

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2003

PHA Plan Agency Identification

PHAName: Housing Authority of Cumberland County

PHANumber: PA075

PHAFiscalYearBeginning: 07/2003

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHAF ISCAL YEARS 2000 -2004
 [24CFRPart9 03.5]

A.Mission

- 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 to expand housing opportunities to low income families and provide safe, decent and affordable housing to eligible families in a manner that demonstrates professional courtesy, respect and caring.

B.Goals

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

- PHA Goal: Expand the supply of assisted housing
 Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
 Objectives:
- Improve public housing management: (PHAS score) Continue high performer status, reduce vacancy days to 30 by end of FY2003, average 98% rent collection over the next 3 years, improve occupancy rate to 98% by end of FY2003.
 - Improve voucher management: (SEMAP score) Maintain lease-up at 97% in the next year, expand housing opportunities of S -8 participants through dissemination of updated information to prospective and current landlords at least twice a year, update rent reasonableness data base by 50 units yearly.
- Increase customer satisfaction:

- Concentrate one effort to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units: expend remainder of 2000 Modernization Grant by September 2003, expend remainder of 2001 Monies by June 30, 2003, and obligate 2002 monies by June 30, 2004.
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: Keep housing drug -free and free from violent criminal activity by adhering to established Criminal Policy.
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling: Update packets given to voucher Holders at least yearly
 - Conduct outreach effort to potential voucher landlords - hold meeting To discuss lead paint issues.
 - Increase voucher payment standards - Review and adjust if needed every six months.
 - Implement voucher homeownership program: Program policies and Procedures have been established - Increase number of lenders who Will participate, assist 5 Section 8 families in becoming homeowners by the end of 2003.
 - Continue public housing or other homeownership programs:
 - Implement public housing site -based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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

- PHA Goal: Provide an improved living environment
- Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: Advertise and recruit applicants whose incomes are 80% of AMI
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: Install additional security cameras at scattered sites.
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

Other:(listbelow)

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. Continue working preference and bridge housing with service plan preference.
- Provide or attract supportive services to improve assistance recipients' employability: Provide life-skill training, easy access to new computer resource center for internet information. Provide or attract supportive services to increase independence for the elderly or families with disabilities. Increase number of tenants served by Supportive Living Coordinators by 10% within the next year.
- Other: Continue Family Self-Sufficiency Program (FSS) and increase participation in both Section 8 and Public Housing by 10% within the next year.

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other:(listbelow)

Other PHA Goals and Objectives:(listbelow)

Ensure all units meet Housing Quality Standards (HQS) and families pay fair and reasonable rents. Continue to have all Public Housing and Section 8 units inspected at least annually and submit reports which identify any repairs or renovations which must be addressed to assure housing is safe and decent. Conduct yearly rent reasonable study.

Maintain high level of standards and professionalism in our day -to-day management of all parts of our program. Continue to provide all employees with the training and education needed to perform their jobs in the most efficient and courteous manner.

Progress over last fiscal year in meeting goals outlined in Five -Year Plan

Achieved full lease -up of 104 vouchers awarded in FY 2002.

Continued to update rent reasonableness database on a regular basis.

Continued Payment Standards at 100% of Fair Market Rents for almost all bedroom sizes and are able to assist families in finding more affordable housing.

Policies and procedures were established for Section 8 Homeownership Program. Lenders have been secured to work with the program -two (2) persons have bought homes under this option.

The Section 8 lease -up rate reached 97% and the staff is maintaining that rate.

The public housing units are inspected annually and new tenants are on a quarterly inspection schedule.

The use of "flat rents" for public housing units assure that families can afford housing and are treated fairly.

The Public Housing lease -up rate 95% and 97% on a monthly basis.

Seventy-five percent (90 %) of the 20 Family Self -Sufficiency slots are filled with a growing waiting list of participants.

AnnualPHAPlan
PHAFiscalYear2000
 [24CFRPart903.7]

i. AnnualPlanType:

StandardPlan

StreamlinedPlan:

- HighPerformingPHA**
 SmallAgency(<250PublicHousingUnits)
 AdministeringSection8Only

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CF RPart903.79(r)]

ThefollowingplangivesanoverviewoftheoperationsoftheHousing AuthorityofCumberlandCounty.Specificdiscretionarypoliciesregarding admissionpreferences,minimumrents,incometargeting,designated housingdevelopments,d rug-relatedandviolentcriminalactivity,andrent settingprocedures(flatrentsorincomebasedrents)areincluded.

iii. AnnualPlanTableofContents

[24CFRPart903.79(r)]

TableofContents

	<u>Page#</u>
AnnualPlan	
i. ExecutiveSummary	
ii. TableofContents	
1. HousingNeeds	9
2. FinancialResources	15
3. PoliciesonEligibility,SelectionandAdmissions	17
4. RentDeterminationPolicies	26
5. OperationsandManagementPolicies	30
6. GrievanceProcedures	31
7. CapitalImprovementNeeds	32
8. DemolitionandDisposition	34
9. DesignationofHousing	35
10. ConversionsofPublicHousing	36
11. Homeownership	37

12. CommunityServicePrograms	39
13. CrimeandSafety	42
14. Pets(InactiveforJanuary1PHAs)	44
15. CivilRightsCertifications(includedwithPHAPlanCertifications)	44
16. Audit	44
17. AssetManagement	44
18. OtherInformation	45

Attachments

RequiredAttachments:

- AdmissionsPolicyforDeconcentration -Attachment“A”
- FY2003 CapitalFundProgramAnnualStatement -Attachment“B”
- Mostrecentboard -approvedoperatingbudget (RequiredAttachmentforPHAs thataretroubledoratriskofbeingdesignatedtroubledONLY)

OptionalAttachments:

- PHAManagementOrganizationalChart -Attachment“C”
- FY2000CapitalFundProgram5YearActionPlan -Attachment“D”
- PublicHousingDrugEliminationProgram(PHDEP)Plan
- CommentsofResidentAdvisoryBoardorBoards(mustbeattachedifnot includedinPHAPlantext) -Attachment“E”
- Other:
 - Drug-relatedandViolentCriminalActivityPolicy -Attachment“F”
 - PetPolicy -Attachment“G”

AdditionalRequiredAttachments:

- Section8CapacityStatement -HomeownershipProgram -Attachment“H”
- RequiredResidentMembershipofBoardofDirectors -Attachment“T”
- MembershipofResidentAdvisoryBoard -Attachment“J”
- VoluntaryConversionRequiredInitialAssessments -Attachment“K”

SupportingDocumentsAvailableforReview

ListofSupportingDocumentsAvailableforReview		
Applicable & OnDisplay	SupportingDocument	ApplicablePlan Component
X	PHAPlanCertificationsofCompliancewiththePHAPlans andRelatedRegulations	5YearandAnnualPlans
X	State/LocalGovernmentCertificationofConsistencywith theConsolidatedPlan	5YearandAnnualPlans
X	FairHousingDocumentation: RecordsreflectingthatthePHAhasexamineditsprograms orproposedprograms,identifiedanyimpedimentstofair housingchoiceinthoseprograms,addressedoris addressingthoseimpedimentsinareasonablefashionin view oftheresourcesavailable,andworkedorisworkingwith	5YearandAnnualPlans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	local jurisdictionstoimplementanyofthejurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
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 A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Program Annual Statement (HUD 52837) for the active grant year	
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI 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
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
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
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.StatementofHousingNeeds

[24CFRPart903.79(a)]

A.HousingNeedsofFamiliesintheJurisdiction/sServedbythePHA

HousingNeedsofFamiliesintheJurisdiction byFamilyType							
FamilyType	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income<=30% ofAMI	2737	5	3	3	3	3	3
Income>30%but <=50%ofAMI	3109	5	4	3	3	3	3
Income>50%but <80%ofAMI	810	3	3	3	3	2	3
Elderly	1909	5	4	3	4	2	4
Familieswith Disabilities	774	5	4	3	4	2	4
Black**	262	4	4	3	3	2	3
Asian/PacIsl.**	97	4	4	3	3	2	3
Ind./Esk/Other**	120	4	4	3	3	2	3
Hispanic**	101	4	4	3	3	2	3

**Accordingto1990Censusdata,thenumberofhouseholdsbyraceisfairlyevenly distributedacrosstheincomecategories.However,evenifoneof theracialcategories wereconcentratedineithertheextremelyloworverylow(0 -30%,31 -50%)categories, thepercentagebyracewouldnotexceed10%.Therefore,nodisproportionateneedexists fortheseracesorethnicgroups.

Whatsourcesofinforma tiondidthePHAusetoconductthisanalysis?(Checkallthat apply;allmaterialsmustbemadeavailableforpublicinspection.)

- ConsolidatedPlanoftheJurisdiction/s
Indicateyear: 2002
- U.S.Censusdata:theCompr ehensiveHousingAffordabilityStrategy(“CHAS”) dataset
- AmericanHousingSurveydata
Indicateyear:
- Otherhousingmarketstudy
Indicateyear:
- Othersources:(listandindicateyearofinformation)

B. Housing Needsof FamiliesonthePublicHousingandSection8 Tenant-BasedAssistance WaitingLists

HousingNeedsofFamiliesontheWaitingList			
Waitinglisttype:(selectone)			
<input checked="" type="checkbox"/> Section8tenant -basedassistance			
<input type="checkbox"/> PublicHousing			
<input type="checkbox"/> CombinedSection8andPublicHousing			
<input type="checkbox"/> PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional)			
Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	454		240
Extremelylow income<=30% AMI	222	49%	
Verylowincome (>30%but<=50% AMI)	232	51%	
Lowincome (>50%but<80% AMI)	N/A	N/A	
Familieswith children	272	60%	
Elderlyfamilies	36	8%	
Familieswith Disabilities	110	24%	
Non-Elderly	36	8%	
Caucasian	335	74%	
Black	109	24%	
Ind/Alaskan	5	1%	
Asian.Pacific51% Hispanic286%			
Characteristicsby BedroomSize (PublicHousing Only)			
1BR			

Housing Needs of Families on the Waiting List			
2BR			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant -based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional)			
If used, identify which development/sub -jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	17		Approx. 60 units
Extremely low income <= 30% AMI	8	47%	
Very low income (> 30% but <= 50% AMI)	8	42%	
Low income (> 50% but < 80% AMI)	1	.06%	
Families with children	1	.06%	
Elderly families	1	.06%	
Families with Disabilities	6	36%	
Caucasian	16	95%	
Black	1	.06%	
Indian/Alaskan	0	0	
Asian/Pac.	0	0	

Housing Needs of Families on the Waiting List			
Hispanic	0		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	16	95%	
2BR	1	.06%	
3BR	0	0	
4BR	0	0	
5BR	0	0	
5+BR	0	0	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Our strategy will be to improve the quality of assisted housing, increase the housing available, improve quality of life, promote self-sufficiency, and ensure equal housing opportunities for all through more efficient management of staff, facilities and resources, by targeting and assisting families with the greatest housing needs, i.e. the working poor and the elderly/disabled, by continuing to develop supportive services to tenants to increase independence, by providing information to tenants on location of units outside areas of poverty, and by improving marketing of both the Section 8 and Public Housing programs.

(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:

- 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 financed development

- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated PI and development process to ensure coordination with broader community strategies
- Other (list below)

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

- 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

- Exceed HUD federal targeting requirements for families at or below w30% 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

- 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:

- Seek designation of public housing for the elderly
- Apply for special -purpose voucher 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:

- 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 voucher targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: Set aside of 18 housing choice vouchers specifically for disabled households; participate in PATH program which assists disabled households under 62 years of age transition from nursing home to independent housing.

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:

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

Strategy 2: Conduct activities to affirmatively further fair housing

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
 - Staffing constraints
 - Limited availability of sites for assisted housing
 - Extent to which particular housing needs are met by other organizations in the community
 - Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
 - Influence of the housing market on PHA programs
 - Community priorities regarding housing assistance
 - Results of consultation with local or state government
 - Results of consultation with residents and the Resident Advisory Board
 - Results of consultation with advocacy groups
 - Other: (list below)
- HUD regulation: income targeting of Section 8 applicants requiring 75% of new families admitted to program must be at 30% of AMI or lower.

2. Statement of Financial Resources

[4CFR Part 903.79(b)

FinancialResources: PlannedSourcesandUses		
Sources	Planned\$	PlannedUses
1. FederalGrants(FY2003 grants)		
a) PublicHousingOperatingFund	559,802	
b) PublicHousingCapitalFund	400,000	
c) HOPEVIRevitalization	-0-	
d) HOPEVIDemolition	-0-	
e) AnnualContributionsforSection 8Tenant -BasedAssistance	4,722,868	
f) PublicHousingDrugElimination Program(includinganyTechnical Assistancefunds)	-0-	
g) ResidentOpportunityandSelf - SufficiencyGrants	-0-	
h) CommunityDevelopmentBlock Grant	1,428,000	
i) HOME	850,000	Homeownership Opportunities
OtherFederalGr ants(listbelow)		
2.PriorYearFederalGrants (unobligatedfundsonly)(list below)		
CDBG –Allfundsareobligated	-0-	Homeownership
3.PublicHousingDwellingRental Income	355,000	PublicHousing Operations
4.Otherincome (listbelow)		
AHTF(AffordableHousingTrust Fund)	142,750	AffordableHousing Development
4.Non -federalsources (listbelow)		
Totalresources	8,458,420	

3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

A.PublicHousing

(1)Eligibility

a. WhendoesthePHAverifyeligibilityforadmissiontopublichousing?(selectallthat apply)

- Whenfamiliesarewithinacertainnumberofbeingofferedaunit:(stater number)
- Whenfamiliesarewithinacertaintimeofbeingofferedaunit:(statetime)
- Other:Whenthefamilyisinapositiononthewaitinglisttobeoffereda housingunit.

b. Whichnon -income(screening)factorsdoes thePHAusetoestablisheligibilityfor admissiontopublichousing(selectallthatapply)?

- CriminalorDrug -relatedactivity
- Rentalhistory
- Housekeeping
- Other:CreditChecks,ScreeningforSuitability,MoniesowedtoDepartment ofPublicWelfare,priorevictionsfromfederallysubsidizedhousing,monies ownedtohousingauthority.

c. Yes No:DoesthePHArequestcriminalrecordsfromlocal lawenforcement agenciesforscreeningpurposes?

d. Yes No:DoesthePHArequestcriminalrecordsfromStatelawenforcement agenciesforscreeningpurposes?

e. Yes No:DoesthePHAaccessFBIcriminalrecordsfromtheFBIforscreening purposes?(eitherdirectlyorthroughanNCIC -authorizedsource)

(2)WaitingListOrganization

a. WhichmethodsdoesthePHAplantousetoorganizeitspublichousingwaitinglist (selectallthat apply)

- Community-widelist
- Sub-jurisdictionallists
- Site-basedwaitinglists
- Other(describe)

b. Wheremayinterestedpersonsapplyforadmissiontopublichousing?

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

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

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

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously 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? **N/A**

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability (school or job training hours of full-time students who are single parents may be used towards satisfaction of the 20 hour per week work requirement).
 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 reprisal or hate crimes
- Other preference(s): Bridge Housing Preference – includes a family living in bridge housing and who is working on or has completed a service plan acceptable to the PHA, Single head of household with a child or children 5 years of age or younger.

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 points 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:

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

Other preferences (select all that apply)

- 4 Working families and those unable to work because of age or disability (school or job training hours of full-time students who are single parents may be used towards satisfaction of the 20-hour per week work requirement.
- Veterans and veterans' families
- 2 Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- 3 Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisal or hate crimes
- 4 Other preference(s): Bridge Housing Preference, Preference of single head of household with a child or children 5 years of age or younger.

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: Tenant Handbook, Management Rules

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

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

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and development 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) N/A

- 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

(1) Eligibility

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

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

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

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

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

e. Indicate what kinds of information you share with prospective landlords?(select all that apply)

- Criminal or drug -related activity
 Other (describe below)

(2) Waiting List Organization

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

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

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

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

(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: Only if 1) voucher holder is ill or hospitalized for extensive period, 2) voucher holder cannot conduct serious housing search without success, 3) needed to accommodate a person with a disability, and 4) case -by-case basis (extenuating circumstances).

(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 of families at or below 30% of median area income? –
 Currently, we have a waiver of this requirement –our waiver allows
 us to target 55% of all new admission to families at or below 30% of
 median area income.

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
 (school or job training hours of full-time students who are single parents may
 be used towards satisfaction of the 20 hour per week work requirement).
- 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) 1) Residents of bridge housing facilities who have
 completed an acceptable service plan, 2) a single head of household with a
 child or children 5 years of age or younger, and 3) household transitioning out of
 single room occupancy (SRO) facilities operated by homeless providers into
 neighborhood-based permanent housing.

3. If the PHA will employ admission 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 points system), place the same number next to
 each. That means you can use a "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 4 Working families and those unable to work because of age or disability (school or job training hours of full -time students who are single parents may be used towards satisfaction of the 20 hour per week work requirement.
- Veterans and veterans' families
- 2 Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- 3 Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 4 Other preference(s): Residents of bridge housing facilities who have completed an acceptable service plan, single head of household who has a child or children 5 years of age or younger and household transitioning out of single room occupancy (SRO) facilities operated by homeless providers into neighborhood-based permanent housing.

4. Among applicants on the waiting list with the 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 plan to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

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

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

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensure 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 admission 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 program to the public?

- Through published notices
 Other: Notices/Flyers to human service agencies
 Brochures
 Announcement at human service meetings

4. PHA Rent Determination Policies

[24CFR Part 903.79(d)]

A. Public Housing

(1) Income Based Rent Policies

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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 (Now Mandatory)

For increases in earned income

Fixed amount (other than general rent -setting policy)
If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent -setting policy)
If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

- Yes for all developments
 Yes but only for some developments
 No – we did have ceiling rents, but now have “flat rents” which were Effective July 1, 2001.

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

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

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

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

f. Rent determination:

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
 Anytime the family experiences an income increase
 Anytime 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? Only for FSS participants.

(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.)

- Thesection8rentreasonablenessstudyofcomparablehousing
- Surveyofrentslistedinlocalnewspaper
- Surveyofsimilarunassistedunitsintheneighborhood
- Other:Alreadyestablishedceilingrents,fairmarketrentsforourMSA, Locationandamenitiesofunits,typeofneighborhoods.

FlatrentseffectiveJuly1,2001areEfficiency -\$285,1bedroom -\$382,2bedroom -\$313,3bedroom -\$401,and4bedroom -\$454.

B. Section 8 Tenant -Based Assistance

(1) Payment Standards

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

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

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

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

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

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

Other(listbelow)

d.Howoftenarepaymentstandardsreevaluatedforadequacy?(selectone)

- Annually
- Other –Semi -annually

e.WhatfactorswillthePHAconsiderinitsassessmentoftheadequacyofits payment standard?(selectallthatapply)

- Successratesofassistedfamilies
- Rentburdensofassistedfamilies
- Other(listbelow)

(2)MinimumRent

a.WhatamountbestreflectsthePHA’sminimumrent?(selectone)

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

b. Yes No: HasthePHAadoptedanydiscretionaryminimumrenthardship exemptionpolicies?(ifyes,listbelow)

5.Operation sandManagement

[24CFRPart903.79(e)]

A.PHAManagementStructure

- AnorganizationchartshowingthePHA’smanagementstructureandorganization isattached.
- Abriefdescriptionofthemanagementstructureand organizationofthePHA follows:

B.HUDProgramsUnderPHAManagement

ProgramName	UnitsorFamilies ServedatYear Beginning	Expected Turnover
-------------	----------------------------------------	-------------------

PublicHousing	208	50
Section8Vouchers	1142	325
Section8Certificates	60	20
Section8ModRehab	20	6
SpecialPurposeSection 8Certificates/Vouchers (listindividually)	8(Shelte r + Care) 5(BrethrenHouse)	2
PublicHousingDrug EliminationProgram (PHDEP)	N/A	N/A
OtherFederal Programs(list individually)		
PH(5h) Homeownership	10	3

C. Management and Maintenance Policies

(1) Public Housing Maintenance and Management: Admissions and Continued Occupancy Handbook, PH Maintenance Plan Document, FSS Action Plan, Public Housing Assessment System Manual

(2) Section 8 Management : Section 8 Administrative Plan, Housing Inspection Manual, Section 8 and Voucher Program Master Book, HUD Handbook 7420.7 and FSS Action Plan

6. PHA Grievance Procedures

[24CFR Part 903.79(f)]

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA offices 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 offices 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 903.79(g)]

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) Attachment B

-or-

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

(2) Optional 5 -Year Action Plan

- 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:

Table Library

The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan at Attachment "D".

-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 there)

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

Yes No: a) Has the PHA received a HOPEVI 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 HOPEVI 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 HOPEVI revitalization grant in the Plan year?
 If yes, list development name/s below:

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

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

8. Demolition and Disposition

[24CFRPart903.79(h)]

1. Yes No: DoesthePHAplantoconductanydemolitionordisposition activities(pursuanttosection18oftheU.S.HousingActof1937 (42U.S.C.1437p))intheplanFiscalYear?(If“No”,skipto component9;if“yes”,completeoneactivitydescriptionforeach development.)

2. ActivityDescription

Yes No: HasthePHAprovidedtheactivitiesdesc riptioninformationinthe **optional**PublicHousingAssetManagementTable?(If“yes”,skip tocomponent9.If“No”,completetheActivityDescriptiontable below.)

Demolition/DispositionActivityDescription	
1a. Developmentname:	
1b. Development(project)number:	
2. Activitytype: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Applicationstatus(selectone) Approved <input type="checkbox"/> Submitted,pendingapproval <input type="checkbox"/> Plannedapplication <input type="checkbox"/>	
4. Dateapplicationapproved,submitted,orplannedforsubmission: <u> (DD/MM/YY)</u>	
5. Numberofunitsaffected:	
6. Coverageofaction(selectone) <input type="checkbox"/> Partofthedevelopment <input type="checkbox"/> Totaldevelopment	
7. Timelineforactivity: a. Actualorprojectedstartdateofactivity: b. Projectedenddateofactivity:	

9. DesignationofPublicHousingforOccupancybyElderlyFamiliesor FamilieswithDisabilitiesorElderlyFamiliesandFamilieswith Disabilities

[24CFRPart903.79 (i)]

1. Yes No: HasthePHAdesignatedorappliedforapprovaltodesignateor doesthePHAplantoapplytodesignateanypublichousingfor occupancyonlybytheelderlyfamiliesoronlybyfamilieswith disabilities,orbyelderlyfamiliesandfamilieswithdisabilitiesor willapplyfordesignationforoccupancybyonlyelderlyfamiliesor

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; PHA completing streamlined submissions may skip to component 10.)

An approved designation plan is already in place for a 9 unit senior housing project in Mt. Holly Springs (Chestnut Commons). It is designated for households 62 or over. Two West Penn Apartments, a 50 -unit building in Carlisle has also been approved as a designated project for elderly (62 and older) and near -elderly (50 to 61) only. The 3 mobility enhanced units at Two West Penn will continue to be available to mobility impaired persons of any age (18 or over).

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: Two West Penn	
1b. Development (project) number: PA26PO75005	
2. Designation type:	
Occupancy by only the elderly <input checked="" type="checkbox"/> and near -elderly	
Occupancy by families with disabilities <input checked="" type="checkbox"/> near elderly disabled only except for mobility impaired	
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one)	
Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: (02/25/02)	
5. If approved, will this designation constitute a (select one) N/A	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously -approved Designation Plan?	
6. Number of units affected: 59	
7. Coverage of action (select one)	
Part of the development	
<input checked="" type="checkbox"/> Total development	

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(j)]

(See Attachment “K”)

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the FY1996 HUD Appropriations Act eHUD

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 FY1996 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. N/A

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD -approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	

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

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

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

11. Homeownership Programs Administered by the PHA

[24CFR Part 903.79(k)]

A. Public Housing

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.) N/A

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"/> HOPEI <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 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:

- 1) The family must have completed at least a one year lease under the Section 8 program in Cumberland County,
- 2) family must pay at least \$1,000 from personal resources for down payment and closing costs,
- 3) housing inspections will be performed annually for the first three years of homeownership.

12. PHA Community Service and Self -sufficiency Programs

[24CFR Part 903.79(1)]

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 01/04/02

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 program to eligible families
 Jointly administer programs

- PartnertoadministeraHUDWelfare -to-Workvoucherprogram
- Jointadministrationofotherdemonstrationprogram
- Other –Anyapplicantsforourhousingprogramsfoundguiltyofwelfarefraud must paybacktheDepartmentofWelfareofficeorenterintoare -payment agreementbeforehousingassistanceisoffered.

3. Other coordination efforts –Memorandums of Agreement (MOAs) have been entered into with 1) Career Link, 2) Cumberland/Perry Domestic Violence Shelter, 3) James Wilson Safe Harbour, 4) Cumberland County Children & Youth Services, and 5) Cumberland County Office of Aging & Community Services.

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 de termination 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

ProgramName&Description (includinglocation,ifappropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (developmentoffice/ PHAmainoffice/ otherprovidername)	Eligibility (publichousingor section8 participantsor both)
BudgetCounseling	15	Spec.Criteria	Developmentoffice	PublicHousing
AfterSchoolProgramK -5	35	Random	YWCA	PublicHousing
Scholarships –Spring/Summer Youth/AdultArtClasses	20	Random	CarlisleArtsLearning Center	PublicHousing
LifeSkillsTraining	5	Random	Developmentoffice	PublicHousing
ParentingClasses	15	Random	Developmentoffice	PublicHousing
TenantAssociation	15	Random	Developmentoffice	PublicHousing
ComputerClasses	8	Random	ComputerResource CenternearPHsite	Public Housing/Section8

(2)FamilySelfSufficiencyprogram/s

a.ParticipationDescription

FamilySelfSufficiency(FSS)Participation		
Program	RequiredNumberofParticipants (startofFY2002 Estimate)	ActualNumber ofParticipants (Asof:01/31/03)
PublicHousing	20	18
Section8	26	17

- b. Yes No: IfthePHAisnotmaintainingtheminimumprogramsizerequired byHUD,doesthemostrecentFSSActionPlanaddressthesteps thePHAplanstotaketoachieveatleasttheminimumprogram size?
Ifno,liststepsthePHAwilltakebelow:

C.WelfareBenefitReductions

1.ThePHAiscomplyingwiththestatutoryrequirementssection12(d)oftheU.S. HousingActof1937(relatingtothetreatmentofincomechangesresultingfrom welfareprogramrequirements)by:(selectallthatapply)

- AdoptingappropriatechangestothePHA’spublichousingrentdetermination policiesandtrainstafftocarryoutthosepolicies
- Informingresidentsofnewpolicyonadmissionandreevaluation

- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

Not Applicable – Authority is not a participant in PHDEP (Public Housing Drug Elimination Program)

[24CFR Part 903.79(m)]

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 area 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 level of violent and/or drug -related crime
- Other (describe below)

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports

- Demonstrable, quantifiable success with previous or ongoing anticrime/antidrug programs
- Other (describe below)

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

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

1. List the crime prevention activities the PHA has undertaken or plan 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 -risky 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

- 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 FY2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: _____)

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

See Attachment "G"**15. Civil Rights Certifications**

[24CFR Part 903.79(o)]

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

16. Fiscal Audit

[24CFR Part 903.79(p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24CFR Part 903.79(q)]

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

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

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

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

18. Other Information

[24CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

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

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

- Attached as Attachment "E"
 Provided below:

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

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

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

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

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

3. Description of Resident Election Process **N/A**

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

1. Consolidated Plan jurisdiction: Borough of Carlisle, Commonwealth of Pa.

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

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

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

The Consolidated Plan of the Borough of Carlisle supports the PHA Plan with the following actions and commitments: 1) continue efforts currently underway to rehabilitate renter-occupied housing, 2) by providing code enforcement services to ensure safe and decent housing, 3) by continuing to promote homeownership opportunities for low/moderate income families, 4) by encouraging self-sufficiency programs designed to assist low income housing tenants to become upwardly mobile, 5) determine options to improve bridge/singleroom occupancy facilities, and 6) by encouraging supportive living housing for frail seniors, those with mental health problems, and persons with mental and physical disabilities.

The Consolidated Plan of the Commonwealth of Pennsylvania supports the PHA Plan with the following actions and commitments: 1) recognizing and helping to deal with the problems of working poor families, 2) being cognizant of changes in public housing authorities law, 3) preserving standard conditions of housing units to ensure they remain safe and decent, and 4) recognizing the need for a continuum of housing options including rental, homeowner, assisted housing and housing for the disabled.

D. Other Information Required by HUD

Attachments

Attachments "A" through "K" follow

ATTACHMENT "A"
DECONCENTRATION –PUBLICHOUSING
RESOLUTION
APPROVING INCOME TARGETING
FOR NEW ADMISSION TO PUBLIC HOUSING

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 requires that Housing Authorities revise their admissions and occupancy policies for public housing to insure that not less than 40% of new admissions have annual incomes at or below 30% of the area median income; and

WHEREAS, the Act provides Housing Authorities with new flexibility to admit families with income up to 80% of the area median income.

NOW, THEREFORE, IT IS RESOLVED by the Board of Directors of The Housing Authority of Cumberland County that:

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

RESOLVED THIS 16TH DAY OF APRIL, 1999.

Secretary

ATTACHMENT "A"

DECONCENTRATION –SECTION 8

RESOLUTION

**APPROVING INCOME TARGETING
FOR NEW ADMISSION FOR SECTION 8
TENANT BASED CERTIFICATE AND
VOUCHER PROGRAMS**

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 requires that Housing Authorities revise their administrative plans for Section 8 Tenant Based certificate and voucher program to insure that not less than 75% of new admissions have annual incomes at or below 30% of the area median income; and

WHEREAS, the Act requires that with regard to Section 8 project based assistance not less than 40% of new admissions shall have incomes at or below 30% of the area median income.

NOW, THEREFORE, IT IS RESOLVED by the Board of Directors of the Housing Authority of Cumberland County:

1. The Administrative Plan for the Section 8 Tenant Based Certificate Program is revised to require that 75% of the new admissions shall have annual incomes at or below 30% of the area median income, as adjusted for household size. The remaining 25% of new admissions shall have incomes at or below 30% but not more than 50% of the area median income, as adjusted for household size.
2. For Section 8 project based assistance, including the moderate rehabilitation program, 40% of the new admissions shall have incomes at or below 30% of the area median, as adjusted for household size. The remaining 60% of new admissions shall have incomes above 30% but not more than 50% of the area median income adjusted for household size.

RESOLVED THIS 16TH DAY OF APRIL, 1999.

Secretary

CAPITAL FUND PROGRAM TABLES START HERE

Attachment "B"

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of Cumberland Co		Grant Type and Number Capital Fund Program Grant No: PA26P07550100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Em ergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Developm ent Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non -CFP Funds	0	0	0	0
2	1406 Operations	0	0	0	0
3	1408 Management Improvements Soft Costs	53,000	53,000	33,000	12,681
	Management Improvements Hard Costs	29,000	0	0	404
4	1410 Administration	41,186	41,186	41,186	15,000
5	1411 Audit	0	0		
6	1415 Liquidated Damages	0	0		
7	1430 Fees and Costs	0	0		
8	1440 Site Acquisition	0	0		
9	1450 Site Improvement	16,125	41,125	41,125	28,125
10	1460 Dw elling Structures	261,546	236,546	185,420.83	68,259
11	1465.1 Dwelling Equipment —Nonexpendable	0	5,000	5,000	5,000
12	1470 Nondwelling Structures	0	24,000	17,212.50	
13	1475 Nondwelling Equipment	11,000	11,000	11,000	11,000
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			

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

PHAName: Housing Authority of Cumberland Co .	Grant Type and Number Capital Fund Program Grant No: PA26P07550100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement
 Reserve for Disasters/Em ergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/02
 Final Performance and Evaluation Report

Line No.	Summary by Developm ent Account	Total Estimated Cost		Total Actual Cost	
18	1499 Development Activities	0			
19	1502 Contingency	0			
	Amount of Annual Grant: (sum of lines.....)	411,857	411,857	411,857	325,567.23
	Amount of line XX Related to LBP Activities	0			
	Amount of line XX Related to Section 504 compliance	0			
	Amount of line XX Related to Security --Soft Costs	6,000	6,000	6,000	2,235
	Amount of Line XX related to Security --Hard Costs	0			
	Amount of line XX Related to Energy Conservation Measures	79,000	50,975	50,975	34,389.35
	Collateralization Expenses or Debt Service	0			

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

PHAName: Housing Authority of Cumberland County		Grant Type and Number Capital Fund Program Grant No: PA26P07550100 Replacement Housing Factor Grant No:					2000		
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
001	Upgrade Playground Equipment		1475	1 site	4,000	4,000	4,000	4,000	Complete
001	Purchase Hot Water Heaters		1465.1	20 units	5,000	5,000	5,000	5,000	Complete
001	Purchase Kitchen Sink Faucets		1460	35 units	2,500	2,500	2,500	2,500	Complete
001	Remove/Replace Ext. Pre -Hung Doors		1460	25 units	45,975	45,975	45,975	45,975	Complete
001	Install Window Shutters		1460	48 units	79,000	79,000	79,000	34,389.35	In Progress
001	Install Ceiling Fans		1460	48 units	30,000	30,000	30,000	30,000	Complete
002	Upgrade Playground Equipment		1475	1 site	3,000	3,000	3,000	3,000	Complete
002	Remove/Replace Furnace Systems		1460	24 units	49,071	36,071	36,071	36,071	Complete

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

PHAName: Housing Authority of Cumberland County		Grant Type and Number Capital Fund Program Grant No: P A26P07550100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
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	
002	Site Improvement Upgrades	1450	1 site	0	13,000	13,000	13,000	Complete	
002	Purchase/Replace Floor Covering	1460	12 units	43,000	43,000	43,000	39,144.48	In Progress	
003	Upgrade Playground Equipment	1475	2 sites	4,000	4,000	4,000	4,000	Complete	
003	Security	1408	1 site	6,000	6,000	6,000	2,729.33	In Progress	
HA-Wide	Resident Initiatives Coordinator	1408	1 staff	35,000	35,000	35,000	23,386.57	Ongoing	
HA-Wide	Parking Lot Paving (Mgmt Ofc)	1450	1 property	28,125	28,125	28,125	11,973.00	In Progress	
HA-Wide	Upgrade Elect. Wiring, Install Doors, Upgrade Equip/Tool Areas (Mtn Bldg)	1470	1 property	24,000	24,000	24,000	17,212.50	In Progress	
HA-Wide	Residential Services	1408	149 units	12,000	12,000	12,000	12,000	Complete	
HA-Wide	Administration	1410	3 staff	41,186	41,186	41,186	41,186	Complete	

CAPITAL FUND PROGRAM TABLES START HERE

Attachment "B"

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: Housing Authority of Cumberland County		Grant Type and Number Capital Fund Program Grant No: PA26P07550101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds	0	0	0	0
2	1406 Operations	0	0	0	0
3	1408 Management Improvements Soft Costs	61,000	56,000	51,000	3,057.73
	Management Improvements Hard Costs	2,000	3,000	3,000	3,000
4	1410 Administration	41,855	41,855	41,855	41,855
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	10,000	15,000	10,250	5,955
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	60,000	99,400	40,000	51,203.07
10	1460 Dwelling Structures	207,500	155,500	49,500	38,677.44
11	1465.1 Dwelling Equipment — Nonexpendable	5,000	5,000	5,000	5,000
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	42,797	42,797	42,797	32,983.35
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0

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

PHAName: Housing Authority of Cumberland County	Grant Type and Number Capital Fund Program Grant No: PA26P07550101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/02
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
18					
19	1502 Contingency	0	0	0	0
	Amount of Annual Grant: (sum of lines.....)	418,552	418,552	242,402	181,731.59
	Amount of line XX Related to LBP Activities	0	0	0	0
	Amount of line XX Related to Section 504 compliance	0	0	0	0
	Amount of line XX Related to Security --Soft Costs	6,000	6,000	0	0
	Amount of Line XX related to Security --Hard Costs	0	0	0	0
	Amount of line XX Related to Energy Conservation Measures	41,500	41,500	41,500	35,051.07
	Collateralization Expenses or Debt Service	0	0	0	0

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

PHAName: Housing Authority of Cumberland County		Grant Type and Number Capital Fund Program Grant No: PA26P07550101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
001	Upgrade Playground Equipment		1475	1 site	10,000	10,000	10,000	10,000	Complete
001	Bi-fold Closet Doors		1460	75 units	80,000	80,000	0	0	Pending
001	Repair/Replace Floor Covering		1460	7 units	21,000	21,000	0	0	Pending
002	Remove/Replace Exterior Doors		1460	25 units	36,500	36,500	36,500	32,562.44	In Progress
002	Landscaping Upgrades		1450	4 bldgs.	40,000	40,000	40,000	35,051.07	In Progress
002	Upgrade Playground Equipment		1475	1 sites	11,000	11,000	11,000	11,000	Complete
002	Replace Water Heaters		1465.1	25 units	5,000	5,000	5,000	5,000	Complete
002	Remove/Replace Ext. Siding		1450	4 bldgs.	9,400	9,400	0	0	Pending
003	Upgrade Playground Equipment		1475	2 sites	10,197	10,197	10,197	2,398.35	In Progress
005	Decorative Cornice		1450	1 site	50,000	50,000	0	16,152	In Progress
003	Remove/Replace laundry AC		1475	1 bldg.	1,600	1,600	1,600	1,585	In Progress
005	Remove/Replace wall covering		1460	1 bldg.	5,000	5,000	0	0	Pending
005	Remove/Replace Tile/Carpet		1460	1 bldg.	8,000	8,000	8,000	1,115.00	In Progress
005	Schematic Drawing		1430	1 bldg.	10,000	10,000	5,250	4,230	In Progress
009	Gazebo		1470	1 site	2,000	2,000	2,000	0	In Progress
Ha-Wide	Replacement of Copier		1475	1 unit	8,000	8,000	8,000	8,000	Complete
Ha-Wide	Replacement of Mnt tools		1475	1 property	3,000	3,000	3,000	557.73	In Progress

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

PHAName: Housing Authority of Cumberland County		Grant Type and Number Capital Fund Program Grant No: PA26P07550101 Replacement Housing Factor Grant No:					Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA-Wide	Residential Services – Afterschool Program/Budget Counseling		1408	149 units	15,000	15,000	15,000	5,500	In Progress
HA-Wide	Capital Needs Assessment		1430	208 units	5,000	5,000	5,000	1,725	In Progress
HA-Wide	Security Service		1408	36 units	6,000	6,000	0	0	Pending
HA-Wide	Resident Initiatives Coordinator		1408	1 staff	35,000	35,000	35,000	0	Pending
PHHO	Replacement of Carpeting		1460	3 units	5,000	5,000	5,000	5,000	Complete
Ha-Wide	Administration		1410	3 staff	41,855	41,855	41,855	41,855	Complete

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

PHAName: Housing Authority of Cumberland County	Grant Type and Number Capital Fund Program No: PA26P07550101 Replacement Housing Factor No:	Federal FY of Grant: 2001
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
001	6-30-03			6 -30-05			
002	6-30-03			6-30-05			
003	6-30-03			6-30-05			
005	6-30-03			6-30-05			
HA-Wide	6-30-03			6-30-05			

CAPITAL FUND PROGRAM TABLES START HERE

ATTACHMENT "B"

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: Housing Authority of Cumberland County		Grant Type and Number Capital Fund Program Grant No: PA26P07550102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	50,000	50,000	0	0
	Management Improvements Hard Costs	9,000	0	0	0
4	1410 Administration	40,000	40,000	10,000	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000	30,000	15,000	14,756.76
8	1440 Site Acquisition				
9	1450 Site Improvement	110,000	75,000	75,000	3,961.98
10	1460 Dwelling Structures	128,825	160,825	21,800	0
11	1465.1 Dwelling Equipment — Nonexpendable	10,000	10,000	0	0
12	1470 Nondwelling Structures	3,100	9,100	5,075	1,175.66
13	1475 Nondwelling Equipment	0	6,500	0	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHAName: Housing Authority of Cumberland County		Grant Type and Number Capital Fund Program Grant No: PA26P07550102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/02 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
19	1502 Contingency	19,075	18,575	0	0	
	Amount of Annual Grant: (sum of lines.....)	400,000	400,000	126,875	19,894.40	
	Amount of line XX Related to LBP Activities					
	Amount of line XX Related to Section 504 compliance					
	Amount of line XX Related to Security --Soft Costs					
	Amount of Line XX Related to Security --Hard Costs					
	Amount of line XX Related to Energy Conservation Measures	90,000	90,000	0	0	
	Collateralization Expenses or Debt Service					

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

PHAName: Housing Authority of Cumberland Cty		Grant Type and Number Capital Fund Program Grant No: 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	
					Obligated	Expended		
001	Landscaping	1450	75 units	75,000	75,000	3,961.98	In Progress	
001	Architectural Fees	1430	75 units	15,000	15,000	14,756.76	In Progress	
001	Individual Water Meters	1460	75 units	80,000	0	0	Pending	
001	Install Ceiling Fans	1460	75 units	21,000	21,000	0	In Progress	
003	Remove/Replace bathroom cabinets	1460	50 units	14,025	0	0	Pending	
003	Replace Water Heaters	1465.1	40 units	10,000	0	0	Pending	
005	Replace Community Rm Carpet	1470	1 bldg.	3,000	3,000	1,175.66	In Progress	
005	Replace Emergency Call Buzzers	1460	50 units	800	800	0	In Progress	
005	Interior Decorating/Hallways	1460	1 bldg.	10,000	0	0	Pending	
005	Large Shed - Maintenance Storage	1470	1 bldg.	3,100	0	0	Pending	
005	Maintenance Shelving	1475	1 bldg.	500	0	0	Pending	
005	Facade Improvement	1460	1 bldg.	35,000	0	0	Pending	
005	Fees/Costs-Facade Embellishments	1430	1 bldg.	15,000	0	0	Pending	
005/009	Riding Mower	1475	1	6,000	0	0	Pending	
009	Pavilion/Gazebo	1470	1	3,000	2,075	0	In Progress	
Hsg-Wide	Resident Initiatives Coordinator	1408	1 staff	35,000	0	0	Pending	
Hsg-Wide	Resident Services	1408	149 units	15,000	0	0	Pending	
Hsg-Wide	Administration	1410	3 staff	40,000	10,000	0	In Progress	
Hsg-Wide	Contingency	1502	208 units	18,575	0	0	Pending	

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

PHAName: Housing Authority of Cumberland Cty		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
001	06/30/04			06/30/06			
003	06/30/04			06/30/06			
005	06/30/04			06/30/06			
009	06/30/04			06/30/06			
Hsg Wide	06/30/04			06/30/06			
Contingency	06/30/04			06/30/06			

ATTACHMENT "C"
ORGANIZATIONAL OUTLINE

EXECUTIVE DIRECTOR

DIRECTOR OF OPERATIONS
DIRECTOR OF ECONOMIC DEVELOPMENT (report to Executive Director)
IN HOUSE COUNSEL/DIR. OF REAL ESTATE

Assistant Director of Operations
Administrative Assistant
Administrative Secretary
Rental Assistance Director (report to Director of Operations)
Public Family Housing Manager (report to Director of Operations)
Senior Housing Manager
Finance Director
Community Development Director

Program Development Special Assistant (report to Executive Director and Director of Real Estate)

Supportive Living Program Coordinator (report to Assist. Dir. Of Oper.)

Business Development Specialist (report to Dir. of Econ. Dev.)
Administrative Assistant

Assistant Rental Assistance Director
6 – Housing Representatives
3 – Housing Inspectors (report to Rental Assist. Director)
Housing Assistance Secretary
Admissions Assistant
Administrative Assistant

Assistant PFH Manager / Non-Profit Manager
PFH Administrative Assistant
PFH Maintenance Supervisor (report to PFH Manager)
Resident Initiatives Coordinator

2 PFH Maintenance Mechanics
PFH Maintenance Aides (report to PFH Maint. Super.)
2 – PFH Laborer

Senior Housing Secretary
2 – Senior Property Managers (report to Senior Housing Manager)
Senior Housing Supportive Service Coord.
Senior Maintenance Director

Assistant Maintenance Director
4 – Maintenance Mechanics (report to Sr. Maint. Dir.)
5 – Custodians

Assistant Finance Director (report to Finance Director)
Bookkeeper

2 – Rehab Specialists (report to Comm. Dev. Director)
Community Development Specialist
Housing Programs Manager
Information/Reporting Specialist

ATTACHMENT "D"

5-YEAR ACTION PLAN FOR CAPITAL FUND

<u>Dev.#</u>	<u>Dev.Name</u>	<u>Description of Improvement</u>	<u>Est.Cost</u>	<u>Est.Start</u>
001/2/3	PHA	Wide Exterior Shutters for Window	s\$62,325	2004
001/2/3	PHA	Wide Resident Initiatives Coordinator Position	140,000	2001
002	Sprg Gdn/Pomfret	Remove and Replace Vinyl Siding	5,000	2003
001	Scattered Site	Remove & Replace Floor Covering (tile)	75,000	2002/03
003	Grdvw/Cherry Ct	Remove/Replace refrig, stoves, bathroom 20 vanities and faucets & kitchen cabinets	5,000	2004
001/2/3	Scattered Site	Parking Lot Seal Coating	17,500	2004
005/009				
001/2/3	Scattered Site	Install Accordion Doors	100,000	2003
<u>Total Estimated Cost over Next 5 Years</u>			<u>-\$604,825</u>	

Breakdown by Project:

Project001 -\$230,500

Project002 -\$59,500

Project003 -\$307,825

Project005 -\$3,500

Project009 -\$3,500

Total \$604,825

ATTACHMENT "E"

Resident Advisory Board Comments

The Resident Advisory Board (RAB) which reviewed the Annual Plan was comprised of both Public Housing and Section 8 tenants. Overviews of both the Section 8 and public housing programs were given to the committee along with similarities and differences in each program. Policies and issues that were discussed included the following:

Eligibility and Admissions Policies

- Preferences
- Application process
- Income targeting
- 40% cap on income for initial lease -up
- Criminal policy
- Waiting Period after termination from program

Occupancy Issues

- Reporting of income changes and family composition
- Family Obligations
- Inspections
- Recertification process
- Maintenance issues
- Conflicts among neighbors

General Discussion

- Fraud and fraud prevention
- Grievance procedures
- Safety & security
- Homeownership programs
- Designated housing plan
- Modernization in public housing
- Resident services
- Landlord Outreach

Discussion on our admissions preferences included the in-county residence preference and the working family preference. The residency and working preferences was felt to be fair.

The RAB also reviewed our Preliminary Application used for our rental housing programs and found it to be very thorough and informative.

Designating housing strictly for the elderly or near elderly was discussed. Our current designated plan which includes Chestnut Commons, a 9 -unit development for seniors in Mt. Holly Springs and Two West Penn Apartments, a 50 -unit building in Carlisle for elderly and near -elderly households was reviewed. The committee felt the policy is fair and addresses the needs of our jurisdiction.

A list of items done through our modernization program (Capital Fund) was reviewed with the RAB.

Finally, services provided to residents of public housing such as budget counseling, afterschool programs, life skill training, parenting classes and access to the computer resource center (The Cyberspace) were all felt to be beneficial in helping residents become economically independent. The Family Self -Sufficiency (FSS) program continues to be successful in both our Section 8 program and our public housing; 40 households have completed this program to date and achieved self -sufficiency.

ATTACHMENT "F"

ADMISSIONS POLICY RE: DRUG -RELATED & VIOLENT CRIMINAL ACTIVITY

THE HOUSING AUTHORITY OF CUMBERLAND COUNTY PUBLIC HOUSING

The Housing Authority of Cumberland County recognizes that housing assistance is a privilege, not a right. Based on this premise, the Housing Authority has established the following policy in an effort to avoid rewarding anti-social behavior and to protect those other persons who are seeking Public Housing, staff, other residents, or other persons residing in the immediate vicinity of Public Housing.

Covered Persons means a tenant, any member of the tenant's household, a guest or another person under the tenant's control.

Currently engaging in means with respect to behavior such as illegal use of a drug, other drug-related criminal activity, or other criminal activity, that the individual engaged in the behavior recently enough (within one hundred eighty (180) days) to justify a reasonable belief, as evidenced by a public record, that the individual's behavior is current.

Guest means a person temporarily staying in the unit with the consent of the tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant.

Household means the family and an approved live-in-aide.

Other person under the tenant's control means that the person, although not staying as a guest in the unit, is, or was at the time of the activity in question, on the premises because of the invitation from the tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant. Absent evidence to the contrary, a person temporarily and infrequently on the premises solely for legitimate commercial purposes is not under the tenant's control.

Premises means the building or complex or development in which the public or assisted housing dwelling unit is located, including common areas and grounds.

Violent criminal activity shall be defined as any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

The following admissions criteria are applicable to the Housing Authority's Public Housing programs.

In addition to any other admissions criteria established by the Housing Authority of Cumberland County, the Housing Authority will take into account a history of criminal activity and/or drug and alcohol abuse by members of an applicant's household in determining whether assistance shall be provided.

The Housing Authority views all criminal activity and drug and/or alcohol abuse in a serious manner; accordingly, the Housing Authority has established the following admissions criteria:

- A. **Prior Evictions for Drug Related Criminal Activity** –The Housing Authority shall prohibit admission of an applicant to Public Housing for five (5) years from the date of eviction if any household member has been evicted from federally assisted housing for drug -related criminal activity.
- B. **Sex Offenders** –The Housing Authority shall prohibit admission to Public housing if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program.
- C. **Alcohol Abusers** –The Housing Authority shall prohibit admission to Public Housing if they have reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.
- D. **Drug Abusers** –The Housing Authority shall prohibit admission to Public Housing if they determine that:
 - 1. Any household member is currently engaging in illegal use of a drug; or
 - 2. They have reasonable cause to believe that a household member's illegal use of a drug may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
- E. **Prior Criminal Activity** –The Housing Authority shall prohibit, for the time period herein after set forth, admission to Public Housing if any household member has engaged in criminal activity as follows:
 - 1. **One Year Exclusion** –For those applicants that have a household member who has been convicted of, pleaded guilty to, or entered a plea of nolo contendere (hereinafter collectively referred to as "Conviction") to drug -related criminal activity involving simple possession, participation shall be denied for a period of one (1)

year from the date of conviction or entry of the plea.

2. Multiple Year Exclusions – Participant shall be denied, as hereinafter established, for those applicants that have a household member who has had a Conviction for crimes that are deemed by the Housing Authority to be crimes involving:
 - a. Violent criminal activity;
 - b. Other criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents; or
 - c. Other criminal activity that would threaten the health or safety of any employee, contractor, subcontractor or agent of the Housing Authority, who is involved in the housing operations.

For each Conviction there shall be a five (5) year period of exclusion from participation (hereinafter the “Period of Exclusion”). The Period of Exclusion commences upon the completion of a period of incarceration from the sentence on the Conviction (hereinafter the “Sentence Completion”). In the event of multiple convictions the Period of Exclusion shall be multiplied by the total number of Convictions and the cumulative total shall be known as the “Cumulative Period of Exclusion”. The Cumulative Period of Exclusion shall date from the Sentence Completion of the most recent Conviction.

The aforesaid policy only applies to such criminal activity that does not fall under the criteria for exclusion associated with Permanent Exclusion from participation, as hereinafter provided.

3. Permanent Exclusion – Participation shall be permanently denied for those households that have a member that has a Conviction for criminal activity that the Housing Authority deems to be so serious that no passage of time shall be considered adequate so as to assure the safety of others. Criminal activity for which permanent exclusion, as aforesaid, applies include, but is not limited to, the following:

Murder	Arson
Voluntary Manslaughter	Causing or Risking Catastrophe
Involuntary Manslaughter	Burglary
Aggravated Assault	Criminal Trespass
Assault by Prisoner	Robbery

Assault by Prisoner
Kidnapping
Rape
Involuntary Deviate Sexual
Intercourse
Spousal Sexual Assault

Theft by Extortion
Escape
Riot
Sexual Abuse of Children
Indecent Assault

Drug Related Criminal Activity (excluding simple possession) and including, but limited to, convictions for manufacture or production of methamphetamine on the premises of federally assisted housing.

It shall be the policy of the Housing Authority that drug -related criminal activity, violent criminal activity, other criminal activity, and alcohol abuse by covered persons currently residing in Public Housing shall be treated the same as in admissions to the program. The Occupancy Policy for Public Housing shall include the following provisions regarding termination of tenancy.

A. Public Housing

1. Evicting Drug Criminals

- a. Methamphetamine Conviction – Tenancy shall be terminated if it is determined that any member of the household has been convicted of drug -related criminal activity for manufacture or production of methamphetamine on the premises.
- b. Drug Crime On or Off the Premises – Any drug -related criminal activity engaged in on or off the premises by any tenant, member of the tenant's household or guest, and any such activity engaged in or on the premises by any other person under the tenant's control is grounds for termination of tenancy. Furthermore, a family may be evicted if it is determined that a household member is illegally using a drug or when it is determined that a pattern of illegal use of a drug interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.

2. Other Criminal Activity – Any of the following activities by Persons, shall be cause for termination of tenancy: violent criminal activity; any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or threatens the health, safety, or right to peaceful enjoyment of their residences by other persons residing in the immediate vicinity of the premises; or other criminal activity that would threaten the health or safety of any employee, contractor, subcontractor or

agent of the Housing Authority, who is involved in the housing operations.

3. FugitiveFelonorParoleViolator –Tenancymaybeterminatedifa Tenant is fleeing to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime, or attempt to commit a crime, that is a felony; or violation of a condition of probation or parole imposed under Federal or state law.
4. EvictingAlcoholAbusers –Tenancyshallbeterminatedifitis Establishedthatahouseholdmemberhas:
 - a. Engagedinabuseorpatternofabuseofalcoholthat Threatens the health, safety, or right to peaceful enjoymentofthepremisesbyotherresidents;or
 - b. Furnishedfalseormisleadinginformationconcerning Illegal drug use, alcohol abuse, or rehabilitation of illegaldrugusersoralcoholabusers.

The Housing Authority seeks from these policies to address a difficult issue in such a way as to provide for reasonable and equitable treatment of all participantsinandapplicantstoPublicHousing.

ATTACHMENT "F"

ADMISSIONS POLICY RE: DRUG -RELATED & VIOLENT CRIMINAL ACTIVITY

THE HOUSING AUTHORITY OF CUMBERLAND COUNTY

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

The Housing Authority of Cumberland County recognizes that housing assistance is a privilege, not a right. Based on this premise, the Housing Authority has established the following policy in an effort to avoid rewarding anti-social behavior and to protect those other persons who are seeking housing through federally -subsidized programs, staff, other residents, or other persons residing in the immediate vicinity of federally subsidized housing.

Covered Persons means a tenant, any member of the tenant's household, a guest or another person under the tenant's control.

Currently engaging in means with respect to behavior such as illegal use of a drug, other drug -related criminal activity, or other criminal activity, that the individual engaged in the behavior recently enough (within one hundred eighty (180) days) to justify a reasonable belief, as evidenced by a public record, that the individual's behavior is current.

Drug-related criminal activity means the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug.

Guest means a person temporarily staying in the unit with the consent of the tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant.

Household means the family and an approved live -in-aide.

Near means within the same census tract or a contiguous census tract.

Other person under the tenant's control means that the person, although not staying as a guest in the unit, is, or was at the time of the activity in question, on the premises because of the invitation from the tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant. Absent evidence to the contrary, a person temporarily and infrequently on the premises solely for legitimate commercial purposes is not under the tenant's control.

Premises means the building or complex or development in which the assisted housing dwelling unit is located, including common areas and grounds.

Violent criminal activity shall be defined as any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

In addition to any other admissions criteria established by the Housing Authority of Cumberland County, the Housing Authority will take into account a history of criminal activity and/or drug and alcohol abuse by members of an applicant's household in determining whether assistance shall be provided.

The Housing Authority views all criminal activity and drug and/or alcohol abuse in a serious manner; accordingly, the Housing Authority has established the following admissions criteria:

- A. **Prior Evictions for Drug Related Criminal Activity** – The Housing Authority shall prohibit admission of an applicant to Public Housing for five (5) years from the date of eviction if any household member has been evicted from federally assisted housing for drug -related criminal activity.
- B. **Sex Offenders** – The Housing Authority shall prohibit admission to federally assisted housing if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program.
- C. **Alcohol Abusers** – The Housing Authority shall prohibit admission to federally assisted housing if they have reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.
- D. **Drug Abusers** – The Housing Authority shall prohibit admission to Federally assisted housing if they determine that:
 - 1. Any household member is currently engaging in illegal use of a drug; or
 - 2. They have reasonable cause to believe that a household member's illegal use of a drug may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
- E. **Prior Criminal Activity** – The Housing Authority shall prohibit, for the time period herein after set forth, admission to Public Housing if any household member has engaged in criminal activity as follows:

1. One Year Exclusion – For those applicants that have a household member who has been convicted of, pleaded guilty to, or entered a plea of nolo contendere (hereinafter collectively referred to as “Conviction”) to drug -related criminal activity involving simple possession, participations shall be denied for a period of one (1) year from the date of conviction or entry of the plea.
2. Multiple Year Exclusions – Participant shall be denied, as hereinafter established, for those applicants that have a household member who has had a Conviction for crimes that are deemed by the Housing Authority to be crimes involving:
 - a. Violent criminal activity;
 - b. Other criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents; or
 - c. Other criminal activity that would threaten the health or safety of any employee, contractor, subcontractor or agent of the Housing Authority, who is involved in the housing operations.

For each Conviction there shall be a five (5) year period of exclusion from participation (hereinafter the “Period of Exclusion”). The Period of Exclusion commences upon the completion of a period of incarceration from the sentence on the Conviction (hereinafter the “Sentence Completion”). In the event of multiple convictions the Period of Exclusion shall be multiplied by the total number of Convictions and the cumulative total shall be known as the “Cumulative Period of Exclusion”. The Cumulative Period of Exclusion shall date from the Sentence Completion of the most recent Conviction.

The aforesaid policy only applies to such criminal activity that does Not fall under the criteria for exclusion associated with Permanent Exclusion from participation, as hereinafter provided.

3. Permanent Exclusion – Participations shall be permanently denied for those households that have a member that has a Conviction for criminal activity that the Housing Authority deem to be so serious that no passage of time shall be considered adequate so as to assure the safety of others. Criminal activity for which permanent exclusion, as aforesaid, applies include, but is not limited to, the following:

Murder	Arson
Voluntary Manslaughter	Causing or Risking Catastrophe
Involuntary Manslaughter	Burglary
Aggravated Assault	Criminal Trespass
Assault by Prisoner	Robbery
Assault by Prisoner	Theft by Extortion
Kidnapping	Escape
Rape	Riot
Involuntary Deviate Sexual Intercourse	Sexual Abuse of Children
Spousal Sexual Assault	Indecent Assault

Drug Related Criminal Activity (excluding simple possession) and including, but limited to, convictions for manufacture or production of methamphetamine on the premises of federally assisted housing.

It shall be the policy of the Housing Authority that drug -related criminal activity, violent criminal activity, other criminal activity, and alcohol abuse by covered persons in federally -assisted programs shall be treated the same as in admissions to the program. The policies for the Section 8 Housing Choice Voucher Program shall include the following provisions regarding termination of tenancy and/or termination of assistance.

B. Section 8 Housing Choice Voucher Program

1. Lease Terminations – Owners shall be required to include in their lease agreements the following provisions regarding termination of tenancy:

a. Criminal Activity –

(1) Evicting Drug Criminals – Any drug related criminal Activity engaged in on or near the premises by any tenant, member of the tenant’s household or guest, and any such activity engaged in on the premises by any other person under the tenant’s control is grounds for termination of tenancy. Furthermore, a family may be evicted if it is determined that a household member is illegally using a drug or when it is determined that a pattern of illegal use of a drug interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.

(2) Evicting Other Criminals – Any of the following activity by

Covered persons, shall be grounds for termination of tenancy; Any violent criminal activity; any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or threatens the health, safety, or right to peaceful enjoyment of their residences by other persons residing in the immediate vicinity of the premises; or other criminal activity that would threaten the health or safety of any employee, contractor, subcontractor or agent of the Housing Authority or owner.

(3) Fugitive Felon or Parole Violator – Tenancy may be terminated if a tenant is fleeing to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime, or attempt to commit a crime, that is a felony; or violation of a condition of probation or parole imposed under Federal or state law.

2. Termination of Assistance -

- a. Criminals – Assistance must be terminated if any household Member is currently engaged in any illegal drug use or a pattern of illegal drug use; drug related criminal activity; violent criminal activity that interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity of the premises; or other criminal activity that would threaten the health or safety of any employee, contractor, subcontractor or agent of the Housing Authority or owner. Furthermore, assistance will be terminated if any member of the household has ever been convicted of drug -related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.
- b. Alcohol Abusers – Assistance must be terminated if any household Member's abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

The Housing Authority seeks from these policies to address a difficult issue in such a way as to provide for reasonable and equitable treatment of all participants and applicants for the Section 8 Housing Choice Voucher Program .

ATTACHMENT "G"

PET POLICY

The following is an overview of the Housing Authority of Cumberland County's policy on the keeping of pets in our Family Public Housing units and our Elderly Housing Units. The rules adopted are reasonably related to the legitimate interest of this Housing Authority to provide a decent, safe and sanitary living environment for all tenants and to protecting and preserving the physical condition of the property.

Family Public Housing Units – It shall be the policy of the Housing Authority to allow residents of Family Public Housing units to keep the following common household pets: fish, birds, gerbils, hamsters, rabbits, or guinea pigs.

Fish – maximum aquarium size: 20 gallons and must be maintained on an approved stand.

Birds – maximum number: two (2) per apartment and must be enclosed in a cage at all times.

Rodents (Rabbit, Guinea Pig, Hamster, or Gerbil (ONLY)) – maximum number: two (2) per apartment and must be enclosed in an acceptable cage at all times. Must have any or all inoculations as specified now or in the future by state law or local ordinance.

Violation of the Housing Authority's Pet Policy will result in a \$25 fine per occurrence.

Note: Nothing in this policy limits or impairs the right of persons with disabilities to own an animal that are used to assist them. Pet rules will not be applied to animals which assist persons with disabilities if the resident/pet owner has certified that there is a person with disabilities in the household and the animal has been trained to assist with the specified disability.

Elderly Public Housing – It shall be the policy of the Housing Authority to allow residents of Elderly Public Housing Developments to keep the following common household pets: fish, birds, rabbits, guinea pigs, hamsters or gerbils. In addition, dogs, cats and turtles are permitted.

Fish – maximum aquarium size: 20 gallons and must be maintained on an approved stand.

Birds – maximum number: two (2) per apartment. Must be enclosed in a cage at all times.

Rodents (Rabbit, Guinea Pig, Hamster or Gerbil (ONLY) –maximum number: two (2) per apartment and must be enclosed in an acceptable cage at all times. Must have any or all inoculations as specified now or in the future by state law or local ordinance.

Dogs –maximum number: one (1) per apartment, maximum adult weight: 25 pounds, must be housebroken, spayed or neutered, must have all required inoculations and must be licensed as specified now or in the future by state law and local ordinance.

Cats –maximum number: one (1) per apartment, must be declawed and spayed or neutered, must have all required inoculations, must be trained to use a litter box or other waste receptacle and must be licensed as specified now or in the future by state law or local ordinance.

Turtles –maximum number: two (2) per apartment. Must be enclosed in an acceptable cage or container at all times.

Pet rules will not be applied to animals that assist persons with disabilities.

Pets are not permitted in the community room or kitchen adjoining the community room. These areas are designated no-pet areas.

Resident/pet owners shall be required to pay a refundable deposit (presently \$50.00) for the purpose of defraying all reasonable costs directly attributable to the presence of a dog or cat.

Additional rules regarding cats or dogs are an attachment to the tenant lease and are incorporated hereby.

ATTACHMENT“H”

Section8HomeownershipProgram –CapacityStatement

TheHousingAuthorityofCumberlandCountyrequires thatfinancingfor thepurchaseof
ahomeunderthehomeownershipprogramwill: beprovided, insuredorguaranteedby
thestateorF ederalgovernment; complywithsecondarymortgagemarketunderwriting
requirements; orcomplywithgenerallyacceptedprivatesectorunderwritingstandards.

ATTACHMENT“T”

RESIDENTMEMBERSHIPOFTHEPHAGOVERNINGBOARD

Mr. Thomas Cody, a current participant in our Section 8 Program, was appointed to our Board of Directors in May of 2000. This appointment is for five years and will expire in May of 2005 .

ATTACHMENT“J”

ResidentAdvisoryBoardMembers
2003

ZinaMehmedovic

JeanSeymore

ElvisaCruc

MaryLouCartwright

ThelmaSmith

DoraSullivan

JanelleHockenberry

FallonAdams

RoxanneMinnick

AndreaNelson

CarlosFlores

AmanaFlores

ATTACHMENT“K”

Component10(b)VoluntaryConversionInitialAssessments

TotalnumberofPHAdevelopments5

TotalnumbersubjecttoRequiredInitialAssessments3

Totalnumberexemp tduetoelderly/disabledstatus2

Numberofassessmentsforeachcovereddevelopment3

WehavereviewedeachofourthreedevopmentsataresubjecttotheRequiredInitial Assessments.Based oncostsofconversion,benefitstoreidentsofthesepublichousing developmentsandtheeffectconversionwouldhaveontheavailabilityofaffordable housinginthecommunity,wehaveconcludedthatconversionofthesethree developmentsis *inappropriate*.

ProjectProjectNumberProjectProjectConversion
NumberNameofunitsCoveredExemptAppropriate

PA26P075001	MemPk	75	Yes	No	No
PA26P075002	SprgGdn	25	Yes	No	No
PA26P075-003	Grandview	50	Yes	No	No
PA26P075005	TWP	50	No	Yes -Eld	N/A
PA26P075009	ChestntCm	9	No	Yes -Eld	N/A

CAPITAL FUND PROGRAM TABLES START HERE

ATTACHMENT "B"

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of Cumberland County		Grant Type and Number Capital Fund Program Grant No: PA26P07550103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	55,000			
	Management Improvements Hard Costs				
4	1410 Administration	40,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	13,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	70,000			
10	1460 Dwelling Structures	145,000			
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	55,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: Housing Authority of Cumberland County		Grant Type and Number Capital Fund Program Grant No: PA26P07550103 Replacement Housing Factor Grant No:		Federal FY of Grant: 2003	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
19	1502 Contingency	12,000			
	Amount of Annual Grant: (sum of lines.....)	400,000			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security --Soft Costs				
	Amount of Line XX related to Security --Hard Costs				
	Amount of line XX Related to Energy Conservation Measures	60,000			
	Collateralization Expenses or Debt Service				

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

PHAName: Housing Authority of Cumberland Cty		Grant Type and Number Capital Fund Program Grant No: PA26PO7550103 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
HA-Wide	Truck Purchase		1475	1 truck		30,000		
HA-Wide	Maintenance Equipment Replacement		1475	6 pieces		25,000		
001	Upgrade Landscaping		1450	75 units		40,000		
001	Remove/Replace Floor Covering		1460	15 units		40,000		
009	Install Reverse Gables on Roofs		1460	2 bldgs (9 units)		25,000		
HA-Wide	Resident Initiatives Coordinator		1408	1 staff		35,000		
HA-Wide	Administration		1410	3 staff		40,000		
HA-Wide	Contingency		1502	208 units		12,000		
005	Fees & Costs		1430	50 units		13,000		
005	Electrical Upgrades		1460	50 units		60,000		
005	Interior Decorating/Hallways		1460	50 units		20,000		
HA-Wide	Afterschool Program/Budget Counseling		1408	149 units		20,000		
003	Install fencing to accommodate individuality units		1450	50 units		40,000		

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

PHA Name: Housing Authority of Cumberland Cty	Grant Type and Number Capital Fund Program No: PA26PO9550103 Replacement Housing Factor No:	Federal FY of Grant: 2003
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
001	09/30/05			09/30/07			
002	09/30/05			09/30/07			
003	09/30/05			09/30/07			
005	09/30/05			09/30/07			
009	09/30/05			09/30/07			
HA-Wide	0/30/05			09/30/07			