

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

PHA Plans

5 Year Plan for Fiscal Years 2003 - 2007
Annual Plan for Fiscal Year 2003

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

PHA Plan Agency Identification

PHA Name: Wayne Metropolitan Housing Authority

PHA Number: OH036

PHA Fiscal Year Beginning: (mm/yyyy) 01/2003

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)

5-YEAR PLAN
PHA FISCAL YEARS 2003 - 2007
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

The mission of the Wayne Metropolitan Housing Authority is to assist low-income families and individuals with safe, decent, and affordable housing opportunities as they strive to improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner by adhering to its own Core Values and fostering partnerships with its clients and appropriate community agencies. The Housing Authority complies with applicable laws preventing discrimination.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers: WMHA will apply for additional Housing Choice Vouchers when additional housing stock is available and at such time as a timely funding NOFA is published.
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities: WMHA is actively participating with the Wayne County

Housing Coalition in an attempt to bring the various entities of local government and the banking community together with the ultimate goal of attracting development of affordable housing.

- Acquire or build units or developments . WMHA will continue to search for appropriate land and funding opportunities to develop additional affordable housing.
- Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords. The Housing Authority will continue to affirmatively market the Section 8 program to attract new landlords through our annual Landlord Appreciation Day, brochures and contacts with area realty associations and landlord associations.
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs: The Housing Authority continues to operate a homebuyer assistance program which is a component of Community Housing Improvement Programs (CHIP) under contract with Wayne County and the City of Wooster. The Housing Authority received new funding rounds of CHIP for both Wayne County and the City of Wooster this past year and will continue implementing both programs.
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- PHA Goal: Provide an improved living environment
- Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments if and when it is determined to be a problem:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments if and when it is determined to be a problem:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
 - Increase the number and percentage of employed persons in assisted families: The Housing Authority will work toward developing appropriate job search and training opportunities for public housing participants through collaborative efforts with other services in the community. We will work toward having at least 10% of public housing and Section 8 households utilizing our training and conference space facility each year for job and living skills programs.
 - Provide or attract supportive services to improve assistance recipients' employability: The Housing Authority will continue working closely with the Department of Job and Family Services and other resources toward this objective.
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities. The Housing Authority will continue efforts to attract additional supportive services such as the congregate meal program instituted through the Area Agency on Aging.
 - Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2003
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

The Wayne Metropolitan Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

The mission statement of the Housing Authority and its goals and objectives are consistent with the strategic goals of HUD.

Since the Wayne Metropolitan Housing Authority serves a more rural area and has a comprehensive range of accessible supportive services for its clients, we continue to find it unnecessary to initiate any major initiatives or discretionary policies to better serve our client population. The one area that we continue to struggle with is enough affordable housing available for our Section 8 tenant based program. Last year we increased payment standards to 110% of Fair Market Rents, which has served us well, and will continue working diligently to acquire or develop additional units of housing that will be available to that population.

The Housing Authority's public housing units are in good condition with good curb appeal. Capital Funds have been used to do significant upgrades and improvements over the past several years and we expect to continue an effort to upgrade HVAC systems to improve energy efficiency. The Housing Authority also intends to utilize Capital Funds over the next several years to develop new administrative facilities to allow better service to clients. The Housing Authority also intends to apply for designation for elderly and/or disabled families for two developments which were both built with that designation originally. The Housing Authority also plans to work with other agencies and other housing authorities to seek State of Ohio legislation that will provide for medicaid waivers which could be used for Assisted Living arrangements in Public Housing. If that is a successful effort, the Housing Authority would work toward converting at least one development to an assisted living type facility.

The Housing Authority no longer uses local preferences (except the veterans preference required under State law) which will help address the need for compliance in the areas of income mixing and deconcentration in Public Housing developments.

The Housing Authority was able to maintain high lease-up rate in the Section 8 Housing Choice Voucher Program this year. The new position titled Outreach and Family Services Coordinator has had

a very positive impact on assisting families to be successful in finding appropriate housing opportunities and also in attracting new landlords to the program. It is our hope to continue to expand the scope of that position.

The Housing Authority has developed a draft application for a Section 8 Homeownership plan and expects to make application this coming year for that program.

The most recent Resident Satisfaction Survey in Public Housing indicated a concern for safety in some developments. A follow-up plan was developed and is included as an attachment to the Agency Plan.

The Housing Authority continues to work closely with the Wayne County Commissioners and continues to implement and administer a Community Housing Improvement Program (CHIP) under contract with Wayne County. The Housing Authority is also administering and implementing a CHIP under contract with the City of Wooster this year which is already successful. We will continue the Homebuyer assistance program in addition to Owner and Rental Rehab components and home repair components.

The Housing Authority also manages 45 units of elderly/disabled housing for a local non-profit under contract. The Housing Authority also has a contract for complete management of a non-profit that provides housing for the severely mentally disabled population and clients of the local Mental Retardation and Developmental Disabilities Board (MR/DD). The housing authority continues to work with the local MR/DD board to acquire or develop additional housing for their special needs clients and continues to work with the U.S. Department of Agriculture Rural Development to obtain low-interest loans for the acquisition of additional houses this next year.

The Housing Authority will continue close working relationships with all local service providers as well as the local Legal Aid Society to assure a complete range of services is provided with all protections afforded all clients.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2003 Capital Fund Program Annual Statement (oh036e03)(Excel format)
- Performance & Evaluation Reports for CFP 501(01) (oh036f03)and CFP 501(02) (oh036g03) (Excel format)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- A: 5-year Plan Progress Report (included at end of plan)
- B: Resident Membership of the Governing Board (included at end of plan)
- C: Membership of Resident Advisory Board (included at end of plan)
- H: Pet Policy (oh036h03) (Word format)
- I: Deconcentration of Poverty and Income Mixing (oh036i03) (Word format)
- J: Follow-Up plan for Resident Satisfaction Survey results (oh036j03) (Word format)

Optional Attachments:

- PHA Management Organizational Chart (oh036d03) (Excel format)
- FY 2003 Capital Fund Program 5 Year Action Plan (oh036k03) (Excel format)
- 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)

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
✓	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
✓	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
✓	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
✓	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
✓	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
✓	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
✓	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	A & O Policy	
✓	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
✓	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
✓	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
✓	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
✓	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
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
✓	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
✓	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

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

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	3326	5	5	2	3	4	4
Income >30% but <=50% of AMI	3409	4	4	3	2	4	3
Income >50% but <80% of AMI	6502	3	2	2	1	3	2
Elderly	3275	4	2	3	4	2	4
Families with Disabilities	793	4	4	2	4	2	4
African American	258	4	4	2	2	2	2
Hispanic	59	4	4	2	2	2	2
American Indian	39	4	4	2	2	2	2

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

- Consolidated Plan of the Jurisdiction/s - State of Ohio
Indicate year: 2001
- 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)

State of Ohio Consolidated Strategic Plan for Fiscal Years 2000 - 2003
Wayne County, Ohio, Community Housing Improvement Strategy - 2001
City of Wooster, Ohio, Community Housing Improvement Strategy - 2002
Wayne County, Ohio , Comprehensive Plan

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	438		336
Extremely low income <=30% AMI	296	68%	
Very low income (>30% but <=50% AMI)	141	32%	

Housing Needs of Families on the Waiting List			
Low income (>50% but <80% AMI)	1	.2%	
Families with children	322	74%	
Elderly families	18	4%	
Families with Disabilities	98	22%	
White	388	89%	
African American	44	10%	
American Indian	2	.5%	
Hispanic	4	.9%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List	
Waiting list type: (select one)	
<input type="checkbox"/>	Section 8 tenant-based assistance
<input checked="" type="checkbox"/>	Public Housing
<input type="checkbox"/>	Combined Section 8 and Public Housing
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)
If used, identify which development/subjurisdiction:	

Housing Needs of Families on the Waiting List			
	# of families	% of total families	Annual Turnover
Waiting list total	198		286
Extremely low income <=30% AMI	154	78%	
Very low income (>30% but <=50% AMI)	44	23%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	55	28%	
Elderly families	9	5%	
Families with Disabilities	30	16%	
White	172	87%	
African American	22	12%	
American Indian	2	1%	
Hispanic	2	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	145	12%	83
2 BR	43	31%	120
3 BR	7	7%	73
4 BR	3	2%	10
5 BR	0	1%	0
5+ BR	0	0	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> 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.

(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 finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates 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-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner 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)

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)

The Housing Authority will continue and increase efforts to assure appropriate referrals from the Department of Job and Family Services and other agencies that have frequent contact with families likely suffering economic hardships.

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)

The Housing Authority has developed a relationship with the local Department of Job and Family Services office, local temporary employment services and local industry to create an awareness of available assistance to the working families still at or below 50% of AMI. We have also produced an awareness brochure that is distributed to local agencies and business and industry.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

The Housing Authority is working with other agencies and other Housing Authorities in an effort to seek State legislation to allow for medicaid waivers that could be used in Public Housing Assisted Living.

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 vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$417,751	
b) Public Housing Capital Fund	\$378,208	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$3,591,731	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
OH12P03650101	\$271,630	
OH12P03650102	\$355,055	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	\$438,252	
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	\$5,452,627	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (within 2-4 weeks of unit availability)
- 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 plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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
- 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)

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

Other preferences (select all that apply)

Working families and those unable to work because of age or disability

1 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)

2 Date & Time

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- 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
- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

See Attachment "I" (2001-4)

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

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

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

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

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

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

Other (list policies and developments targeted below)

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty 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)
Check with local Sheriff's Department for registration as sexual predator
- 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)
The Housing Authority will furnish prospective owners, who request family's address information in writing, with the family's current address as shown in the Housing Authority's records, and, if known to the Authority, the name and address of the landlord at the family's current and prior address.

(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:

Will give up to 2 30-day extensions on verification of efforts to locate housing.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 1 Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

2 Date and Time

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

Direct notification of agencies that work with the special client population that would be eligible for the program.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

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 re-determinations:

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

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

Any time the family experiences a change in income or family composition. Rents may not be adjusted for income increases between annual recertification, but must still be reported.

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)
- Fair Market Rents

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
- 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
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	224	65

Section 8 Vouchers	849	240
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually) - Family Unification	15	
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

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)
Admissions and Continued Occupancy Policy, Personnel Policy Manual, Maintenance Operations Manual
- (2) Section 8 Management: (list below)
Section 8 Administrative Plan, Personnel Policy Manual

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (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 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 OH036e03(50101P&E Report), OH036f03(50102 P&E Report), OH036g03(50103 Original Annual Statement)

-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 oh036k03 (Excel format)

-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)

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

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

See Attachment oh036k03.xls

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.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: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. 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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: Townview Terrace Apartments 1b. Development (project) number: OH036-003
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(09/2003)</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 70 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Designation of Public Housing Activity Description
1a. Development name: Rittman Towne Manor 1b. Development (project) number: OH036-006
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(09/2003)</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
7. Number of units affected: 50 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

See attachment OH036j01

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. 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, go to block 4; if no, go to 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)

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the 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 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 05/11/01

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	45	45 As of 07/31/2002

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

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

2. What information or data did the PHA used 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” publichousing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- 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

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See attachment OH036h03

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
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

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (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

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

- Attached at Attachment (File name)
- Provided below:

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

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

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
 Candidates could be nominated by any adult recipient of PHA assistance
 Self-nomination: Candidates registered with the PHA and requested a place on ballot
 Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: State of Ohio (Wayne County & City of Wooster)
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.

ATTACHMENT ‘A’

5-YEAR PLAN PROGRESS REPORT

Expand the supply of assisted housing

The Housing Authority has been able to fully lease up the additional vouchers received last year in the Section 8 program and continues to remain as close as possible to 100% lease up.

We continue to define the new staff position titled Outreach and Family Services Coordinator which was created last year. Through that position we have been successful in developing some new owners/landlords for the Section 8 Program and have had good success working with families who are having difficulty finding appropriate housing to use their voucher.

The Housing Authority continues to work with the local housing coalition and others to attract development of affordable housing. There has been no significant affordable housing starts in the past year although we continue to talk with local developers in an attempt to attract a willingness to partner in future development of affordable housing and will continue those efforts. We have offered letters of support for some smaller special use developments in the past year.

The Housing Authority was instrumental in the formation of a local three-county area landlord association called the “Tri-County Real Estate Investors Association”, and through that association has been able to market the Section 8 program to owners that have not previously participated.

The Housing Authority has acquired four properties in the past year for use by clients of the local Mental Retardation Developmental Disabilities Board (MRDD). Acquisition of one of the properties was made possible by a client family contribution and a USDA Rural Development Loan and two of them through use of Ohio Department of MRDD Capital Assistance Funds plus Rural Development Loans. The fourth property is a 6-unit licensed group home for MRDD clients that was donated to the Housing Authority by a client family partnership.

Improve the quality of assisted housing

As the result of a concern for the health and safety of Section 8 participant families, we researched the ramifications of amending our Housing Quality Standards to include the requirement for window and door screens to keep insects out. Over a period of several

months we compiled statistical data from HQS Inspections, interviewed property owners and families and developed a requirement for at least one openable window required by HQS in each room to have a tightly fitting screen during warm weather. The proposed amendment was sent to HUD, was subsequently approved and added to our Housing Quality Standards effective with the approval of the FY-2003 Agency Plan. The change was made in the Section 8 Admin Plan and approved by the Board of Commissioners.

The Housing Authority continues to work toward improving the quality of assisted housing by increasing customer satisfaction. Although we still have only one year of Resident Satisfaction Surveys from Public Housing and none from Section 8 yet, we are confident those areas will show evidence of customer satisfaction.

Increase assisted housing choices

The Housing Authority continues to have informational meetings with landlords to address issues such as lead paint and local building code, and in general developing good relationships with landlords in an effort to keep the ones currently available to the program as well as attracting new landlords. We have gained several new landlords to the program in the past year.

We continue to make the Homebuyer Assistance Program available to Public Housing residents and Section 8 Program participants who have reached a level of self-sufficiency that would enable them to become homeowners. Through the three funding rounds that have been completed and the two current funding rounds three current or former Section 8 families and one Public Housing family have benefited from the Homebuyer Assistance Program and one Section 8 family is in the process of buying a home at this time.

Provide an improved living environment

Although the Housing Authority has not experienced problems with concentration of poverty in any of its developments, we will continue to monitor this area closely and assure that income mixing is a part of leasing up Public Housing developments and also in recruiting new landlords for the Section 8 Housing Choice Voucher Program.

Promote self-sufficiency and asset development of assisted households

The Housing Authority has leased-up the Section 8 Family Self-Sufficiency Program fully and increased the number of families with escrows. In addition, Public Housing

families have been encouraged to utilize the training center for learning computer skills and job preparation .

The Housing Authority has continued to develop relationships with local TANF agency and other jobs services to benefit residents in both Public Housing and Section 8. We have finalized a Cooperation Agreement for Economic Self-Sufficiency (Memorandum of Agreement) between the Wayne Metropolitan Housing Authority and the Wayne County Department of Job and Family Services effective May 11, 2001.

We are currently working with the local Department of Job and Family Services to develop training classes for applicants for both Public Housing and Section 8 that will include training on issues that are designed to assist families to be better renters. It is our hope that a certificate of completion from such classes will be attractive to potential landlords and certainly to the Housing Authority.

Ensure equal opportunity and affirmatively further fair housing objectives

The Housing Authority continues to provide information to all clients regarding choices in housing and encourages families to seek housing suitable to their preferences and needs. The Housing Authority has developed closer relationship with the local Board of Mental Retardation and Developmental Disabilities as well as other agencies that work with people with disabilities in an effort to assist them in finding appropriate accessible housing. All families receiving Vouchers now are given an option of working with a Family Services Coordinator to assist them in locating housing suitable to their needs.

ATTACHMENT 'B'

RESIDENT MEMBERSHIP OF THE GOVERNING BOARD

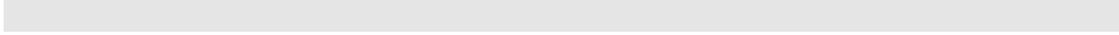
Resident **Stafan T. Karnof** of 200 South Market Street, Apt. 407, Wooster, Ohio 44691 is a resident of Townview Terrace Apartments (OH12P036003).

Mr. Karnof was appointed to the Wayne Metropolitan Housing Authority Board of Commissioners on February 19, 2002 by appointing authority Mayor James Howie, Mayor of the City of Wooster, Ohio. He is filling the un-expired term of his predecessor Lester Rice. His term will expire on June 30, 2004.

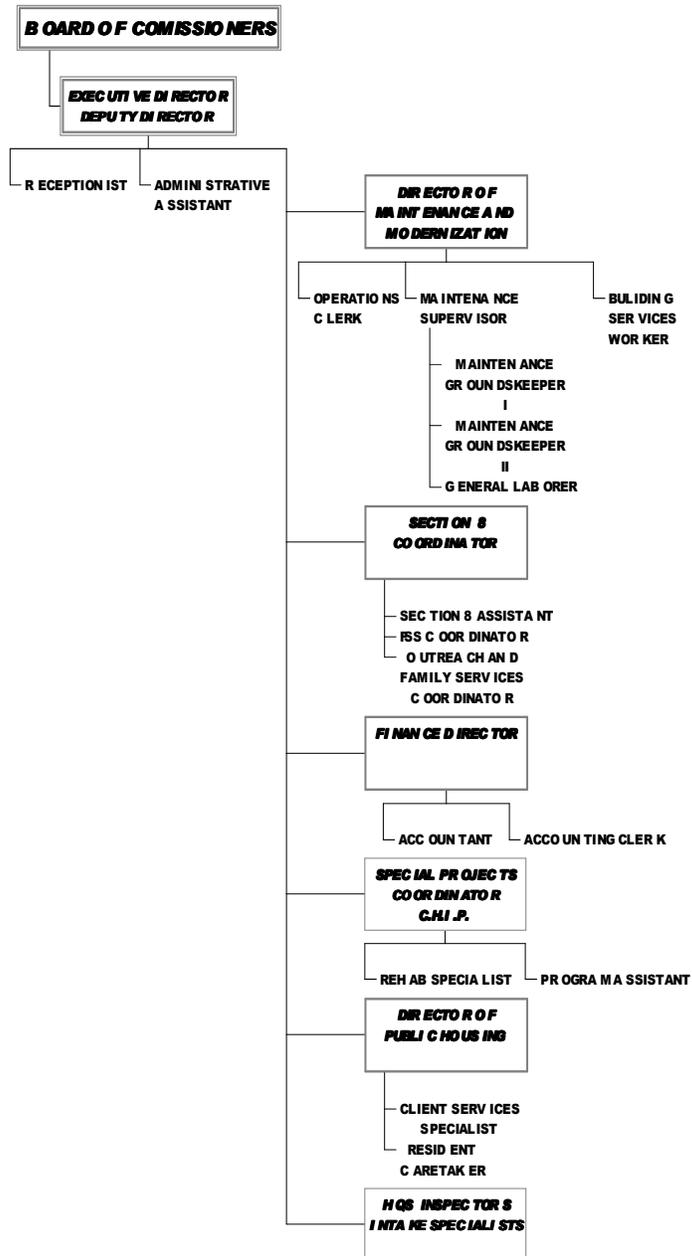
ATTACHMENT 'C'

MEMBERSHIP OF RESIDENT ADVISORY BOARD

JACQUE LYTLE	- Resident of Public Housing
BARBEE THOMAS	- Resident of Public Housing
RICHARD GRAFF	- Resident of Public Housing
CHRISTENA TRUEX	- Resident of Public Housing
JUDY BAUGH	- Resident of Section 8 Housing Choice Voucher Prgrm
LAURA ANDREWS	- Resident of Public Housing
VALERIE EVANS	- Resident of Section 8 Housing Choice Voucher Prgrm
KIMBERLY MANSON	- Resident of Section 8 Housing Choice Voucher Prgrm
ROSALIE ALLEN	- Resident of Public Housing
LOLA LOWE	- Resident of Public Housing



**WAYNE METROPOLITAN HOUSING AUTHORITY
ORGANIZATIONAL CHART (09/2002)**



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

PHA Name: Wayne Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH12P03650103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
--	--	-------------------------------------

Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no. 0)
 Performance and Evaluation Report for Period Ending -
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	30,000.00	-	-	-
3	1408 Management Improvements	5,000.00	-	-	-
4	1410 Administration	26,000.00	-	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	10,000.00	-	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	2,000.00	-	-	-
10	1460 Dwelling Structures	149,500.00	-	-	-
11	1465.1 Dwelling Equipment - Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	90,000.00	-	-	-
13	1475 Nondwelling Equipment	46,687.00	-	-	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1501 Collateralization or Debt Service	-	-	-	-
20	1502 Contingency	-	-	-	-
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 359,187.00	\$ -	\$ -	\$ -
22	Amount of line 21 Related to LBP Activities	-	-	-	-
23	Amount of line 21 Related to Section 504 Compliance	-	-	-	-
24	Amount of line 21 Related to Security - Soft Costs	-	-	-	-
25	Amount of line 21 Related to Security - Hard Costs	-	-	-	-
26	Amount of line 21 Related to Energy Conversation Measures	-	-	-	-

**Actual Comprehensive Grant
Cost Certificate**
Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157
(Exp. 3/31/2002)

PHA/IHA Name Wayne Metropolitan Housing Authority	Comprehensive Grant Number OH12P03650103
	FFY of Grant Approval 2003

The PHA/IHA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Comprehensive Grant, is as shown below:

A. Original Funds Approved	\$ 359,187.00
B. Revised Funds Approved	-
C. Funds Advanced	
D. Funds Expended (Actual Modernization Cost)	-
E. Amount to be Recaptured (A-D)	359,187.00
F. Excess of Funds Advanced (C-D)	\$ -

2. That all modernization work in connection with the Comprehensive Grant has been completed;
3. That the entire Actual Modernization Cost or liabilities therefor incurred by the PHA/IHA have been fully paid;
4. That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on public office where the same should be filed in order to be valid against such modernization work; and
5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729)

Signature X	Date 02/25/2003
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For HUD Use Only

The Cost Certificate is approved for audit.

Approved for Audit (Director, Public Housing Division) X	Date
--	------

The audited costs agree with the costs shown above.

Verified (Director, Public Housing Division) X	Date
--	------

Approved (Field Office Manager) X	Date
---	------

**Actual Modernization
Cost Certificate**

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

OMB Approval No. 2577-0044 (exp. 12/31/99)
OMB Approval No. 2577-0157 (exp. 12/31/99)

**Comprehensive Improvement Assistance Program (CIAP)
Comprehensive Grant Program (CGP)**

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0044 and 0157), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Do not send this form to the above address.

This collection of information requires that each Housing Authority (HA) submit information to enable HUD to initiate the fiscal closeout process. The information will be used by HUD to determine whether the modernization grant is ready to be audited and closed out. The information is essential for audit verification and fiscal close out. Responses to the collection are required by regulation. The information requested does not lend itself to confidentiality.

HA Name: Wayne Metropolitan Housing Authority	Modernization Project Number: OH12P03650103
---	---

The HA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Modernization Grant, is as shown below:

A. Original Funds Approved	\$	-
B. Funds Disbursed	\$	-
C. Funds Expended (Actual Modernization Cost)	\$	-
D. Amount to be Recaptured (A - C)	\$	-
E. Excess of Funds Disbursed (B - C)	\$	-

2. That all modernization work in connection with the Modernization Grant has been completed;

3. That the entire Actual Modernization Cost or liabilities therefore incurred by the HA have been fully paid;

4. That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on file in any public office where the same should be filed in order to be valid against such modernization work; and

5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Executive Director & Date:

X

2/25/2003

For HUD Use Only

The Cost Certificate is approved for audit:

Approved for Audit (Director, Office of Public Housing / ONAP Administrator)

Date:

X

The audited costs agree with the costs shown above:

Verified: (Designated HUD Official)

Date:

X

Approved: (Director, Office of Public Housing / ONAP Administrator)

Date:

X

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PHA Forms

Input Range						
Acct	Original	Revised	Obligated	Expended	Acct	Original
1460	7,500.00	0.00	0.00	0.00	1406	30,000.00
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0	0.00	0.00	0.00	0.00	1408	5,000.00
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0	0.00	0.00	0.00	0.00	1410	26,000.00
0	0.00	0.00	0.00	0.00	ACCT	
0	0.00	0.00	0.00	0.00	1411	0.00
0	0.00	0.00	0.00	0.00	ACCT	
0	0.00	0.00	0.00	0.00	1415	0.00
0	0.00	0.00	0.00	0.00	ACCT	
0	0.00	0.00	0.00	0.00	1430	10,000.00
0	0.00	0.00	0.00	0.00	ACCT	
0	0.00	0.00	0.00	0.00	1440	0.00
1460	6,000.00	0.00	0.00	0.00	ACCT	
0	0.00	0.00	0.00	0.00	1450	2,000.00
0	0.00	0.00	0.00	0.00	ACCT	
0	0.00	0.00	0.00	0.00	1460	149,500.00
0	0.00	0.00	0.00	0.00	ACCT	
0	0.00	0.00	0.00	0.00	1465	0.00
1460	5,000.00	0.00	0.00	0.00	ACCT	
0	0.00	0.00	0.00	0.00	1470	90,000.00
0	0.00	0.00	0.00	0.00	ACCT	
0	0.00	0.00	0.00	0.00	1475	46,687.00
1460	92,000.00	0.00	0.00	0.00	ACCT	
0	0.00	0.00	0.00	0.00	1485	0.00
0	0.00	0.00	0.00	0.00	ACCT	
0	0.00	0.00	0.00	0.00	1490	0.00
0	0.00	0.00	0.00	0.00	ACCT	
0	0.00	0.00	0.00	0.00	1492	0.00
0	0.00	0.00	0.00	0.00	ACCT	
0	0.00	0.00	0.00	0.00	1495	0.00
0	0.00	0.00	0.00	0.00	ACCT	
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#VALUE!	0.00	0.00	Federal FY o	0.00	ACCT	
#VALUE! OH12P0365C		0.00	2003	0.00	1501	0.00
#VALUE!		0.00	0.00	0.00	ACCT	

#VALUE!	Total Estim	0.00	Total Actual (0.00	1502	0.00
#VALUE!	0.00	0.00	0.00	0.00		
#VALUE!	Original	Revised	Funds	Funds		
	0	0.00	0.00	Obligated	Expended	
	1460	18,000.00	0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
#VALUE!			0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
	1460	10,000.00	0.00	0.00	0.00	
#VALUE!			0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
#VALUE!			0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	
#VALUE!	0.00		0.00	Federal FY o	0.00	
#VALUE!	OH12P0365(0.00	2003	0.00	
#VALUE!			0.00	0.00	0.00	
#VALUE!	Total Estim		0.00	Total Actual (0.00	
#VALUE!	0.00		0.00	0.00	0.00	
#VALUE!	Original	Revised	Funds	Funds		

0	0.00	0.00	Obligated	Expended	
1460	1,000.00	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00	0.00
#VALUE!		0.00	0.00	0.00	0.00
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0	0.00	0.00	0.00	0.00	0.00
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0	0.00	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00	0.00
1460	7,500.00	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00	0.00
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0	0.00	0.00	0.00	0.00	0.00
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0	0.00	0.00	0.00	0.00	0.00
#VALUE!		0.00	0.00	0.00	0.00
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0	0.00	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00	0.00
#VALUE!	0.00	0.00	Federal FY o		0.00
#VALUE!	OH12P0365(0.00	2003		0.00
#VALUE!		0.00	0.00		0.00
#VALUE!	Total Estimat	0.00	Total Actual (0.00
#VALUE!	0.00	0.00	0.00		0.00
#VALUE!	Original	Revised	Funds	Funds	
0	0.00	0.00	Obligated	Expended	
1450	2,000.00	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00	0.00

0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
#VALUE!		0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
1460	2,500.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
#VALUE!		0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
#VALUE!		0.00	0.00	0.00
0		0.00	0.00	0.00
#VALUE!		0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
#VALUE!		0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
#VALUE!		0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
#VALUE!		0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
#VALUE!	0.00	0.00	Federal FY o	0.00
#VALUE!	OH12P0365C	0.00	2003	0.00
#VALUE!		0.00	0.00	0.00
#VALUE!	Total Estim	0.00	Total Actual C	0.00
#VALUE!	0.00	0.00	0.00	0.00
#VALUE!	Original	Revised	Funds	Funds
0	0.00		Obligated	Expended
1406	30,000.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00

0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
1408	5,000.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
#VALUE!		0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
1410	26,000.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
1430	10,000.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
#VALUE!	0.00	0.00	Federal FY o	0.00
#VALUE!	OH12P0365(0.00	2003	0.00
#VALUE!		0.00	0.00	0.00
#VALUE!	Total Estim	0.00	Total Actual (0.00
#VALUE!	0.00	0.00	0.00	0.00
#VALUE!	Original	Revised	Funds	Funds
0	0.00		Obligated	Expended
1470	90,000.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
#VALUE!		0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00

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

PHA Name: Wayne Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH12P03650101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no. 0)
 Performance and Evaluation Report for Period Ending **10/01/2002**
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	30,000.00	30,000.00	15,000.00	15,000.00
3	1408 Management Improvements	8,000.00	20,000.00	-	-
4	1410 Administration	26,000.00	26,000.00	25,998.38	25,998.38
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	5,000.00	5,000.00	1,966.75	1,966.75
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	4,400.00	4,500.00	-	-
10	1460 Dwelling Structures	191,000.00	161,820.00	91,053.06	26,115.39
11	1465.1 Dwelling Equipment - Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	92,000.00	108,000.00	15,091.29	15,091.29
13	1475 Nondwelling Equipment	21,808.00	22,888.00	22,346.65	22,346.65
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1501 Collateralization or Debt Service	-	-	-	-
20	1502 Contingency	-	-	-	-
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 378,208.00	\$ 378,208.00	\$ 171,456.13	\$ 106,518.46
22	Amount of line 21 Related to LBP Activities	-	-	-	-
23	Amount of line 21 Related to Section 504 Compliance	-	-	-	-
24	Amount of line 21 Related to Security - Soft Costs	-	-	-	-
25	Amount of line 21 Related to Security - Hard Costs	-	-	-	-
26	Amount of line 21 Related to Energy Conversation Measures	-	-	-	-

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

PHA Name:		Grant Type and Number				Federal FY of Grant:		
Wayne Metropolitan Housing Authority		Capital Fund Program Grant No: OH12P03650101 Replacement Housing Factor Grant				2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
OH036-004	M01-03	1450.00		2,000.00	1,000.00			
Northgate Apartments	Renew landscaping for curb appeal and drainage improvements.							
	M01-03A	1460.00			3,325.00			
	valves for new HVAC units							
	M01-04	1460.00		42,000.00	68,000.00	67,494.00	3,325.00	
	Replace bathroom and bedroom doors.							
	M01-05	1460.00		30,000.00	12,000.00	11,945.00	11,945.00	
	cabinets.							
OH036-005	M01-06	1460.00		4,000.00	6,500.00	5,506.50	5,506.50	
Rehab	Replace kitchen cabinets at Palmer Street and W. Liberty locations.							

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

PHA Name:		Grant Type and Number				Federal FY of Grant:		
Wayne Metropolitan Housing Authority		Capital Fund Program Grant No: OH12P03650101 Replacement Housing Factor Grant				2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	M01-11	1406.00		30,000.00	30,000.00	15,000.00	15,000.00	
	Transfer to Operations							
	new enerfy efficient furnaces and air conditioners.							
	M01-12	1408.00		8,000.00	20,000.00			
	Update computer software for Public Housing Operations and Maintenance and skill training for maintenance staff.							
	M01-13	1410.00		26,000.00	26,000.00	25,998.38	25,998.38	
	Administration							
	M01-14	1430.00		5,000.00	5,000.00	1,966.75	1,966.75	
	Fees and Costs							

**Actual Comprehensive Grant
Cost Certificate**
Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157
(Exp. 3/31/2002)

PHA/IHA Name Wayne Metropolitan Housing Authority	Comprehensive Grant Number OH12P03650101
	FFY of Grant Approval 2001

The PHA/IHA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Comprehensive Grant, is as shown below:

A. Original Funds Approved	\$ 378,208.00
B. Revised Funds Approved	378,208.00
C. Funds Advanced	
D. Funds Expended (Actual Modernization Cost)	106,518.46
E. Amount to be Recaptured (A-D)	271,689.54
F. Excess of Funds Advanced (C-D)	\$ (106,518.46)

2. That all modernization work in connection with the Comprehensive Grant has been completed;
 3. That the entire Actual Modernization Cost or liabilities therefor incurred by the PHA/IHA have been fully paid;
 4. That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on public office where the same should be filed in order to be valid against such modernization work; and
 5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729)

Signature X	Date 02/25/2003
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For HUD Use Only

The Cost Certificate is approved for audit.

Approved for Audit (Director, Public Housing Division) X	Date
--	------

The audited costs agree with the costs shown above.

Verified (Director, Public Housing Division) X	Date
--	------

Approved (Field Office Manager) X	Date
---	------

**Actual Modernization
Cost Certificate**

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

OMB Approval No. 2577-0044 (exp. 12/31/99)
OMB Approval No. 2577-0157 (exp. 12/31/99)

**Comprehensive Improvement Assistance Program (CIAP)
Comprehensive Grant Program (CGP)**

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0044 and 0157), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Do not send this form to the above address.

This collection of information requires that each Housing Authority (HA) submit information to enable HUD to initiate the fiscal closeout process. The information will be used by HUD to determine whether the modernization grant is ready to be audited and closed out. The information is essential for audit verification and fiscal close out. Responses to the collection are required by regulation. The information requested does not lend itself to confidentiality.

HA Name: Wayne Metropolitan Housing Authority	Modernization Project Number: OH12P03650101
---	---

The HA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Modernization Grant, is as shown below:

A. Original Funds Approved	\$	378,208.00
B. Funds Disbursed	\$	106,518.46
C. Funds Expended (Actual Modernization Cost)	\$	106,518.46
D. Amount to be Recaptured (A - C)	\$	271,689.54
E. Excess of Funds Disbursed (B - C)	\$	-

2. That all modernization work in connection with the Modernization Grant has been completed;

3. That the entire Actual Modernization Cost or liabilities therefore incurred by the HA have been fully paid;

4. That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on file in any public office where the same should be filed in order to be valid against such modernization work; and

5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Executive Director & Date:

X

2/25/2003

For HUD Use Only

The Cost Certificate is approved for audit:

Approved for Audit (Director, Office of Public Housing / ONAP Administrator)

Date:

X

The audited costs agree with the costs shown above:

Verified: (Designated HUD Official)

Date:

X

Approved: (Director, Office of Public Housing / ONAP Administrator)

Date:

X

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Input Range						
Acct	Original	Revised	Obligated	Expended	Acct	Original
1460	90,000.00	55,000.00	2,417.56	1,648.89	1406	30,000.00
0	0.00	0.00	0.00	0.00	0.00 ACCT	
0	0.00	0.00	0.00	0.00	0.00	1408 8,000.00
0	0.00	0.00	0.00	0.00	0.00 ACCT	
0	0.00	0.00	0.00	0.00	0.00	1410 26,000.00
0	0.00	0.00	0.00	0.00	0.00 ACCT	
0	0.00	0.00	0.00	0.00	0.00	1411 0.00
0	0.00	0.00	0.00	0.00	0.00 ACCT	
0	0.00	0.00	0.00	0.00	0.00	1415 0.00
0	0.00	0.00	0.00	0.00	0.00 ACCT	
0	0.00	0.00	0.00	0.00	0.00	1430 5,000.00
0	0.00	0.00	0.00	0.00	0.00 ACCT	
0	0.00	0.00	0.00	0.00	0.00	1440 0.00
1460	20,000.00	14,000.00	695.00	695.00	0.00 ACCT	
0	0.00	0.00	0.00	0.00	0.00	1450 4,400.00
0	0.00	0.00	0.00	0.00	0.00 ACCT	
0	0.00	0.00	0.00	0.00	0.00	1460 191,000.00
0	0.00	0.00	0.00	0.00	0.00 ACCT	
0	0.00	0.00	0.00	0.00	0.00	1465 0.00
0	0.00	0.00	0.00	0.00	0.00 ACCT	
0	0.00	0.00	0.00	0.00	0.00	1470 92,000.00
0	0.00	0.00	0.00	0.00	0.00 ACCT	
0	0.00	0.00	0.00	0.00	0.00	1475 21,808.00
0	0.00	0.00	0.00	0.00	0.00 ACCT	
0	0.00	0.00	0.00	0.00	0.00	1485 0.00
0	0.00	0.00	0.00	0.00	0.00 ACCT	
0	0.00	0.00	0.00	0.00	0.00	1490 0.00
0	0.00	0.00	0.00	0.00	0.00 ACCT	
0	0.00	0.00	0.00	0.00	0.00	1492 0.00
0	0.00	0.00	0.00	0.00	0.00 ACCT	
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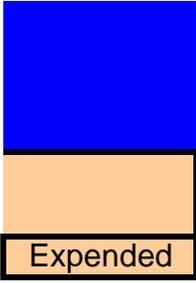
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1460	0.00	3,325.00	0.00	0.00		
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#VALUE!	0.00	0.00	0.00	0.00
#VALUE!	Original	Revised	Funds	Funds
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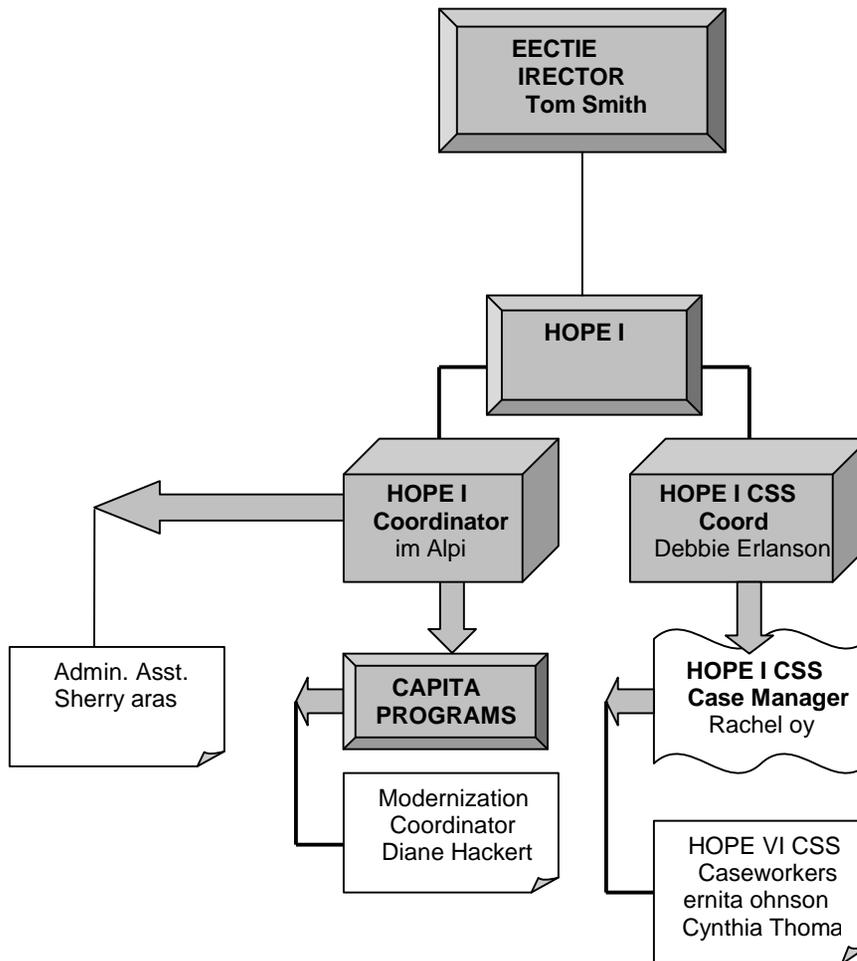
Annual Statement / Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Wayne Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH12P03650102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no. 0)

Performance and Evaluation Report for Period Ending 10/01/2002
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	30,000.00	-	-	-
3	1408 Management Improvements	14,500.00	-	-	-
4	1410 Administration	26,000.00	-	143.68	143.68
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	5,000.00	-	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	47,000.00	-	3,435.00	3,435.00
10	1460 Dwelling Structures	131,000.00	-	553.00	553.00
11	1465.1 Dwelling Equipment - Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	90,000.00	-	-	-
13	1475 Nondwelling Equipment	34,708.00	-	-	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1501 Collateralization or Debt Service	-	-	-	-
20	1502 Contingency	-	-	-	-
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 378,208.00	\$ -	\$ 4,131.68	\$ 4,131.68
22	Amount of line 21 Related to LBP Activities	-	-	-	-
23	Amount of line 21 Related to Section 504 Compliance	-	-	-	-
24	Amount of line 21 Related to Security - Soft Costs	-	-	-	-
25	Amount of line 21 Related to Security - Hard Costs	-	-	-	-
26	Amount of line 21 Related to Energy Conversation Measures	-	-	-	-



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

PHA Name:		Grant Type and Number				Federal FY of Grant:		
Wayne Metropolitan Housing Authority		Capital Fund Program Grant No: OH12P03650102 Replacement Housing Factor Grant				2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
OH036-009	M02-10	1460.00		15,000.00				
Handicaped	Roof repair/replacement on selected units.							
	M02-11	1460.00		4,000.00				
	Replace siding at selected site.							
OH036-012	M02-12	1460.00		10,000.00				
Scattered Sites	Replace roofs at Fox Lake Road site.							
	M02-13	1450.00		15,000.00				
	Resurface asphalt parking lot.							
	M02-14	1460.00		5,000.00				
	Replace water system pressure tanks							
	M02-15	1450.00		7,000.00				
	Replace septic system protection.							

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

PHA Name:		Grant Type and Number				Federal FY of Grant:		
Wayne Metropolitan Housing Authority		Capital Fund Program Grant No: OH12P03650102 Replacement Housing Factor Grant				2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	M02-16	1406.00		30,000.00				
	Transfer to Operations							
	new enerfy efficient furnaces and air conditioners.							
	M02-17	1408.00		14,500.00				
	Update computer software for Public Housing Operations and Maintenance and skill training for maintenance staff.							
	M02-18	1410.00		26,000.00		143.68	143.68	
	Administration							
	M02-19	1430.00		5,000.00				
	Fees and Costs							

**Actual Comprehensive Grant
Cost Certificate**
Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157
(Exp. 3/31/2002)

PHA/IHA Name Wayne Metropolitan Housing Authority	Comprehensive Grant Number OH12P03650102
	FFY of Grant Approval 2002

The PHA/IHA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Comprehensive Grant, is as shown below:

A. Original Funds Approved	\$ 378,208.00
B. Revised Funds Approved	-
C. Funds Advanced	
D. Funds Expended (Actual Modernization Cost)	4,131.68
E. Amount to be Recaptured (A-D)	374,076.32
F. Excess of Funds Advanced (C-D)	\$ (4,131.68)

2. That all modernization work in connection with the Comprehensive Grant has been completed;
3. That the entire Actual Modernization Cost or liabilities therefor incurred by the PHA/IHA have been fully paid;
4. That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on public office where the same should be filed in order to be valid against such modernization work; and
5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729)

Signature X	Date 02/25/2003
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For HUD Use Only

The Cost Certificate is approved for audit.

Approved for Audit (Director, Public Housing Division) X	Date
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The audited costs agree with the costs shown above.

Verified (Director, Public Housing Division) X	Date
--	------

Approved (Field Office Manager) X	Date
---	------

**Actual Modernization
Cost Certificate**

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

OMB Approval No. 2577-0044 (exp. 12/31/99)
OMB Approval No. 2577-0157 (exp. 12/31/99)

**Comprehensive Improvement Assistance Program (CIAP)
Comprehensive Grant Program (CGP)**

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0044 and 0157), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Do not send this form to the above address.

This collection of information requires that each Housing Authority (HA) submit information to enable HUD to initiate the fiscal closeout process. The information will be used by HUD to determine whether the modernization grant is ready to be audited and closed out. The information is essential for audit verification and fiscal close out. Responses to the collection are required by regulation. The information requested does not lend itself to confidentiality.

HA Name: Wayne Metropolitan Housing Authority	Modernization Project Number: OH12P03650102
---	---

The HA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Modernization Grant, is as shown below:

A. Original Funds Approved	\$	-
B. Funds Disbursed	\$	4,131.68
C. Funds Expended (Actual Modernization Cost)	\$	4,131.68
D. Amount to be Recaptured (A - C)	\$	(4,131.68)
E. Excess of Funds Disbursed (B - C)	\$	-

2. That all modernization work in connection with the Modernization Grant has been completed;

3. That the entire Actual Modernization Cost or liabilities therefore incurred by the HA have been fully paid;

4. That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on file in any public office where the same should be filed in order to be valid against such modernization work; and

5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Executive Director & Date:

X

2/25/2003

For HUD Use Only

The Cost Certificate is approved for audit:

Approved for Audit (Director, Office of Public Housing / ONAP Administrator)

Date:

X

The audited costs agree with the costs shown above:

Verified: (Designated HUD Official)

Date:

X

Approved: (Director, Office of Public Housing / ONAP Administrator)

Date:

X

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Input Range						
Acct	Original	Revised	Obligated	Expended	Acct	Original
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#VALUE!	Original	Revised	Funds	Funds		

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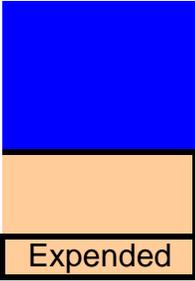
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1460	10,000.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
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#VALUE!		0.00	0.00	0.00
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1450	15,000.00	0.00	0.00	0.00
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1460	5,000.00	0.00	0.00	0.00
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1450	7,000.00	0.00	0.00	0.00
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#VALUE!	0.00	0.00	Federal FY o	0.00
#VALUE!	OH12P0365C	0.00	2002	0.00
#VALUE!		0.00	0.00	0.00
#VALUE!	Total Estim	0.00	Total Actual C	0.00
#VALUE!	0.00	0.00	0.00	0.00
#VALUE!	Original	Revised	Funds	Funds
0	0.00	0.00	Obligated	Expended
1406	30,000.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
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1408	14,500.00	0.00	0.00	0.00
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1410	26,000.00	0.00	143.68	143.68
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0	0.00	0.00	0.00	0.00
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0	0.00	0.00	0.00	0.00
#VALUE!	0.00	0.00	Federal FY o	0.00
#VALUE!	OH12P0365(0.00	2002	0.00
#VALUE!		0.00	0.00	0.00
#VALUE!	Total Estim	0.00	Total Actual (0.00
#VALUE!	0.00	0.00	0.00	0.00
#VALUE!	Original	Revised	Funds	Funds
0	0.00	0.00	Obligated	Expended
1470	90,000.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
#VALUE!		0.00	0.00	0.00
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Wayne Metropolitan Housing Authority

PET POLICY

INTRODUCTION

The Quality Housing and Work Responsibility Act of 1998 has provided for pets in Public Housing. Following is the policy that was developed with input from the Resident Advisory Board to comply with the provision of the Act.

A. PET RULES

The following rules shall apply for the keeping of pets by Residents living in the units operated by the Housing Authority. These rules do not apply to service or companion animals verified to be needed by a person with a documented disability.

1. Common household pets as authorized by this policy means domesticated animals, such as cats, dogs, fish, birds, rodents and turtles, that are traditionally kept in the home for pleasure rather than for commercial purposes. No reptiles (snakes, iguanas, etc.).
2. Each resident family will be allowed to house only one (1) animal at any time. Visiting guests with pets will not be allowed.
3. Residents will register their pet with the Authority **BEFORE** it is brought onto the Authority premises, and will update the registration annually. The registration will include: (Appendix 1)
 - Information sufficient to identify the pet and to demonstrate that it is a common household pet and a picture;
 - A certificate signed by a licensed veterinarian or a State or Local Authority empowered to inoculate animals, stating that the pet has received all inoculations required by applicable State and Local Law;
 - The name, address, and telephone number of one or more responsible parties who will care for the pet if the pet owner dies, is incapacitated, or is otherwise unable to care for the pet.
 - The registration will be updated annually at the annual re-examination of Residents' income.
 - A statement indicating that the pet owner has read the pet rules and agrees to comply with them; (Appendix 2)

- The Authority may refuse to register a pet if:
 - 1) The pet is not a common household pet;
 - 2) The keeping of the pet would violate any applicable house pet rule;
 - 3) The pet owner fails to provide complete pet registration information;
 - 4) The pet owner fails annually to update the pet registration;
 - 5) The Authority reasonably determines, based on the pet owners' habits and practices and the pet's temperament, that the pet owner will be unable to keep the pet in compliance with the pet rules and other legal obligations;
 - 6) Financial ability to care for the pet will not be a reason for the Authority to refuse to register a pet.

- The Authority will notify the pet owner if the Authority refuses to register a pet. The notice will:
 - 1) State the reasons for refusing to register the pet;
 - 2) Be served on the pet owner in accordance with procedure outlined in paragraph B1 of this policy; and
 - 3) Be combined with a notice of a pet rule violation if appropriate.

- 4. Cats and dogs shall be limited to small breeds where total weight shall not exceed twenty (20) pounds and total height at the shoulder shall not exceed twelve (12) inches. The size limitations do not apply to service animals. Cats must be de-clawed (at least front).
- 5. No chows, pit bulls, german police dogs, dobermans, rottweilers, or any other known fighter breed will be allowed on the premises.
- 6. All cat and dog pets shall be neutered or spayed, and verified by veterinarian, cost to be paid by the owner. Pet owners will be required to present a certificate of health from their veterinarian verifying all required annual vaccines, initially and at re-examination.
- 7. A non-refundable pet fee of \$100 per bedroom in the pet owner=s unit shall be made to the Housing Authority. Birds and fish (tank) shall require a non-refundable fee of \$50 per bedroom. Such fee will be a one-time fee (per pet) and shall be used to help cover cost of cleaning and damages to the unit caused by the pet.
- 8. A pet deposit in the amount of \$150.00 (except birds & fish tank which shall be \$50.00) must be paid prior to the pet being permitted in the unit. This deposit shall be refunded at time of move out or when the pet is removed from the unit unless the non-refundable fee does not cover the cost of cleaning and damage repair to the unit caused by the pet.
- 9. Pets shall be quartered in the Residents unit. In the event of a Housing Authority staff person scheduled to enter the unit for maintenance, inspection, etc., the pet must be contained.

10. Dogs and cats shall be kept on a leash and controlled by a responsible individual when taken outside.
11. No dog houses will be allowed on the premises.
12. Each resident family will be allowed to house only one (1) animal at any time. Visiting guests with pets will not be allowed. Pets (dogs and cats), shall be allowed to run only on the owner's lawn and owners shall clean up after pet after each time the animal eliminates.
13. Any and all local Ordinances concerning pets will be complied with.
14. Pets shall be removed from the premises when their conduct or condition is duly determined to constitute a nuisance or a threat to the health and safety of the pet owner or other occupants of the Authority in accordance with paragraph B3 below.
15. Birds must be kept in regular bird cages and not allowed to fly throughout the unit.
16. Fish tanks or aquariums shall not exceed ten gallon capacity.
17. Dishes or containers for food and water will be located within the owners apartment. Food and/or table scraps, will not be deposited on the owners porches or yards.
18. Residents will not feed or water stray animals or wild animals.
19. Pets will not be allowed on specified common areas (under clotheslines, social rooms, office, maintenance space, etc.).
20. Each resident family will be responsible for the noise or odor caused by their pet. Obnoxious odors can cause health problems and will not be tolerated.

B. PET VIOLATION PROCEDURE

1. Notice of Pet Rule Violation (Appendix 3): When the Authority determines on the basis of objective facts supported by written statements, that a pet owner has violated one or more of these rules governing the owning or keeping of pets, the Authority will:
 - Serve a notice of the pet rule violation on the owner by sending a letter by first class mail, properly stamped and addressed to the Resident at the leased dwelling unit, with a proper return address, or
 - serve a copy of the notice on any adult answering the door at the Residents' leased dwelling unit, or if no adult responds, by placing the notice under or through the door, if possible, or else by attaching the notice to the door;

2. The notice of pet rule violation must contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated;
3. The notice must state that the pet owner has ten (10) days from the effective date of service of notice to correct the violation (including, in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation, (the effective date of service is that day that the notice is delivered or mailed, or in the case of service by posting, on the day that the notice was initially posted);
4. The notice must state that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting;
5. The notice must state that the pet owners' failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the pet owners' lease.
6. PET RULE VIOLATION MEETING: If the pet owner makes a timely request for a meeting to discuss an alleged pet rule violation, the Authority shall establish a mutually agreeable time and place for the meeting to be held within fifteen (15) days from the effective date of service of the notice of pet rule violation (unless the Authority agrees to a later date).
 - The Authority and the pet owner shall discuss any alleged pet rule violation and attempt to correct it and reach an agreeable understanding.
 - The Authority may, as a result of the meeting, give the pet owner additional time to correct the violation.
 - Whatever decision or agreements, if any, are made will be reduced to writing, signed by both parties, with one copy for the pet owner and one copy placed in the Authority's Resident file.
7. NOTICE OF PET REMOVAL: If the pet owner and the Authority are unable to resolve the pet rule violation at the pet rule violation meeting, or if the Authority determines that the pet owner has failed to correct the pet rule violation within any additional time provided for this purpose under paragraph 3 above (or at the meeting, if appropriate), requiring the pet owner to remove the pet. This notice must:
 - Contain a brief statement of the factual basis for the determination and the pet rule or rules that have been violated;
 - State that the pet owner must remove the pet within ten (10) days of the effective date of service of notice or pet removal (or the meeting, if the notice is served at the meeting);

- State that failure to remove the pet may result in initiation of procedures to terminate the pet owners' residency.

8. INITIATION OF PROCEDURE TO TERMINATE PET OWNERS RESIDENCY:

The Authority will not initiate procedures to terminate a pet owners' residency based on a pet rule violation unless:

- The pet owner has failed to remove the pet or correct the pet rule violation within the applicable time period specified in paragraph B,3 above;
- The pet rule violation is sufficient to begin procedures to terminate the pet owners' residency under the terms of the lease and application regulations,
- Provisions of Resident's Lease, Section XIV: Termination of Lease will apply in all cases.

C. PROTECTION OF THE PET

1. If the health or safety of a pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet, the Authority may:

- Contact the responsible party or parties listed in the registration form and ask that they assume responsibility for the pet;
- If the responsible party or parties are unwilling or unable to care for the pet, the Authority may contact the appropriate State or Local Authority (or designated agent of such Authority) and request the removal of the pet;
- If the Authority is unable to contact the responsible parties despite reasonable efforts, action as outlined above will be followed; and
- If none of the above actions reap results, the Authority may enter the pet owners' unit, remove the pet, and place the pet in a facility that will provide care and shelter until the pet owner or a representative of the pet owner is able to assume responsibility for the pet, but no longer than thirty (30) days. The cost of the animal care facility provided under this section shall be borne by the pet owner.

D. NUISANCE OR THREAT TO HEALTH OR SAFETY

Nothing in this policy prohibits the Authority or the appropriate local Authority from requiring the removal of any pet from the Authority property. If the pet's conduct or condition is duly determined to constitute, under the provisions of State or Local Law, a nuisance or a threat to the health or safety or other occupants of the Authority property or of other persons in the community where the project is located.

E. APPLICATION OF RULES

1. Pet owners will be responsible and liable for any and all bodily harm to other residents or individuals. Destruction of personal property belonging to others caused by owner's pet will be the moral and financial obligation of the pet owner.
2. All pet rules apply to resident and/or resident's guests.

Appendix I

Pet Agreement

1. Management considers the keeping of pets a serious responsibility and a risk to each resident in the apartment. If you do not properly control and care for a pet, you will be held liable if it causes any damages or disturbs other residents.
2. Conditional Authorization for Pet. You may keep the pet that is described below in the apartment until Dwelling Lease is terminated. Management may terminate this authorization sooner if your right of occupancy is lawfully terminated or if you or your pet, your guests or any member of your household violate any of the rules contained in the Authority's pet Policy or this Agreement.
3. Pet Fee. The Pet Fee will be \$100 times the number of bedrooms in your unit for your current pet, except for birds and fish(tank) which will be \$50 times the number of bedrooms. The Pet Fee is a one-time, non-refundable charge.
 - If, at any time in the future, this pet is to be replaced by another animal, an inspection will be done of the unit before the new pet is brought into the unit. If there is evidence of damage caused by the original pet residing in the unit another one-time fee will be charged for the new pet.
 - This fee will be used to pay reasonable expenses directly attributable to the presence

of the pet in the complex, including but not limited to, the cost of repairs and replacement to, and fumigation of, the apartment.

4. Pet Deposit: A Pet Deposit in the amount of \$150.00 (except birds and fish which shall be \$50.00) must be paid prior to the pet being permitted in the unit. This deposit will be refunded at the time of move-out unless the non-refundable fee does not cover the cost of cleaning and damage repair to the unit caused by the pet.
5. Liability Not Limited. The fee under this Pet Agreement does not limit resident's liability for property damages, cleaning, deodorization, defleaing, replacements, or personal injuries.
6. Description of Pet. You may keep only one pet as described below. The pet may not exceed twelve (12) inches in height at the shoulder and twenty (20) pounds in adult weight. You may not substitute other pets for this one without amending this agreement.

Pet's Name _____Type_

Breed_____Color_____Weight _____Age__

Housebroken?_____City of License _____License No.

—

Date of last Rabies shot_

Name, address and phone number of person able to care for pet in case of resident's permanent or temporary inability to care for animals

Name _____

Address_____

Phone_____

Appendix 2

Pet Policy Certification

Attach photo of Pet here

By _____

Date: _____

Title _____

Wayne Metropolitan Housing Authority

Amount of Pet Fee: \$ _____

Amount of Pet Deposit: \$ _____

I have read, fully understand and will abide by the rules and regulations contained in the Housing Authority Pet Policy and in this Pet Agreement.

Resident _____

Date:

Resident

Appendix 3

Pet Policy Rules Violation Notice

DATE: _____

TIME: (IF DELIVERED) _____ A.M. / P.M.

TO: NAME OF RESIDENT: _____

STREET ADDRESS: _____

CITY, STATE, ZIP CODE

PET NAME OR TYPE: _____

This notice hereby informs you of the following pet rule violation:

Factual Basis for Determination of Violation: _____

As pet owner you have ten (10) calendar days from the date shown on this notice (date notice delivered or mailed) in which to correct the violation or make a written request for a meeting to discuss the violation.

As pet owner you are entitled to be accompanied by another person of your choice at the meeting. Failure to correct the violation, to request a meeting, or to appear at the requested meeting may result in initiation of procedures to terminate your tenancy.

Executive Director

ATTACHMENT ‘I’

Component 3, (6) Deconcentration and Income Mixing

a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name	Number Of Units	Explanation	Deconcentration policy
Northgate Apts	30	Small development	Allows for skipping A family on the list
Handicapped housing	15	Small development– s cattered sites	Allows for skipping A family on the list

ATTACHMENT “J”

Follow Up Plan to address low score in Resident Satisfaction Survey – Safety

Public Housing Management staff will schedule meetings with residents in three developments that have indicated concern for safety issues to secure a better understanding of specific issues and concerns. These meetings will be scheduled within the next 60 days.

Meetings will be scheduled within the 30 days with personnel of the Wooster Police Department to discuss options for establishing Neighborhood Watch groups in the developments that do not have active organizations.

Residents of specific developments will be surveyed within the next 30 days to include residents who may not wish to or be able to attend scheduled meetings. The surveys will attempt to identify any areas of concern relating to safety and/or crime prevention.

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages--Work Activities

Activities for Year 1	Activities for Year: <u>2004</u> FFY Grant: <u>2004</u> PHA FY: <u>12/31/2004</u>			Activities for Year: <u>2005</u> FFY Grant: <u>2005</u> PHA FY: <u>12/31/2005</u>		
See Annual Statement	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	OH12P036009			OH12P036009		
	Handicap-Scattered Site	Roof replacement at scattered sites	20,000.00	Handicap-Scattered Site	Replace interior doors	30,000.00
	OH12P036012			OH12P036012		
	Scattered Sites	Replace roofs at selected sites	25,000.00	Scattered Sites	Replace interior doors	80,000.00
	PHA- Wide	Transfer from CFP to Operations	30,000.00	PHA- Wide	Transfer from CFP to Operations	30,000.00
	PHA- Wide	Management Improvement (software, training, etc.)	7,312.00	PHA- Wide	Management Improvement (software, training, etc.)	11,162.00
PHA- Wide	Administration	26,000.00	PHA- Wide	Administration	26,000.00	
PHA- Wide	Fees and Costs	5,000.00	PHA- Wide	Fees and Costs	5,000.00	
PHA- Wide	New Admin Building	90,000.00	PHA- Wide	New Admin Building	90,000.00	
PHA- Wide	Non-Dwell Equipment	26,025.00	PHA- Wide	Non-Dwell Equipment	26,025.00	
	Total CFP Estimated Cost	\$ 229,337.00			\$ 298,187.00	

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages--Work Activities

Activities for Year: <u>2006</u> FFY Grant: <u>2006</u> PHA FY: <u>12/31/2006</u>			Activities for Year: <u>2007</u> FFY Grant: <u>2007</u> PHA FY: <u>12/31/2007</u>		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
OH12P036009			OH12P036009		
Handicap-Scattered Sites	Install central air conditioning in four units	16,000.00	Handicap-Scattered Sites	Landscape improvements at selected sites	1,000.00
OH12P036012			OH12P036012		
Scattered Sites	Replace HVAC at selected sites	12,000.00	Scattered Sites	Replace kitchen cabinets	82,500.00
PHA-Wide	Transfer from CFP to Operations	30,000.00	PHA- Wide	Transfer from CFP to Operations	30,000.00
PHA- Wide	Management Improvement (software, training, etc.)	1,000.00	PHA- Wide	Management Improvement (software, training, etc.)	2,363.00
PHA- Wide	Administration	26,000.00	PHA- Wide	Administration	26,000.00
PHA- Wide	Fees and Costs	3,163.00	PHA- Wide	Fees and Costs	5,000.00
PHA- Wide	New Admin Building	90,000.00	PHA- Wide	New Admin Building	90,000.00
PHA- Wide	Non-Dwell Equipment	26,024.00	PHA- Wide	Non-Dwell Equipment	26,024.00
Total CFP Estimated Cost		\$ 204,187.00			\$ 262,887.00

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Wayne Metropolitan Housing Authority		<input checked="" type="checkbox"/> Original 5-Year <input type="checkbox"/> Revision No.			
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 12/31/2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 12/31/2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 12/31/2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 12/31/2007
	Annual Statement				
OH12P036001 - Madison Heights		38,750.00	2,250.00	56,250.00	38,550.00
OH12P036003 - Townview Terrace		13,000.00	15,000.00	6,000.00	1,600.00
OH12P036004 - Northgate Apts.		3,000.00	2,250.00	15,000.00	1,800.00
OH12P036005 - Rehab Scattered Sites		8,000.00	12,000.00	3,500.00	4,000.00
OH12P036006 - Rittman Towne Manor		5,000.00	10,000.00	3,000.00	1,800.00
OH12P036008 - Perkins Manor		62,100.00	19,500.00	71,250.00	48,550.00
OH12P036009 - Handicap Scattered Sites		20,000.00	30,000.00	16,000.00	1,000.00
OH12P036012 - Scattered Sites		25,000.00	80,000.00	12,000.00	82,500.00
PHA - Wide		184,337.00	188,187.00	176,187.00	179,387.00
CFP Funds Listed for 5-year planning		359,187.00	359,187.00	359,187.00	359,187.00
Replacement Housing Factor Funds					

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to "Print"

Macros:

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Macros 52832

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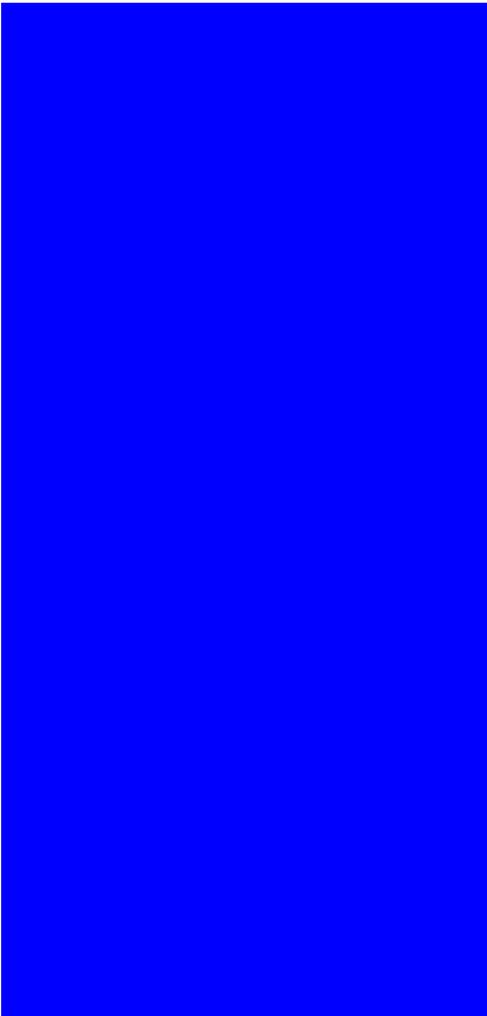
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{L 14}~/WGPD/wdr{D 41}~/WGPE{u 1}{r 5}~{QUIT}



nt4~g:prcrsprnt5~g{quit}

wprq{d 9}~/WGPE{QUIT}

·:wprq{d 10}~/WGPE{QUIT}

}~:wprq{d 7}{r 1}~/WGPE{QUIT}