

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
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: BETHLEHEM HOUSING AUTHORITY

PHA Number: PA011

PHA Fiscal Year Beginning: (mm/yyyy) 04/2003

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)
BHA RESIDENT COUNCIL OFFICES; NORTHEAST MINISTRY OFFICE; SOUTH BETHLEHEM NEIGHBORHOOD CENTER.

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 2000 - 2004

[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.
- X The PHA's mission is: (state mission here)
IT IS THE RESPONSIBILITY OF EVERY EMPLOYEE TO WORK IN CONCERT TO GIVE CONTINUING ATTENTION TO SHORT AND LONG TERM PLANS THAT WILL PROVIDE A SOUND SOCIAL AND PHYSICAL ENVIRONMENT FOR OUR RESIDENTS THROUGH EFFECTIVE EFFICIENCY IN ALL OPERATING DISCIPLINES, SET REACHABLE OBJECTIVES THAT TARGET RESIDENT CONFIDENCE AND PHYSICAL PLANT PRESERVATION, MAINTAIN THE PUBLIC TRUST AND COOPERATE WITH CITY PLANNING GOALS.

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, **PHA'S 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:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - 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
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership 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:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - 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:
 - Provide or attract supportive services to improve assistance recipients' employability:
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - 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)

GOAL ONE: Make public housing the affordable housing of choice for the low and very low-income residents of our community.

OBJECTIVES:

- 1. The Bethlehem Housing Authority will enhance the marketability of its efficiency apartments by adapting them to the needs of today's residents.**
- 2. The Bethlehem Housing Authority will enhance curb appeal by developing a plan which will improve the appearance of its properties. The improvements include planting shrubs, removal of overgrown trees and bushes, cutting grass and making areas litter-free.**
- 3. The Bethlehem Housing Authority will strive to be more customer-oriented.**

GOAL TWO: Deliver timely, high quality maintenance service to BHA residents.

OBJECTIVES:

- 1. The Bethlehem Housing Authority will achieve and maintain an average response time of twenty-five days in responding to routine work requests by December 31, 2002.**
- 2. The Bethlehem Housing Authority will achieve and maintain an average response time of four hours in responding to emergency work requests by December 31, 2004.**
- 3. The Bethlehem Housing Authority will implement a preventive maintenance plan by December 31, 2003.**

GOAL THREE: Enhance the image of public housing in our community.

OBJECTIVES:

- 1. The BHA leadership will speak to at least four civic, religious, or fraternal groups a year between now and December 31, 2004, to explain its importance to the community.**
- 2. The Authority will strive to ensure that there are at least two positive stories a year in the local media about the Authority or its residents.**
- 3. The Authority will implement an outreach program to inform the Community of the Authority's good management of public dollars.**

(See Page 64 for 2003 update on goals/objectives)

**Annual PHA Plan
PHA Fiscal Year 2002**

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

N/A

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.

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	
ii. Table of Contents	
1. Housing Needs	11
2. Financial Resources	16
3. Policies on Eligibility, Selection and Admissions	17
4. Rent Determination Policies	25
5. Operations and Management Policies	29
6. Grievance Procedures	31
7. Capital Improvement Needs	31
8. Demolition and Disposition	33
9. Designation of Housing	34
10. Conversions of Public Housing	35
11. Homeownership	37
12. Community Service Programs	38
13. Crime and Safety	40
14. Pets (Inactive for January 1 PHAs)	42
15. Civil Rights Certifications (included with PHA Plan Certifications)	42

16. Audit	43
17. Asset Management	43
18. Resident Advisory Board Information	43

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 (See attachment Page 46)
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart (Page 74)
- FY 2000 Capital Fund Program 5 Year Action Plan
- Other (List below, providing each attachment name)
- 5 Year Plan Goals Update 2003 (Page 64)
- Resident Advisory Board Members (Page 72)
- Pet Policy (Page 71)
- Resident Assessment Follow-up Plan (Page 75)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
SEE BELOW	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Fair Housing Documentation: Awaiting further clarification and instructions from HUD.	

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	Accessi-bility	Size	Loca-tion
Income <= 30% of AMI	419	4	3	3	2	2	4
Income >30% but <=50% of AMI	169	4	3	3	3	3	4
Income >50% but <80% of AMI	33	4	3	3	3	3	3
Elderly	58	4	1	1	3	1	2
Families with Disabilities	172	5	3	N/A	4	3	3
Race/Ethnicity W	140	5	3	N/A	4	3	3
Race/Ethnicity B	54	5	3	N/A	4	4	3
Race/Ethnicity H	425	5	3	N/A	4	4	3
Race/Ethnicity O	2	5	3	N/A	4	3	3

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

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" 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	994		283
Extremely low income <=30% AMI	727	73%	
Very low income (>30% but <=50% AMI)	219	22%	
Low income (>50% but <80% AMI)	48	5%	
Families with children	558	56%	
Elderly families	127	13%	
Families with Disabilities	320	32%	
Race/ethnicity W	271	27%	
Race/ethnicity B	86	9%	
Race/ethnicity H	633	63%	
Race/ethnicity O	4	1%	
1BR	353	35%	79
2 BR	301	30%	102
3 BR	248	25%	79
4 BR	85	9%	22
5 BR	7	1%	1
5+ BR			

Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? No Yes SEC 8 ONLY CLOSED

If yes:

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

Does the PHA expect to reopen the list in the PHA Plan year? N/A

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes For PH & Sec 8

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)

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose 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 2002 grants)		
a) Public Housing Operating Fund	\$ 3,878,540.00	
b) Public Housing Capital Fund	2,895,008.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,800,000.00	
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)		
3. Public Housing Dwelling Rental Income		
	\$ 3,200,000.00	PH Operations
Interest on Investments	150,000.00	PH Operations
4. Other income (list below)		
Washer, Dryer, Cable	80,000.00	PH Operations
4. Non-federal sources (list below)		
Total resources	\$13,003,548.00	

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: 2/3 Months.(state time)
- X Other: (describe) When they apply and when they are 1-2 months from being offered a unit.

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

- X Criminal or Drug-related activity
- X Rental history
- X Housekeeping
- X Other (describe) Financial history.

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

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

e. X 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)

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

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

- X 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
 - X Two
 - Three or More
- b. X 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 X 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)
 - X Emergencies

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

c. Preferences

1. X 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
- X 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)
- X Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- X Other preference(s) (list below)
Elderly/Disabled

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.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 1 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)
- 1 Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 1 Other preference(s) (list below)
Elderly/Disabled

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- X 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)

- X The PHA resident lease
- X The PHA's Admissions and (Continued) Occupancy policy
- X 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)

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

(6) Deconcentration and Income Mixing

a. X 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. X 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

Pfeifle	50
Litzenberger	101
Lynfield I (010)	100
Lynfield II (011)	100
Parkridge	100

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:

X Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
001, 002, 005, 009, 010, 011, 012

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

Other (list policies and developments targeted below)

d. X 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
X Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

X Other (list below)
Adoption of flat rents for all developments

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

X List (any applicable) developments below:
FLAT RENTS:

Pembroke, Marvine & Fairmount:

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

X List (any applicable) developments below:

Lynfield & Parkridge

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

X Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

Other (list below)

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

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

d. X 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)

X Criminal or drug-related activity

X Other (describe below)

Previous rental and financial histories

(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)

X 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:

Medical, or if a person can show they had difficulty in finding an appropriate unit.

(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.

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 1 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)
- 1 Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 1 Other preference(s) (list below)
Elderly/Disabled

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
- X 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)

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---

- X 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:

Minimum Rent Exemptions:

- My household would be evicted if the minimum rent requirement was imposed.
- My household lost eligibility for a federal, state, or local assistance program in the past 60 days.
- My household is awaiting an eligibility determination for a federal, state, or local assistance program.
- My household's income decreased in the past 60 days because of changed circumstances, including the loss of employment.
- An income contributor to the household died in the past 60 days.

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
- X Other (describe below)
Support Deduction

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

- Never
- At family option

- X 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)_____
- X Other (list below)
Family Composition Change

g. Yes X 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.)
- X the Section 8 rent reasonableness study of comparable housing
 - X Survey of rents listed in local newspaper
 - Survey of similar unassisted units in the neighborhood
 - X Other (list/describe below)
Fair Market Rents and Payment Standard Tables for our area.
MLS Board of Realtors Information.

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.

Payment Standards are set at 10% more than Fair Market Rent.

- 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
 - X 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)

- X 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)

- X 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
- X Rent burdens of assisted families
- Other (list below)

(2) Minimum Rent

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

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

b. X Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)
Same as Public Housing (See Page 26b.3)

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)

- X An organization chart showing the PHA's management structure and organization is attached. (See Page 74)
- 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	1452	360
Section 8 Vouchers	455	18
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	37	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	1052	203
Other Federal Programs(list individually)	N/A	N/A

C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (list below)
 Admissions & Continued Occupancy Policy & Appendices, Lease, CFR Manuals, FHEO/ADA/504 Policy, Pet Policy and all related HUD handbooks, Maintenance Paint and Shade Policy, Maintenance Charge List, Maintenance Extermination Policy.

(2) Section 8 Management: (list below)
 Administrative Plan and Appendices, All related HUD handbooks, CFR Manuals, FHEO/ADA/504 Policy, City and BOCA Code Manuals.

(See Attachments, Pages 68 and 69)

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 (state name)

-or-

X The Capital Fund Program Annual Statement.
See Table Library Pages 47-50.

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

b. If yes to question a, select one:

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

-or-

X The Capital Fund Program 5-Year Action Plan is provided on Pages 52 to 63.

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 X 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:
Using a vacant piece of land in our Fairmount Development, we are considering building 18 to 20 units and offering to sell them to our public housing and Section 8 tenants.

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes X 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:	

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

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

Component 10 (B) Voluntary Conversion Initial Assessments

a. How many of the PHA’s developments are subject to the Required Initial Assessments?

11

b. How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

5

c. How many Assessments were conducted for the PHA’s covered developments?

6

- d. Identify PHA developments that may be appropriate for conversion based on the Required

Initial Assessments: **NONE – See Page 70 of PHA Plan**

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. X 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)
- Part of the development
- Total development

B. Section 8 Tenant Based Assistance

1. X 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 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

X 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? 02/17/00

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

- X Client referrals
- X 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

- 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" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports

- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
 - Other (describe below)
3. Which developments are most affected? (list below)

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)

Pembroke, Marvine, Fairmount, Lynfield and Parkridge

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)

Pembroke, Marvine, Fairmount, Lynfield and Parkridge

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 Page 71)

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: City of Bethlehem, Pennsylvania

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)

- X 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.
- X 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)

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

The BHA and Administration of the City of Bethlehem work in concert during the planning and administration of projects that effect our best interests.

D. Other Information Required by HUD

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

Attachments

**INCOME TARGETING
DECONCENTRATION
PUBLIC HOUSING ADMISSION & CONTINUED OCCUPANCY
POLICY**

In accordance with the Quality Housing and Work Responsibility Act of 1998, and in order to achieve deconcentration of poverty and a greater range of incomes within each development, income targeting will be the method that the Housing Authority will use.

Not less than 40% of the new admissions to public housing shall have incomes at or below 30% of the area median income, as adjusted for household size. Up to 60% of new admissions may have incomes above 30% but not more than 80% of the area median income, as adjusted for household size, to the extent that income eligible households have applied for housing and are on the waiting list.

PHA Plan Table Library

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

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

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

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	35,008
8	1440 Site Acquisition	
9	1450 Site Improvement	365,000
10	1460 Dwelling Structures	2,445,000
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	50,000
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	2,895,008
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PA26-01 Pembroke	Replace DHW boilers (21)	1460	100,000
	Replace mechanical room doors (163)	1470	50,000
	Misc. site work	1450	20,000
PA26-02 Marvine	Install heat pipes & radiators (42)	1460	300,000
	Renovate kitchens and bathrooms (52)	1460	1,250,000
	Replace windows and sills (52)	1460	300,000
	Replace sewer lines (52)	1460	50,000
	Misc. site work	1450	40,000
PA26-06 Litzenberger	Install apartment lights	1460	75,000
PA26-07A Bodder House	Paint hallways and apartments	1460	30,000
PA26-07B Bartholomew House	Paint hallways and apartments	1460	30,000
PA26-08 Monocacy Tower	Replace bridge panels	1450	50,000
PA26-9 Fairmount	Curbs and walks at parking lots	1450	175,000
	Repave parking lots	1450	80,000
PA26-10 Lynfield I	Replace roofs	1460	100,000
	Drywall mechanical rooms	1460	40,000

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PA26-11 Lynfield II	Replace roofs Replace fascia Drywall mechanical rooms	1460 1460 1460	100,000 35,000 30,000
PA26-12 Parkridge	Misc. Site Work	1450	5,000
BHA Wide	A/E Work	1430	35,008

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PA26-01 Pembroke	6/05	6/06
PA26-02 Marvine	6/05	6/06
PA26-06 Litzenberger	6/05	6/06
PA26-7A Bodder	6/05	6/06
PA26-7B Bartholomew	6/05	6/06
PA26-08 Monocacy	6/05	6/06
PA26-09 Fairmount	6/05	6/06
PA26-10 Lynfield I	6/05	6/06
PA26-11 Lynfield II	6/05	6/06
PA26-12 Parkridge	6/05	6/06
BHA - Wide	6/05	6/06

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA-026-01	Pembroke	7	3.5%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Paint Community building Upgrade building exteriors		15,000 150,000	FY 2004 FY 2005
Total estimated cost over next 5 years		165,000	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA26-02	Marvine	11	2.8%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Install heat pipes and radiators (40)			400,000	FY 2004
Renovate kitchens and bathrooms (50)			800,000	FY 2004
Replace windows and sills (50)			200,000	FY 2004
Install heat pipes and radiators (44)			400,000	FY 2005
Renovate kitchens and bathrooms (120)			1,800,000	FY 2006
Replace windows and sills (120)			500,000	FY 2006
Replace sewer lines (347)			400,000	FY 2006
Site work and landscaping			50,000	FY 2006
Replace roof at CSS bldg.			40,000	FY 2006
Upgrade building exteriors (81)			500,000	FY 2006
Renovate kitchens and bathrooms (165)			2,475,000	FY 2007
Total estimated cost over next 5 years			7,565,000	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA26-06	Litzenberger	2	2%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Upgrade bathrooms (96)			150,000	FY 2004
Upgrade trash chute (1)			15,000	FY 2004
Replace stair tower windows (32)			16,000	FY 2005
Upgrade hallway ventilation system			100,000	FY 2005
Replace entry doors (100)			40,000	FY 2005
Replace heat control valves (100)			50,000	FY 2006
Total estimated cost over next 5 years			371,000	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA26-07A	Bodder House	3	2.6%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Renovate bathrooms (51)			50,000	FY 2004
Replace heating control valves (75)			25,000	FY 2004
Total estimated cost over next 5 years			75,000	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA26-07B	Bartholomew House	3	1.3%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Renovate bathrooms (51)			50,000	FY 2004
Replace heating control valves (75)			25,000	FY 2004
Total estimated cost over next 5 years			75,000	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA26-08	Monocacy Tower	1	0.6%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace parking lot lights			10,000	FY 2004
Resurface parking lot			40,000	FY 2004
Replace boilers (2)			200,000	FY 2005
Upgrade apartment lighting (149)			75,000	FY 2006
Total estimated cost over next 5 years			325,000	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA26-09	Fairmount	2	1.6%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Refinish floors (120)			60,000	FY 2004
Upgrade lighting (120)			120,000	FY 2004
Upgrade heat piping (120)			800,000	FY 2005
Total estimated cost over next 5 years			980,000	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA26-10	Lynfield I	1	1%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Repave driveways (100)			150,000	FY 2003
Replace portico roofs (100)			100,000	FY 2004
Replace flooring (100)			150,000	FY 2005
Renovate kitchens and baths (100)			600,000	FY 2006
Replace mech. room doors (100)			40,000	FY 2006
Misc. site work			30,000	FY 2007
Total estimated cost over next 5 years			1,070,000	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA26-11	Lynfield II	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Repave driveways	(97)		150,000	FY 2004
Replace portico roofs	(97)		100,000	FY 2004
Replace fascia and siding	(97)		180,000	FY 2004
Replace flooring	(97)		150,000	FY 2005
Renovate kitchens and baths	(97)		600,000	FY 2006
Replace mech. room doors	(97)		40,000	FY 2006
Total estimated cost over next 5 years			1,220,000	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA26-12	Parkridge	1	1%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Repair bathroom sinks (100)			50,000	FY 2004
Replace boiler flues (100)			20,000	FY 2004
Site work and landscaping			30,000	FY 2004
Replace roofs (100)			90,000	FY 2006
Replace smoke detectors (100)			30,000	FY 2007
Total estimated cost over next 5 years			190,000	

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
	BHA Wide		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
A/E work		30,000	FY 2004
Computer upgrades		25,000	FY 2004
Day care		380,000	FY 2004
Security		100,000	FY 2004
A/E work		30,000	FY 2005
Computer upgrades		25,000	FY 2005
Day care		180,000	FY 2005
Security		100,000	FY 2005
A/E work		30,000	FY 2006
Computer upgrades		25,000	FY 2006
Day care\		80,000	FY 2006
Security		100,000	FY 2006
A/E work		30,000	FY 2007
Computer upgrades		25,000	FY 2007
Day care		80,000	FY 2007
Security		100,000	FY 2007
Total estimated cost over next 5 years		1,340,000	

FIVE YEAR PLAN GOALS UPDATE

Plan Update January 2003

The following is a brief statement of the progress in meeting the mission and goals outlined in our current 5-Year Plan.

GOAL ONE: Make public housing the affordable housing of choice for the low and very low-income residents of our community.

- OBJECTIVES:**
- 1. Enhance marketability of efficiency apartments.** This is covered in Comp Grant. In January 2003 work was started in our Bodder and Bartholomew High Rise apartments. In each building, 12 efficiency apartments will be converted into six (6) one bedroom apartments.
 - 2. Enhance curb appeal and improve appearance of our properties.**

The first phase of our renovations in Marvine was completed this year with major renovations to kitchens and bathrooms in 52 units. New windows were also installed.

Concrete pads for trash containers with shrubs to enhance the appearance were installed in our Marvine development.

This summer we held a “Beautiful Yard” contest open to all family developments.

During the Spring and Summer months, one maintenance man was assigned to improve the appearance of all of our properties by planting trees, shrubs and annuals in our common areas. Tenants are always encouraged to plant flowers and we make grass seed available to all tenants throughout the warm months.

Heavy duty storm doors were installed on all exterior doors in four(4) of our family developments. (Pembroke, Parkridge, Fairmount and Lynfield).
 - 3. BHA will strive to be more customer-oriented.**

We worked on improving our work order system to allow a copy of all work orders to be left at the house with the tenant in case they have questions about the work performed. This will also give them a record of the call and our response.

The Maintenance Department re-instated the use of “Rate Our Service” cards which allows tenants to send their comments directly to the Executive Director’s Office.

BHA contracted with a painting contractor and two of our four occupied high rise apartments were painted to the delight of our residents.

Our website has been expanded to include a Section 8 page. This has proven to be the most popular destination to date.

A Move-Out (How to Avoid Charges), Mold and Mildew and Housekeeping brochures were created by the staff and distributed to all tenants. A Housekeeping video was also produced to assist management with problem housekeepers.

GOAL TWO: Deliver timely, high quality maintenance service to BHA residents.

OBJECTIVES: 1. The BHA will maintain an average response time of 25 days in responding to routine work requests, by December 31, 2002

This goal was accomplished as noted in our First Plan Update, January 2001.

2. The BHA will maintain an average response time of four hours in responding to emergency work requests by December 31, 2004.

Maintenance working toward this goal, nothing finalized.

3. The BHA will implement a preventative maintenance plan by December 31, 2003.

A maintenance crew was put together to followup on all work orders generated by our Housing Inspector as a preventative measure to insure work orders do not get backed up. Supervisors review types of work per development to see if other preventative maintenance work is required.

Monthly checks and repairs of sodium vapor lights instituted this year.

GOAL THREE: Enhance the image of Public Housing in our Community.

OBJECTIVES: 1. The BHA leadership will speak to as many civic, religious or fraternal groups as possible, between now and December 31, 2004 to explain its importance to the community.

The Deputy ED, Administrative Officer and Tenant Selection/Section 8 Manager met with a local Block Watch group in May 2002.

The Administrative Officer was a guest on a local radio talk show (WGPA) in April 2002.

2. The Authority will strive to ensure that there are at least two positive stories a year in the local media about the Authority or its residents.

January 2002, long time high rise resident and volunteer, Else Geer, received the Josephine Berrios Community Service Award. Photo and article in Morning Call.

March 2002, article on BHA's interest in forming a non-profit organization to purchase and/or build housing for Homeownership opportunities for low income residents. Article in The Morning Call.

August 2002, a photo array was displayed in The Morning Call of several residents taking part in the Third Annual Field Day at beautiful Blazer Field.

September 2002, a photo was in the Express-Times of the first place winner in our Parkridge development to acknowledge The Most Beautiful Yard contest winner.

October 2002, The Morning Call ran a photo of several of our residents who attended a Halloween function at the prestigious Lehigh University.

3. The Authority will implement an outreach program to inform the community of the Authority's good management of public dollars.

In March 2002, the staff created a brochure "It's Your Money!" which offers energy conservation tips to our residents.

Expanded our website to include information from our brochure which informs the community who we are and the dollars that we have spent over the years in Bethlehem. It also explains our cost-effective measures.

APPENDIX VII

BETHLEHEM HOUSING AUTHORITY MINIMUM RENT/HARDSHIP EXEMPTION POLICY

Minimum Rent

As required by 24 CFR 5.630 the BHA must charge a family no less than a minimum monthly rent of \$25.

Financial Hardship Exemption from Minimum Rent

The BHA must grant an exemption from payment of minimum rent if the family is unable to pay the minimum rent because of financial hardship as described below:

- When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is a noncitizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996;
- When the family would be evicted because it is unable to pay the minimum rent;
- When the income of the family has decreased because of changed circumstances, including loss of employment;
- When a death has occurred in the family; and
- Other circumstances determined by the BHA or HUD.

If a family requests a financial hardship exemption, the BHA must suspend the minimum rent requirement beginning the month following the family's request for a hardship exemption until the BHA determines whether there is a qualifying financial hardship, and whether such hardship is temporary or long term.

The BHA must promptly determine whether a qualifying hardship exists and whether it is temporary or long term.

If the BHA determines that a qualifying financial hardship is temporary, the BHA must not impose the minimum rent during the 90-day period beginning the month following the date of the family's request for a hardship exemption. At the end of the 90-day suspension period, the BHA must reinstate the minimum rent from the beginning of the suspension. The family must be offered a reasonable repayment agreement, on terms and conditions established by the BHA, for the amount of back rent owed by the family.

If the BHA determines there is no qualifying financial hardship exemption, the BHA must reinstate the minimum rent, including back rent owed from the beginning of the suspension. The family must pay the back rent on terms and conditions established by the BHA.

If the BHA determines a qualifying financial hardship is long term, the BHA must exempt the family from the minimum rent requirements so long as such hardship continues. Such exemption shall apply from the beginning of the month following the family's request for a hardship exemption until the end of the qualifying financial hardship.

The financial hardship exemption only applies to payment of the minimum rent (as determined pursuant to 24 CFR 5.628(a)(4) and 24 CFR 5.630), and not to the other elements used to calculate the total tenant payment (as determined pursuant to 24 CFR 5.628(a)(1),(a)(2) and (a)(3).

BETHLEHEM HOUSING AUTHORITY
645 MAIN STREET
BETHLEHEM PA 18018-3899
(610) 865-8300 FAX: (610) 865-8318 TDD: (610) 865-8333

NOTICE TO SECTION 8 PARTICIPANTS

PROCEDURES FOR REVIEW OF ADMINISTRATIVE DETERMINATIONS

The Housing Authority will provide the opportunity for a hearing to participants to consider if a housing authority decision is “in accordance with law, HUD regulations and Housing Authority rules, and relates to the family individual circumstances”.

A participant may request a hearing after being notified in writing of the following determinations listed below. This must be done within 10 days from the date of your notification letter.

- A determination of the amount of the family contribution to rent.
- A decision to deny/or terminate assistance on behalf of the participant.
- A determination that a participant is residing in a unit with a larger number of bedrooms than allowed under housing authority unit size standards, or to deny the participant’s request for an exception from the standards.
- A determination of the number of bedrooms to be entered on the certificate of a participant.
- A determination to deny issuance of a new certificate to a participant who wants to move.

The participant shall have the opportunity to present written or oral objections to any of the above housing decisions.

At his own expense, participants may be represented by legal counsel or other representative.

Review will be conducted by person(s) designated by the Housing Authority other than the person or subordinate of the person who made or approved the decision under review.

Prompt written notice of the final Housing Authority decision, including a brief statement of the reasons will be provided.

Applicant/Tenant

Date

Co-Applicant/Tenant

Date

Witness

Date

BETHLEHEM HOUSING AUTHORITY
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BETHLEHEM PA 18018-3899
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AVISO A LOS PARTICIPANTES DEL PROGRAMA DE SECCION 8

PROCESO PARA LA REVISION DE DETERMINACIONES ADMINISTRATIVAS

La autoridad de vivienda proveera la oportunidad de una vista a los participantes para considerar si alguna decision de la autoridad de vivienda este “de acuerdo con las leyes, reglamentos de HUD y de la Autoridad de Vivienda y que se relacione a las circunstancias individuales de esa familia.”

Un participante puede pedir una vista, por escrito, sobre las siguientes determinaciones listadas abajo: Tendra que hacer esto dentro de diez (1) dias de la fecha de su carta de notificacion.

- Una determinacion sobre la cantidad que la familia contribuye a la renta..
- Una decision denegando o terminando la asistencia del participante..
- Una determinacion que el participante esta residiendo en una unidad con una cantidad de dormitorios mas grande de lo que es permitido por las normas de la Autoridad de Vivienda sobre tamano o por denegar el pedido de un participante sobre excepcion a las normas.
- Una determinacion sobre el numero de dormitorios que van a ser puestos en el certificado del participante..
- Una determinacion denegando la expedicion de un nuevo certificado a un participante que desea mudarse.

El participante tendra la oportunidad de presentar por escrito u oralmente las objeciones a cualquier decision antedicha hecha por la Autoridad de Vivienda.

A su costo, los participantes pueden ser representados por consejero legal u otro representante..

La revision sera conducida por personal(s) asignadas por la Autoridad de Vivienda ademas de la persona o subordinado de la persona que tomo o aprobo la decision bajo revision..

Puntualmente se le proveera la decision tomada por la Autoridad de Vivienda por escrito incluyendo un breve informe sobre las razones.

Firma del Apicante/Arrendatario

Fecha

Firma del Co-Apicante/Arrendatario

Fecha

Testigo

Fecha

VOLUNTARY CONVERSION

Although in our 2002 Plan Update we concluded that the conversion of our Public Housing Developments into tenant-based Section 8 assisted units would be inappropriate; in October 2002, we contracted with a Financial Group to perform a Financial Assessment to be included in our 2003 Plan update.

HJ Financial Group performed a Financial Assessment of our Public Housing Units to see if there would be a cost saving benefit in converting any of our Public Housing units to Section 8 units. A financial analysis was done on each individual site, in accordance with the HUD regulations cited in the Federal Register. Based on this Analysis, the Net Present Value cost and the New Budget Authority costs of our Public Housing units is less than the Section 8 per unit costs.

In conclusion, the report finds that it is not feasible for the Bethlehem Housing Authority to convert their public housing units to Section 8 units.

The complete report is on file at the Bethlehem Housing Authority's Central Office, 645 Main Street, Bethlehem, PA 18018, for those interested in reviewing the Analysis.

In compliance with the Quality Housing and Work Responsibility Act (QHWRA) of 1998, which provides that public housing authority residents cannot be prevented from owning pets, the Bethlehem Housing Authority (BHA) in conjunction with the Resident Advisory Board (RAB) and Resident Councils has established a PET POLICY.

This policy was adopted by the BHA Board of Commissioners at their regular meeting on January 8, 2001 by unanimous vote.

All family developments and three senior citizen/disabled developments are now eligible to apply for pet permits, according to the agreement.

The PET POLICY AGREEMENT outlines the following:

Definition of Common Household Pet – Dog, cat, bird or fish that is traditionally kept in the home for pleasure.

Dogs are limited in size and weight, not to exceed 30 pounds.

Cats are limited in size and weight, not to exceed 20 pounds.

Birds, limited to not more than two(2), are to be kept in a cage.

Fish must be kept in an approved fish tank, limited to 20 gallons.

No other living creature will be considered to be a common household pet.

One pet is permitted per household.

An application is required in order to be approved for a PET PERMIT.

CONDITIONS FOR ISSUANCE OF PET PERMIT

Tenant must comply with local, state and federal laws governing owning a pet. Ownership of a dog requires a license from the County they reside and must be worn at all times.

Pets must be inoculated and proof provided prior to bringing pet into development.

Female cats and dogs must be spayed and male cats and dogs neutered and proof provided.

PET DEPOSIT/NUISANCE CHARGE

A deposit of \$300.00 is required for those tenants requesting a permit for a dog or a cat. Initial deposit is to be no less than \$50.00 and the balance paid in installments for those with a financial hardship.

A \$25.00 nuisance charge will be imposed if an inspector or maintenance worker cannot enter unit due to an unrestrained animal.

THE COMPLETE PET POLICY AGREEMENT IS ON FILE AT BHA OFFICE.

BETHLEHEM HOUSING AUTHORITY

RESIDENT ADVISORY BOARD

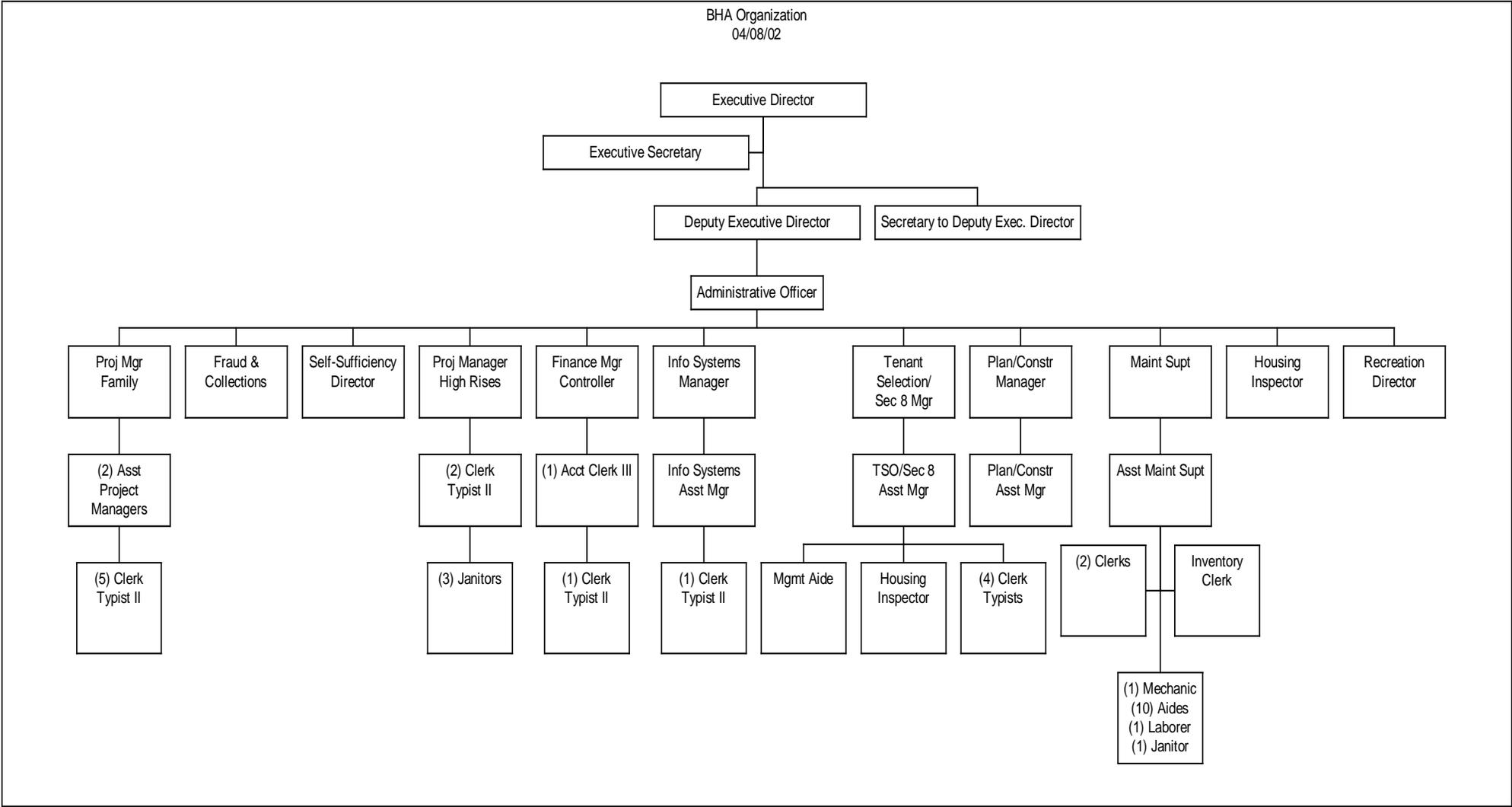
Monocacy Tower	Carol A. Fox 645 Main Street, Apt #801 Bethlehem, PA 18018	610-868-5837
Bartholomew	Dorothy Saby 512 Elm Street, Apt #G101 Bethlehem, PA 18018	610-868-9045
Litzenberger	Sandra Bjork 225 E. 4th Street, Apt #608 Bethlehem, PA 18015	610-865-3288
Bodder	Darlene Hyman 645 Leibert Street, Apt #209 Bethlehem, PA 18018	610-868-1278
Northeast	Linda Lenner 1250C Woodbine Street Bethlehem, PA 18017	610-758-9355
Parkridge	Peter Kramer 1983 Hillcrest Road Bethlehem, PA 18018	610-974-9006
Lynfield	Miriam Butterfield 957 Argus Street Bethlehem, PA 18015	610-691-0945
Section 8	Paul Reitmeier 555 Spring Street, Apt #306 Bethlehem, PA 18018	610-691-5552

BETHLEHEM HOUSING AUTHORITY

RESIDENT ON THE BOARD

MAYOR DON CUNNINGHAM APPOINTED MRS. BARBARA
MCNEELY TO THE BOARD OF COMMISSIONERS OF THE
BETHLEHEM HOUSING AUTHORITY EFFECTIVE AUGUST 2001.
HER TERM EXPIRES AUGUST 2006.

MRS. MCNEELY IS A RESIDENT LIVING IN OUR MARVINE
DEVELOPMENT AT 1374 FRITZ DRIVE, BETHLEHEM, PA 18017.



RESIDENT ASSESSMENT FOLLOW-UP PLAN

SURVEY SECTION – SAFETY – 68.1%

This is a 1.9% drop from last year's score of 70%.

BHA has consistently scored low in this section of the survey, in spite of the efforts that we have taken to improve over the last few years. In addition to the 16 points mentioned in our 2000 and 2001 Plan updates, the listings below will show our continued and concerted effort to give our residents a sense of safety in their building or neighborhood.

1. In our largest development (Marvine – 389 units) we started a new restricted master key system. The keys are purchased directly from the Schlage Lock Co., and only one vendor has access to our keys.
2. We purchase and installed on our buildings an additional 15 sodium vapor lights for our Northeast area alone. 755 units are in this area.
3. Money is budgeted yearly to trim trees around our buildings, sodium vapor lights and street lights.
4. We instituted a monthly check of sodium vapor lights in all our developments. They are checked and repaired as soon as possible.
5. We hired two (2) extra Police Officers who work the late night, early morning hours. They include our four (4) High Rise buildings in their nightly tours.
6. Safety meetings were held during the day and evening hours at all four of our High Rise buildings.
7. Police continue to be given access to vacant units to use for surveillance purposes.
8. FIRE SAFETY: May is fire safety month and fire drills are conducted by the Fire Department in all of our High Rise buildings, followed by a fire safety meeting with the Fire Marshall.
9. All new tenants sign a "Check Mate" card at move-in, which allows them to call the Police and give their "Check Mate" number rather than their name when they call to report a crime.

RESIDENT ASSESSMENT FOLLOW-UP PLAN

SURVEY SECTION – NEIGHBORHOOD APPEARANCE – 72.9%

This is a .1% drop from last year's score of 73%.

For reasons unknown to us, we have scored low in this section of the survey. Along with the eight (8) points made in our 2000 and 2001 Plan updates, the listings below should be an indication that we continue to take the survey and its results seriously, all year long.

1. Our development offices work with the Police Department to remove abandoned cars from our properties, within seven (7) days of the report.
2. Graffiti is removed promptly from our properties following the report.
3. In our largest development, Marvine (389 units), we had concrete pads poured for trash containers to keep them uniform, with shrubs planted around the pads to improve the appearance in the front of these units.
4. This summer we held a "Most Beautiful Yard" contest giving first, second and third prizes to tenants in all of our family developments.
5. For six (6) months out of the year, one maintenance man is assigned to improve the outside appearance of all of our properties. He plants trees, shrubs and annuals in our common areas.
6. We encourage our High Rise residents to get involved with the Planting of flowers in the Spring. We purchase what they request, prepare the ground and they share their "green thumbs" with us.
7. Managers do weekly grounds checks and we have maintenance pick up discarded furniture, junk and appliances on patios or sidewalks. We continue to offer "Free Junk Pickup" for our tenants once a week.
8. Although recommended by the Fire Marshall years ago, we continue to enforce our policy of not allowing over-stuffed furniture around the entrances to our units. This is a safety as well as a neighborhood appearance matter.