Housing	Omit
B. Section 8 Tenant -Based Assistance	29
5. Operations and Management Policies	31
A. PHA Management Structure (Attachment A & B on page 47)	31
B. HUD Programs Under PHA Management	31
C. Management and Maintenance Policies	32
6. Grievance Procedures	32
A. Public Housing	Omit
B. Section 8 Tenant -Based Assistance	32
7. Capital Improvement Needs	Omit
8. Demolition and Disposition	Omit
9. Designation of Housing	Omit
10. Conversions of Public Housing	Omit
11. Homeownership	39
A. Public Housing	Omit
B. Section 8 Tenant -Based Assistance	40
12. Community Service Programs	40
A. PHA Coordination with the Welfare (TANF) Agency	40
B. Services and programs offered to residents and participants	41
C. Welfare Benefit Reductions	Omit
D. Reserved for Community Service Requirement	Omit
13. Crime and Safety	Omit
14. Pets (In effect for January 1 PHAs)	Omit
15. Civil Rights Certifications (included with PHA Plan Certifications)	45
16. Audit	45

- 17. Asset Management Omit
- 18. Other Information 46
 - A. Resident Advisory Board Recommendations 46
 - B. Description of Election process for Residents on the PHA Board 46
 - C. Statement of Consistency with the Consolidated Plan 47
 - D. Other Information Required By HUD 48

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 filename in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration 48
- FY2000 -2004 Revenue and Expense Projections
- Most recent board -approved operating budget (Required Attachment for PHA that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart 49
- FY2002 Revenue and Expense Projections
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - A. Allocation of Personnel 50
 - B. Annual Plan (Fiscal Year 2003) 53
 - C. Certification of Consistency with the Consolidated Plan

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. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. Analysis of Impediments.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
N/A	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
N/A	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
N/A	Public housing grievance procedures	Annual Plan: Grievance

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	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
N/A	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
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: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self -Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self -Sufficiency
N/A	Most recent self -sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self -Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi -annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the result of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1.StatementofHousingNeeds

[24CFRPart903.79(a)]

A.HousingNeedsofFamiliesintheJurisdiction/sServedbythe PHA

BasedupontheinformationcontainedintheConsolidatedPlan/sapplicabletothejurisdiction,an d/or otherdataavailabletothePHA,provideastatementofthehousingneedsinthejurisdictionby completingthefollowingtable.Inthe“Overall”Needscolumn,providetheestimatednumberofrenter familiesthathavehousingneeds.Fortheremaining characteristics,ratetheimpactofthatfactoronthe housingneedsforeachfamilytype,from1to5,with1being“noimpact”and5being“severeimpact.” UseN/AtoindicatethatnoinformationisavailableuponwhichthePHAcannmakethisassessment.

TheCityofPittsburgdeterminedthefollowingunmethousingneeds :

- Thereareatotalof17,741householdsand18,300housingunits,foravacancyrate of3.1%percent.Tenpercent(10%)ofthehousingstockintheolder neighborhoodsissubstandard.*
- 68percentofallhouseholdsareowner -occupancyand32percentarerentals.
- Oftheverylowincomerenterhouseholds,82percenthavehousingproblems.
- Minorityanddisadvantagedfamiliesaretwiceaslikelytohaveseverehousing needsthannon -minorityandnon -disadvantagedfamilies.
- TheincidenceofovercrowdingamonghousingrentersinPittsburgis16%.
- The1999CityofPittsburgConsolidatedPlanidentified,asapriority,thegoalof expandinghousingopportunitiesforlower -incomehouseholdst hroughrental assistanceandanincreaseinthesupplyofaffordablerentalhousing.
- TheWaitingListfortheHousingAuthorityreflectslargeunmetneeds(Attachment C).HouseholdsontheSection8existingWaitinglist,usuallyexperienceupwards ofa yearandonehalfwaitbeforereceivingassistance.(TheSection8Waiting Listiscurrentlyclosedtonewapplicants).
- Lowincomeandspecialneeds citizenscontinuetohavedifficultyinmeetingtheir housingneeds.Nocurrentprojectsareunderwayfor lowandverylow -income residentsthoughtheCityisexploringseveralprojects.
- SeniorhousingunitswereconstructedinColumbiaParkManorin1995(78units). Another seniorprojecthasrecentlybeenapprovedandisnowintheconstruction stage.This latestprojectwillprovide104seniorunits.
- Shelter,Inc.makespropertiesavailablethatareeitherownedormasterleasedto homelessandlowincomeindividualsandfamilies.Thefollowingisalistofunits:

Units Owned or Master Leased by Shelter, Inc.		
Type of Housing	Unit Address	Number of Units
Low Income Housing	435 East Santa Fe	6
	445 East Santa Fe	8
	425 East Santa Fe	6
	415 East Santa Fe	3
	417 East Santa Fe	2
	419 East Santa Fe	2
	935 East Santa Fe	8
Transitional Housing	76-84 W. 6 th Street	8
	635 York Street	1
Veterans Properties	3486 Michael Place	
	120 William Way	
	54 Brookshire Court	
	151 Peppermill Lane	
	1028 Burnham Drive	
Master Lease Properties	1105-B Redwood Street	
	1650 Barrus Avenue	
	172 School Street	
	1105-A Redwood Street	
	245 Bruno Avenue	
	1291 Columbia Street	

- Habitat for Humanity has constructed 6 units in the last 5 years providing additional housing for income qualified residents, and is currently constructing 13 additional homes for low income families.
- The City of Pittsburg in cooperation with Contra Costa County and the Cities of Antioch and Brentwood have completed a transitional family shelter with 20 units of housing. The shelter includes four two - bedroom apartments and six three - bedroom apartments.

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	718	5	5	5	5	5	5
Income > 30% but <= 50% of AMI	502	5	5	5	5	5	5
Income > 50% but < 80% of AMI	446	5	5	5	5	5	5
Elderly	307	5	5	5	5	5	5
Families with Disabilities	540	5	5	5	5	5	5
Race/Ethnicity	1%	5	5	5	5	5	5
Race/Ethnicity	2%	5	5	5	5	5	5
Race/Ethnicity	38%	5	5	5	5	5	5
Race/Ethnicity	5%	5	5	5	5	5	5

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:
- 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: (list and indicate year of information)
Contra Costa County Consortium Consolidated Plan 2000 -2005

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

State the housing need 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.** PHA may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

HOUSING NEEDS

As described in the agency's Five Year Plan, there are unmet housing needs in the City of Pittsburg, particularly for very low income renters, for whom more than 50 percent pay over half of their income for rent. Such needs are reflected in the agency's waiting list and Section 8 Existing Tables on the following page.

Housing Choice Voucher Waiting List

Applicants	Number
Elderly	30
Family	874
Total Applicants	904

The incomes of applicants on the waiting lists closely resemble the income profile of households currently served.

Housing Choice Voucher Existing

Participants	Number
Elderly/Disabled	406
Family	562
Total Participants	968

The City of Pittsburg Housing Authority opened the waiting list in mid May 2002 for three (3) days or 1,200 applicants. The Housing Authority will notified potential applicants by placing an advertisement in the Ledger Dispatch, flyers at non-profit and other service agencies, the public access channel, on the City's website and other benefiting locations. The Waiting List goal of 1200 applicants was achieved on the first of the three planned days to accept applications.

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site - Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub-jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	904		
Extremely low income <= 30% AMI	602		
Very low income (>30% but <=50% AMI)	302		
Low income (>50% but <80% AMI)			
Families with children	633		
Elderly families	33		
Families with Disabilities	136		
Race/ethnicity (Black)	631		
Race/ethnicity Hispanic	89		
Race/ethnicity Non-Hispanic	802		
Race/ethnicity Asian	3		
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			

Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (7 of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

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.

The Housing Authority is accelerating the waiting list to voucher holder status. The agency is expediting all processes with new and innovative meeting and commitment to service. The Housing Authority dramatically increased the availability of housing for voucher holders through landlord training and support, and tenant briefings.

1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off -line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- 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 -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase own er acceptance of program

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed -finance housing
- Pursue housing resources other than public housing or Section 8 tenant -based assistance.
- Other: (list below)
Target 75% of tenants based Section 8 to families at or below 30% AMI

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly

- Apply for special -purpose voucher targeted to the elderly, should they become available
- Other: (list below)
Provides special outreach efforts and application assistance targeted towards the elderly and handicaps.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24CFR Part 903.79(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.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$11,190,401	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	\$5,000.00	Lead Education & Awareness (LEAP)
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
5. Non-federal sources (list below)		
Total resources	\$11,196,001	

3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

TheHousingAuthoritydetermineseligibilitybasedontheincomelimitsestablished byHUD.Theselectionprocess isbasedontimeanddateofapplication.Local preferenceshavebeenadopted.Preferencesincludethefollowing:elderlybeforea singleperson,householdfamilymemberswholiveandworkinPittsburgorattend schoolintheCityofPittsburg,andveteransurvivingspousesofveterans. AdoptionoflocalpreferencesallowstheCitytohouselocalresidentsaswellasallow thoseattendingeducationalinstitutionstheabilitytolivewheretheyworkorgoto school.

Theagencyadministersitswaitinglistinaccordancewiththefollowingpolicies.

- TheagencymaintainswaitinglistforSection8inaccordancetoestablishedHUD guidelines.
- Applicantsareadmittedaccordingtodate/timeofapplicationandlocal preferences.
- Oncetheapplicantisqualifiedfortheprogram,he/shewillbeofferedaChoice Voucher.Iftheapplicantreachessthetopofthewaitinglistandrejectstheoffer, theapplicantisremovedfromthewaitinglist.
- Theagencyconductsthoroughbackgroundchecksonapplicants.
- Theagencyassistswithcreditreportsforafee.

ForFY2003,theagencywillcontinewithitsleasingpolicies:

- AdministrativePlanwillbeontheWebpageforpublicview.
- Assistparticipantsinlocatingsuitableunitsbyworkingcloselywithproperty ownersandmanagerstoencourageparticipationintheprogram.

A. Public Housing N/A

Exemptions: PHA 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: (state number)
- 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 (describe)

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

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

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

(2) Waiting List Organization

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year?
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 approved site-based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

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

(4) Admissions Preferences

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

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

 - Emergencies
 - Overhoused
 - Underhoused

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

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 the 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. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensure 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
- PHA briefing seminars or written materials
- Other source (list)

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

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

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) 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 development targeted below)

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

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

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

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

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

- 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)
- Current tenancy record.
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes ?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC - authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug -related activity
- Other (describe below)
- Rental history and related lease compliance.

(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:

Choice Vouchers are issued for 120 days. Extensions beyond 120 days will be made a reasonable accommodation to persons with disability.

(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
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
Disabled and elderly households.

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

5.If thePHAplanstoemploypreferencesfor“residentstholiveand/orworkinthe jurisdiction”(selectone)

- ThispreferencehaspreviouslybeenreviewedandapprovedbyHUD
 ThePHArequestsapprovalforthispreferencethroughthisPHAPlan

6.Relationshipofpreferencesto incometargetingrequirements:(selectone)

- ThePHAappliespreferenceswithinincometiery
 Notapplicable:thepoolofapplicantfamiliesensuresthatthePHAwill meet incometargetingrequirements

(5)SpecialPurposeSection8AssistancePrograms

a.Inwhichdocumentsorotherreferencematerialsarethepoliciesgoverning eligibility,selection,andadmissionstoanyspecial -purposesection8program administeredbythePHAcontained?(selectallthatapply)

- TheSection8AdministrativePlan
 Briefingsessionsandwrittenmaterials
 Other(listbelow)

b. HowdoesthePHAannouncetheavailabilityofanyspecial -purposesection8 programstothepublic?

- Throughpublishednotices
 Other(listbelow)

4.PHARentDeterminationPolicies

[24CFRPart903.79(d)]

Rentisbasedonthetenant’sadjustedgrossincome.Therentcalculationtake into considerationthegreaterof30percentbutnotmorethan40percentofadjusted incomeor10percentofgrossincome.InFY2002,theagencyintendstoadoptthe followingchangesinitsrentpolicies:

- ContinewithPaymentStandardto110%oftheFairMarketRents(FMR)inorder toassistfamilieswithfindingaffordablehousing.

A. Public Housing N/A

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

(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 exclusion policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent -setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent -setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

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

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

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

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

f. Rent -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
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- Other (list below)

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 (list/describe below)

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 (vouchers, and until completely merged into the voucher program, certificates).**

(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
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area

- ThePHAhaschosentoservecadditionalfamiliesbyloweringthepayment standard
- Reflectsmarketorsubmarket
- Other(listbelow)

c.IfthepaymentstandardishigherthanFMR,whyhasthePHAchosenthislevel?
(selectallthatapply)

- FMRsarenotadequatetoensuresuccessamongassistedfamiliesinthePHA's segmentoftheFMRarea
- Reflectsmarketorsubmarket
- Toincreasehousingoptionsforfamilies
- Other(listbelow)
Toincreaseavailablehousingstockforvoucherholders.

d.Howoftenarepaymentstandardsreevaluatedforadequacy?(selectone)

- Annually
- Other(listbelow)
Itisreevaluatedbasedonthe family'sneedortheabilityofseeking housingduetohighrents.

e.WhatfactorswillthePHAconsiderinitsassessmentoftheadquacyofitspayment standard?(selectallthatapply)

- Successratesofassistedfamilies
- Rentburdensofassistedfamilies
- Other:SearchtimeneededbyVoucherHoldertosuccessfullylocateaunit.

(2)MinimumRent

a.WhatamountbestreflectsthePHA'sminimumrent?(selectone)

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

b. Yes No:HassthePHAadoptedanydiscretionaryminimumrenthardship exemptionpolicies?(ifyes,listbelow)

5. Operations and Management

[24CFR Part 903.79(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. (Attachment B, page 49)
- 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	Expected Turnover
Public Housing	N/A	
Section 8 Vouchers	948	50-75
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs (list individually)	N/A	

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: (list below)

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

6. PHA Grievance Procedures

[24 CFR Part 903.79(f)]

The agency's grievance procedures and policies are detailed in the agency's Administrative Plan.

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 N/A

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 offices 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:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79(g)]

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

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. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing a and attaching a properly updated HUD -52837.

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5 -Year Action Plan

Agencies are encouraged to include a 5 -Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD -52834.

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

b. If yes to question a, select one:

- The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

- The Capital Fund Program 5 -Year Action Plan is provided below: (if selected, copy the CFP Optional 5 Year Action Plan from the Table Library and insert here)

B.HOPEVIandPublicHousingDevelopmentandReplacement Activities(Non -CapitalFund)

Applicabilityofsub -component7B:AllPHAsadministeringpublichousing.Identifyanyapproved HOPEVIand/orpublichousingdevelopmentorreplacementactivitiesnotdescribedintheCapitalFund ProgramAnnualStatement.

- Yes No:a)HasthePHAreceivedaHOPEVIrevitalizationgrant?(ifno, skiptoquestionc;ifyes,provideresponsestoquestionbfor eachgrant,copyingandcompletingasmanytimesasnecessary)
b)StatusofHOPE VIrevitalizationgrant(completeonesetof questionsforeachgrant)

1.Developmentname:

2.Development(project)number:

3.Statusofgrant:(selectthestatementthatbestdescribesthecurrent status)

- RevitalizationPlanunderdevelopment
 RevitalizationPlansubmitted,pendingapproval
 RevitalizationPlanapproved
 ActivitiespursuanttoanapprovedRevitalizationPlan underway

- Yes No:c)DoesthePHAplantoapplyforaHOPEVIRevitalizationgrant inthePlanyear?

Ifyes,listdevelopmentname/sbelow:

- Yes No:d)WillthePHAbeengaginginanymixed -financedevelopment activitiesforpublic housinginthePlanyear?

Ifyes,listdevelopmentsoractivitiesbelow:

- Yes No:e)WillthePHAbeconductinganyotherpublichousing developmentorreplacementactivitiesnotdiscussedinthe CapitalFundPro gramAnnualStatement?

Ifyes,listdevelopmentsoractivitiesbelow:

8. Demolition and Disposition

[24CFR Part 903.79(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.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

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

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:	<u>(DD/MM/YY)</u>
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

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

[24CFR Part 903.79(i)]

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 a streamlined submission 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:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u> (DD/MM/YY)</u>	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(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 FY1996 HUD Appropriations Act

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

2. Activity Description

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

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

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

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

11.HomeownershipProgramsAdministeredbythePHA (N/A)

[24CFRPart903.79(k)]

A.PublicHousing

ExemptionsfromComponent11A:Section8onlyPHAsarenotrequiredtocomplete11A.

1. Yes No: DoesthePHAadministeranyhomeownershipprograms administeredbythePHAunderanapprovedsection5(h) homeownershipprogram(42U.S.C.1437c(h)),oranapproved HOPE Iprogram(42U.S.C.1437aaa)orhasthePH Appliedor plantoapplytoadministeranyhomeownershipprogramsunder section5(h),theHOPEIprogram,orsection32oftheU.S. HousingActof1937(42U.S.C.1437z -4).(If“No”,skipto component11B;if“yes”,completeoneactivitydescriptionf or eachapplicableprogram/plan,unleseligibletocompletea streamlinedsubmissiondueto **smallPHA** or **highperforming PHA**status.PHAscompletingstreamlinedsubmissionsmay skiptocomponent11B.)

2.ActivityDescription

Yes No: HasthePHAprovidedallrequiredactivitydescription informationforthiscomponentinthe **optionalPublicHousing AssetManagementTable**?(If“yes”,skiptocomponent12.If “No”,completetheActivityDescriptiontablebelow.)

PublicHousingHomeownershipActivityDescription (Completeoneforeachdevelopmentaffected)
1a.Developmentname: 1b.Development(project)number:
2.FederalProgramauthority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> Turn keyIII <input type="checkbox"/> Section32oftheUSHAof1937(effective10/1/99)
3.Applicationstatus:(selectone) <input type="checkbox"/> Approved;includedinthePHA’sHomeownershipPlan/Program <input type="checkbox"/> Submitted,pendingapproval <input type="checkbox"/> Plannedapplication
4.DateHomeownershipPlan/Programapproved,submitted,orplannedforsubmission: (DD/MM/YYYY)
5. Numberofunitsaffected: 6.Coverageofaction:(selectone) <input type="checkbox"/> Partofthedevelopment <input type="checkbox"/> Totaldevelopment

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA -established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self -sufficiency Programs

[24 CFR Part 903.79(1)]

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?

DD/MM/YY

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and 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 N/A

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)

b. Economic and Social self-sufficiency programs

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

- 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

13. PHA Safety and Crime Prevention Measures

[24CFR Part 903.79(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 area surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower -level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug -related crime
- Other (describe below)

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

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

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

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

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

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

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

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 (list below)

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

D. Additional information as required by PHDEP/PHDEP Plan

PHA eligible for FY2002 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 FY2002 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24CFRPart903.79(n)]

15. Civil Rights Certifications

[24CFRPart903.79(o)]

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

16. Fiscal Audit

[24CFRPart903.79(p)]

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

17. PHA Asset Management

[24CFRPart903.79(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: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

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

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

Attached at Attachment (Filename)

Provided below:

Resident Advisory Board:

Comments:

- Tenants are finding vouchers more workable and landlords find vouchers more of a benefit to them.

3. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

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

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

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

3. Description of Resident Election Process

a. Nomination of candidates for placement 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) Candidates were selected randomly and City Council Members were asked to join. Pittsburgh Housing Authority openings and applications are received by Council and appointed.

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: (provide name here) Contra Costa County

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

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

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

D. Other Information Required by HUD

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

1. DECONCENTRATION:

Under QHWRA, the agency has an affirmative obligation to deconcentrate poverty and to seek opportunities to increase the number of higher -income families in lower -income properties and lower -income families in higher -income properties .

The Statistical Table below shows both the average incomes for housing clients that are under the housing authority control. The average income range is \$15,942. The Agency does not have public properties that would enable us to accomplish this, however, the agency strives to serve clients in all areas of the city.

Statistical Table:

Board Structure

Number	7
5 City Council Members	
2 Tenant Members Appointed by City Council	

Inventory of Assisted Housing

Leased housing	968
----------------------	-----

Resident Demographics

Total residents served	968
Average household income	\$17,730
Average Gross Rent	\$450
Elderly households	123
Family households	845

Employees

Permanent	10
-----------------	----

Waiting List

Housing Choice Voucher	904 (closed)
------------------------------	--------------

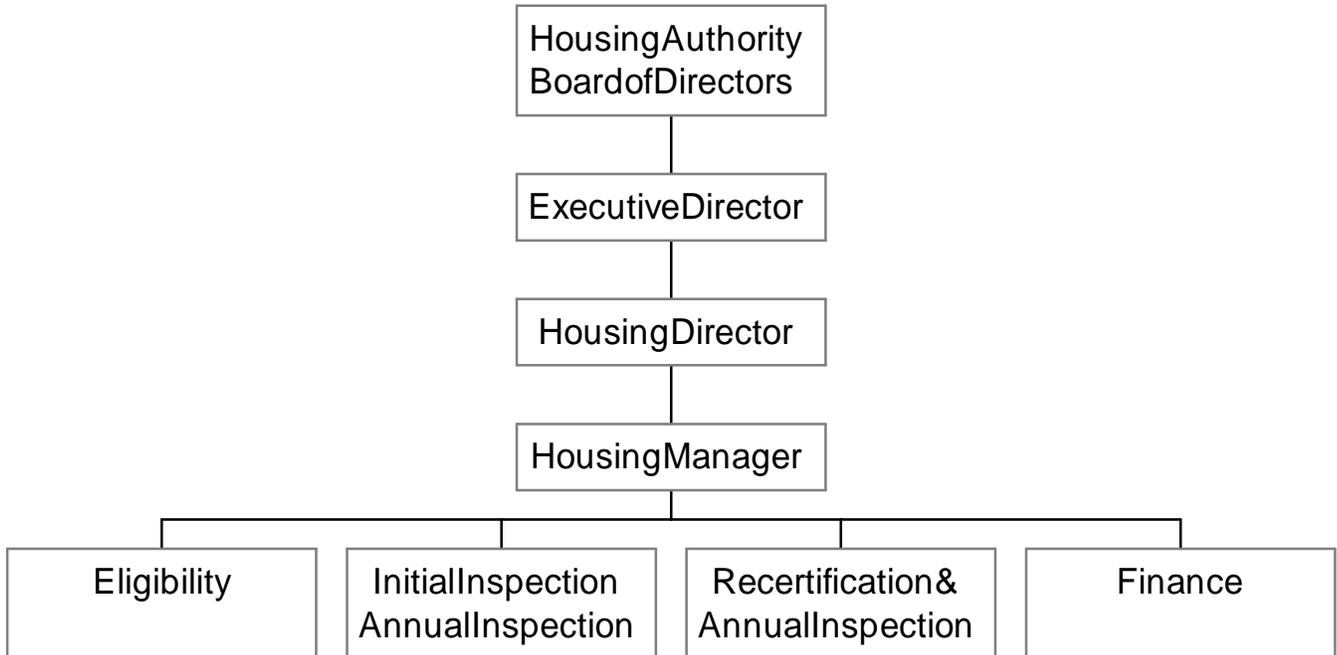
Attachments

Use this section to provide any additional attachments referenced in the Plans.

A. ALLOCATION OF PERSONNEL

Position	FTE01Actual	FTE02Budgeted	Allocation	
			Setion8	
Director	1	1	100%	
Manager	1	1	100%	
HousingInspector	1	1	100%	
HousingSpecialist	3	3	100%	
EligibilityTechnician	1	1	100%	
AccountantI	1	1	100%	
AdminAssistantI	1	1	100%	
AdminAssistantI	1	1	100%	
Total	10	10		

B. ORGANIZATIONC HART



C.ANNUALPLAN

FISCALYEAR2002



CITY OF PITTSBURGH HOUSING AUTHORITY
333 E. LELAND ROAD
PITTSBURGH, CA 94565

EXECUTIVE DIRECTOR

WILLISA.CASEY

HOUSING AUTHORITY COMMISSIONERS

YVONNEL BEALS
ALEIDARIOS
WILLIAM GLYNN
NANCY PARENT
MICHAEL KEE
CATHY WALLEN
DANA LEATHERWOOD

APRIL 17, 2003

Revised 4/1/2003

TABLE OF CONTENTS

KEY HIGHLIGHTS OF ANNUAL PLAN	55
BACKGROUND.....	56
ORGANIZATION OF AGENCY	56
CONSOLIDATED FUNDING	56
HOUSING NEEDS	58
FINANCIAL RESOURCES	60
ELIGIBILITY, SELECTION, AND ADMISSION	61
RENT DETERMINATION	62
OPERATIONS AND MANAGEMENT	63
GRIEVANCE PROCEDURES	63
SAFETY AND CRIME PREVENTION.....	63
HOUSING AUTHORITY'S ANNUAL PLAN	63
CONCLUSION.....	64
ATTACHMENTS	
A. Notice Requirements	64
B. Statistical Page	65
C. Civil Rights Certification	66
D. Resident Board Comments	67

KEY HIGHLIGHTS OF ANNUAL PLAN

- ❑ **Consolidation of Certificate/Voucher Program.** As part of the new housing bill, the Housing Choice Voucher program has been very successful.
- ❑ **Agency Policies.** As a result of changes contained in the 1998 -housing bill, we are planning to update all of the agency's policies within this fiscal year. The Section 8 Administrative Plan has been submitted to HUD for approval.
- ❑ **Consolidated Financial Reporting.** In accordance with HUD's new guidance requiring the conversion to Generally Accepted Accounting Practices (GAAP), financial statements have been reformatted. The Board is presented with a consolidated financial report that looks at all agency funding. There have also been changes in the chart of accounts, and in the actual format of the report to more accurately present financial data.

The Five-Year Plan (2000 -2004) lists the major objectives as shown in the accompanying table. The FY2003 Annual Plan meets the long -term objectives .

Table 1

FIVE-YEAR PLAN OBJECTIVES
To assure that the main Housing Subsidy Programs are well run.
To expand the number of housing opportunities.
To consolidate the certificate and voucher programs.
To increase the number of tenant -based assistance through project -based opt -outs and full utilization of allocated vouchers.

BACKGROUND

The PHA was established under federal and state enabling legislation. It is governed by a seven member Board of Commissioners, five city council members and two Housing Authority participants appointed by the City Council. The commission members select the chair of the commission.

The mission of the agency is to provide access to affordable housing that supports families, neighborhoods, and economic self-sufficiency.

The agency presently operates a Housing Choice Voucher program, with 948 allocated vouchers.

- **Housing Choice Voucher Program** . The agency has been allocated 948 Housing Choice Vouchers, and increases approximately 8% of the two bedroom Fair Market Rent (FMR) as an administrative fee to operate the program. The Housing Authority is allocated funds from HUD for Housing Assistance Payments (HAP) to be made to landlord monthly.

ORGANIZATION OF AGENCY

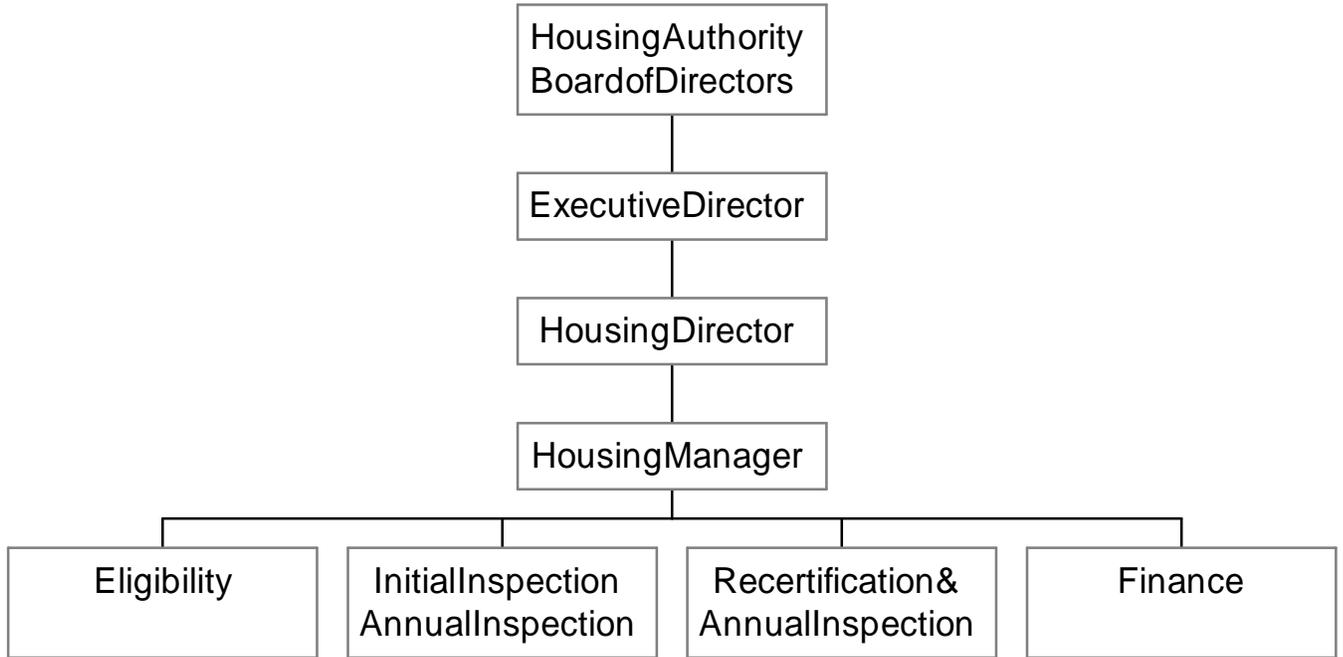
The agency is organized as reflected in Table 3. Table 2 reflects staffing allocations.

- **Leased Housing** . This division is responsible for the agency's leased housing program, i.e., the Housing Choice Voucher Program (HCV). This division is responsible to administer the HCV tenant-based assistance program. These functions include: compliance with Federal regulations regarding maintenance of waiting list, issuance of choice vouchers, rent reasonableness studies, initial HQS inspections, annual reexaminations and HQS inspections, review of payment standards, annual utility allowance schedule update, quality control of annual recertifications and inspections.

Table2
AllocationofPersonnel

Position	FTE01Actual	FTE02Budgeted	Allocation	
			Section8	Other
Director	1	1	100%	
Manager	1	1	100%	
HousingInspector	1	1	100%	
HousingSpecialist	3	3	100%	
EligibilityTechnician	1	1	100%	
AccountantI	1	1	100%	
AdminAssistantI	1	1	100%	
AdminA ssistantI	1	1	100%	
Total	10	10		

Table3
OrganizationChart



CONSOLIDATED FUNDING

The agency's combined FY 02 -03 budget is \$11.2 million. The primary sources of revenue and expenses are shown in Table 4.

Table 4
Revenue and Expense Projections
FY 2002 -2003

Category	Section 8
	Existing
Revenue	
HUD Grants	\$ 11,173,971
Port-in	\$ 16,430
Total	\$11,190,401
Expenses	
Administrative (Salaries and Fringes)	\$ 694,342
Utilities	78,382
General	64,893
Total Routine	837,617
HAP Payments (includes Fox Creek, Hard to House Fees)	10,340,784
Total Expenses	\$11,178,401
Surplus/(Deficit)	12,000
Existing Reserve	308,438
Net Reserve	\$308,438

- ❑ **Operating Budget** . Figures reflect operating subsidies funded at 100% of Performance Funding System (PFS) eligibility. Rents are projected to increase 3.0 percent from prior year.
- ❑ **Section 8 Existing** . Reflects average HAP of \$900.00 Per Unit Month (PUM) and an average administrative fee of \$70.00 PUM.

HOUSING NEEDS

As described in the agency's Five-Year Plan, there are unmet housing needs in the City of Pittsburgh, particularly for very low-income renters, for whom more than 50 percent pay over half of their income for rent. Such needs are reflected in the agency's waiting list and the statistical data in Attachment B.

Table 5
Housing Choice Voucher Waiting List

Number	
Elderly	30
Family	879
Total Applicants	904

The incomes of applicants on the waiting lists closely resemble the income profile of households currently served (Table 6).

Table 6
Housing Choice Voucher Participants

Program	Number
Elderly/Disabled	406
Family	562
Total Participants	968

The City of Pittsburgh Housing Authority opened the waiting list in mid-May 2002 for three (3) days or 1,200 applicants. The Housing Authority will notify potential applicants by placing an advertisement in the Ledger Dispatch, flyers at non-profit and other service agencies, the public access channel, on the City's website and other benefiting locations. The Waiting List goal of 1,200 applicants was achieved on the first of the three planned days for accept applicants.

FINANCIAL RESOURCES

The agency has one main source of funding, namely funds received from HUD to administer the Housing Choice Voucher Program. Funding for the Housing Choice Voucher Program is subject to annual (and fluctuating) appropriations. In FY 2002 –

2003 the agency was awarded a Community Development Block Grant in the amount of \$5,600 for lead based paint awareness activities for our voucher holders.

ELIGIBILITY, SELECTION, AND ADMISSION

The agency administers its waiting list in accordance with the following policies.

- ❑ The agency maintains waiting list for Housing Choice Vouchers in accordance with established HUD guidelines.
- ❑ Applicants are admitted according to date/time of application and local preferences.
- ❑ Once the applicant qualifies for the program, he/she will be offered a Choice Voucher. If the applicant reaches the top of the waiting list and rejects the offer, the applicant is removed from the waiting list.
- ❑ The agency conducts background checks on applicants.

For FY 2003, the agency has made the following changes in its leasing policies:

- ❑ Assist participants in locating suitable units by working closely with property manager to encourage participation in the program.
- ❑ Conduct workshops and meetings to lessen the gap between owners and voucher holders.
- ❑ Assist voucher holders by providing a fee for service credit check.

RENT DETERMINATION

Rent is based on the tenant's adjusted gross income. The rent calculation takes into consideration the greater of 30 percent but not more than 40 percent of adjusted income or 10 percent of gross income. In FY 2002, the agency intends to adopt the following changes in its rent policies:

- ❑ Increase Payment Standard to 110% of the Fair Market Rents (FMR) in order to assist families with finding affordable housing.

OPERATIONS AND MANAGEMENT

The agency has a current SEMAP score of 90. As stated previously, the goal of the agency is to raise the score above 90. The two primary areas where the agency needs

improvement for SEMAP are quality control and the lease -up rate. To accomplish these goals the PHA intends to:

- Implemented a monitoring system that will help the agency increase the lease -up rate.
- Recruited landlords to participate in the program
- Maintain strict Quality Control on inspections and recertifications.
- Provided consistency and maintain good customer service to our internal and external customers.
- Continued training of staff members.

GRIEVANCE PROCEDURES

The agency provides administrative grievance for all residents who feel adversely affected by agency actions. These policies are outlined in detail in the Administrative Plan.

SAFETY AND CRIME PREVENTION

In compliance with HUD regulations, the agency strongly supports stringent Police Department action regarding enforcement of drug and criminal activity law. Also, in cooperation with the City's Police Department, the agency tracks all arrests made on assisted properties. The agency works closely with the City's code enforcement division to maintain all local, state, and federal housing codes.

By maintaining a high standard for buildings and grounds along with strong enforcement, the agency is able to create a standard of pride and care that greatly inhibits drug and criminal activity. The agency's positive partnerships with other City Departments is continuing to develop.

HOUSING AUTHORITY'S ANNUAL PLAN

This section of the document includes, as required by HUD, the Housing Authority's Annual Plan. The plan is consistent with the agency's mandated Five-Year Plan. Information regarding the agency's notifications of its proposed plan, the comments received, and the agency's consideration of those comments are found in *Attachment D*.

Annual Plan. The agency administers 948 Housing Choice Vouchers. At present, the agency is at 100% percent leased -up in the Housing Choice Voucher Program.

As required, the agency conducts a rent reasonableness test of all program participants to assure that the rent being charged for the unit is consistent with the local market norms.

The agency makes continuous efforts to encourage landlords throughout the city to participate in the program. This year, the agency intends to step up its landlord outreach program. Each year the agency holds a special informational meeting for landlords with the intent of encouraging broader city-wide participation in the program. In addition, landlord-tenant "mixer" events are being conducted to expedite our new voucher holders' connection with landlords.

Under the Housing Choice Voucher Program, the agency performs four major inspections:

- Initial
- Annual
- Quality Control
- Complaint

Our inspection goals are:

- Compliance with Federal regulations
- Consistency
- Timeliness
- To provide Decent, Safe and Sanitary housing for our clients.

The agency strives to be consistent and to assure inspections are completed in a timely manner as required by HUD.

The agency inspects 100 percent of its leased housing units lease/contract and prior to entering into annually. In FY 2002, 74 percent of the units inspected failed initial inspection, but 98 percent passed on the second inspection. We expect similar percentages this fiscal year.

CONCLUSION

The PHA is confident we can achieve the one-year objective outlined in this report.

ATTACHMENTS

ATTACHMENT A

Notice Requirements

In compliance with federal statute regarding the development of the Annual Plan, the agency scheduled the following meetings and hearings.

List of Meeting Dates

Dates	Descriptions
January 10, 2003	Establishment of Resident Advisory Board
January 14, 2003	Resident Board Meeting
January 15, 2003	Resident Board Meeting
January 31, 2003	Public Review Period
February 3, 2003	Resident Board Meeting
March 5, 2003	Public Notice (Website and Newspaper)
March 17, 2003	Public Hearing to Approve the Agency Plan
April 17, 2003	Submittal to HUD

ATTACHMENT B

Statistical Page

Board Structure

Number	7
5 City Council Members	
2 Tenant Members Appointed by City Council	

Inventory of Assisted Housing

Leased housing	968
----------------------	-----

Resident Demographics

Total residents served	968
Average household income	\$17,730
Average Gross Rent	\$450
Elderly households	123
Family households	845

Employees

Permanent	10
-----------------	----

Waiting List

Housing Choice Voucher	904 (closed)
------------------------------	--------------

ATTACHMENTC

CivilRightsCertification

NOTE:Thispageleftintentionallyblank.

ATTACHMENTD

ResidentBoardComments:

- Tenantsarefindingvouchersmoreworkableandlandlordsfindvouchersmore ofabenefittothem.

PHA Plan Table Library

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

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

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

Original Annual Statement

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

**Annual Statement
 Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

**AnnualStatement
CapitalFundProgram(CFP)PartIII:ImplementationSchedule**

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

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

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year information is included in the Capital Fund Program Annual Statement.

-wide physical or management improvements
One of the 5 -Year cycle, because this

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

