

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

---

# Bucks County Housing Authority

## PHA Plans

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



**PHA Plan  
Agency Identification**

**PHA Name:** Bucks County Housing Authority

**PHA Number:** PA051

**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)

**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: **BCHA shall apply for Housing Choice Vouchers if NOFAs are posted and it is determined that additional vouchers could be utilized**
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments:
  - Other (list below): **Advertise for Section 8 project-based units if needed.**
- 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: **BCHA shall set voucher payment standards at 110% of FMR, except for certain Exception Rent areas at 120% of FMR.**
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
  1. **Explore the possibility of selling 13 houses in PA 51-8.**
- 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): **BCHA will submit a plan to HUD to renew again its existing Designated Housing Plan which was approved by HUD on March 27, 1995. The Plan was renewed March 27, 2000 and March 27, 2002.**
- Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - Increase the number and percentage of employed persons in assisted families:
  - Provide or attract supportive services to improve assistance recipients' employability:
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities:
  - Other: (list below) **Renew contract with Bucks County Opportunity Council to administer the Section 8 Family Self-Sufficiency Program.**

**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 Bucks County Housing Authority has prepared this Annual Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and ensuing HUD Requirements. We have adopted HUD's mission statement as our own. Highlights include the following:**

- 1. Continued use of Designated Housing.**
- 2. Maintaining the Payment Standard for Housing Choice Vouchers at 110% of FMR, except for units in areas designated at 120% of FMR.**

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

**Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	
1. Housing Needs	5
2. Financial Resources	11

3. Policies on Eligibility, Selection and Admissions	13	
4. Rent Determination Policies		21
5. Operations and Management Policies		25
6. Grievance Procedures		27
7. Capital Improvement Needs		28
8. Demolition and Disposition		30
9. Designation of Housing	31	
10. Conversions of Public Housing	34	
11. Homeownership		36
12. Community Service Programs		38
13. Crime and Safety		40
14. Pets		42
15. Civil Rights Certifications (included with PHA Plan Certifications)		42
16. Audit		42
17. Asset Management		43
18. Other Information		43

### Attachments

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

#### Required Attachments:

- (pa051a01) Brief Statement of Progress in Meeting the 5-Year Mission and Goals
- (pa051b01) Assessment of Site-Based Waiting List Development Demographic Changes
- (pa051c01) FY 2003 Capital Fund Program Annual Statement and Five-Year Action Plan
- (pa051d01) FY 2002 Capital Fund Program Performance and Evaluation Report
- (pa051e01) FY 2001 Capital Fund Program Performance and Evaluation Report
- (pa051f01) FY 2000 Capital Fund Program Performance and Evaluation Report
- (pa051g01) FY 1999 Capital Fund Program Performance and Evaluation Report
- Section 8 Homeownership Capacity Statement (**Not Applicable**)
- Implementation of Public Housing Resident Community Service Requirements **Not Applicable**
- (pa051h01) Resident Membership of the PHA Governing Board
- (pa051i01) Membership of the Resident Advisory Board
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) (**Not Applicable**)
- (pa051j01) Pet Policy

#### Optional Attachments:

- PHA Management Organizational Chart

- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

### Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
* WAITING FOR HUD INSTRUCTIONS	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
N/A	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	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	2. Documentation of the required deconcentration and	

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary) Voluntary Conversion Analysis	(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.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of AMI	3175	5	3	3	1	3	3
Income >30% but <=50% of AMI	3697	3	3	3	1	2	2
Income >50% but <80% of AMI	8879	2	1	1	1	2	2
Elderly	7316	3	3	3	1	2	2

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Families with Disabilities	798	4	3	3	3	3	3
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

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

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

## 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	612		570
Extremely low income <=30% AMI	390	64%	

<b>Housing Needs of Families on the Waiting List</b>			
Very low income (>30% but <=50% AMI)	169	27%	
Low income (>50% but <80% AMI)	53	9%	
Families with children	123	20%	
Elderly families	489	80%	
Families with Disabilities	216	35%	
Race/ethnicity - W	462	75%	
Race/ethnicity - B	107	18%	
Race/ethnicity - His	39	6%	
Race/ethnicity - A	4	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	477	78%	418
2 BR	99	16%	103
3 BR	24	4%	41
4 BR	11	2%	7
5 BR	1	0%	1
5+ BR	0		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

<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:	

<b>Housing Needs of Families on the Waiting List</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	3194		2285
Extremely low income <=30% AMI	2398	75%	
Very low income (>30% but <=50% AMI)	785	25%	
Low income (>50% but <80% AMI)	11	0%	
Families with children	1426	45%	
Elderly families	1493	47%	
Families with Disabilities	1701	53%	
Race/ethnicity - W	2144	67%	
Race/ethnicity - B	795	25%	
Race/ethnicity - His	216	7%	
Race/ethnicity - A	39	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### 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)

**Advertise for Section 8 project-based units if necessary.**

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (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 (**Maintain existing Designated Housing Plan**)
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other:

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available

- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[24 CFR Part 903.79 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	932,000	
b) Public Housing Capital Fund	800,000	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	15,640,747	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self- Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)	N/A	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Capital Fund Program - 2002	886,835	Capital Improvements
Capital Fund Program – 2001	602,602	Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>		
	1,660,000	Operations

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Other income (list below)	-0-	
4. Non-federal sources (list below)		
Investment Income	120,000	Operations
Excess Utilities	13,000	“
Miscellaneous Income	20,000	“
<b>Total resources</b>	<b>20,675,184</b>	

### **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) **90 days**
- Other: (describe)

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

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

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

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

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

**(2)Waiting List Organization**

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting list – **PA51-6 Grundy Manor, Telford, PA**
- 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? **One**

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? **All**

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

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

**(3) Assignment**

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

- One  
 Two  
 Three or More

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

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

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

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

#### **(5) Occupancy**

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

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing

- Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

**(Per HUD instructions, the following questions are being substituted for the questions originally included in the Agency Plan template.)**

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

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

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

## 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)  
 The family's current address and the name and address of the current landlord, if known.

**(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)

**Section 8 Office**  
**240 Levittown Parkway**  
**Levittown, PA 19054**

**(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: If the voucher holder can document that he/she diligently searched for a unit but couldn't find one.

**(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)

- 1. 10% of new allocations and turnover units will be reserved for clients of the homeless shelter or transitional housing programs of Bucks County.**
- 2. 35 vouchers are project based in a 60-unit tax credit project in Bristol Township with its own waiting list for residents aged 62 or older.**
- 3. 50 vouchers are set aside for Family Unification Program eligible families.**
- 4. Up to 15% of total vouchers may be project based.**

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,

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 2 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
- 3 Other preference(s) (list below)

1. **10% of new allocations and turnover units will be reserved for clients of the homeless shelter or transitional housing programs of Bucks County.**
2. **35 vouchers are project based in a 60-unit tax credit project in Bristol Township with its own waiting list for residents aged 62 or older.**
3. **50 vouchers are set aside for additional Family Unification Program eligible families.**
4. **Up to 15% of total vouchers may be project based.**

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)

1. **The Bucks County Children and Youth Agency selects Family Unification Program participants in accordance with program regulations.**
2. **210 vouchers have been received from HUD from the Rental Assistance for Non-Elderly Persons with Disabilities in Support of Designated Housing programs for use by Non-Elderly Disabled Individuals from the Public Housing waiting list on a first come first serve basis.**

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

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

- \$0  
 \$1-\$25

\$26-\$50

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 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)

## 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 903.79(e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

**The Authority's C.E.O. is the Executive Director who is answerable to the five-member Board of Commissioners. Under the Executive Director's guidance and supervision, the Authority's management team consists of a Comptroller, Administrative Officer, Section 8 Coordinator, Administrative Assistant, Tenant Selection Supervisor and three Project Managers. Contracted to assist management and the Board regarding legal matters is a Solicitor.**

### **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	648	97
Section 8 Vouchers	2,639	420
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
HUD Section 8 New Construction	399	60
USDA Section 515	152	23

### **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)

- Maintenance Policy (including pest control)**
- Hazardous Materials Policy**
- Schedule of Charges to Tenants**
- PH Admissions and Continued Occupancy Policy**
- Capitalization Policy**
- Check Signing Policy**
- Community Space Policy**
- Criminal Records Management Policy**
- Disposition Policy**
- Drug Free Workplace Policy**

**Ethics Policy**  
**Investment Policy**  
**Personnel Policy**  
**Procurement Policy**  
**Sexual Harassment Policy**  
**Conflict of Interest Policy**  
**Pet Policy (Elderly/Disabled developments)**  
**Pet Policy (Family developments)**  
**Grievance Procedure**  
**Sensitive Records Policy**

(Note: The required pest control policy is contained in the Authority's Maintenance Policy.)

(2) Section 8 Management: (list below)

**Section 8 Administrative Plan**  
**Section 8 Participant Packet**

**Copies of these policies can be found at the Authority's Administrative offices located at 350 South Main Street, Suite 205, Doylestown, Pennsylvania, 18901 and are Supporting Documents to this Plan.**

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

## B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- PHA main administrative office
- Other (list below)
- Section 8 Office**  
**240 Levittown Parkway**  
**Levittown, PA 19054**

## 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) **pa051c01**

-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) **pa051c01**

-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.

## **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. e the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	<b>Bristol Borough Rehab</b>
1b. Development (project) number:	<b>PA26P051008</b>
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
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:	<b><u>(31/12/03)</u></b>
5. Number of units affected:	<b>13</b>
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	

- a. Actual or projected start date of activity: **January 04**  
 b. Projected end date of activity: **June 05**

**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: <b>Grundy Tower</b>	
1b. Development (project) number: <b>PA26P051001</b>	
2. Designation type:	
Occupancy by only the elderly <input checked="" type="checkbox"/>	
Occupancy by families with disabilities <input type="checkbox"/>	
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one)	
Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	

4. Date this designation approved, submitted, or planned for submission: <b>(27/03/02)</b>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: <b>176</b>
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>
1a. Development name: <b>Grundy Manor</b>
1b. Development (project) number: <b>PA26P051006</b>
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <b>(27/03/02)</b>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: <b>120</b>
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>
1a. Development name: <b>Bensalem Woods</b>
1b. Development (project) number: <b>PA26P051010</b>
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 checked="" type="checkbox"/>
3. Application status (select one)

Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <b>(27/03/02)</b>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: <b>48</b>
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>
1a. Development name: <b>Grundy Gardens</b>
1b. Development (project) number: <b>PA26P051011</b>
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 checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <b>(27/03/02)</b>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: <b>130</b>
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>
1a. Development name: <b>Macintosh Regency</b>
1b. Development (project) number: <b>PA26P051013</b>
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 checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <b>(27/03/02)</b>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: <b>100</b>
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

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

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

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**

(Per HUD guidance, the following questions are being inserted from HUD’s website into this Agency Plan template.)

**Component 10 (B) Voluntary Conversion Initial Assessments**

- a. How many of the PHA’s developments are subject to the Required Initial Assessments?  
**Two**
- b. How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?  
**Five**
- c. How many Assessments were conducted for the PHA’s covered developments?

**Two**

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

<b>Development Name</b>	Number of Units
<b>None</b>	

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:

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

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

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

[24 CFR Part 903.7 9 (1)]

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

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

1. Cooperative agreements:

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

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

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

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

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

**(1) General**

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. )

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

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of: <b>30/06/02</b> )
Public Housing		
Section 8	<b>96</b>	<b>22</b>

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

**C. Welfare Benefit Reductions**

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

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

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

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

[24 CFR Part 903.79 (m)]

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

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

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

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

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

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

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

**Venice Ashby II**

**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)

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

**Venice Ashby II**

**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)

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

**Venice Ashby II**

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

**(This sub-section is no longer applicable.)**

- 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 2001 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: )

**14. PET POLICY**

[24 CFR Part 903.7 9 (n)]

## Brief Statement of Pet Policy included as an Attachment

### **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?**

**Not Applicable**

## **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:

**Pets (dogs) should not be allowed in Public Housing.**

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

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

The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other: (list below)

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

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

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

### 3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

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

Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: (provide name here) **1) Bucks County, PA and 2) Bristol Township**

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.

### **A. Substantial Deviation from the 5-year Plan:**

**Substantial deviations from the 5-year Plan occur when the Board of Commissioners decides that it wants to change the mission statement, goals or objectives of the 5-year plan.**

### **B. Significant Amendment or Modification to the Annual Plan:**

**Significant amendments or modifications to the Annual Plan are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the plans of the agency and which require formal approval of the Board of Commissioners.**

## **Attachments**

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

### **The following are separate file submissions:**

- pa051a01** Brief Statement of Progress in Meeting the 5-Year Mission and Goals
- pa051b01** Assessment of Site-Based Waiting List Development Demographic Changes
- pa051c01** FY 2003 Capital Fund Program Annual Statement and Five-Year Action Plan
- pa051d01** FY 2002 Capital Fund Program Performance and Evaluation Report
- pa051e01** FY 2001 Capital Fund Program Performance and Evaluation Report
- pa051f01** FY 2000 Capital Fund Program Performance and Evaluation Report
- pa051g01** FY 1999 Capital Fund Program Performance and Evaluation Report (CGP)
- pa051h01** Resident Membership of the PHA Governing Board
- pa051i01** Membership of the Resident Advisory Board
- pa051j01** Brief Statement of Pet Policy

# **Attachment pa051a01: Statement of Progress in Meeting the 5-Year Plan Mission and Goals**

## **Fiscal Year 2003 Annual Plan**

**The following reflects the progress we have made in achieving our goals and objectives:**

### **GOAL 1: EXPAND THE SUPPLY OF ASSISTED HOUSING.**

**Objective 1:** Apply for additional rental vouchers.

**Progress:** Due to large turnover and receipt of opt out vouchers, no new vouchers are needed.

**Objective 2:** Build tax credit project.

**Progress:** 60-unit tax credit project was opened December 1, 2001 and fully occupied by April 2002.

**Objective 3:** Advertise for Section 8 project based units if necessary.

**Progress:** RFP was advertised for a 3- and 4-bedroom project and a proposal was received from Better Homes, Inc. for a 50-unit project in Bedminster Township. Fifty (50) Section 8 vouchers have been assigned to the project.

### **GOAL 2: INCREASE ASSISTED HOUSING CHOICES.**

**Objective 1:** Increase voucher payment standards up to 110% of FMR.

**Progress:** Payment standard is set at 110% of FMR.

**Objective 2:** Explore the possibility of selling 13 houses in PA 51-8.

**Progress:** Still under review.

### **GOAL 3: PROVIDE AN IMPROVED LIVING ENVIRONMENT.**

**Objective 1:** Apply to HUD to renew Designated Housing Plan which will expire on March 27, 2002

**Progress:** HUD renewed the Plan until March 27, 2004.

**GOAL 4: PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF FAMILIES AND INDIVIDUALS.**

**Objective 1:** Renew contract with Bucks County Opportunity Council to administer the Section 8 Family Self-Sufficiency Program.

**Progress:** Contract was renewed for one year effective July 1, 2002.

## **Attachment pa051b01: Assessment of Site-Based Waiting List Development Demographic Changes**

### **Fiscal Year 2003 Annual Plan**

**Result:** 14 applicants were admitted to PA 51-6 from September 1, 2001 to August 31, 2002. According to MTCS data, no demographic change to the development resulted from these admissions.

pa051c01

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:</b> <b>Summary</b>					
<b>PHA Name:</b>  <b>Bucks County Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>PA26P05150303</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  <b>2003</b>
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	110,000			
4	1410 Administration	80,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	15,000			
10	1460 Dwelling Structures	535,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

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

<b>PHA Name:</b>  <b>Bucks County Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>PA26P05150303</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  <b>2003</b>
---	---	--

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service				
20	1502 Contingency	60,000			
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>800,000</b>			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: <b>Bucks County Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA26P05150303</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2003</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	
PA26P051009, Venice Ashby	<b>Mgmt. Improvements – Reimbursement of Law Enforcement</b>	<b>1408</b>		<b>110,000</b>				
PHA WIDE	<b>Administration – Salaries &amp; Benefits</b>	<b>1410</b>		<b>80,000</b>				
	<b>Site Improvements:</b>							
PA26P051009, Venice Ashby	Lighting	1450		10,000				
PA26P051013, Macintosh Regency	Lighting	1450		5,000				
	<b>Total Site Improvements</b>	<b>1450</b>		<b>15,000</b>				
	<b>Dwelling Structures:</b>							
PA26P051009, Venice Ashby	Kitchen Cabinets & Bathroom Vanities	1460	61	200,000				
	Mail Boxes	1460	61	10,000				
	Boilers	1460	1	10,000				
	Flooring – Units	1460	61	100,000				

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

PHA Name: <b>Bucks County Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA26P05150303</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2003</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	
PA26P051010, Bensalem Woods	Heating Upgrades	1460		25,000				
	Bathroom Renovations	1460	48	50,000				
	Kitchen Renovations	1460	48	80,000				
PA26P051013, Macintosh Regency	Bathroom Renovations	1460	100	50,000				
	Window Latches	1460	200	5,000				
PA26P051006, Grundy Manor	Dryer Vents	1460		5,000				
	<b>Total Dwelling Structures</b>	<b>1460</b>		<b>535,000</b>				

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

PHA Name: <b>Bucks County Housing Authority</b>		Grant Type and Number Capital Fund Program No: <b>PA26P05150303</b> Replacement Housing Factor No:					Federal FY of Grant: <b>2003</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
PA26P051009, Venice Ashby:								
Lighting	9/30/05			9/30/06				
Kitchens/Bathrooms	9/30/05			9/30/06				
Mail Boxes	9/30/05			9/30/06				
Boilers	9/30/05			9/30/06				
Flooring – Units	9/30/05			9/30/06				
PA26P051010, Bensalem Woods:								
Heating Upgrades	9/30/05			9/30/06				
Bathroom	9/30/05			9/30/06				
Kitchen	9/30/05			9/30/06				
PA26P051013, Macintosh Regency:								
Lighting	9/30/05			9/30/06				
Bathrooms	9/30/05			9/30/06				
Windows	9/30/05			9/30/06				
PA26P051006, Grundy Manor: Vents	9/30/05			9/30/06				

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name <b>Bucks County Housing Authority</b>						<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: <b>2004</b> PHA FY: <b>2004</b>	Work Statement for Year 3 FFY Grant: <b>2005</b> PHA FY: <b>2005</b>	Work Statement for Year 4 FFY Grant: <b>2006</b> PHA FY: <b>2006</b>	Work Statement for Year 5 FFY Grant: <b>2007</b> PHA FY: <b>2007</b>	
	Annual Statement					
PA26P051001, Grundy Tower:		55,000	-0-	200,000	570,000	
PA26P051010, Bensalem Woods		-0-	-0-	155,000	-0-	
PA26P051011, Grundy Gardens		115,000	315,000	-0-	-0-	
PA26P051006, Grundy Manor		-0-	400,000	100,000	-0-	
CFP Funds Listed for 5-year planning		<b>170,000</b>	<b>715,000</b>	<b>455,000</b>	<b>570,000</b>	
Replacement Housing Factor Funds						





pa051d01

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:</b> <b>Summary</b>					
<b>PHA Name:</b>  <b>Bucks County Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>PA26P05150302</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  <b>2002</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	17,400	100,000	-0-	-0-
4	1410 Administration	92,000	88,600	-0-	-0-
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	40,000	5,000	-0-	-0-
8	1440 Site Acquisition				
9	1450 Site Improvement	360,000	95,000	-0-	-0-
10	1460 Dwelling Structures	337,000	555,000	-0-	-0-
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

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

<b>PHA Name:</b>  <b>Bucks County Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>PA26P05150302</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  <b>2002</b>
---	---	--

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending: 6/30/02  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service				
20	1502 Contingency	73,600	43,235	-0-	-0-
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>920,000</b>	<b>886,835</b>	<b>-0-</b>	<b>-0-</b>
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: <b>Bucks County Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA26P05150302</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2002</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantit y	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA WIDE	<b>Management Improvements:</b>							
	Social Services	1408		17,400	-0-	-0-	-0-	
	Reimbursement Law Enforcement	1408		-0-	100,000	-0-	-0-	
	<b>Total Management Improvements</b>	<b>1408</b>		<b>17,400</b>	<b>100,000</b>	<b>-0-</b>	<b>-0-</b>	
PHA WIDE	<b>Administration – Salaries &amp; Benefits</b>	<b>1410</b>		<b>92,000</b>	<b>88,600</b>	<b>-0-</b>	<b>-0-</b>	
	<b>Fees and Costs – A &amp; E:</b>							
PA26P051001, Grundy Tower	Canopy Fencing	1430		5,000	-0-	-0-	-0-	
PA26P051009, Venice Ashby	Street Paving	1430		20,000	-0-	-0-	-0-	
PA26P051010, Bensalem Woods	Lifts	1430		10,000	-0-	-0-	-0-	
PA26P051013, Macintosh Regency	Resurface Parking Lot	1430		5,000	5,000	-0-	-0-	
	<b>Total Fees and Costs</b>	<b>1430</b>		<b>40,000</b>	<b>5,000</b>	<b>-0-</b>	<b>-0-</b>	

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

PHA Name: <b>Bucks County Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA26P05150302</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2002</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantit y	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<b>Site Improvements:</b>							
PA26P051001, Grundy Tower	Fencing Concrete Work	1450 1450		10,000 -0-	-0- 5,000			
PA26P051011, Grundy Gardens	Concrete Work	1450		-0-	5,000			
PA26P051006, Grundy Manor	Lighting	1450			10,000			
PA26P051009, Venice Ashby	Street Paving Fencing	1450 1450		300,000 -0-	-0- 15,000			
PA26P051013, Macintosh Regency	Resurface Parking Lot	1450		50,000	60,000			
	<b>Total Site Improvements</b>	<b>1450</b>		<b>360,000</b>	<b>95,000</b>	<b>-0-</b>	<b>-0-</b>	
	<b>Dwelling Structures:</b>							

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

PHA Name: <b>Bucks County Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA26P05150302</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2002</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantit y	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA26P051001, Grundy Tower	Hallway Carpeting Doors and Locks Entrance Canopy	1460 1460 1460	176	110,000 37,000 10,000	120,000 20,000 -0-			
PA26P051010, Bensalem Woods	Stair Lifts Air Conditioning Blinds	1460 1460 1460	3	70,000 -0- -0-	-0- 110,000 25,000			
PA26P051011, Grundy Gardens	Carpeting Blinds	1460 1460		100,000 -0-	-0- 30,000			
PA26P051006, Grundy Manor	Security Camera Flooring	1460 1460		10,000 -0-	-0- 30,000			
PA26P051009, Venice Ashby	Roofing	1460		-0-	220,000			
	<b>Total Dwelling Structures</b>	<b>1460</b>		<b>337,000</b>	<b>555,000</b>	<b>-0-</b>	<b>-0-</b>	

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

PHA Name: <b>Bucks County Housing Authority</b>		Grant Type and Number Capital Fund Program No: <b>PA26P05150302</b> Replacement Housing Factor No:					Federal FY of Grant: <b>2002</b>
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PA26P051001, Grundy Tower:							
Carpeting	3/31/03			9/30/04			
Doors and Locks	3/31/03			9/30/04			
Canopy	3/31/03	xxx		9/30/04	xxx		Work Item Removed
Fencing	3/31/03	xxx		9/30/04	xxx		Work Item Removed
Concrete Work	xxx	3/31/03		xxx	9/30/04		Transferred from another Plan year
PA26P051009, Venice Ashby:							
Paving	3/31/03	xxx		9/30/04	xxx		Transferred to another Plan year
Roofing	xxx	3/31/03		xxx	9/30/04		Transferred from another Plan year
Fencing	xxx	3/31/03		xxx	9/30/04		Transferred from another Plan year
PA26P051010, Bensalem Woods:							
Lifts	3/31/03	xxx		9/30/04	xxx		Transferred to another Plan year
Air Conditioning	xxx	3/31/03		xxx	9/30/04		Transferred from another Plan year
Blinds	xxx	3/31/03		xxx	9/30/04		Transferred from another Plan year
PA26P051011, Grundy Gardens:							
Carpeting	3/31/03	xxx		9/30/04	xxx		Transferred to another Plan year
Blinds	xxx	3/31/03		xxx	9/30/04		Transferred from another Plan year

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

PHA Name: <b>Bucks County Housing Authority</b>		Grant Type and Number Capital Fund Program No: <b>PA26P05150302</b> Replacement Housing Factor No:					Federal FY of Grant: <b>2002</b>
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PA26P051013, Macintosh Regency: Parking Lot	3/31/03			9/30/04			
PA26P051006, Grundy Manor:							
Security Camera	3/31/03	xxx		9/30/04	xxx		Transferred to another Plan year
Flooring	xxx	3/31/03		xxx	9/30/04		Transferred from another Plan year
Lighting	xxx	3/31/03		xxx	9/30/04		Transferred from another Plan year

pa051e01

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHA Name: Bucks County Housing Authority		Grant Type and Number Capital Fund Program Grant No: PA26P05150201 Replacement Housing Factor Grant No:			Federal FY of Grant:  2001	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/02 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations					
3	1408 Management Improvements	-0-	13,200	13,200	6,042	
4	1410 Administration	92,500	93,600	93,600	70,200	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	20,000	28,015	5,015	5,015	
8	1440 Site Acquisition					
9	1450 Site Improvement	200,000	71,788	-0-	-0-	
10	1460 Dwelling Structures	585,000	677,181	222,181	216,253	
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					

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

<b>PHA Name:</b> Bucks County Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>PA26P05150201</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  <b>2001</b>
--	---	--

Original Annual Statement  Reserve for Disasters/ Emergencies  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	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service				
20	1502 Contingency	22,500	52,814	-0-	-0-
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>920,000</b>	<b>936,598</b>	<b>333,996</b>	<b>297,910</b>
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: <b>Bucks County Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA26P05150201</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2001</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	
PHA WIDE	<b>Mgmt. Improvements – Social Services</b>	<b>1408</b>		<b>-0-</b>	<b>13,200</b>	<b>13,200</b>	<b>6,042</b>	
PHA WIDE	<b>Administration – Salaries &amp; Benefits</b>	<b>1410</b>		<b>92,500</b>	<b>93,600</b>	<b>93,600</b>	<b>93,600</b>	
	<b>Fees and Costs – A &amp; E:</b>							
PA26P051011, Grundy Gardens	Air Conditioning	1430		10,000	10,000	-0-	-0-	
PA26P051010, Bensalem Woods	Air Conditioning	1430		3,500	3,500	-0-	-0-	
PA26P051009, Venice Ashby	Street Paving	1430		6,500	5,015	5,015	5,015	
PA26P051001, Grundy Tower	Street Paving	1430		-0-	10,000			
	<b>Total Fees and Costs</b>	<b>1430</b>		<b>20,000</b>	<b>28,515</b>	<b>5,015</b>	<b>5,015</b>	
	<b>Site Improvements:</b>							
PA26P051001, Grundy Tower	Outside Lighting	1450		25,000	25,000	-0-	-0-	
	Parking Lot Repairs	1450		175,000	46,788	-0-	-0-	Out for bid
	<b>Total Site Improvements</b>	<b>1450</b>		<b>200,000</b>	<b>71,788</b>	<b>-0-</b>	<b>-0-</b>	

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

PHA Name: <b>Bucks County Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA26P05150201</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2001</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	
	<b>Dwelling Structures:</b>							
PA26P051001, Grundy Tower	Blind Replacement Bathroom Renovations	1460 1460		90,000 120,000	36,412 175,000	36,412 -0-	36,412 -0-	Completed Out for Bid
PA26P051011, Grundy Gardens	Air Conditioning	1460		100,000	80,000	-0-	-0-	Out for Bid
PA26P051013, Macintosh Regency	Carpeting Bathroom Renovations	1460 1460		225,000 -0-	100,000 100,000	-0- -0-	-0- -0-	Out for Bid Out for Bid
PA26P051006, Grundy Manor	Carpeting Security Cameras	1460 1460		50,000 -0-	58,843 5,928	58,843 5,928	58,843 -0-	Completed In process
PA26P051010, Bensalem Woods	Flooring	1460		-0-	52,199	52,199	52,199	Completed
PA26P051009, Venice Ashby	Windows & Siding	1460		-0-	68,799	68,799	68,799	Completed
	<b>Total Dwelling Structures</b>			<b>585,000</b>	<b>677,181</b>	<b>222,181</b>	<b>216,253</b>	

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

PHA Name: <b>Bucks County Housing Authority</b>		Grant Type and Number Capital Fund Program No: <b>PA26P05150201</b> Replacement Housing Factor No:					Federal FY of Grant: <b>2001</b>	
Development Number Name/HA -Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
PA26P051001, Grundy Tower:								
Outside Lighting	9/30/02			3/31/04				
Parking Lot Repairs	9/30/02			3/31/04				
Blind Replacement	9/30/02	3/31/02	3/31/02	3/31/04	3/31/02	3/31/02	Completed	
Bathroom Renovations	9/30/02			3/31/04				
PA26P051011, Grundy Gardens:								
Air Conditioning	9/30/02			3/31/04				
PA26P051013, Macintosh Regency:								
Carpeting	9/30/02	xxx		3/31/04	xxx		Moved to FY 2000	
Bathroom Renovations	xxx	9/30/02		xxx	3/31/04			
PA26P051006, Grundy Manor:								
Carpeting	9/30/02	6/30/02	6/30/02	3/31/04	6/30/02	6/30/02	Completed	
Security Cameras	xxx	6/30/02			9/30/02			
PA26P051010, Bensalem Woods								
Flooring	xxx	6/30/02	6/30/02	xxx	6/30/02	6/30/02	Completed	

pa051f01

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: <b>Bucks County Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA26P05150100</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2000</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	91,800	91,800	91,800	91,800
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	3,750	32,197	32,197	32,197
8	1440 Site Acquisition				
9	1450 Site Improvement	25,000	82,621	82,621	12,659
10	1460 Dwelling Structures	728,000	711,668	711,668	702,716
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				

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

<b>PHA Name:</b> <b>Bucks County Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>PA26P05150100</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2000</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency	69,736	-0-	-0-	-0-
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>918,286</b>	<b>918,286</b>	<b>918,286</b>	<b>839,372</b>
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: <b>Bucks County Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA26P0510100</b> Replacement Housing Factor Grant No:				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	
PHA WIDE	<b>Administration – Salaries &amp; Benefits</b>	<b>1410</b>		<b>91,800</b>	<b>91,800</b>	<b>91,800</b>	<b>91,800</b>	
	<b>Fees and Costs – A &amp; E:</b>							
PA26P051006, Grundy Manor	Decks	1430		3,750	2,221	2,221	2,221	
PA26P051009, Venice Ashby	Windows & Siding	1430		-0-	25,240	25,240	25,240	
PA26P051001, Grundy Tower	Parking Lot	1430		-0-	4,736	4,736	4,736	
	<b>Total Fees and Costs</b>			<b>3,750</b>	<b>32,197</b>	<b>32,197</b>	<b>32,197</b>	
	<b>Site Improvement:</b>							
PA26P051009, Venice Ashby	Site Lighting	1450		25,000	-0-	-0-	-0-	
	Paving	1450		-0-	69,962	69,962	-0-	
PA26P051001, Grundy Tower	Parking Lot Repairs	1450		-0-	12,659	12,659	12,659	
	<b>Total Site Improvements</b>			<b>25,000</b>	<b>82,621</b>	<b>82,621</b>	<b>12,659</b>	

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

PHA Name: <b>Bucks County Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA26P0510100</b> Replacement Housing Factor Grant No:			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	
	<b>Dwelling Structures:</b>							
PA26P051001, Grundy Tower	Security Cameras	1460		20,000	3,952	3,952	-0-	Contracted
	Boiler Replacement	1460		180,000	108,867	108,867	103,867	Complete
	Blinds	1460		-0-	10,588	10,588	10,588	Complete
PA26P051009, Venice Ashby	Windows & Siding	1460		440,000	271,529	271,529	271,529	Complete
PA26P051011, Grundy Gardens	Security Card System	1460		10,000	10,166	10,166	10,166	Complete
	504 Elevator Modifications	1460		13,000	12,400	12,400	12,400	Complete
	Security Cameras	1460		20,000	2,845	2,845	2,845	Complete
PA26P051013, Macintosh Regency	Kitchen Flooring	1460		50,000	81,400	81,400	81,400	Complete
	Carpeting	1460		-0-	203,121	203,121	203,121	Complete
PA26P051006, Grundy Manor	Roofing/Deckwork	1460		15,000	6,800	6,800	6,800	Complete

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: <b>Bucks County Housing Authority</b>			Grant Type and Number Capital Fund Program Grant No: <b>PA26P0510100</b> Replacement Housing Factor Grant No:			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	
	<b>Total Dwelling Structures</b>			<b>728,000</b>	<b>711,668</b>	<b>711,668</b>	<b>702,716</b>	

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part III: Implementation Schedule								
PHA Name: <b>Bucks County Housing Authority</b>			Grant Type and Number Capital Fund Program No: <b>PA26P05150100</b> Replacement Housing Factor No:			Federal FY of Grant: <b>2000</b>		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
PA26P051009, V. Ashby:								
Paving	xxx	3/31/02	3/31/02	xxx	9/30/02		Moved from 2001 – Work in Progress	
Site Lighting	3/31/02	xxx		9/30/03	xxx		Funded from Operating Reserve	
Windows & Siding	3/31/02	12/31/01	12/31/01	9/30/03	3/31/02	3/31/02	Complete	
PA26P051001, G. Tower:								
Parking Lot Repairs	3/31/02	9/30/02		9/30/03				
Security Cameras	3/31/02	9/30/01		9/30/03	6/30/02	6/30/02	Complete	

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

PHA Name: <b>Bucks County Housing Authority</b>		Grant Type and Number Capital Fund Program No: <b>PA26P05150100</b> Replacement Housing Factor No:					Federal FY of Grant: <b>2000</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
Boiler Replacement	3/31/02	3/31/00	3/31/00	9/30/03	9/30/02		Holding Retainage	
Blinds	xxx	3/31/02	3/31/02	xxx	3/31/02	3/31/02	Moved from 2002 - Complete	
PA26P051011, G. Gardens:								
Security Cameras	3/31/02	9/30/01	9/30/01	9/30/03	6/30/02	6/30/02	Complete	
Elevators	3/31/02	12/31/00	12/31/00	9/30/03	3/31/01	3/31/01	Complete	
Card System	3/31/02	3/31/01	3/31/01	9/30/03	3/31/01	3/31/01	Complete	
PA26P051013, Macintosh Regency: Flooring								
	3/31/02	12/31/00	12/31/00	9/30/03	6/30/01	6/30/01	Complete	
PA26P051006, Grundy Manor: Roofing								
	3/31/02	12/31/00	12/31/00	9/30/03	6/30/01	6/30/01	Complete	

pa051g01

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:						
Summary						
PHA Name: <b>Bucks County Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA26P05170799</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>1999</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations					
3	1408 Management Improvements					
4	1410 Administration	70,925	70,925	70,925	70,925	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	15,000	23,146	23,146	23,146	
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	600,000	615,180	615,180	615,180	
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					

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

<b>PHA Name:</b> <b>Bucks County Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>PA26P05170799</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>1999</b>
---	---	--

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency	23,326	-0-		
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>709,251</b>	<b>709,251</b>	<b>709,251</b>	<b>709,251</b>
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: <b>Bucks County Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA26P05170799</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>1999</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	
PHA WIDE	<b>Administration – Salaries &amp; Benefits</b>	<b>1410</b>		<b>70,925</b>	<b>70,925</b>	<b>70,925</b>	<b>70,925</b>	
	<b>Fees and Costs:</b>							
PA26P051006, Grundy Manor	Weatherproofing	1430		10,000	5,233	5,233	5,233	
PA26P051009, Venice Ashby	Sidewalk Repairs	1430		5,000	5,200	5,200	5,200	
PA26P051001, Grundy Tower	Boiler Upgrades	1430		-0-	12,713	12,713	12,713	
	<b>Total Fees and Costs</b>			<b>15,000</b>	<b>23,146</b>	<b>23,146</b>	<b>23,146</b>	
	<b>Dwelling Structures:</b>							
PA26P051001, Grundy Tower	Painting	1460		140,000	-0-	-0-	-0-	
	Carpeting	1460	176	-0-	147,387	147,387	147,387	
	Boilers	1460	2	-0-	184,808	184,808	184,808	
PA26P051009, Venice Ashby	Sidewalk Repairs	1460		25,000	46,646	46,646	46,646	
	Resurface Parking Lot	1460		25,000	-0-	-0-	-0-	

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

PHA Name: <b>Bucks County Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA26P05170799</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>1999</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	
PA26P051011, Grundy Gardens	Kitchen Cabinets	1460	520	110,000	19,527	19,527	19,527	
	Carpeting	1460	130	-0-	158,924	158,924	158,924	
	Flooring - Kitchens	1460	130	-0-	47,888	47,888	47,888	
	Upgrade Nurses Call	1460		25,000	-0-	-0-	-0-	
PA26P051013, Macintosh Regency	Flooring – Common Areas	1460		25,000	10,000	10,000	10,000	
PA26P051006, Grundy Manor	Exterior Siding Repair	1460		250,000	-0-	-0-	-0-	
	<b>Total Dwelling Structures</b>			<b>600,000</b>	<b>615,180</b>	<b>615,180</b>	<b>615,180</b>	

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

PHA Name: <b>Bucks County Housing Authority</b>		Grant Type and Number Capital Fund Program No: <b>PA26P05170799</b> Replacement Housing Factor No:					Federal FY of Grant: <b>1999</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
PA26P051001, Grundy Tower:								
Carpeting		6/30/01	12/31/00	9/30/01	6/30/01	6/30/01		
Boilers		6/30/01	3/31/01	12/31/01	9/30/01	9/30/01		
PA26P051009, Venice Ashby:								
Sidewalks	3/31/01		3/31/01	9/30/02	9/30/01	9/30/01		
Parking Lots	3/31/01	xxx	xxx	9/30/02	xxx	xxx	Moved to another Plan year	
PA26P051011, Grundy Gardens:								
Cabinets	3/31/01	12/31/99	12/31/99	9/30/02	6/30/00	6/30/00		
Carpeting		6/30/00	6/30/00		12/31/00	12/31/00		
Flooring		3/31/01	12/31/00	9/30/02	6/30/01	6/30/01		
PA26P051013, Macintosh Regency:								
Flooring	3/31/01	12/31/00	12/31/00	9/30/02	6/30/01	6/30/01		

## Attachment pa051h01: Resident Member on the PHA Governing Board

### FY 2003 Annual Plan

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

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

**Mary Kimbrough**

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

- Elected  
 Appointed

C. The term of appointment is (include the date term expires): **12/15/02**

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

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis  
 the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.  
 Other (explain

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

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

## **Required Attachment pa051i01: Membership of the Resident Advisory Board or Boards**

### **Fiscal Year 2003 Annual Plan**

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

**Elizabeth Scherer**  
**Joyce Graves Mitchell**  
**Florence Roe**  
**Leona Eastwood**  
**Gloria Martino**  
**Jennie Bannon**  
**Jacqueline Intriago**  
**Doris Bernabei**  
**Marge Casper**  
**Leah Wurzel**

## **Required Attachment pa051j01: Brief Description of Pet Policy**

### **Fiscal Year 2003 Annual Plan**

Bucks County Housing Authority has developed written policies for pet ownership in public housing developments. The following is a summary of requirements outlined in the Pet Policies.

The Authority's policies do not apply to animals that are used to assist persons with disabilities. Assistive animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

The Authority's Pet Policies have the following basic requirements:

1. Only one common household pet per unit, not in excess of 15 pounds.
2. Pet owners must have proof of current inoculations and licenses. This information must be updated at every annual reexamination.
3. All pets shall be spayed or neutered.
4. Pet owners must pay a Pet Deposit in the amount of \$300 prior to the BCHA granting permission to the resident for having a pet. Pet deposit shall be refundable at the removal of pet from the premises or termination of the lease, less charges (if any) for damages to the premises.
5. Residents must identify one emergency caregiver to care for the pet in the event of resident illness or absence from the unit.

The Authority has reviewed the Pet Policies with the Resident Advisory Board and completed the public comment period.