

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

*PHA Plans for the
Williamsport Housing
Authority*

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

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

PHA Plan Agency Identification

PHA Name: *Williamsport Housing Authority*

PHA Number: *PA062*

PHA Fiscal Year Beginning: (mm/yyyy) *07/2003*

Public Access to Information

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TDD:

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

A. Mission

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

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

The Williamsport Housing Authority is committed to providing quality, safe, and affordable housing to eligible families in an efficient, ethical, non-discriminatory and professional manner. Our first and foremost priority is to serve people in need. The Authority understands that simply providing a decent home is not enough since that only alleviates immediate need. Often overlooked are the related social, educational and economic aspects impacting the living conditions of those we serve and which indirectly invite and encourage governmental dependency rather than promoting self-sufficiency.

Progress Statement FYB 2002:

In attaining its goal, the Williamsport Housing Authority (WHA) has fully supported during the previous year and will continue to promote in future years self-sufficiency, crime prevention, drug elimination and is committed to providing meaningful outlets for the families and youth in our community.

The WHA has made transition of a new public service building, located at 605 W. Fourth Street for the purpose of the Authority's administrative offices, Big Brothers and Big Sisters of Lycoming County and future occupancy of community based agencies that provide services to low income persons and families.

The WHA has expanded the community room and reorganized the resident board at Kennedy King Manor. The resident board is independently functioning with a wide variety of community based programs and agencies. In the upcoming year the WHA will be working on building a jurisdiction wide resident association which will consist of members from all program areas served by the Authority.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
- Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities: Partner and administer privately owned assisted housing:
 - Acquire or build units or developments
 - Other (list below) *(added)*
2003 HOPE VI application

Progress Statement FYB 2002:

- *The PHA has maintained its reduced housing vacancies and unit turnaround time by reorganizing duties throughout the agency and streamlining maintenance.*
- *The PHA continues to leverage other funding sources for additional or replacement housing through private and other public sources.*
- *The PHA has succeeded in developing a Section 8 Homeownership program with our 1st closing in the last 12 months.*
- *The PHA has made a HOPE VI application.*

- 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: *All or part of PA62-2 and relocate residents to a multi-block area identified by the Community Development as a focus for Community Revitalization. (added)*
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

Progress Statement FYB 2002:

- *The PHA was rated a High Performer in the PHAS system last year and will continue to improve its management functions to maintain this status.*
- *WHA has retained a consulting team that completed a feasibility study in December 2002 on our Kennedy King Manor project (PA62-2) for the purpose of evaluating the thresholds and scoring involved in a HOPE VI application. We anticipate the NOFA being issued in April 2003, and the application due in August 2003.*

Our goal is to demolish all or part of PA62-2 and relocate residents to a multi-block area identified by the City of Williamsport Community Development as a focus for Community Revitalization.

In order to avoid the “windfall or wipeout” result in the event the HOPE VI application is not approved, we have developed alternative scenarios, “with” and “without” HOPE VI dollars. They involve disposition under HUD’s regulations and rely on tax credits and other strategies, thus utilizing most of the time and expenses involved in our effort.

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

Progress Statement FYB 2002:

- *The PHA will utilize the mortgage proceeds from their public housing, Homeownership program, to purchase additional affordable single family homes and assist in securing mortgages for prospective homebuyers.*
- *28 units applicable to PH homeownership, 23 of those units have been purchased.*
- *Section 8 Homeownership program successfully closed on its 1st property in the last 12 months.*
- *Voucher mobility counseling will be done at each annual recertification, briefing and unit transfer.*
- *Outreach to landlords will be done on an as needed basis.*

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

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

Progress Statement FYB 2002:

- *The PHA has provided office space for an on-site community police station at development 62-2.*
- *The PHA is applying for of designation for the elderly at development 62-1, Peter Herdic Highrise.*
- *Regarding income mixing, the PHA currently has no problem in achieving this objective. We currently have a good income mix.*

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)

Progress Statement FY 2002:

- *The PHA hired a full-time Resident Service Coordinator to implement new services offered to residents. These services include partnerships with other community based organizations that provide services relating to family self-sufficiency.*

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: *(added)*
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: *(added)*
 - Other: (list below)

Progress Statement FYB 2002:

The PHA continues to comply with all applicable Federal Laws and regulations to ensure that admission to and occupancy of public housing neighborhoods and the issuance of section 8 certificates and vouchers is conducted without regard to race, color, religion, creed, sex, handicap, disability, familial status, or national origin.

Other PHA Goals and Objectives: (list below)

Progress Statement FYB 2002:

Community and Resident Service Objectives:

- *The PHA has developed and is successfully operating a model computer technology center at the Kennedy King Manor community center for its residents. The lab is used for student homework, study time, GED training, general education, employment and job searching services. The technology center allows any person to gain access to computer services and develop computer literacy skills necessary in today's world. The PHA also opened a pre-school development workshop at its community center. This workshop is available for low income residents that have preschool children and thus enables the parents to participate in our programs.*
- *The PHA continues to expand partnerships with community based organizations such as Big Brothers and Big Sisters of Lycoming County, YMCA, Pennsylvania College of Technology, Lycoming College, James V. Brown Library, Williamsport Area School District, West End Babe Ruth League, PA Department of Health, Lycoming County Health Improvement Coalition, Campbell Street Community and Youth Association, Project Literacy, and local churches. These partnerships provide educational, asset development, self-sufficiency and recreational services to the residents of low-income housing and our community.*

- *The PHA has project based community policing office is developing an on-site crime watch program.*
- *The resident council continues to function actively and independently. They have established an active youth basketball league which currently serves 60 youth (girls and boys between the ages of 11-15). The objective of the league is to help develop young minds to focus on leadership, teamwork, responsibility and coordination.*

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 (changed)**
 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 Williamsport Housing Authority has prepared this Annual PHA Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

The purpose of the Annual Plan is to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program and other members of the public may locate basic PHA policies, rules and requirements related to the operations, programs and services of the agency.

The Mission Statement and the Goals and Objectives were based on information contained in our jurisdiction's Consolidated Plan and will assure that our residents will receive the best customer service.

Excellent customer service and fulfillment of the Mission Statement and Goals and Objectives is ensured by implementation of a series of policies that are on display with this Plan. The Admissions and Occupancy Policy and Section 8 Administrative Plan are the two primary policies on display. These important documents cover the public housing tenant selection and assignment plan, outreach services, PHA's responsibility to Section 8 owners/landlords, grievance procedures, etc.

The most important challenges to be met by the Williamsport Housing Authority during FY 2003 include:

- *Preserve and improve the public housing stock through the Capital Funds activities.*

- *Involve the public housing residents and the Section 8 participants through the Annual Plan Resident Advisory Board.*
- *Train staff and commissioners to fully understand and take advantage of opportunities in the new law and regulations to better serve our residents and the community; and*
- *Identify, develop and leverage services to enable low-income families to become self-sufficient.*

In closing, this Annual PHA Plan exemplifies the commitment of the Williamsport Housing Authority to meet the housing needs of the full range of low-income residents. The Williamsport Housing Authority, in partnership with agencies from all levels of government, the business community, non-profit community groups, and residents will use this plan as a road map to reach the “higher quality of life” destination for the City of Williamsport.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration – **pa062a02**
- FY 2003 Capital Fund Program Annual Statement – **pa062b02**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Other (List below, providing each attachment name)
 - Substantial Deviation and Significant Amendment or Modification – pa062d02*
 - Lease Addendum – Pet Policy and Agreement – pa062e02*
 - Resident Member on the PHA Governing Board – pa062f02*
 - Membership of the Resident Advisory Board or Boards – pa062g02*
 - Summary of Policy or Program Changes for the Upcoming Year – pa 062h02*
 - Section 8 Homeownership Capacity Statement – pa062i02*
 - Deconcentration and Income Mixing – pa062j02*
 - Voluntary Conversion Required Initial Assessment – pa062k02*
 - Resident Survey Follow-up Plan – pa062l02*
 - Determination of Total Tenant Payment – pa062m02*

Optional Attachments:

- PHA Management Organizational Chart
- FY 2003 Capital Fund Program 5 Year Action Plan – **pa062c02**
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
 - 2000 Performance and Evaluation Report – pa062n02*
 - 2001 Performance and Evaluation Report – pa062o02*
 - 2002 Performance and Evaluation Report – pa062p02*

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	A & O Policy	
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
X	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
X (added)	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
X	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
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
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
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1881	3	3	2	2	2	2
Income >30% but <=50% of AMI	1243	3	3	2	2	2	2
Income >50% but <80% of AMI	1321	2	3	2	2	2	2
Elderly	n/a						
Families with Disabilities	n/a						
Caucasian	n/a						
African-American	n/a						
Other	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 checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	278		64
Extremely low income <=30% AMI	185	67%	
Very low income (>30% but <=50% AMI)	74	27%	
Low income (>50% but <80% AMI)	19	6%	
Families with children	165	59%	
Elderly families	34	12%	
Families with Disabilities	75	27%	
Unknown	23	8%	
Caucasian	120	43%	
African-American	149	54%	
Other	9	3%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A	N/A	N/A
2 BR	N/A	N/A	N/A
3 BR	N/A	N/A	N/A
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A
5+ BR	N/A	N/A	N/A
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	51		45
Extremely low income <=30% AMI	40	78%	
Very low income (>30% but <=50% AMI)	9	18%	
Low income (>50% but <80% AMI)	2	4%	
Families with children	25	49%	
Elderly families	2	4%	
Families with Disabilities	12	24%	
<i>Caucasian</i>	19	37%	
<i>African-American</i>	31	61%	
<i>Other</i>	1	2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	26	51%	
2 BR	12	24%	
3 BR	10	20%	
4 BR	3	6%	
5 BR	0	0	0
5+ BR	0	0	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" 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 (*added*)
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources (*added*)
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction (*added*)
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly (*Development 62-1, Peter Herdic Highrise*)
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

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)
 - *Apply for designation of project based vouchers from existing inventory to assist in a privately owned local project.*

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	634,253.00	
b) Public Housing Capital Fund	263,028.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	Vouchers= New Construction= 1,382,506.00 825,041.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	4,425.00	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below) as of 12/31/02		
2002 CFP	180,292.51	Public housing capital improvements
2001 CFP	199,119.04	Public housing capital improvements
Sub-total	3,488,664.55	
3. Public Housing Dwelling Rental Income	349,957.00	Public housing operations
4. Other income (list below)	65,906.00	Public housing operations
Interest on General Funds Investments	8,500.00	
Other income: Legal fees, maintenance Charges to tenants, late fees, NSF check Charges etc.	43,000.00	
Excess utilities	7,000.00	
Non-dwelling rental	7,406.00	
5. Non-federal sources (list below)		
Sub-total:	415,863.00	
Total resources	3,904,527.55	

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: *Pre-qualifications are done at time of application, remaining eligibility qualifications are verified throughout the waiting list period and re-verified when an offer is available.*
- Other: *Pre-qualifications are done at time of application and reevaluated when an offer for a unit is pending.*

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: *Credit Report*

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

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

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

(2) Waiting List Organization

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other: *Jurisdictional waiting lists*

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

- PHA main administrative office
- PHA development site management office:

- Kennedy King Manor, 709 Foresman, Williamsport, PA 17701
- Other:
- Williamsport Housing Authority Web-site: www.whapa.org

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**

PHA does not operate site-based waiting lists

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

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

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

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

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

- One
- Two
- Three or More

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

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

(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: *n/a*

- 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) *n/a*

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

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either

through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences: *N/A*

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) *N/A*

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing (see attachment pa062j01)

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

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

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

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

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

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

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- 1) *General eligibility, (income, previous participation)*
- 2) *Previous Subsidized housing residency*
- 3) *Open market rental history*
- Other: *Previous Williamsport Housing Authority Section 8 and Public Housing records.*
- 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)
- Upon request, will provide resident last known address and previous landlord name and mailing address.*

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)
 - 1) *Public Housing Project Site Office, Kennedy King Manor, 709 Foresman Street.*
 - 2) *Williamsport Housing Authority website: www.whapa.org*

(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:

Granted on a case-by-case basis to meet individual needs where warranted. For example, as a reasonable accommodation to make the program accessible to and usable by a family member with a disability; or to meet extenuating circumstances such as hospitalization or a family emergency for an extended period of time which has affected the family's ability to find a unit within the initial sixty-day period; or if the family has made a reasonable effort to locate a unit and after seeking the assistance of the PHA and was not able to locate a unit; or if the family was prevented from finding a unit due to disability accessibility requirements or large size (four or more) bedroom unit requirement.

(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 *n/a*

- 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) *n/a*

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

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

1 Date and Time

Former Federal preferences *n/a*

- 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) *n/a*

- 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)

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) **n/a**

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

See attachment pa062m01 - Determination of Total Tenant Payment

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: *\$25.00 (minimum rent)*

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
Was previously unemployed for at least 12 months
- For increases in earned income
 - 1) *(If increase is a result of being enrolled in the FSS Program)*
 - 2) *(If previous employment earned less than \$2575.00 with a 12 months)*
 - 3) *(Had drawn at least \$500 in benefits from TANF over the past six months.)*
- 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 (No ceiling rents effective 09/30/02)

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

- Yes for all developments (*changed*)
- Yes but only for some developments
- No (*changed*)

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

- For all developments (*changed*)
- 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) 110%
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments

- Operating costs plus debt service
- The “rental value” of the unit
- Other (list below)

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase *over \$50.00 per month*
- 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) *n/a*

- 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) *n/a*

- 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) **(added)**

- 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) *market rents*

(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)

See attachment pa062m01 - Determination of Total Tenant Payment

5. Operations and Management *N/A – High performer*

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
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)		

C. Management and Maintenance Policies

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

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

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures (NA-High Performer)

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (FY 2003 Capital Fund Program Annual Statement) *pa062b01*

-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 (FY 2003 Capital Fund Program 5 Year Action Plan) *pa062c01*

2000 Performance and Evaluation Report – pa062n01

2001 Performance and Evaluation Report – pa062o01

2001 Performance and Evaluation Report – pa062p01

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
 Revitalization Plan submitted, pending approval
 Revitalization Plan approved
 Activities pursuant to an approved Revitalization Plan underway

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

PA062-2, Kennedy King Manor

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

PA062-2, Kennedy King Manor

** The PHA will be submitting a current year HOPE VI application which will consist of a mixed finance component.*

- 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.) *(changed)*

PA062-2 Demolish portable buildings to reduce the concentration of units as part of a HOPE VI project.

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: Kennedy King Manor 1b. Development (project) number: PA062-2
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input 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: <u>(09/30/03)</u>
5. Number of units affected: 101
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: N/A a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name: <i>Peter Herdic Highrise</i>	
1b. Development (project) number: <i>PA062-1</i>	
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <i>(03/06/30)</i>	
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: <i>51</i>	
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.

Conversion of Public Housing Activity Description
1a. Development name: Kennedy King Manor 1b. Development (project) number: PA62-2
2. What is the status of the required assessment? <input checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: N/A <i>(added)</i>)

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

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

Voluntary Conversion Required Initial Assessment – pa062k01

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

Section 8 Homeownership Capacity Statement – pa062i01

12. PHA Community Service and Self-sufficiency Programs (NA-High Performer)

[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 has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

Note: Our TANF agency has advised us they were instructed by their headquarters office not to sign any cooperative agreements at this time.

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

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

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

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of: DD/MM/YY)

- 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

Attachment no longer required

13. PHA Safety and Crime Prevention Measures *(NA-High Performer)*

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

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

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

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

- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2002 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Pet Ownership Policy – pa062e01

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? *N/A*
If not, when are they due (state below)?

17. PHA Asset Management (*N/A-High Performer*)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
N/A
 Attached at Attachment (File name)
 Provided below:

3. In what manner did the PHA address those comments? (select all that apply) N/A
 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: *Recommended by the Mayor, City Council reviews and makes appointments.*

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance (*added*)

- 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) (*added*)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: *City of Williamsport*

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)
 - *Affordable opportunities for first-time and other prospective homebuyers*
 - *Continued rehabilitation of the owner and rental housing stock, particularly within the low and moderate-income census tracts.*
 - *Additional subsidies for rental housing to assist very low and low-income households.*
 - *Continued emergency shelter and supportive services provided by social and nonprofit organizations.*
 - *Continued transitional housing with supportive services provided by social and nonprofit organizations to assist homeless persons and families to make the transition to permanent housing and self-sufficiency.*

D. Other Information Required by HUD

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

Attachments

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

PHA Plan Table Library

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

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

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

Original Annual Statement

See attachment pa062b01

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

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

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

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<i>See attachment pa062c01</i>				
Total estimated cost over next 5 years				

Attachment: pa062a02

**DE-CONCENTRATION AND INCOME TARGETING POLICY
FOR THE
WILLIAMSPORT HOUSING AUTHORITY
WILLIAMSPORT, PENNSYLVANIA**

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DE-CONCENTRATION AND INCOME TARGETING POLICY
(of the Public Housing Admissions and Occupancy Policy)

Sub-Title A, Section 513 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic De-concentration of public housing developments and (2) Income Targeting to assure that families in the “extremely low” income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.

Therefore, the Housing Authority of the City of Williamsport, Pennsylvania (hereinafter referred to as PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:

A. Economic De-concentration:

Admission and Continued Occupancy Policies are revised to include the PHA’s policy of promoting economic de-concentration. Implementation of this program may require the PHA to determine the median income of residents in each development, determine the average income of residents in all developments, compute the Established Income Range (EIR), determine developments outside the EIR, and provide adequate explanations and/or policies as needed to promote economic de-concentration.

Implementation may include one or more of the following options:

- Skipping families on the waiting list based on income;
- Establishing preferences for working families;
- Establish preferences for families in job training programs;
- Establish preferences for families in education or training programs;
- Marketing campaign geared toward targeting income groups for specific developments;
- Additional supportive services;
- Additional amenities for all units;
- Ceiling rents;
- Flat rents for developments and unit sizes;
- Different tenant rent percentages per development;
- Different tenant rent percentages per bedroom size;
- Saturday and evening office hours;
- Security Deposit waivers;
- Revised transfer policies;
- Site-based waiting lists;
- Mass Media advertising/Public service announcements; and
- Giveaways.

B. Income Targeting

As public housing dwelling units become available for occupancy, responsible PHA employees will offer units to applicants on the waiting list. In accordance with the Quality Housing and Work Responsibility Act of 1998, the PHA encourages occupancy of its developments by a broad range of families with incomes up to eighty percent (80%) of the median income for the jurisdiction in which the PHA operates. Depending on the availability of applicants with proper demographics, at a minimum, 40% of all new admissions to public housing **on an annual basis** may be families with incomes at or below thirty percent (30%), (extremely low-income) of the area median income. The offer of assistance will be made without discrimination because of race, color, religion, sex, national origin, age, handicap or familial status.

In order to implement the income targeting program, the following policy is adopted:

- ▶ The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the lower/very low-income category alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).
- ▶ After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.
- ▶ To the maximum extent possible, the offers will also be made to effect the PHA's policy of economic de-concentration.
- ▶ The PHA reserves the option, at any time, to reduce the targeting requirement for public housing by no more than ten percent (10%), if it increases the target figure for its Section 8 program from the required level of seventy-five percent (75%) of annual new admissions to no more than eighty-five percent (85%) of its annual new admissions. (Optional for PHAs with both Section 8 and Public Housing programs)

CAPITAL FUND PROGRAM TABLES START HERE

pa062b02

Annual Statement /Performance and Evaluation Report **AMENDED**
Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Williamsport Housing Authority	Grant Type and Number: Capital Fund Program No: PA26PO6250103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number _____
 Performance and Evaluation Report for Program Year Ending _____
 Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	31,601.00			
3	1408 Management Improvements	5,000.00			
4	1410 Administration	26,303.00			
5	1411 Audit	500.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	148,500.00			
8	1440 Site Acquisition	42,825.00			
9	1450 Site Improvement	8,299.00			
10	1460 Dwelling Structures	0.00			
11	1465.1 Dwelling Equipment-Nonexpendable	0.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	0.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	0.00			
18	1499 Development Activities	0.00			
19	1501 Collateralization or Debt Service	0.00			
20	1502 Contingency	0.00			
21	Amount of Annual Grant (sums of lines 2-20)	\$263,028.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance				
24	Amount of Line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs				
26	Amount of Line 21 Related to Energy Conservation Measures				

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

PHA Name: Williamsport Housing Authority		Grant Type and Number: Capital Fund Program No: PA26PO6250103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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	
HA-Wide	Operations	1406		31,601.00				
	Management Improvements (policy updates)	1408		5,000.00				
	Administration - pro-rated wages/benefits	1410		26,303.00				
	Audit	1411		500.00				
	Fees & Costs:							
	*Hope VI Application/Study/Consulting Fees	1430		75,000.00				
	*Hope VI Coordinator	1430		48,500.00				
	Physical Needs Assessment	1430		15,000.00				
	Energy Audit	1430		10,000.00				
	Total 1430			148,500.00				
PA62-2	Purchase vacant lots for recreational use	1440		42,825.00				
HA-Wide	Landscaping/Sidewalks	1450		8,299.00				
HA-Wide	Contingency	1502		0.00				
	TOTAL			\$411,528.00				

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

PHA Name: Williamsport Housing Authority		Grant Type and Number: Capital Fund Program No: PA26PO6250103		Federal FY of Grant: 2003
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Capital Funds Program Five Year Action Plan

Part II: Supporting Pages--Work Activities

Activities for Year 1	Activities for Year: 2 FFY Grant: 2004 PHA FY: 2004		
2003	Development Name/Number	Major Work Categories	Estimated Cost
See	HA Wide	Operations	25,260.00
		Administration(Salaries, Benefits)	25,260.00
		Management Improvements:	20,000.00
		Policy updates, training, general TA, compliance products	
		Audit	500.00
		Fees & Costs (Planning), Annual PHA Plan Update	20,000.00
		Replace roof @ admin. Office	45,000.00
Annual		Repair/repave parking lot @ admin. office	30,000.00
		Replace HVAC system @ admin. office	14,000.00
		Replace windows @ admin. Office	16,100.00
		TOTAL HA - Wide	\$196,120.00
	PA62-1	Replace lobby furniture	10,000.00
Statement	Peter Herdic	Repair elevator penthouse	20,000.00
	Highrise	Common area/Hallway Carpet, tile, paint and wall covering	26,500.00
		TOTAL PA62-1 - Peter Herdic Highrise	\$56,500.00
		TOTAL CFP ESTIMATED COST - 2004	\$252,620.00

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

Activities for Year 1	Activities for Year: 3		
	FFY Grant: 2005 PHA FY: 2005		
2003	Development Name/Number	Major Work Categories	Estimated Cost
See	HA Wide	Operations	25,260.00
		Administration(Salaries, Benefits)	25,260.00
		Management Improvements:	20,000.00
		Policy updates, training, general TA, compliance products	
		Audit	500.00
		Fees & Costs (Planning), Annual PHA Plan Update	20,000.00
		TOTAL HA-Wide	\$91,020.00
	PA62-1		
Annual	Peter Herdic	Comprehensive Exterior Modernization	40,400.00
	Highrise	(repave parking lot, sidewalks, fences, gates, lights picnic pavilion)	
		TOTAL PA62-1 - Highrise	\$40,400.00
	PA62-1		
	Townhouses	Comprehensive interior Modernization	40,400.00
		(Kitchen cabinets, bathrooms, flooring, resize 3bdrm to 2bdrm, electric service/panels	
		TOTAL PA62-1 - Townhouses	\$40,400.00
	PA62-2		
	Kennedy King	Comprehensive Interior Modernization	40,400.00
	Manor	(Drywall, painting, flooring, kitchen cabinets, doors, bathrooms, furnaces)	
Statement		Comprehensive Exterior modernizaition	40,400.00
		(front steps, porch roofs, roofs, siding, gutter downspouts, landscaping, sidewalks)	
		TOTAL PA62-2 - Kennedy King Manor	\$80,800.00
		TOTAL CFP ESTIMATED COST - 2005	\$252,620.00

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

Activities for Year 1	Activities for Year: 4 FFY Grant: 2006 PHA FY: 2006		
2003	Development Name/Number	Major Work Categories	Estimated Cost
See	HA Wide	Operations	25,260.00
		Administration(Salaries, Benefits)	25,260.00
		Management Improvements:	20,000.00
		Policy updates, training, general TA, compliance products	
		Audit	500.00
		Fees & Costs (Planning), Annual PHA Plan Update	20,000.00
Annual		TOTAL HA-Wide	\$91,020.00
	PA62-1	Comprehensive Exterior Modernization	40,400.00
	Peter Herdic	(repave parking lot, sidewalks, fences, gates, lights	
	Highrise	picnic pavilion)	
		TOTAL PA62-1 - Highrise	\$40,400.00
	PA62-1	Comprehensive interior Modernization	40,400.00
Statement	Townhouses	(Kitchen cabinets, bathrooms, flooring, resize 3bdrm to	
		2bdrm, electric service/panels	
		TOTAL PA62-1 - Townhouses	\$40,400.00
	PA62-2	Comprehensive Interior Modernization	40,400.00
	Kennedy King	(Drywall, painting, flooring, kitchen cabinets,	
	Manor	doors, bathrooms, furnaces)	
		Comprehensive Exterior modernizaiton	40,400.00
		(front steps, porch roofs, roofs, siding, gutter	
		downspouts, landscaping, sidewalks)	
		TOTAL PA62-2 - Kennedy King Manor	\$80,800.00
		TOTAL CFP ESTIMATED COST - 2006	\$252,620.00

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

Activities for Year 1	Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
2003	Development Name/Number	Major Work Categories	Estimated Cost
See	HA Wide	Operations	25,260.00
		Administration(Salaries, Benefits)	25,260.00
		Management Improvements:	20,000.00
		Policy updates, training, general TA, compliance products	
		Audit	500.00
		Fees & Costs (Planning), Annual PHA Plan Update	20,000.00
Annual		TOTAL HA-Wide	\$91,020.00
	PA62-1	Comprehensive Exterior Modernization	40,400.00
	Peter Herdic	(repave parking lot, sidewalks, fences, gates, lights	
	Highrise	picnic pavilion)	
		TOTAL PA62-1 - Highrise	\$40,400.00
	PA62-1	Comprehensive interior Modernization	40,400.00
Statement	Townhouses	(Kitchen cabinets, bathrooms, flooring, resize 3bdrm to	
		2bdrm, electric service/panels	
		TOTAL PA62-1 - Townhouses	\$40,400.00
	PA62-2	Comprehensive Interior Modernization	40,400.00
	Kennedy King	(Drywall, painting, flooring, kitchen cabinets,	
	Manor	doors, bathrooms, furnaces)	
		Comprehensive Exterior modernizaition	40,400.00
		(front steps, porch roofs, roofs, siding, gutter	
		downspouts, landscaping, sidewalks)	
		TOTAL PA62-2 - Kennedy King Manor	\$80,800.00
		TOTAL CFP ESTIMATED COST - 2007	\$252,620.00

Williamsport Housing Authority
Attachment: pa062d02

A. Substantial Deviation from the 5-Year Plan

- Any change to the Mission Statement;
- 50% deletion from or addition to the goals and objectives as a whole; and
- 50% or more decrease in the quantifiable measurement of any individual goal or objective.

B. Significant Amendment or Modification to the Annual Plan:

- Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or the Capital Fund Program Annual Statement;
- Any change in a policy or procedure that requires a regulatory 30 day posting, **such as changes in the Admission's policy, changes affecting rent or the organization of the Waiting List,**
- Any **change being submitted** to HUD that requires a separate notification to residents, such as changes **in the** Hope VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or **Public Housing** Homeownership programs; and
- Any change in **policy or operation that is** inconsistent with the **applicable** Consolidated Plan.

Williamsport Housing Authority
LEASE ADDENDUM - PET POLICY & AGREEMENT

INTRODUCTION

FEDERAL REGULATIONS PROHIBIT HOUSING TENANTS FROM OWNING OR KEEPING COMMON HOUSEHOLD PETS IN THEIR UNITS. THIS REGULATION, HOWEVER, EXEMPTS ELDERLY OR HANDICAPPED TENANTS. THE HOUSING AUTHORITY IS ALLOWED TO ESTABLISH PET RULES OR POLICIES WITH RESPECT TO THE KEEPING OF PETS WHICH WILL SERVE AS LEASE ADDENDUM'S AND BE PART OF THE LEASE AGREEMENT BETWEEN THE AUTHORITY AND TENANT.

THE FOLLOWING RULES OR POLICY SHALL BE INCORPORATED INTO YOUR LEASE AGREEMENT WITH THE HOUSING AUTHORITY.

I. SELECTION CRITERIA:

A. APPROVAL

1. PRIOR TO ACCEPTING A PET FOR RESIDENCY IN THIS PROJECT, THE PET OWNER AND THE PROJECT OWNER MUST ENTER INTO A "PET AGREEMENT". IN ADDITION, THE PET OWNER MUST PROVIDE TO THE HOUSING AUTHORITY PROOF OF THE PET'S GOOD HEALTH AND SUITABILITY UNDER THE STANDARDS SET FORTH UNDER "BASIC GUIDELINES" IN CRITERIA. IN ADDITION, FOR THE CASE OF DOGS AND CATS, PROOF MUST BE GIVEN OF SPAYING OR NEUTERING AND ANNUAL LICENSING.

B. BASIC GUIDELINES

1. THE FOLLOWING TYPES OF COMMON HOUSEHOLD PETS WILL BE PERMITTED UNDER THE FOLLOWING CRITERIA:

DOGS

- (1) MAXIMUM NUMBER - ONE (1)
- (2) MAXIMUM ADULT WEIGHT - 25 LBS.
- (3) MUST BE HOUSEBROKEN
- (4) MUST BE SPAYED OR NEUTERED

- (5) MUST HAVE ALL REQUIRED VACCINATIONS
- (6) MUST BE LICENSED

CATS

- (1) MAXIMUM NUMBER - ONE (1)
- (2) MUST BE SPAYED OR NEUTERED
- (3) MUST HAVE ALL REQUIRED VACCINATIONS
- (4) MUST BE TRAINED TO THE LITTER BOX

- 2. NO OTHER TYPES OF PET MAY BE KEPT BY TENANTS ON THE PREMISES.
- 3. ANY TENANT RESIDING AT A HOUSING AUTHORITY PROJECT PRIOR TO THE IMPLEMENTATION OF THESE POLICIES WHO HAS MORE THAN THE ALLOWABLE NUMBER OF PETS PERMITTED UNDER THIS RULE WILL BE PERMITTED TO KEEP THOSE PETS. HOWEVER, ANY PETS EXCEEDING THE ALLOWABLE NUMBER CANNOT BE REPLACED SUBSEQUENT TO THE IMPLEMENTATION DATE OF THESE POLICIES.

ANY TENANT ACQUIRING A PET SUBSEQUENT TO THE IMPLEMENTATION DATE OF THESE POLICIES SHALL COMPLY WITH THESE GUIDELINES

II. PET DEPOSITS:

A. A **PET DEPOSIT OF \$100** SHALL BE REQUIRED FOR ALL DOGS AND CATS. MANAGEMENT RESERVES THE RIGHT TO CHANGE THIS DEPOSIT MOUNT CONSISTENT WITH FEDERAL GUIDELINES AT ANY TIME.

B. RESIDENT'S LIABILITY FOR DAMAGES CAUSED BY HIS/HER PET IS NOT LIMITED TO THE AMOUNT OF THE PET DEPOSIT AND THE RESIDENT WILL BE REQUIRED TO REIMBURSE THE PROJECT FOR THE REAL COST OF ANY AND ALL DAMAGES CAUSED BY HIS/HER PET WHERE THEY EXCEED THIS AMOUNT OF THE PET DEPOSIT.

C. ALL UNITS OCCUPIED BY A PET WILL BE FUMIGATED UPON BEING VACATED. INFESTATION OF A UNIT BY FLEAS CARRIED BY HIS/HER PET SHALL BE THE RESPONSIBILITY OF THE PET OWNER. INFESTATION OF ADJACENT UNITS OR COMMON AREAS-ATTRIBUTABLE TO A SPECIFIC PET SHALL BE LIABLE FOR THE COST OF CORRECTING THE INFESTATION. AT THE TERMINATION OF THIS AGREEMENT, ANY BALANCE SHALL BE ADDED TO THE RENTAL AGREEMENT SECURITY DEPOSIT, AND DISBURSED THEREAFTER, AS REQUIRED BY LAW. RESIDENT AGREES TO PAY OWNER FOR ANY DAMAGES OR COSTS CAUSED BY THE PET IN EXCESS OF THE SECURITY DEPOSIT ON DEMAND BY OWNER.

III. DOGS AND CATS:

A. DOGS AND CATS SHALL BE MAINTAINED WITHIN THE RESIDENT PET OWNER'S UNIT. WHEN OUTSIDE, THE PET SHALL BE KEPT ON A LEASH AND UNDER THE CONTROL OF THE RESIDENT AT ALL TIMES.

UNDER NO CIRCUMSTANCES SHALL ANY CAT OR DOG BE PERMITTED TO ROAM FREE IN ANY COMMON AREA. AT NO TIME SHALL ANY DOG OR CAT BE "TIED OUT" OR LEFT UNATTENDED WHEN OUTSIDE.

B. ALL ANIMAL WASTE OR LITTER FROM CAT LITTER BOXES SHALL BE PICKED UP IMMEDIATELY BY THE PET OWNER AND DISPOSED OF IN A SEALED PLASTIC TRASH BAG AND PLACED IN A DUMPSTER OR TRASH CAN. CAT LITTER SHALL BE CHANGED AT LEAST EVERY THREE (3) DAYS.

C. CAT LITTER SHALL NOT BE DISPOSED OF BY FLUSHING DOWN TOILETS. CHARGES FOR UNCLOGGING TOILETS OR CLEAN-UP OF COMMON AREA REQUIRED CAUSED BY OR ATTRIBUTABLE TO PET SHALL BE BILLED TO AND PAID BY RESIDENT PET OWNER.

D. RESIDENT PET OWNERS AGREE TO BE RESPONSIBLE FOR IMMEDIATELY CLEANING UP ANY DIRT TRACKED THROUGH THE COMMON AREA LOBBY, HALLS OR ELEVATORS BY HIS/HER PET.

E. PET OWNERS SHALL KEEP THEIR PETS UNDER CONTROL AT ALL TIMES. PET OWNERS SHALL ASSUME SOLE RESPONSIBILITY FOR LIABILITY ARISING FROM ANY INJURY SUSTAINED BY ANY PERSON ATTRIBUTABLE TO THEIR PET. PET OWNER AGREES TO INDEMNIFY, DEFEND AND HOLD OWNER(S) HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS, ACTIONS, SUITS, JUDGMENTS AND DEMANDS BROUGHT BY ANY OTHER PARTY ON ACCOUNT OF OR IN CONNECTION WITH ANY ACTIVITY OF OR DAMAGE CAUSED BY THE RESIDENT'S PET.

**** NOTE: NO PET OWNER SHALL PERMIT HIS/HER PET TO COMMIT A NUISANCE IN ANY OTHER PART OF THE EXTERIOR LL PETS MUST BE EXERCISED AWAY FROM RESIDENTS INDIVIDUAL UNITS.**

F. RESIDENT PET OWNERS AGREE TO CONTROL THE NOISE OF HIS/HER PET SUCH THAT IT DOES NOT CONSTITUTE A NUISANCE TO OTHER TENANTS. FAILURE TO CONTROL PET NOISE MAY RESULT IN THE REMOVAL OF THE PET FROM THE PREMISES.

G. ANY PET WHO CAUSES BODILY INJURY TO ANY TENANT, GUEST OR STAFF MEMBER SHALL BE IMMEDIATELY AND PERMANENTLY REMOVED FROM THE PREMISES WITHOUT PRIOR NOTIFICATION.

- H.** NO PET SHALL BE LEFT UNATTENDED IN ANY UNIT FOR LONGER THAN 10 HOURS. ANY PET LEFT UNATTENDED FOR 10 HOURS OR MORE OR WHOSE HEALTH IS JEOPARDIZED BY THE RESIDENT'S NEGLIGENCE, MISTREATMENT, OR INABILITY TO CARE FOR THE ANIMAL SHALL BE REPORTED TO THE HUMANE SOCIETY OR OTHER APPROPRIATE AUTHORITY. SUCH CIRCUMSTANCES SHALL BE DEEMED AN EMERGENCY FOR THE PURPOSE OF THE OWNER'S RIGHT TO ENTER THE RESIDENT'S UNIT TO ALLOW SUCH AUTHORITY TO REMOVE THE ANIMAL FROM THE PREMISES. THE OWNER ACCEPTS NO RESPONSIBILITY FOR ANY PET SO REMOVED.
- I.** ALL RESIDENT PET OWNERS SHALL PROVIDE ADEQUATE CARE, NUTRITION, EXERCISE AND MEDICAL ATTENTION FOR HIS/HER PET. PETS WHICH APPEAR TO BE POORLY CARED FOR OR WHICH ARE LEFT UNATTENDED FOR LONGER THAN 10 HOURS WILL BE REPORTED TO THE S.P.C.A. OR OTHER APPROPRIATE AUTHORITY AND WILL BE REMOVED FROM THE PREMISES AT THE PET OWNER'S EXPENSE.
- J.** IN THE EVENT OF A TENANT'S SUDDEN ILLNESS THE RESIDENT PET OWNER AGREES THAT MANAGEMENT SHALL HAVE DISCRETION WITH RESPECT TO THE PROVISION OF CARE TO THE PET CONSISTENT WITH FEDERAL GUIDELINES AND AT THE EXPENSE OF THE RESIDENT PET OWNER UNLESS WRITTEN INSTRUCTIONS WITH RESPECT TO SUCH AREA ARE PROVIDED IN ADVANCE BY THE RESIDENT TO THE PROJECT OFFICE AND ALL CARE SHALL BE AT THE RESIDENT'S EXPENSE.
- K.** IN THE EVENT OF THE DEATH OF A RESIDENT, THE RESIDENT PET OWNER AGREES THAT MANAGEMENT SHALL HAVE DISCRETION TO DISPOSE OF THE PET CONSISTENT WITH STATE GUIDELINES UNLESS WRITTEN INSTRUCTIONS WITH RESPECT TO SUCH DISPOSAL ARE PROVIDED IN ADVANCE BY THE RESIDENT TO THE COMPLEX OFFICE.
- L.** UNWILLINGNESS ON THE PART OF NAMED CARETAKERS OF A PET PER ITEMS #8 AND #9, PARA. M, OF THIS SECTION TO ASSUME CUSTODY OF THE PET SHALL RELIEVE THE MANAGEMENT AGENT OR OWNER(S) OF ANY REQUIREMENT TO ADHERE TO ANY WRITTEN INSTRUCTIONS WITH RESPECT TO THE CARE OR DISPOSAL OF PET SHALL BE CONSIDERED AS AUTHORIZATION TO MANAGEMENT TO EXERCISE DISCRETION IN SUCH REGARD CONSISTENT WITH ANY STATE OR LOCAL GUIDELINES.
- M.** MANAGEMENT MAY MOVE TO REQUIRE THE REMOVAL OF A PET FROM THE PREMISES ON A TEMPORARY OR PERMANENT BASIS FOR THE FOLLOWING CAUSES:
 - 1. Creation of a nuisance after proper notification consistent with Section IV of these Pet Rules.

2. Excessive pet noise or odor.
 3. Unruly or dangerous behavior.
 4. Excessive damage to the resident's apartment unit and/or project common areas.
 5. Repeated problems with vermin or flea infestation.
 6. Failure of the tenant to provide adequate and appropriate care of his/her pet.
 7. Leaving a pet unattended for more than 10 hours.
 8. Failure of the tenant to provide adequate and appropriate vaccination of the pet.
 9. Tenant death and/or serious illness, or hospitalization.
 10. Failure to observe any other rule contained in this section and not here listed upon proper notification.
- N. UNLESS WRITTEN PERMISSION IS GRANTED BY THE HOUSING AUTHORITY, PETS OF VISITORS/GUESTS NOT OWNED BY THE RESIDENT ARE PROHIBITED, WITH THE EXCEPTION OF SEEING EYE DOGS.

IV. NOTIFICATION POLICY:

A. IN THE EVENT THAT ANY PET OWNER VIOLATES THESE PET RULES, MANAGEMENT SHALL PROVIDE NOTICE OF SUCH VIOLATION AS FOLLOWS:

1. CREATION OF A NUISANCE

- (a) OWNER OF ANY PET WHICH CREATES A NUISANCE UPON THE GROUNDS OR BY EXCESSIVE NOISE, ODOR OR UNRULY BEHAVIOR SHALL BE NOTIFIED OF SUCH NUISANCE IN WRITING BY MANAGEMENT AND SHALL BE GIVEN NO MORE THAN FIVE (5) DAYS TO CORRECT SUCH NUISANCE.
- (b) CONSISTENT WITH LOCAL AND STATE ORDINANCE, MANAGEMENT SHALL TAKE APPROPRIATE STEPS TO REMOVE A PET FROM THE PREMISES IN THE EVENT THAT THE PET OWNER FAILS TO CORRECT SUCH A NUISANCE WITHIN THE (5) DAY COMPLIANCE PERIOD.

B. DANGEROUS BEHAVIOR

1. ANY PET WHICH PHYSICALLY THREATENS AND/OR HARMS A RESIDENT, GUEST, STAFF MEMBER OR OTHER AUTHORIZED PERSON PRESENT UPON THE PROJECT GROUNDS SHALL BE CONSIDERED DANGEROUS.
2. MANAGEMENT SHALL PROVIDE PROPER NOTIFICATION TO THE PET OWNER OF DANGEROUS BEHAVIOR AND THE PET OWNER SHALL HAVE NO MORE THAN FIVE (5) DAYS TO CORRECT THE ANIMAL'S BEHAVIOR OR REMOVE THE PET FROM THE PREMISES.
4. CONSISTENT WITH LOCAL AND STATE ORDINANCE, MANAGEMENT SHALL TAKE APPROPRIATE STEPS TO REMOVE A PET FROM THE PREMISES IN THE EVENT THAT THE PET OWNER FAILS TO CORRECT THE DANGEROUS BEHAVIOR OF HIS/HER PET WITHIN THE COMPLIANCE PERIOD.
5. **ANY PET WHICH CAUSES PHYSICAL HARM TO ANY RESIDENT, GUEST, STAFF MEMBER OR OTHER AUTHORIZED PERSON PRESENT UPON THE PROJECT GROUNDS SHALL BE IMMEDIATELY REMOVED FROM THE PREMISES BY MANAGEMENT.**

V. PET OWNER AGREEMENT:

- A. TENANT'S SIGNATURE UPON THESE PET RULES SHALL CONSTITUTE PERMISSION FOR MANAGEMENT TO TAKE THIS ACTION IN THE EVENT OF BODILY INJURY CAUSED BY HIS/HER PET.
- B. THIS AGREEMENT IS CONSIDERED A PART OF LEASE AGREEMENT. IN THE EVENT OF DEFAULT BY RESIDENT'S HOUSEHOLD OF ANY TERMS OF THIS AGREEMENT, RESIDENT AGREES, UPON PROPER WRITTEN NOTICE OF DEFAULT FROM THE MANAGEMENT AGENT AND/OR OWNER(S), TO CURE THE DEFAULT, REMOVE THE PET, OR VACATE THE PREMISES. PET OWNER/RESIDENT AGREES THAT OWNER MAY REVOKE PERMISSION TO KEEP SAID PET ON THE PREMISES BY GIVING RESIDENT-HOUSEHOLD PROPER NOTIFICATION.

C. PET OWNER/RESIDENT AGREES TO COMPLY WITH:

1. Any local, state, and/or federal health and safety codes or regulations.
2. Any local, state, and/or federal ordinances.

3. All other applicable governmental laws and regulations, such as licensing.
4. Pet policies for the leased premises.
5. Provide proof of annual vaccinations and licensing.
6. Representation that the pet is quiet and housebroken and will not cause any damage or annoy other residents.
7. Resident agrees that the pet will not be permitted outside the leased unit, unless restrained by a leash. Use of the grounds or premises of owner for sanitary purposes is prohibited except as posted.
8. Resident will be financially responsible for any flea or other insect infestation that affects his/her own or adjacent units as a result of his/her pet.
9. Resident agrees to indemnify, defend, and hold owner harmless from and against any all claims, actions, suits, judgments and/or demands brought by any other party on account of or in connection with any activity of or damage caused by the Resident's Pet.
10. Resident understands that any paid pet security deposit is not refunded upon the death of said pet, unless owner is presented with a paid receipt from a professional pest control service and assured there is no infestation.

**** AFFIDAVIT ****

"I/WE HAVE READ AND UNDERSTAND THE ABOVE PET POLICIES OF THE WILLIAMSPORT HOUSING AUTHORITY AND AGREE TO COMPLY FULLY WITH THEIR PROVISIONS. I/WE UNDERSTAND THAT FAILURE TO COMPLY MAY CONSTITUTE REASON FOR REMOVAL OF MY PET. WHERE REQUIRED BY MANAGEMENT TO REMOVE MY PET FROM THE PREMISES, I/WE AGREE TO AFFECT SUCH REMOVAL AND UNDERSTAND THAT MY FAILURE TO DO SO SHALL CONSTITUTE A VIOLATION OF LEASE AGREEMENT". '

THIS LEASE ADDENDUM IS INCORPORATED INTO THE LEASE EXECUTED OR RENEWED THIS DAY BETWEEN OWNER AND TENANT.

RESIDENT: _____
DATE

RESIDENT: _____
DATE

PET SECURITY DEPOSIT PAID \$ _____

LEASED UNIT NO: _____

OWNER: **WILLIAMSPORT HOUSING AUTHORITY**
505 CENTER STREET
WILLIAMSPORT, PA. 17701

THE ABOVE NAMED RESIDENT HAS READ AND SIGNED THESE RULES IN MY PRESENCE:

NAME: _____

TITLE: _____
(Authorized Representative for Management Agent) DATE

Williamsport Housing Authority

Required Attachment pa062f02: Resident Member on the PHA Governing Board

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:

Frank Kinney – Public Housing

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

Elected

Appointed

C. The term of appointment is (include the date term expires): 5 years

Expires 6/12/08

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

- 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): ***Mayor, Michael Rafferty***

Williamsport Housing Authority

Required Attachment pa062g02: Membership of the Resident Advisory Board or Boards

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.)

Monique Devor

Angela Dennis

Matthew Coach

Leslie Houseweart

Darnell Wallace

Mary Hargrove

Jacqueline Houseweart

Paula Skelton

Williamsport Housing Authority
Attachment: pa062h02

Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

Revised the following:

- ③ Deconcentration and Income Targeting Policy
- ③ Substantial Deviation and Significant Amendment or Modification definition
- ③ Revised Homeowner Capacity Statement
- ③ Developed Addendum to Pet Policy in order to address Support Animals.
- ③ Revised Voluntary Conversion Required Initial Assessment to provide clarity on developments not subject to the assessment

5-Year Plan

The Williamsport Housing Authority plans to make a HOPE VI application during the upcoming year and thus we have added this item to our Goals and Objectives, List of Support Documents Available for Review, and to Component 7B.

The HOPE VI application will include all/partial demolition of PHA62-2 and thus the demolition/disposition choices have been added to our Goals and Objectives and Component 8.

Annual Plan

Additional choices added under Strategic Goal to Ensure Equal Opportunity in Housing to all Americans.

Removed all references to ceiling rents. No ceiling rents effective 09/30/02

Remove all entries not required for a High Performer Agency.

Williamsport Housing Authority
Attachment: pa062i02

Section 8 Homeownership Program Capacity Statement

Paragraph (d)(3) of Sec. 982.625 (24 CFR part 982) requires that "The PHA otherwise demonstrates in its Annual Plan that it has the capacity, or will acquire the capacity, to successfully operate a Section 8 homeownership program."

Our Annual Plan states that "The WHA has the capacity to successfully operate a Section 8 Homeownership Program and has complied with paragraphs (d)(1), (d)(2) and (d)(3) of Sec. 982.625 (24 CFR part 982).

Additionally it participated in the acquisition, rehabilitation and sale of 28 homes under an earlier Homeownership Program pursuant to Section 5 (h) and 6 (c) (4)(D) of the United States Housing Act of 1937, as amended."

In addition to the above, the Williamsport Housing Authority is able to utilize members of its exiting staff to provide limited training, guidance and general assistance to prospective homebuyers in such areas as comprehension of the Homeownership program, including the rights and obligations of the parties; budget counseling; and mortgage placement. Current staff have many years of experience and have received training in these areas.

When required, or if deemed desirable for the benefit of the prospective homebuyer, staff have developed affiliations with various business entities and non profit agencies which provide professional services such as credit counseling, 1st time homebuyer courses, home maintenance training, employment services, etc. Staff coordinates prospective buyers with such 3rd party providers.

Since implementation of the Section 8 (y) program, the Williamsport Housing Authority has successfully provided homeownership to two clients. And under our other 5 (h) Homeownership program, we provided ownership to 25 clients.

Williamsport Housing Authority
Attachment: pa062j02

Component 3, (6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (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)]

Williamsport Housing Authority
Attachment: pa062k02

Agency Plan Component 10 (B) Voluntary Conversion Initial Assessments

- A. How many of the PHA's developments are subject to the Required Initial Assessments?

One development is subject to the Required Initial Assessment.

PA62-2 Kennedy King Manor

- 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)?

Three developments are not subject to the assessment.

PA62-1 Peter Herdic Highrise – designated elderly/handicapped/disabled
PA62-3 Scattered Sites – Rehab*
PA62-8 Scattered Sites – Rehab*

* These homes are not general occupancy. Homes are purchased and rehabilitated for occupancy by families who meet criteria for homeownership.

- C. How many Assessments were conducted for the PHA's covered developments?

One assessment was conducted.

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

PA 62-2 (a portion)

A portion of PA62-2 may be appropriate for voluntary conversion

- E. If the PHA has not completed the Required Initial Assessment, describe the status of these assessments.

N/A – Required Initial Assessment has been completed.

Williamsport Housing Authority
RASS Agency Follow-up Plan for FY 2002
Attachment: pa062102

In response to the Resident Satisfaction Survey results provided by HUD, the PHA shall carry out the following:

Communication

1. Establish Communication Linkages

The Authority has implemented regular meetings with the Resident Council. We are in the process of establishing a Resident Advisory Board.

2. Ensure Written Policies and Procedures

WHA is currently reviewing and updating Policies.

3. Institute a Common Point of Reference for Notices

WHA is currently using a monthly newsletter to communicate with all residents. Separate flyers are delivered during the month for dissemination of any additional information. Letters/Flyers are posted on the Bulletin Boards at each location.

4. Encourage Resident Involvement

WHA is currently working closely with the newly formed Resident Council. WHA and the Resident Council are partnering with local outside agencies to encourage and assist residents to become self-sufficient and participate in community improvements.

SAFETY

1. Establish Communication Linkages

The WHA is currently organizing meetings with the Resident Council and Resident Advisory Board to discuss concerns. WHA will work to improve identified concerns.

2. Establish Working Relations with Police

WHA has had a good working relationship with Community Policing at both sites. Once Community Policing Officer has been removed, WHA has established a communication link with the Captain of Police. The Captain has assured WHA that he will fill the void and supply requested information. The existing Community Policing Officer will also provide needed information when available.

WHA is in the process of starting a youth counseling group and providing additional recreational activities. WHA will distribute security surveys to all residents annually. WHA will identify concerns and work to correct/improve.

3. All Crimes Reported

WHA currently reports all crimes to police. Tenants are encouraged to report to management and/or police any crimes they see and/or allege to be taking place.

4. Ensure Policies and Procedures in Place for Tracking Crime

WHA has been tracking all crimes at the sites. This has been done with the help of Community Policing. WHA will continue to monitor and track crimes through the police department.

5. Refine Resident Screening Process

WHA is in the process of updating the Admissions and Occupancy Policy.

6. Establish Safe Behavior Policies for Residents

This is addressed in the current lease. WHA enforces the lease with the correct level of repercussions for lease violations.

7. Addition of More Lighting

WHA will evaluate and install additional lighting where needed. Lights at all sites are checked by WHA maintenance to ensure the lighting is operating properly.

8. Check all Locks

WHA will immediately begin a program of checking all locks semi-annually at inspection time as well as during rehabilitation of a vacant unit.

9. Provide Preventative Drug Related Services

WHA has implemented Preventative Drug Education through partnerships with outside agencies. WHA has referral services for Drug Treatment Programs as well as a Drug Treatment Program available at the community room each week.

10. Establish Working Relationships to Implement Grants

WHA is currently establishing Policies and Procedures for working with the Resident Council in the implementation of grants.

NEIGHBORHOOD APPEARANCE

1. Establish Communication Linkages

WHA is currently meeting with tenants on a regular basis and will discuss Neighborhood Appearance with the Resident Council. WHA will also survey all tenants to determine what concerns they have.

2. Schedule Anti-Pest Treatments and Trash Removal Pickups

WHA currently does Pest Treatments on all vacant units during rehabilitation. All other units are treated on an as needed basis. Trash removal is performed on a regular basis.

3. Be Proactive About Improving the Appearance of Neighborhood

Maintenance conducts a visual assessment of the community on a daily basis as well as daily trash pickup. Management also performs random visual assessments.

WHA will discuss appearance of the neighborhood with residents. Door hangers will be placed on doors of residents with the best-kept yards.

Williamsport Housing Authority

Attachment: pa062m02

DETERMINATION OF TOTAL TENANT PAYMENT

[24 CFR 5.609, 5.611, 5.613, 5.615]

INTRODUCTION

The accurate calculation of Annual Income and Adjusted Income will ensure that families are not paying more or less money for rent than their obligation under the regulations.

This Chapter defines the allowable deductions from Annual Income and how the presence or absence of household members may affect the Total Tenant Payment (TTP). Income and TTP are calculated in accordance with 24 CFR Part 5, Subpart F and further instructions set forth in HUD Notices, Memoranda and Addenda. The formula for the calculation of TTP is specific and not subject to interpretation. The PHA's policies in this Chapter address those areas, which allow the PHA discretion to define terms and to develop standards in order to assure consistent application of the various factors that relate to the determination of TTP.

A. MINIMUM RENT

The minimum rent for this PHA is \$25.

The Total Tenant Payment is the greater of:

- ④ 30% of the adjusted monthly income
- ④ 10% of the monthly income
- ④ The Minimum rent as established by the PHA

The minimum rent refers to a minimum total tenant payment and not a minimum tenant rent.

The Total Tenant Payment does not include charges for excess utility consumption or other charges.

PHA Procedures for Notification to Families of Hardship Exceptions

The PHA will notify all participant families, subject to a minimum rent, of their right to request a minimum rent hardship exception under the law.

The Williamsport Housing Authority will document in the family's file that the family has been notified of their right to request a minimum rent hardship exception.

The PHA notification will advise the family that hardship exception determinations are subject to PHA grievance procedures.

The PHA will review all tenant requests for exception from the minimum rent due to financial hardships.

Exceptions to Minimum Rent

The PHA will immediately grant the minimum rent exception to all families who request it.

The Minimum Rent will be suspended until the PHA determines whether the hardship is:

Covered by statute

Temporary or long term

If the PHA determines that the minimum rent is not covered by statute, the PHA will impose a minimum rent including payment for minimum rent from the time of suspension.

HUD Criteria for Hardship Exception

In order for a family to qualify for a hardship exception the family's circumstances must fall into one of the following criteria:

- ④ The family has lost eligibility or is awaiting an eligibility determination for Federal, State, or local assistance;
- ④ The family would be evicted as a result of the imposition of the minimum rent requirement;
- ④ The income of the family has decreased because of changed circumstances, including:
 - ③ Loss of employment
 - ③ Death in the family
 - ③ Other circumstances as determined by the PHA or HUD

Temporary Hardship

If the PHA determines that the hardship is temporary, a minimum rent will be imposed, including back payment from time of suspension, but the family will not be evicted for nonpayment of rent during the 90 day period commencing on the date of the family's request for exemption.

The PHA defines temporary as up to 120 days.

Repayment Agreements for Temporary Hardship

The PHA will offer a repayment agreement to the family for any such rent not paid during the temporary hardship period.

If the family owes the PHA money for rent arrears incurred during the minimum rent period, the PHA will calculate the total amount owed and divide it by [3/6/9/12] to arrive at a reasonable payment increment that will be added to the family's regular monthly rent payment. The family will be required to pay the increased amount until the arrears are paid in full.

If the family goes into default on the repayment agreement for back rent incurred during a minimum rent period, the PHA will reevaluate the family's ability to pay the increased rent amount and:

- ④ Determine whether the family has the means to meet the obligation and, if so determined, initiate eviction proceedings for nonpayment of rent; or.
- ④ Determine that the repayment agreement is a financial hardship to the family and if so restructure the existing repayment agreement.

The PHA's policies regarding repayment agreements are further discussed in the chapter entitled "Family Debts to the PHA."

Retroactive Determination

The PHA will reimburse the family for minimum rent charges, which took effect after October 21, 1998, that qualified for one of the mandatory exceptions.

If the family is owed a retroactive payment, the PHA will offer the family a choice of either a cash refund or a credit towards their rent.

CAPITAL FUND PROGRAM TABLES START HERE

Attachment: pa062n01

Annual Statement /Performance and Evaluation Report Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Williamsport Housing Authority	Grant Type and Number: Capital Fund Program No: PA26PO6250100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number 2
 Performance and Evaluation Report for Program Year Ending **12/31/02**
 Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses				
3	1408 Management Improvements	3,821.00	3,821.00	3,821.00	3,821.25
4	1410 Administration	30,046.00	30,046.00	30,046.00	30,046.16
5	1411 Audit	500.00	500.00	500.00	500.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs	2,900.00	2,900.00	2,900.00	2,025.00
8	1440 Site Acquisition	127,603.00	127,603.00	127,603.00	127,603.35
9	1450 Site Improvement				
10	1460 Dwelling Structures	180,424.00	180,424.00	180,424.00	60,646.52
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				
20	1502 Contingency				
21	Amount of Annual Grant (sums of lines 2-20)	\$345,294.00	\$345,294.00	\$345,294.00	\$224,642.28
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				

CAPITAL FUND PROGRAM TABLES START HERE

Attachment: pa062o01

Annual Statement /Performance and Evaluation Report Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Williamsport Housing Authority	Grant Type and Number: Capital Fund Program No: PA26PO6250101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number 4
 Performance and Evaluation Report for Program Year Ending **12/31/02**
 Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	35,091.00	35,091.00	35,091.00	35,091.00
3	1408 Management Improvements	5,000.00	5,000.00	0.00	0.00
4	1410 Administration	27,015.00	27,015.00	5,282.00	5,282.15
5	1411 Audit	500.00	500.00	0.00	0.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs	9,357.00	9,357.00	9,357.00	9,356.50
8	1440 Site Acquisition				
9	1450 Site Improvement	57,240.00	58,060.00	58,060.00	58,060.31
10	1460 Dwelling Structures	172,706.00	171,886.00	0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures	34,156.00	34,156.00	34,156.00	34,156.00
13	1475 Nondwelling Equipment	9,843.00	9,843.00	9,843.00	9,843.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (sums of lines 2-20)	\$350,908.00	\$350,908.00	\$151,789.00	\$151,788.96
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				

CAPITAL FUND PROGRAM TABLES START HERE

Attachment: pa062p02

Annual Statement /Performance and Evaluation Report Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Williamsport Housing Authority	Grant Type and Number: Capital Fund Program No: PA26PO6250102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number 3
 Performance and Evaluation Report for Program Year Ending **12/31/02**
 Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	25,262.00	25,262.00	0.00	0.00
3	1408 Management Improvements	2,500.00	2,500.00	0.00	0.00
4	1410 Administration	25,262.00	25,262.00	0.00	0.00
5	1411 Audit	500.00	500.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	5,000.00	5,000.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	39,868.00	39,868.00	24,198.00	24,198.16
10	1460 Dwelling Structures	55,000.00	55,000.00	0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	42,315.00	48,129.00	48,129.00	48,129.33
13	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	56,913.00	51,099.00	0.00	0.00
21	Amount of Annual Grant (sums of lines 2-20)	\$252,620.00	\$252,620.00	\$72,327.00	\$72,327.49
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 and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
 Part II: Supporting Pages**

PHA Name: Williamsport Housing Authority		Grant Type and Number: Capital Fund Program No: PA26PO6250102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	Operations	1406		25,262.00	25,262.00	0.00	0.00	
	Policy Updates	1408		2,500.00	2,500.00	0.00	0.00	
	Administration	1410		25,262.00	25,262.00	0.00	0.00	
	Audit	1411		500.00	500.00	0.00	0.00	
	Fees & Costs	1430		5,000.00	5,000.00	0.00	0.00	
PA62-2	Playground equipment	1450		8,500.00	8,500.00	0.00	0.00	
	Landscaping	1450		27,368.00	27,368.00	24,198.00	24,198.16	
	Basketball court fence	1450		4,000.00	4,000.00	0.00	0.00	
	Total 1450			39,868.00	39,868.00	24,198.00	24,198.16	
PA62-1	Carpet replacement	1460		25,000.00	25,000.00	0.00	0.00	
	Emergency alarm system	1460		30,000.00	30,000.00	0.00	0.00	
	Total 1460			55,000.00	55,000.00	0.00	0.00	
PA62-2	Utility shed	1470		11,707.00	12,737.00	12,737.00	12,736.96	
	Community room entrance phase#2	1470		30,608.00	35,392.00	35,392.00	35,392.37	
	Total 1470			42,315.00	48,129.00	48,129.00	48,129.33	
HA Wide	Contingency <i>(limited to 8% of total grant)</i>	1502		\$56,913.00	\$51,099.00	\$0.00	\$0.00	
				\$252,620.00	\$252,620.00	\$72,327.00	\$72,327.49	

