

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

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# PHA Plans

5 Year Plan for Fiscal Years 2004 - 2007  
Annual Plan for Fiscal Year 2003

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

**PHA Plan  
Agency Identification**

**PHA Name:** Wilkes-Barre Housing Authority

**PHA Number:** PA 047

**PHA Fiscal Year Beginning: (01/2003)**

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:  
(select all that apply)**

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

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

**A. Mission**

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

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

“It is the mission of the Wilkes-Barre Housing Authority to provide affordable housing to the City's low income families and elderly population and to insure the proper maintenance of such housing. The Authority will also work to improve the quality of life of our tenant population by maintaining a close relationship with community agencies that provide services to the low-income community.”

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - 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)

**Convert efficiency apartments to one bedroom units.**

**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)**

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

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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.

The Wilkes-Barre Housing Authority has prepared this Comprehensive Plan in accordance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

At the present time, the Authority administers 888 conventional public housing units and 474 vouchers.

Of the 888 conventional housing units under management, 602 (approximately 70%) are for the elderly and 286 (30%) are for families. In addition, 100 of the Section 8 tenants are elderly and/or disabled. None of our tenant families have incomes over 50% of median. Furthermore, only 49 percent of families and 5 percent of individuals in elderly high-rises report income from employment. The overwhelming majority of our tenants rely on a fixed source of income, such as social security, welfare, pensions, etc., for subsistence. Therefore, we recognize that our tenant population consists of families that have significant needs and a review of our waiting lists indicates that this profile will likely remain the same in the immediate future.

With this constituency in mind, the Wilkes-Barre Housing Authority has developed this plan and set its goals accordingly. The Authority has convened a resident advisory board to review current programs and practices and to provide recommendations on the general administration of the Authority's programs. The Authority met with the advisory board to review the requirements of the QHWA of 1998 and the components of the Five-Year Comprehensive Plan. A summary of the meeting with the advisory board and a listing of the board's recommendations is included herein.

The Wilkes-Barre Housing Authority is committed to its mission of providing affordable housing to the City's low-income families and to insuring the proper maintenance of such housing. The Authority will also work to improve the quality of life of its tenant population by maintaining a close relationship with community agencies that provide support to the low-income community.

The Wilkes-Barre Housing Authority has also established a goal to increase our applicant base by cooperating with other social service agencies in order to assist the greatest number of needy families.

An additional goal of the Authority is to increase homeownership among its existing and potential clientele by exploring available incentives offered through HUD and by working closely with the City and other agencies in establishing and implementing homeownership programs

## **Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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### **Attachments**

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

#### Required Attachments:

- Admissions Policy for Deconcentration
- FY 2003 Capital Fund Program Annual Statement
- 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
- FY 2003 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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
	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;
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 <input type="checkbox"/> 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 <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies	Annual Plan: Rent

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	<input type="checkbox"/> check here if included in Section 8 Administrative Plan	Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	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
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	3167	5	1	1	2	1	1
Income >30% but <=50% of AMI	6248	5	1	1	2	1	1
Income >50% but <80% of AMI	4056	4	1	1	2	1	1
Elderly	3849	5	1	1	1	1	1
Families with Disabilities	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

The number of families with disabilities in our area cannot be determined through the data sources that are available to us. We will continue to try to obtain this information through other agencies in the area. The HA does not consider race/ethnicity of applicants in determining housing needs. We have information on applications for statistical purposes which can be determined manually if needed. This information is provided voluntarily by applicants, and, therefore, is incomplete.

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2002
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:

- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	48		45.45
Extremely low income <=30% AMI	36	75.0	
Very low income (>30% but <=50% AMI)	9	18.75	
Low income (>50% but <80% AMI)	3	6.25	
Families with children	24	50	
Elderly families	2	4.17	
Families with Disabilities	8	16.67	
Race/ethnicity	37 (White)	77.08	
Race/ethnicity	10 (Black)	20.83	
Race/ethnicity	1 (Asian)	2.08	
Race/ethnicity			
Characteristics by Bedroom Size			

<b>Housing Needs of Families on the Waiting List</b>			
(Public Housing Only) 0BR	17	35.42	38.1
1BR	6	12.5	17.14
2 BR	13	27.08	18.57
3 BR	9	18.75	18.10
4 BR	2	4.17	7.14
5 BR	1	.48	.95
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	262		72.14
Extremely low income <=30% AMI	163	62	
Very low income (>30% but <=50% AMI)	99	38	
Low income (>50% but <80% AMI)	0	0	
Families with children	161	62	
Elderly families	6	2	
Families with Disabilities	54	21	
Race/ethnicity	183 (White)	70	

<b>Housing Needs of Families on the Waiting List</b>			
Race/ethnicity	78 (Black)	30	
Race/ethnicity	1(Asian)	0	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
<p>Family characteristics on the Section 8 Waiting list do not include number of bedrooms needed.</p> <p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

### **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)

**No additional housing units are needed in this area,**

**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)

## **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.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	2,024,233	
b) Public Housing Capital Fund	1,342,082	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,847,561	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants FSS	39,042	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
DEP 2001	221,122	
DEP 2000	205,438	
DEP 1999	48,931	
CFP 2001	1,440,180	
CFP 2000	199,950	
EDSS 1999	20,266	
<b>3. Public Housing Dwelling Rental Income</b>	1,925,860	
<b>4. Other income (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Interest/laundry/service	121,620	
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>	9,436,285	

### **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: (state time)
- Other: (describe)

##### **AT THE TIME OF APPLICATION.**

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

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

##### **PERSONAL AND EMPLOYER REFERENCES.**

- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

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

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

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

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

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

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

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

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

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

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

**(3) Assignment**

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

- One
- Two

Three or More

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

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

#### **(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Families on the waiting list in excesss of two years.

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)

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

Families on the waiting list in excesss of two years.

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

**Resident Handbook**

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

## **B. Section 8**

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

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

### **(1) Eligibility**

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

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

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

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

**(2) Waiting List Organization**

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

**(3) Search Time**

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

If yes, state circumstances below:

**Thirty-day extension.**

**(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.

X Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

### **(5) Special Purpose Section 8 Assistance Programs**

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

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

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

- Through published notices
- Other (list below)

## **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

### **A. Public Housing**

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

#### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

Exemptions are granted to residents who have experienced unusual situations, such as the loss of employment, death of a spouse, etc. which results in the sudden loss of income. Each case is evaluated individually. Rents are reduced to \$0

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:

10 PERCENT EXCLUSION FOR EARNED INCOME.  
FLAT RENTS DETERMINED BY BEDROOM SIZE.

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

Market comparability study

- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The “rental value” of the unit
- Other (list below)

f. Rent re-determinations:

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

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

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

**(2) Flat Rents**

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

**ACTUAL COST OF OPERATING THE UNIT**

## B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

- Annually
- Other (list below)

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

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

**(2) Minimum Rent**

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

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

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

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	763	215
Section 8 Vouchers	475	200
Section 8 Certificates		
Section 8 Mod Rehab	17	2
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	Approx. 400	25%
Other Federal Programs(list		

individually)		

**C. Management and Maintenance Policies**

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

(1) Public Housing Maintenance and Management: (list below)

- \*Preventive Maintenance Manual for Lincoln Plaza
- \*Preventive Maintenance Manual for Boulevard Townhomes
- \*Preventive Maintenance Manual for East End Towers
- \*Preventive Maintenance Manual for South View Manor
- \*Preventive Maintenance Manual for Valley View Terrace
- \*Preventive Maintenance Manual for Mineral Springs Village

\*Preventative Maintenance manuals include procedures for maintenance of:

1. dwelling units (including elevators in high-rise buildings and management of pest control/infestation),
2. administrative, maintenance and community centers,
3. vehicles,
4. mowers, edgers and gasoline powered equipment,
5. hedge and string trimmers,
6. Single disk floor machines,
7. wet/dry vacuums
8. upright carpet vacuums,
9. heating units,
10. smoke alarms,
11. air conditioners,
12. emergency generators,
13. trash compactors
14. roof fans.

(2) Section 8 Management: (list below)

## **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.

Grievance Policy previously submitted.

### **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) PHA Table Library Annual Statement

-or-

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

#### **(2) Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

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

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C.

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

2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: South View Manor	
1b. Development (project) number: PA 047-003B	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/> CONVERSION OF EFFICIENCY UNITS TO 1BR	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (06/01/2003)	
5. Number of units affected: 18 units converted to 12 1BR Units	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 09/01/2003 b. Projected end date of activity: 06/01/2004	

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

[24 CFR Part 903.7 9 (i)]

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

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

streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>
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  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.

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

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

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

## **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

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

#### 2. Activity Description

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

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

Total development

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

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

### A. PHA Coordination with the Welfare (TANF) Agency

#### 1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

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

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

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/ random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Family Self-Sufficiency	54	All Current	WBHA	Section 8

		Leased Section 8 individuals are eligible	Administrative Office and various social service agencies.	

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	N/A	N/A
Section 8	54	20

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

1. Section 8 staff will inform Section 8 participants of the FSS program.
2. The HA inspector will discuss the FSS program during scheduled inspections.
3. The FSS coordinator will do periodic mailings to Section 8 participants regarding the FSS program.
4. Various community organizations promote the FSS program.
5. An FSS brochure is available at the HA reception desk and is distributed to applicants and participants.

**C. Welfare Benefit Reductions**

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

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

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

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" 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)

Boulevard Townhomes, Mineral Springs Village, Lincoln Plaza

**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)

Boulevard Townhomes, Mineral Springs Village, Lincoln Plaza

### 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)

**ALL**

### 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 2003 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)]

Pet Policy Submitted FY 2002



## **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:

The Resident Advisory Board met to review the HA Annual Plan, Annual Statement and Five year Action Plan. The members fully support the HA's plans for modernization. Several comments and suggestions were received. All suggestions for improvements were already included in the five-year plan.

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)

Suggestions are included in the plan.

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

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

2.  Yes  No: Was 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)

Board members are appointed by the Mayor of the City of Wilkes-Barre. No terms will expire in the time period covered by this plan. If a vacancy occurs, the Authority will provide the Mayor with a list of residents who may be willing to serve on the board.

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

### C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

CITY OF WILKES-BARRE, PA

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

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

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

### D. Other Information Required by HUD

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

## **Attachments**

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

Part II: Supporting Pages Physical Needs Work Statement(s) Comprehensive Grant Program (CGP)			FFY: 2004		
Work Statement For Year 1 FFY: 2003	Work Statement for Year _2004_ FFY: 2004 Development Number/Name/General Discription Major Work Categories	Quantity	Estimated Cost	Work Statement for Year 2004 FFY: 2004 Development Number/Name/General Discription Major Work Categories	Quantity
See Annual Statement	<b><u>PA 047-1 Lincoln Plaza</u></b> Water Supply and Plumbing Concrete and Brick Work Trash Compactor Elevator Improvements Refurbish Boiler Rooms Carpeting  <b>Subtotal</b>		85,000 50,000 20,000 40,000 20,000 25,000  <b>240,000</b>	<b><u>PA 047-5 Valley View Terrace</u></b> Concrete Work& Paving Common Areas Repalce Windows Landscaping Carpeting/Flooring  <b>Subtotal</b>	
	<b><u>PA 047-2 Boulevard Townhomes</u></b> Utility Work Plumbing Concrete Work Landscaping Rehab Exterior Structures  <b>Subtotal</b>		50,000 15,000 50,000 10,000 25,000  <b>150,000</b>	<b><u>PA 047-6 Mineral Springs Village</u></b> Concrete Work Fence Drainage Improvements  <b>Subtotal</b>	
	<b><u>PA 047-3A East End Towers</u></b> Bathrooms Carpeting  <b>Subtotal</b>		100,000 15,000  <b>115,000</b>	<b><u>Management Improvements</u></b> Computer Upgrade Non-Dwelling Equipment Staff Development General Administrative Contingency  <b>Subtotal</b>	
	<b><u>PA 047-3B South View Manor</u></b> Bathrooms Carpeting Apartment Conversions  <b>Subtotal</b>		50,000 15,000 50,000  <b>115,000</b>	<b>Contract Manager A/E Services</b>   <b>Subtotal</b>	
				Subtotal This Page	

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Five Year Action Plan <b>Part II: Supporting Pages</b> <b>Physical Needs Work Statement(s)</b> Comprehensive Grant Program (CGP)			FFY: 2005	FFY: _2005	
Work Statement For Year 1 2004		Work Statement for Year _2005____ FFY:2005__	Quantity	Estimated Cost	Development Number/Name/General Discription Major Work Categories
See Annual Statement					<b>PA 047-6 Mineral Springs Village</b>
					Concrete Work
					Fence
					<b>Subtotal</b>
		<b>PA 047-1 Lincoln Plaza</b>			<b>Management Improvements</b>
		Bathrooms		25,082	Computer Upgrade
		Patio Doors		25,000	Non-Dwelling Equipment
		Interior Electrical Work		75,000	Staff Development
		Office Improvements		100,000	General Administrative
		Roof		75,000	Contingency
		Carpeting		25,000	
		<b>Subtotal</b>		<b>325,082</b>	<b>Subtotal</b>
		<b>PA 047-2 Boulevard Townhomes</b>			
		Replace Water Heaters		20,000	Contract Manager
		Recreation Area		30,000	A\E Services
	Upgrade Security		42,000		
	<b>Subtotal</b>		<b>92,000</b>	<b>Subtotal</b>	
	<b>PA 047-3A East End Towers</b>				
	Bathrooms		50,000		
	Paving		40,000		
	Carpeting		25,000		
	<b>Subtotal</b>		<b>115,000</b>	<b>Total</b>	
	<b>PA 047-3B South View Manor</b>				
	Bathrooms		50,000		
	Paving		40,000		
	Plumbing & Sewer Lines		50,000		
	Carpeting		25,000		
	<b>Subtotal</b>		<b>165,000</b>		
	<b>PA 047-5 Valley View Terrace</b>				
	Plumbing		50,000		
	Windows		225,000		
	Carpeting		25,000		
	<b>Subtotal</b>		<b>300,000</b>		
				Subtotal This Page	

Five Year Action Plan <b>Part II: Supporting Pages</b> Physical Needs Work Statement(s) Comprehensive Grant Program (CGP)			FFY: 2006	Work Statement for Year 2006_____	Quantity
Work Statement For Year 1 FFY:2005	Work Statement for Year _2006_____ FFY: _2006____	Quantity	Estimated Cost	Development Number/Name/General Discription Major Work Categories	
See Annual Statement	<b><u>PA 047-1 Lincoln Plaza</u></b>			<b><u>PA 047-6 Mineral Springs Village</u></b>	
	Bathrooms		25,082	Recreation Area	
	Patio Doors		72,000	Exterior Lighting	
	Interior Electrical Work		100,000		
	Office Improvements		100,000		
	<b>Subtotal</b>		<b>297,082</b>		<b>Subtotal</b>
	<b><u>PA 047-2 Boulevard Townhomes</u></b>			<b><u>Management Improvements</u></b>	
	Replace Water Heaters		20,000	Computer Upgrade	
	Recreation Area		30,000	Non-Dwelling Equipment	
	Upgrade Security		50,000	Staff Development	
	<b>Subtotal</b>		<b>100,000</b>	General Administrative	<b>Subtotal</b>
	<b><u>PA 047-3A East End Towers</u></b>			Contingency	
	Bathrooms		75,000	Contract Manager	
	Paving		40,000	A\E Services	
	<b>Subtotal</b>		<b>115,000</b>		<b>Subtotal</b>
<b><u>PA 047-3B South View Manor</u></b>				<b>Total</b>	
Bathrooms		75,000			
Paving		40,000			
<b>Subtotal</b>		<b>115,000</b>			
<b><u>PA 047-5 Valley View Terrace</u></b>					
Plumbing		100,000			
Windows		300,000			
<b>Subtotal</b>		<b>400,000</b>			
				Subtotal This Page	

Five Year Action Plan Part II: Supporting Pages Physical Needs Work Statement(s) Comprehensive Grant Program (CGP)			FFY: 2007	Work Statement for Year 2007 _____ FFY: 2007 _____	Quantity
Work Statement For Year 1 FFY: 2006_	Work Statement for Year 2007 _____	Quantity	Estimated Cost	Development Number/Name/General Discription Major Work Categories	
See Annual Statement	<b><u>PA 047-1 Lincoln Plaza</u></b>			<b><u>PA 047-5 Valley View Terrace</u></b>	
	Patio Doors		63,082		
	Carpeting		25,000	Apartment Conversions	
				Window Replacement	
	<b>Subtotal</b>		<b>88,082</b>	Carpeting	
				Replace Lift	
	<b><u>PA 047-2 Boulevard Townhomes</u></b>				
	Sewer Work		100,000		<b>Subtotal</b>
	Replace Air Conditioner		30,000		
	<b>Subtotal</b>		<b>130,000</b>	<b><u>PA 047-6 Mineral Springs Village</u></b>	
				Waterheaters	45
					<b>Subtotal</b>
	<b><u>PA 047-3A East End Towers</u></b>			<b><u>Management Improvements</u></b>	
	Kitchens		125,000	Computer Upgrade	
	Appliances		80,000	Maintenance Vehicle	
Air-Conditioner-Community Room		30,000	Contingency		
Plumbing		50,000			
Carpeting		25,000			
<b>Subtotal</b>		<b>310,000</b>		<b>Subtotal</b>	
			Contract Manager		
<b><u>PA 047-3B South View Manor</u></b>			A\E Services		
Kitchens		125,000		<b>Subtotal</b>	
Appliances		80,000			
Air-Conditioner-Community Room		30,000			
Inside Electrical		50,000		<b>Total</b>	
Carpeting		25,000			
<b>Subtotal</b>		<b>310,000</b>			
			Subtotal This Page		

	FFY: 2004				
	<u>PA 047-1 Lincoln Plaza</u>	240,000			
	<u>PA 047-2 Boulevard Townhomes</u>	150,000			
	<u>PA 047-3A East End Towers</u>	115,000			
	<u>PA 047-3B South View Manor</u>	115,000			N
	<u>PA 047-5 Valley View Terrace</u>	310,000			O
	<u>PA 047-6 Mineral Springs Village</u>	125,000	1,055,000		T
	<u>PA 047 Management Improvements</u>	75,000			
	<u>Contract Manager</u>	25,000			
	<u>A/E</u>	35,000			
	<u>General Administration</u>	75,000			P
	<u>Contingency</u>	77,082	1,342,082		
	FFY:2005__				R
	<u>PA 047-1 Lincoln Plaza</u>	325,082			T
	<u>PA 047-2 Boulevard Townhomes</u>	92,000			
	<u>PA 047-3A East End Towers</u>	115,000			O
	<u>PA 047-3B South View Manor</u>	165,000			F
	<u>PA 047-5 Valley View Terrace</u>	300,000			
	<u>PA 047-6 Mineral Springs Village</u>	100,000	1,097,082		
	<u>PA 047 Management Improvements</u>	185,000			APPLICATION
	<u>Contract Manager</u>	25,000			
	<u>A/E</u>	35,000	1,342,082		
	FFY: _2006__				
	<u>PA 047-1 Lincoln Plaza</u>	297,082			
	<u>PA 047-2 Boulevard Townhomes</u>	100,000			
	<u>PA 047-3A East End Towers</u>	115,000			
	<u>PA 047-3B South View Manor</u>	115,000			
	<u>PA 047-5 Valley View Terrace</u>	400,000			
	<u>PA 047-6 Mineral Springs Village</u>	70,000	1,097,082		
	<u>PA 047 Management Improvements</u>	185,000			
	<u>Contract Manager</u>	25,000			
	<u>A/E</u>	35,000	1,342,082		
	0				
	<u>PA 047-1 Lincoln Plaza</u>	88,082			
	<u>PA 047-2 Boulevard Townhomes</u>	130,000			
	<u>PA 047-3A East End Towers</u>	310,000			
	<u>PA 047-3B South View Manor</u>	310,000			
	<u>PA 047-5 Valley View Terrace</u>	275,000			
	<u>PA 047-6 Mineral Springs Village</u>	18,000	1,131,082		
	<u>Management Improvements</u>	95,000			
	<u>Contract Manager</u>	26,000			
	<u>A/E</u>	30,000			
	<u>Contingency</u>	60,000	1,342,082		

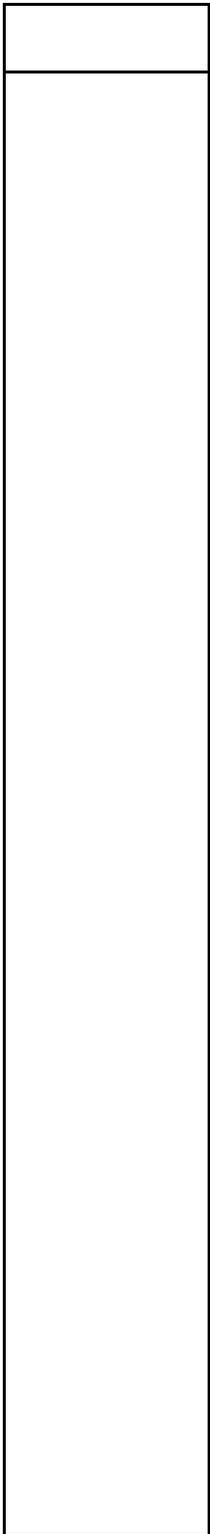
Estimated Cost
50,000
200,000
10,000
50,000
<b>310,000</b>
25,000
25,000
75,000
<b>125,000</b>
20,000
45,000
10,000
75,000
77,082
<b>227,082</b>
25,000
35,000
<b>60,000</b>
<b>1,342,082</b>



25,000
75,000
<b>100,000</b>
10,000
30,000
10,000
75,000
60,000
<b>185,000</b>
25,000
35,000
<b>60,000</b>
<b>1,342,082</b>
<b>1,342,082</b>

Estimated Cost
30,000
40,000
<b>70,000</b>
10,000
45,000
10,000
75,000
45,000
<b>185,000</b>
25,000
35,000
<b>60,000</b>
<b>1,342,082</b>
<b>1,342,082</b>

Estimated Cost
140,000
100,000
25,000
10,000
<b>275,000</b>
18,000
<b>18,000</b>
65,000
30,000
60,000
<b>155,000</b>
26,000
30,000
<b>56,000</b>
<b>1,342,082</b>
<b>1,342,082</b>



PHA Plan  
Table Library

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: **2003**  
Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	10,000
4	1410 Administration	75,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	75,000
8	1440 Site Acquisition	
9	1450 Site Improvement	580,000
10	1460 Dwelling Structures	445,000
11	1465.1 Dwelling Equipment-Nonexpendable	12,000
12	1470 Nondwelling Structures	85,000
13	1475 Nondwelling Equipment	25,000
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	35,082
20	Amount of Annual Grant (Sum of lines 2-19)	1,342,082
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 2003

Development Number/Name HA- Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Lincoln Plaza PA-047-01	Carpeting	1460	60,000
	Parking Improvements	1450	80,000
	Office Improvements	1470	85,000
	<b>Subtotal</b>		<b>225,000</b>
Boulevard Townhomes PA-047-02	Underground Utilities	1450	400,000
	Sewers	1450	100,000
	<b>Subtotal</b>		<b>500,000</b>
East End Towers PA-047-03-A	Carpeting	1460	25,000
	<b>Subtotal</b>		<b>25,000</b>
South View Manor PA-047-03-B	Carpeting	1460	25,000
	<b>Subtotal</b>		<b>25,000</b>
Valley View Terrace PA-047-05	Modernize Alarm System	1460	275,000
	Carpeting	1460	60,000
	<b>Subtotal</b>		<b>335,000</b>
	Total Subtotal Developments		<b>1,110,000</b>
Fees & Costs	A/E Services	1430	75,000
	<b>Subtotal</b>		<b>75,000</b>
Management Improvements	Staff Development	1408	10,000
	Refrigerators & Ranges	1465.1	12,000
	Non-Dwelling Equipment	1475	25,000
	<b>Subtotal</b>		<b>47,000</b>
Administration	General Administration	1410	75,000
	Contingency	1502	35,082
	<b>Subtotal</b>		<b>110,082</b>
	Total Grant		<b>1,342,082</b>

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

Development HA-Wide Activities	All Funds Obligated (Quarter Ending Date) 2 Years	All Funds Expended (Quarter Ending Date)
PA047-01	6/30/2004	12/31/2005
PA047-02	6/30/2004	12/31/2005
PA047-03-A	6/30/2004	12/31/2005
PA047-03-B	6/30/2004	12/31/2005
PA047-05	6/30/2004	12/31/2005
PA047-06	6/30/2004	12/31/2005
PHA Activities	6/30/2004	12/31/2005

## Capital Fund Program

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:					
PHA Name: Wilkes-Barre Housing Authority		Grant Type and Number Capital Fund Program Grant No. Pa26p04750100			Federal FY of Grant: 2000
Original Annual Statement Performance and Evaluation Report for Period Ending: 6/30/02		Reserve For Disasters/Emergenicies Revised Annual Statement (Revision No: 2 ) Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Toatl Estimated Cost		Toatal Actual Cost	
		Original	Revised	Oligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvemnts	5000	3100	3100	3040
4	1410 Administration	46374	48510	48510	42019
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	60000	60000	60000	54118
8	1440 Site Acquisition				
9	1450 Site Improvement	30000	0	0	0
10	1460 Dwelling Structures	1180000	1222767	1222767	1017872
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures	75000	59897	59897	59897
13	1475 Nondwelling Equipment	15000	17100	17100	17094
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	1411374	1411374	1411374	1194040
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance				
24	Amount of Line 21 Related to Security-Soft Costs				
25	Amount of Line 21 Related to Security-Hard Costs				
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**Annual Statement/Performance and Evaluation Report  
Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

**Capital Fund Program and Capital**

PHA Name: Wilkes-Barre Housing Authority		Grant Type and Number Grant No: PA26P04750100 Housing Factor Grant No:		Capital Fund Program Replacement		Federal FY of Grant: <b>2000</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status Of Work
				Original	Revised	Funds Obligated	Funds Expended	
Lincoln Plaza PA047-01	Carpeting	1460		70000	64530	64530	43985	70%
	Repaving	1450		30000	0			
	<b>Subtotal</b>			<b>100000</b>	<b>64530</b>	<b>64530</b>	<b>43985</b>	
Bldv Townhomes PA047-2	Roof Community Building	1470		60000	59897	59897	59897	100%
	Storm Doors	1460		80000	115000	115000	0	0%
	Air Conditioning	1470		15000	0			
	<b>Subtotal</b>			<b>155000</b>	<b>174897</b>	<b>174897</b>	<b>59897</b>	
East End Towers PA047-3A	Balcony Repairs	1460		150000	147867	147867	147867	100%
	Carpeting	1460		35000	31465	31465	22024	70%
	<b>Subtotal</b>			<b>185000</b>	<b>179332</b>	<b>179332</b>	<b>169891</b>	
South View Manor PA047-3B	Balcony Repairs	1460		500000	521870	521870	492286	95%
	Carpeting	1460		35000	31505	31505	22024	70%
	<b>Subtotal</b>			<b>535000</b>	<b>553375</b>	<b>553375</b>	<b>514310</b>	
Valley View Terrace PA047-5	Carpeting	1460		70000	64530	64530	43985	70%
	Heating/Hot Water	1460		240000	246000	246000	245701	100%
	<b>Subtotal</b>			<b>310000</b>	<b>310530</b>	<b>310530</b>	<b>289686</b>	
<b>HA Wide Activities</b>								
Fees and Costs	A & E Services for related work	1430		60000	60000	60000	54118	90%
Non-Dwelling Equip	Office equipment and Computers	1475		15000	17100	17100	17094	100%
Administration	General Administration	1410		46374	48510	54510	42019	90%
	Management Improvements	1408		5000	3100	3100	3040	100%
	<b>Subtotals</b>			<b>126374</b>	<b>128710</b>	<b>134710</b>	<b>116271</b>	
	<b>Totals</b>			<b>1411374</b>	<b>1411374</b>	<b>1417374</b>	<b>1194040</b>	

# Capital Fund Program

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:					
PHA Name: Wilkes-Barre Housing Authority		Grant Type and Number Capital Fund Program Grant No. Pa26p04750101			Federal FY of Grant: 2000
Original Annual Statement		Reserve For Disasters/Emergenicies		Revised Annual Statement (Revision No: )	
Performance and Evaluation		Report for Period Ending: 6/30/02		Final Performance and Evaluation Report	
Line No.	Summary by Development Account	Toatl Estimated Cost		Toatal Actual Cost	
		Original	Revised	Oligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	0	0	0	
3	1408 Management Improvemnts	10000	10000	0	
4	1410 Administration	70000	70000	3468	3468
5	1411 Audit	0	0	0	
6	1415 Liquidated Damages	0	0	0	
7	1430 Fees and Costs	70000	72000	72000	26898
8	1440 Site Acquisition	0	0	0	
9	1450 Site Improvement	324527	150000	0	
10	1460 Dwelling Structures	883000	1091500	905000	
11	1465.1 Dwelling Equipment-Nonexpendable	12653	11680	0	
12	1470 Nondwelling Strcutres	0	0	0	
13	1475 Nondwelling Equipment	35000	35000	0	
14	1485 Demolition	0	0	0	
15	1490 Replacement Reserve	0	0	0	
16	1492 Moving to work Demonstration	0	0	0	
17	1495.1 Relocation Costs	0	0	0	
18	1499 Development Activities	0	0	0	
19	1501 Collaterization or Debt Service	0	0	0	
20	1502 Contingency	35000	0	0	
21	Amount of Annual Grant: (sum of lines 2-20)	1440180	1440180	980468	30366
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance				
24	Amount of Line 21 Related to Security-Soft Costs				
25	Amount of Line 21 Related to Security-Hard Costs				
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**Annual Statement/Performance and Evaluation Report  
Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

**Capital Fund Program and Capital**

PHA Name: Wilkes-Barre Housing Authority		Grant Type and Number Grant No: PA26P04750101 Housing Factor Grant No:		Capital Fund Program Replacement		Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status Of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>Lincoln Plaza</b>	Bathrooms	1460		128000	45000			0%
Pa047-01	Parking & Landscaping	1450		294527	0			
	Fire Alarms	1460		0	259000	259000		20%
	<b>Subtotal</b>			<b>422527</b>	<b>304000</b>	<b>259000</b>	<b>0</b>	
<b>Blvd Townhomes</b>	Underground Utilities	1450		0	150000			0%
Pa047-02	<b>Subtotal</b>			<b>0</b>	<b>150000</b>	<b>0</b>	<b>0</b>	
<b>East-End Towers</b>	Heating and Ventilation	1460		125000	0			
PA047-3A	Elevator repair	1460		50000	260000	260000		20%
	Roof	1460		100000	56250	56250		20%
	Paving	1450		30000	0			
	<b>Subtotal</b>			<b>305000</b>	<b>316250</b>	<b>316250</b>	<b>0</b>	
<b>South View Manor</b>	Heating and Ventilation	1460		125000	0			
PA-047-3B	Roof	1460		100000	56250	56250		20%
	<b>Subtotal</b>			<b>225000</b>	<b>56250</b>	<b>56250</b>	<b>0</b>	
<b>Valley View Terrace</b>	Interior Electrical	1460		90000	80000			0%
PA047-5	Balconies	1460		50000	0			
	Emergency Generator	1460		40000	60000			0%
	Elevators	1460		75000	275000	273500	0	20%
	<b>Subtotal</b>			<b>255000</b>	<b>415000</b>	<b>273500</b>		
	<b>Subtotal Developments</b>			<b>1207527</b>	<b>1241500</b>	<b>905000</b>	<b>0</b>	
Fees & Costs	A/E Services	1430		70000	72000	72000	26898	
	<b>Subtotal</b>			<b>70000</b>	<b>72000</b>	<b>72000</b>	<b>26898</b>	
Mgmt/Imp	Staff Deveolpment & Training	1408		10000	10000			
	Non-Dwelling Equip	1475		35000	35000			
	<b>Subtotal</b>			<b>45000</b>	<b>45000</b>	<b>0</b>	<b>0</b>	
Administration	General Admin	1410		70000	70000	3468	3468	
	Contingency	1502		35000	0			
	Dwelling Equipment	1465.1		12653	11680			
	<b>Subtotal</b>			<b>117653</b>	<b>81680</b>	<b>3468</b>	<b>3468</b>	
	<b>Total</b>			<b>1440180</b>	<b>1440180</b>	<b>980468</b>	<b>30366</b>	

# Capital Fund Program

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:					
PHA Name: Wilkes-Barre Housing Authority		Grant Type and Number Capital Fund Program Grant No. Pa26p04750102			Federal FY of Grant: 2002
Original Annual Statement Performance and Evaluation Report for Period Ending: 6/30/02		Reserve For Disasters/Emergenicies Revised Annual Statement (Revision No: 1 ) Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Toatl Estimated Cost		Toatal Actual Cost	
		Original	Revised	Oligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvemnts	10000	10000	0	0
4	1410 Administration	75000	75000	0	0
5	1411 Audit	0	0		
6	1415 Liquidated Damages	0	0		
7	1430 Fees and Costs	75000	75000	0	0
8	1440 Site Acquisition	0	0		
9	1450 Site Improvement	638000	565000	0	0
10	1460 Dwelling Structures	569527	545000	0	0
11	1465.1 Dwelling Equipment-Nonexpendable	12000	12000	0	0
12	1470 Nondwelling Equipment	0	0		
13	1475 Nondwelling Structures	25000	25000	0	0
14	1485 Demolition	0	0		
15	1490 Replacement Reserve	0	0		
16	1492 Moving to work Demonstration	0	0		
17	1495.1 Relocation Costs	0	0		
18	1499 Development Activities	0	0		
19	1501 Collaterization or Debt Service	0	0		
20	1502 Contingency	35653	35082	0	0
21	Amount of Annual Grant: (sum of lines 2-20)	1440180	1342082		
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance				
24	Amount of Line 21 Related to Security-Soft Costs				
25	Amount of Line 21 Related to Security-Hard Costs				
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**Annual Statement/Performance and Evaluation Report  
Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

**Capital Fund Program and Capital**

PHA Name: Wilkes-Barre Housing Authority		Grant Type and Number Grant No: PA26P04750102 Housing Factor Grant No:		Capital Fund Program Replacement		Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status Of Work
				Original	Revised	Funds Obligated	Funds Expended	
Lincoln Plaza	Carpeting	1460		41666	60000			
Pa047	Site Improvements	1450		0	65000			
	Trash Compactors	1460		20000				
	Office Renovations	1460		0	100000			
	<b>Subtotal</b>			<b>61666</b>	<b>225000</b>	<b>0</b>	<b>0</b>	
	Lighting	1450		138000	0			
Blvd Townhomes	Underground Utilites	1450		500000	500000			
Pa047-2	<b>Subtotal</b>			<b>638000</b>	<b>500000</b>	<b>0</b>	<b>0</b>	
East End Towers	Trash Compactors	1460		20000	0			
Pa047-3A	Carpeting	1460		20834	25000			
	<b>Subtotal</b>			<b>40834</b>	<b>25000</b>	<b>0</b>	<b>0</b>	
South View Manor	Trash Compactors	1460		20000	0			
PA047-3B	Carpeting	1460		20834	25000			
	<b>Subtotal</b>			<b>40834</b>	<b>25000</b>	<b>0</b>	<b>0</b>	
Valley View Terrace	Modernize Alarm System	1460		199527	275000			
PA047-5	Interior Electric	1460		165000				
	Trash Compactor	1460		20000				
	Carpeting	1460		41666	60000			
	<b>Subtotal</b>			<b>426193</b>	<b>335000</b>	<b>0</b>	<b>0</b>	
	<b>Total Subtotal Developments</b>			<b>1207527</b>	<b>1110000</b>	<b>0</b>	<b>0</b>	
Fees & Costs	A/E Services	1430		75000	75000			
	<b>Subtotal</b>			<b>75000</b>	<b>75000</b>	<b>0</b>	<b>0</b>	
Mangnt Imp.	Staff Development	1408		10000	10000			
	Dwelling Equipment	1465.1		12000	12000			
	Non-Dwelling Equipment	1475		25000	25000			
	<b>Subtotal</b>			<b>47000</b>	<b>47000</b>	<b>0</b>	<b>0</b>	
Administration	General Administration	1410		75000	75000			
	Continggency	1502		35653	35082			
	<b>Subtotal</b>			<b>110653</b>	<b>110082</b>	<b>0</b>	<b>0</b>	
	<b>Total</b>			<b>1440180</b>	<b>1342082</b>	<b>0</b>	<b>0</b>	