

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

Rutland Housing Authority Plan Update
Annual Plan for Fiscal Year: 2003

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

PHA Plan
Agency Identification

PHA Name: **Rutland Housing Authority**

PHA Number: **VT003**

PHA Fiscal Year Beginning: 04/2003

PHA Plan Contact Information:

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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**

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**
- Main administrative office of the local, county or 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)**

PHA Programs Administered:

- Public Housing and Section 8**
- Section 8 Only**
- Public Housing Only**

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

i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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<input checked="" type="checkbox"/>	Other (List below, providing each attachment name)
<input checked="" type="checkbox"/>	Attachment I: CFP Annual Statement/Performance and Evaluation Report VT36P003-501-01
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ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

The Rutland Housing Authority is dedicated to building healthy, safe, vibrant neighborhoods by creating and offering service-enriched housing options.

During the next twelve months, the Rutland Housing Authority will continue activities in support of our new mission. We will expand the supply of assisted housing, improve the quality of the assisted housing we provide and increase housing choices. Our program of Resident Service Coordination will promote economic self sufficiency and asset development for those families in assisted housing. As a community housing leader, we will work to ensure equal opportunity and further affirmative fair housing.

Rutland Housing Authority plans to continue to respond to appropriate Notices of Fund Availability (NOFAs) requesting applications for Section 8 Vouchers, particularly special purpose vouchers targeted to families with disabilities. In this way, we intend to help meet the needs of those families on our waiting list.

Rutland Housing Authority will continue our efforts at improving the quality of our Public Housing stock through the use of the Capital Fund Program. We will expand our partnerships with other housing organizations to research, design and implement a program of major rehabilitation for our family site.

We will continue to identify and implement opportunities for enhanced management effectiveness and efficiencies by updating policies, procedures and systems. These enhancements will result in improvements in our PHAS and SEMAP scores.

Additionally, the Rutland Housing Authority will seek to build stronger partnerships with residents and community providers, enhance the safety and security of Authority properties, broaden marketing activities and strengthen maintenance functions.

1. Summary of Policy or Program Changes for the Upcoming Year

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

The following is a review of our Annual and Five Year Plans as well as our progress in meeting the mission and goals as outlined, and an overview of changes in policies or programs discussed in previous plans.

Goal One: The Rutland Housing Authority will expand the supply of assisted housing in the Rutland area.

Objectives:

1. The Rutland Housing Authority will apply for additional Section 8 Rental Vouchers, particularly special-purpose vouchers targeted to families with disabilities.
2. The Rutland Housing authority will reduce public housing vacancies.

Progress Statement: Over the past two years the Rutland Housing Authority has applied for and was awarded twenty (20) new Section Eight Vouchers with five designated for Medicaid Waiver participants or disabled families. In 2002, we applied for a total of 25 reallocated vouchers which are currently pending HUD

approval. Efforts at controlling vacancies have been largely successful particularly in light of the Authority's enhanced lease enforcement efforts. These efforts, combined with continued effective service coordination, have resulted in a stronger resident base.

Objective: 3. The Rutland Housing Authority will research, evaluate and as appropriate, implement an initiative to designate one or more of our sites as elderly, while expanding Section 8 opportunities for all participants. Areas to be assessed include: overall need; resident preferences and current service delivery programs and their capacity. The goals will be to ensure choice through expanded opportunities and appropriate consumer driven services.

4. The Rutland Housing Authority will perform a feasibility study to determine the appropriateness and need for affordable assisted living including the possible conversion of one of the Authority's current properties versus new construction or rehabilitation of an existing structure.

Progress Statement: *Objectives three and four were added to the Plan in 2002. Initial discussions have been held with residents and community stakeholders on the topics of designation, mainstreaming vouchers and assisted living. Initial response has been favorable with follow up anticipated in 2003-2004.*

Goal Two: The Rutland Housing Authority will improve the quality of assisted housing.

Objectives:

1. The Rutland Housing Authority will improve public housing management as measured by the Public Housing Assessment System (PHAS).

2. The Rutland Housing Authority will improve Section 8 Program Management as measured by the Section Eight Management Assessment Program (SEMAP).

3. The Rutland Housing Authority will increase customer/resident satisfaction.

4. The Rutland Housing Authority will concentrate on efforts to improve specific management functions including:

- a. A Public Housing Annual Inspection Program;
- b. A Section 8 Unit Annual Inspection Program;
- c. Revision of all policies governing the operation of the authority.

5. The Rutland Housing Authority will renovate or modernize public housing units through:

- a. Continued participation in the Capital Fund Program; and
- b. The pursuit of funding to implement a redevelopment initiative at Forest Park Family Housing Development.

Progress Statement: *The Rutland Housing Authority's PHAS Score for FY2001 increased from 76.9 in FY2000 to 88. (FY2002 scores have yet to be released). SEMAP scores for FY2001 totaled 79% although this score is likely depressed due to problems with HUD's PIC System.*

Resident Advisory Boards at all three sites continue to play an expanded role in the development of policies, plans and priorities for the Authority.

Management functions that have gone through review and revision include the Admissions & Continued Occupancy Policy, Personnel Handbook, Lease, Resident Handbook and a comprehensive Risk Management Plan. Scheduled for consideration in 2003 are updates to the Administrative Plan for the Section 8 Housing Choice Voucher Program and the development of a comprehensive Strategic Plan for the RHA which will address both current programs and future opportunities.

Modernization initiatives for FY2002 have focused on the completion of projects initiated under the CIAP 913, CFP 501-00 and 501-01 budgets. Projects to be started or completed in 2003 include kitchen renovations and infrastructure work at Templewood Court, an interior upgrade and site work at Sheldon Towers and interim repairs to Forest Park while a redevelopment plan is designed and implemented.

Objective: 6. Utilizing the results of the feasibility/sustainability study, the Rutland Housing Authority will design, fund and implement a revitalization/redevelopment strategy for our family project Forest Park. It is anticipated that this objective will require significant planning and site changes up to and including partial demolition.

Progress Statement: *The site study has been completed and a decision made regarding the preferred option of redevelopment. In 2003, the Authority will continue the process of designing, funding and implementing the strategy.*

Goal 3: The Rutland Housing Authority will increase assisted housing choices.

Objectives:

1. The Rutland Housing Authority will provide voucher mobility counseling to increase rental choices.
2. The Rutland Housing Authority will conduct outreach efforts to potential voucher landlords to increase family choices in rental opportunities.

Progress Statement: *Mobility counseling for all current voucher holders was completed during annual recertification meetings. Additionally, counseling for new participants has been added to the briefings. Landlord outreach strategies have been developed with ongoing implementation and refinement.. This objective will be carried over to 2003.*

Objective: 3. Pursuant to discussions with various community housing and human service providers the Rutland Housing Authority will adopt the following local preference: Substandard Housing Preference (including homeless families). The details regarding this preference will be addressed in the Rutland Housing Authority Admissions and Continued Occupancy Policy (revision 1-1-02).

Progress Statement: *A local preference for applicants in sub-standard housing was implemented effective March, 2002.*

Goal 4: The Rutland Housing Authority will promote self-sufficiency and asset development in assisted households.

Objectives:

1. The Rutland Housing Authority will provide or attract supportive services to improve assisted recipients employability.
2. The Rutland Housing Authority will provide or attract supportive services to increase independence for the elderly or families with disabilities.

Progress Statement: *The Rutland Housing Authority Resident Services Program at Forest Park continues to experience promising growth. In addition to programs started in 2001, the following new services were initiated in 2002: Sunday Youth Program, expanded Resident Advisory Board participation and a Head Start Program. In 2003, we will pursue a Family Self Sufficiency Program and expanded services for youth, including DREAM, a mentor program with local college students.*

The Resident Services Program at Templewood Court and Sheldon Towers share a full-time staff person that oversees the management and delivery of services under both the state funded Housing and Supportive Services Program (HASS) and the Resident Opportunity and Self Sufficiency Program (ROSS) grants. In addition to incorporating a variety of new services into the program, the Authority is currently working in partnership with the Rutland Health Foundation to secure a Rural Healthcare Services Delivery grant. The purpose of this 3 year grant is to expand mental health and home care services in congregate housing including two RHA sites.

Goal 5: The Rutland Housing Authority will ensure equal opportunity and affirmatively further fair housing.

Objectives:

1. The Rutland Housing Authority will undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability.
2. The Rutland Housing Authority will 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.

Progress Statement: *All developments remain compliant with all HUD regulations. Fair Housing and equal opportunity education have been integrated into the application, orientation, lease compliance and management process.*

Additional PHA Goals and Objectives

Goal 6: To build stronger partnerships with residents so as to involve them in the work of the Rutland Housing Authority.

Objectives:

1. The Rutland Housing Authority will, through its Resident Service Coordinators, facilitate the development and support of Resident Advisory Boards in all RHA properties.
2. The Rutland Housing Authority will expand our network of community contacts to help ensure appropriate and timely delivery of needed services to residents.

3. The Rutland Housing Authority will research and implement expanded communication tools that meet the needs of residents, such as newsletters, forums and educational services.

4. The Rutland Housing Authority will recruit and orient a resident member to the Board of Commissioners during the next 12 months.

Progress Statement: *A Resident Advisory Board/Resident Council model has been developed for Templewood Court, Sheldon Towers and most recently, Forest Park. All three groups are instrumental in providing resident input to the decision making process.*

Due to Vermont State law, PHA Boards of Commissioners are limited to five mayoral appointees thus limiting opportunities for resident membership. Although we will continue our efforts at recruiting an appropriate resident commissioner, we have also developed enhanced opportunities for resident involvement and representation. The three chairs of the site-based resident advisory boards serve as liaisons to the Board of Commissioners and together make up a sub-committee of the board on resident issues and involvement.

Goal 7: The Rutland Housing Authority will take an active role in supporting community housing, development, and self-sufficiency initiatives.

Objectives:

1. The Rutland Housing Authority will expand our presence in the community by attending relevant meetings and making presentations to interested groups.

2. The Rutland Housing Authority will join local housing initiatives and community coalitions and seek ways to partner with these groups.

3. The Rutland Housing Authority will develop relevant partnerships in order to enhance economic self-sufficiency services to our residents.

Progress Statement: *The Rutland Housing Authority has greatly increased its role in the local housing community through participation in the Community Builders Collaborative, Housing Coalition, Crime Prevention Initiative, NAHRO, PHADA, Vermont Housing Manager's Association and others.*

A recent strategic planning session for community stakeholders attracted over 25 participants.

Both the Executive Director and the Associate Director For Facilities have achieved PHM certification with more staff planned for 2003. The Section 8 Administrator is also scheduled to achieve Section 8 Certification.

Formal Memorandums of Understanding have been secured with Rutland West Neighborhood Housing Services, the Vermont Department of Prevention, Assistance, Transition and Health Access and the Vermont State Housing Authority. These partnerships were formed to further our shared goals of family self sufficiency including the development of the Rutland Area Section 8 Homeownership Program.

Goal 8: The Rutland Housing Authority shall provide a safe and secure, drug-free environment in the Authority's public housing developments.

Objectives:

1. The Rutland Housing Authority shall develop a memorandum of understanding with the Rutland City Police Department. The purpose of the MOU will be to better define and develop strategies for identifying and reducing crime in our communities.
2. The Rutland Housing Authority will work with resident organizations to develop and implement a plan for each development.
3. The Rutland Housing authority will apply for PHDEP Funds if and when they become available.

Progress Statement: *The Rutland Housing Authority continues to build on its close working relationship with the Rutland City Police Department. In January, 2003, a police sub-station will reopen at Forest Park providing a community policing presence. Funding for the office was included in the FY2001 Capital Fund Campaign budget. In light of the suspension of the PHDEP, the Authority will explore alternative funding sources to support prevention and enforcement efforts. Additional safety related objectives have been identified in the attached RASS Follow Up Plan.*

Goal 9: The Rutland Housing Authority will enhance the marketability of the Authority's public housing units.

Objectives:

1. The Rutland Housing Authority will develop a tailored marketing plan for its family and elderly/disabled projects.
2. The Rutland Housing Authority will research initiatives based on our marketing data, i.e. conversion of Templewood Court efficiency units to one bedroom units, conversion to assisted living, etc.
3. The Rutland Housing Authority will identify and implement customer service initiatives that positively impact on our PHAS/RASS scores.

Progress Statement: *In 2002, the Authority built on past marketing successes with continued advertising, community education and for the first time, a comprehensive marketing assessment of consumer preferences. The results of the study will be used to market Sheldon Towers as well as our other sites.*

Forest Park redevelopment, affordable assisted living, site designation and Mainstreaming Vouchers remain high priorities for the next fiscal year.

RHA Staff remain committed to the achievement of "Superior Performer" classification in both PHAS and SEMAP.

Goal 10: The Rutland Housing Authority will deliver timely and high quality maintenance services that preserves and builds on the quality of our housing stock.

Objectives:

1. The Rutland Housing Authority shall achieve and maintain an appropriate response time to all work order requests.

2. The Rutland Housing Authority will reduce total unit turnaround time to 30 days.
3. The Rutland Housing Authority will work with residents to identify and implement measures to enhance curb appeal in all developments.
4. The Rutland Housing Authority will provide ongoing review and analysis of our CFP to ensure compliance and effectiveness.

Progress Statement: *RHA residents continue to enjoy superior response time to work order requests meeting, and in most cases, exceeding benchmarks. Unit turnover time continues to be a problem with a slight increase over 2001. Resident participation in flower planting and interior common area decorations continue to positively impact our curb appeal. Capital Fund Program modernization projects for 2003 include Sheldon Towers common areas, site work and replacement of electrical systems. Templewood Court projects will include kitchen remodeling, enhancements to the plumbing system and the completion of walkway repaving. Forest Park projects will focus on health and safety issues until such time as the proposed redevelopment effort is initiated.*

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA’s estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 348,116.00

C. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided as Attachment C

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment B

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to next component ; if “yes”, complete one activity description for each development.)

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)
1a. Development name: Forest Park 1b. Development (project) number: VT36P003003
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/> To be determined
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: To be determined
5. Number of units affected: To be determined
6. Coverage of action (select one) To be finalized <input checked="" type="checkbox"/> Part of the development

<input type="checkbox"/> Total development
7. Relocation resources (select all that apply) To be determined <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)
8. Timeline for activity: To be determined a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

The Rutland Housing Authority commissioned a comprehensive study of our family development Forest Park. The purpose of this study was to determine long term sustainability and the effectiveness and efficiency of various modernization options. Although there are no immediate plans for demolition or disposition. The Authority will over the next year pursue the Redevelopment Option as outlined in the study results.

4. Voucher Homeownership Program
[24 CFR Part 903.7 9 (k)]

A. 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 next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family’s resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

The Rutland Area Section Eight Homeownership Program was founded in 2002 through a partnership between Rutland West Homeownership Center, Vermont State Housing Authority and Rutland Housing Authority. Using a seamless approach to service delivery, the partnership recognizes the need for compatible policies, paperwork, procedures, training and follow up so as to minimize participant confusion and maximize limited resources. In 2003, the RHA will seek to complement the Homeownership option by developing a family self sufficiency initiative.

5. Safety and Crime Prevention: PHDEP Plan
[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A. Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ 0
- C. Yes No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.
- D. Yes No: The PHDEP Plan is attached at Attachment ____
It is the intent of the Rutland Housing Authority to respond to any NOFA reopening PHDEP funding to new participants.

6. Other Information
[24 CFR Part 903.79 (r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

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 Attached at Attachment F: Resident Advisory Board Comments and Rutland Housing Authority Response
3. In what manner did the PHA address those comments? (select all that apply)

The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included

Yes No: below or

Yes No: at the end of the RAB Comments in Attachment F.

Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment F.

Other: (list below)

B. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: City of Rutland, County of Rutland, State of Vermont
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 specific initiatives contained in the Consolidated Plan. (list such initiatives below)
- Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

- Yes No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

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

Serving very low income residents of Rutland County.

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan:

B. Significant Amendment or Modification to the Annual Plan:

Substantial deviations from the 5-Year Plan and significant amendments or modifications to the Annual Plan will result in the Rutland Housing Authority subjecting these changes to the policies or activities to full public hearing and HUD review before implementation.

The Rutland Housing Authority shall define substantial deviation from the 5-Year Plan or significant amendment or modification to the Annual Plan as any of the following actions:

- Changes to rent or admissions policies or to the organization of the waiting list;
- Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Annual Plan) or change in use of replacement reserve funds under the Capital Fund;

- Any change with regard to demolition or disposition, designation or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by the Rutland Housing Authority.

**ATTACHMENT A
Supporting Documents Available for Review**

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located 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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers in Public Housing <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X Under Revision	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Public housing rent determination policies, including the method 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	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any required policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing to be determined.	Annual Plan: Demolition and Disposition
pending	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (section __20__ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
Pending	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	<p>PHDEP-related documentation:</p> <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
X	<p>Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G)</p> <p><input checked="" type="checkbox"/> check here if included in the public housing A & O Policy</p>	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Initial Assessment and Certification Regarding Voluntary Conversion	Annual Plan

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: Rutland Housing Authority		Grant Type and Number Capital Fund Program Grant No: VT36-P003-501-03 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	0.00	0.00	0.00	0.00
2	1406 Operations	34,811.00	0.00	0.00	0.00
3	1408 Management Improvements Soft Costs	0.00	0.00	0.00	0.00
	Management Improvements Hard Costs	0.00	0.00	0.00	0.00
4	1410 Administration	0.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	8,000.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	77,900.00	0.00	0.00	0.00
10	1460 Dwelling Structures	227,405.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization Expense Or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2-20)	348,116.00	0.00	0.00	0.00
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security –Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 related to Security-- Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Rutland Housing Authority			Grant Type and Number Capital Fund Program Grant No: VT36-P003-501-03 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev Acct Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
VT 3-1 Templewood Court	Replace existing bituminous Concrete Sidewalks	1450		20,000.00				
	Provide additional funds for completion of FY 2002 remodeling of 60 kitchens	1460		166,000.00				
VT 3-2 Sheldon Towers	Provide additional funds for completion of FY 2002 reconstruction of existing parking lot	1450		57,900.00				
	Provide additional funds for completion of FY 2002 upgrading of building electrical and security systems	1460		23,400.00				
VT 3-3 Forest Park	Various building and infrastructure repairs	1460		24,000.00				
HA wide	Operations	1406		34,811.00				
	A & E services and costs	1430		8,000.00				
	Preventative Maintenance Program	1460		<u>14,005.00</u>				
	Total			348,116.00				

Capital Fund Program Five-Year Action Plan					
Part II: Supporting Pages—Work Activities					
Activities for Year: 4 FFY Grant: 2006 PHA FY: 2007			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2008		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
VT 3-1	No FY 2006 work planned	0.00	VT 3-1	Install new fencing, and	8,000.00
Templewood Court			Templewood Court	new directional signage	
			VT 3-1	Replace stoves, range	55,800.00
VT 3-2	Install lights over unit	22,000.00	Templewood Court	hoods, and refrigerators	
Sheldon Towers	doors & tie to emergency				
	pull cord & new main		VT 3-2	Replace bifolding metal	42,000.00
	panel in lobby		Sheldon Towers	closet doors with solid	
VT 3-2	Replace medicine cabinets	26,250.00		wood doors	
Sheldon Towers	and install energy efficient		VT 3-2	Replace stoves, range	69,750.00
	bathroom lighting		Sheldon Towers	hoods, and refrigerators	
VT 3-2	Install energy efficient	70,000.00			
Sheldon Towers	electronic ballasts and T-8		VT 3-3	Various building and	110,000.00
	lamps in common areas		Forest Park	infrastructure repairs	
VT 3-2	Replace apartment and	58,400.00			
Sheldon Towers	corridor doors, hardware,		HA Wide	Operations	34,500.00
	and hydraulic closers		HA Wide	A/E consulting services	16,200.00
			HA Wide	Contingency	11,866.00
VT 3-3	Various building and	110,000.00			
Forest Park	infrastructure repairs				
HA Wide	Operations	34,500.00			
HA Wide	A/E consulting services	16,200.00			
HA Wide	Contingency	10,766.00			
Total CFP Estimated Cost		348,116.00			348,116.00

ATTACHMENT D

Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)
- A. Name of resident member(s) on the governing board: N/A
- B. How was the resident board member selected: (select one)? N/A
- Elected
- Appointed
- C. The term of appointment is (include the date term expires):
2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?
- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):
- The Rutland Housing Authority Board of Commissioners is limited by Vermont State Statute to just five members. An upcoming vacancy on the Board will be communicated to all public housing and Section 8 participants (over 375 individuals). Interested residents will be asked to forward a resume or letter of interest. As an alternative to a formal position on the Board, the Authority has established Resident Advisory Board representation to the Board. The three Resident Advisory Board chairs represent their development at Board meetings and collectively comprise the Resident Issues/Involvement Committee.
- B. Date of next term expiration of a governing board member: April, 2003
- C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Mayor John Cassarino, City of Rutland, Vermont, and Rutland City Board of Aldermen with input from David J. Yendell, Chairman, Rutland Housing Authority Board of Commissioners.

ATTACHMENT E

Membership of the Resident Advisory Board or Boards

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

Templewood Court:

Charlene Bellany, Current Chairman
Rita Hier *
Blanche Robatielle
Ruth Caswell *
Elizabeth Kelley *
Theresa Stasny *
Pauline Robinson
Doris Fawcette

*Jean Wade
*Laura Janoski
Jackie Rislove
Joanne Keenan
*Ellen Stocker
*Ruth Scruton
*Lillian Emery
*Dick Smith

*Phyllis Wade
*Clara Swingleton
Marie Rogers
*Winnie Smith
Rose Ferrari
*Shirley Consolatti
*Rose Gould
*Connie Smith

Sheldon Towers:

Marie Bingham, Chairman *
Elmer Hoffman
Maria Connolly *
Tiffany Heath
Elinor Ballard
Charles LaChance

Carol Reep
Malcolm Jensen
Irene Roucoulet
Dora Pidgeon
Christine Hemingway
Joyce Alberico

Elizabeth Bean
Maria Debell *
Richard LaPine
Helen Gilman
Florence Doty

Forest Park:

Kelly Pavelko
Becky Andrews
Tammy Pavelko
Thomas McLaughlin
Cassy Webster *

Nancy Morris
*Penny Burch
Heidi Flatt
*Joseph Eddy
*Barbra Bizon

*Betty Bennett
Timoth Farr
Sherry Wood
*Beverly Eddy
*Rebecca Andrews

Attendees at Resident Advisory Board Plan Update and Annual Plan review meeting on November 4, 2002.

ATTACHMENT F

Resident Advisory Board Comments And Rutland Housing Authority Response

A joint meeting of the Templewood Court, Sheldon Towers and Forest Park Resident Advisory Boards was held on November 14, 2002 at the offices of the Rutland Housing Authority. A total of twenty six residents were in attendance. The following is a review of comments received and the Rutland Housing Authority's responses:

Comment: "There is a problem with drugs and crime at Forest Park. Things are better, but we know where the problems continue to exist. What can we do?"

Response: The Rutland Housing Authority Annual and Five Year Plan contains several safety and crime prevention objectives including: the re-establishment of a police substation at the Community Center; development of a Neighborhood Watch Program; enhanced lighting and strict enforcement of the One Strike Policy.

Comment: "Greater adult supervision of children at Forest Park and more youth related activities are needed."

Response: The Rutland Housing Authority's goals and objectives include expanded youth programs. Thus far we have initiated a summer meals program, Sunday Youth Group, parent/leader training and on-site Head Start. Resident Service Coordinators will continue to work with residents to add needed services. We are currently negotiating with the mentoring program, DREAM, to add this exciting opportunity in 2003.

Comment: "It feels like Forest Park is getting pushed aside again in terms of modernization projects."

Response: Admittedly, there are no major repairs or modernization projects scheduled for the next two to three years. This is because our focus is on a total redevelopment of the site. Health and Safety issues will be addressed but the bulk of Authority time, energy and resources will center on implementing the redevelopment initiative. Regrettably this approach will require continued patience on the part of residents, but the end result should be well worth the wait.

Comment: Many Forest Park residents are afraid that the Authority is kicking everyone out to rebuild."

Response: If the Rutland Housing Authority is able to fund the Redevelopment Plan, it will no doubt require some resident relocations. Should this happen, it will be well planned, resident friendly and implemented according to laws and regulations. Our mission is to house people, not leave them homeless.

ATTACHMENT G

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Rutland Housing Authority		Grant Type and Number Capital Fund Program Grant No: VT36-P003-913-99 Replacement Housing Factor Grant No:			Federal FY of Grant: 1999
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:3) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 09/30/2002 <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	34,790.00	20,955.00	20,955.00	20,955.00
3	1408 Management Improvements Soft Costs	0.00	0.00	0.00	0.00
	Management Improvements Hard Costs	0.00	0.00	0.00	0.00
4	1410 Administration	0.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	40,253.00	54,088.00	54,088.00	54,088.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	39,175.00	50,365.00	50,365.00	50,365.00
10	1460 Dwelling Structures	108,698.00	97,508.00	97,508.00	97,508.00
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	125,000.00	125,000.00	125,000.00	125,000.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization Expense Or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2-20)	347,916.00	347,916.00	347,916.00	347,916.00
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security –Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 related to Security-- Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Rutland Housing Authority			Grant Type and Number Capital Fund Program Grant No: VT36-P003-913-99 Replacement Housing Factor Grant No:			Federal FY of Grant: 1999		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev Acct Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
VT 3-1 Templewood Court	Construct an addition to the Community Building	1470		125,000.00	125,000.00	125,000.00	125,000.00	Complete
	Site drainage, repavement, and surfacing work	1450		11,175.00	11,175.00	11,175.00	11,175.00	Complete
	Provide additional funds to complete Work items approved under FY98 CIAP budget	1460		23,698.00	23,698.00	23,698.00	23,698.00	Complete
VT 3-2 Sheldon Towers	Site drainage, repavement, and surfacing work	1450		0.00	0.00	0.00	0.00	
HA Wide	A & E Fees and Costs	1430		40,253.00	54,088.00	54,088.00	54,088.00	Complete
New Work Items:								
VT 3-1 Templewood Court	Provide additional parking spots	1450		28,000.00	39,190.00	39,190.00	39,190.00	Complete
	Fire alarm upgrade/repair, install emergency call system	1460		85,000.00	73,810.00	73,810.00	73,810.00	Complete
HA Wide	Operations	1406		<u>34,790.00</u>	<u>20,955.00</u>	<u>20,955.00</u>	<u>20,955.00</u>	Complete
	Total			347,916.00	347,916.00	347,916.00	347,916.00	Complete

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Rutland Housing Authority			Grant Type and Number Capital Fund Program No: VT36-P003-913-99 Replacement Housing Factor No:			Federal FY of Grant: 1999	
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	
VT 3-1	09/30/2001		09/30/2001	09/30/2003		09/30/2003	
VT 3-2	09/30/2001		09/30/2001	09/30/2003		09/30/2003	
HA Wide and management improvements	09/30/2001		09/30/2001	09/30/2003		09/30/2003	

ATTACHMENT H

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Rutland Housing Authority		Grant Type and Number Capital Fund Program Grant No: VT36-P003-501-00 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 09-30-2002 <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	0.00	0.00	0.00	0.00
2	1406 Operations	35,851.00	35,851.00	35,851.00	35,851.00
3	1408 Management Improvements Soft Costs	0.00	0.00	0.00	0.00
	Management Improvements Hard Costs	0.00	0.00	0.00	0.00
4	1410 Administration	18292.70	18,292.70	18,292.70	18,292.70
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	47,205.41	40,782.17	40,782.17	11,165.41
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	108,206.54	108,206.54	108,206.54	108,206.54
10	1460 Dwelling Structures	71,523.93	77,947.17	71,523.93	43,800.00
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	31,981.40	31,981.40	31,981.40	31,981.40
13	1475 Non-dwelling Equipment	45,449.02	45,449.02	45,449.02	45,449.02
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization Expense Or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2-20)	358,510.00	358,510.00	358,510.00	294,746.07
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security –Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 related to Security-- Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Rutland Housing Authority			Grant Type and Number Capital Fund Program Grant No: VT36-P003-501-00 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev Acct Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
VT 3-1	Replace shower controls	1460		0.00	0.00	0.00	0.00	
Templewood Court	Install valves for domestic water	1465.1		0.00	0.00	0.00	0.00	
	Change over common hall lights from timers to photo cells	1475		0.00	0.00	0.00	0.00	
	Change and relocate timers for buildings and outdoor lights	1475		0.00	0.00	0.00	0.00	
	Provide ventilation/eliminate condensation in 3 crawl spaces	1460		0.00	0.00	0.00	0.00	
	Partial vinyl window replacement	1465.1		0.00	0.00	0.00	0.00	
VT 3-2	Replace metal closet doors	1460		0.00	0.00	0.00	0.00	
Sheldon Towers	Replace obsolete electrical equip	1460		0.00	0.00	0.00	0.00	
	Replace hall carpet/base and trim	1460		0.00	0.00	0.00	0.00	
	Paint/remodel interior common areas	1460		0.00	6,423.24	0.00	0.00	
HA Wide	Administration	1410		0.00	0.00	0.00	0.00	
	A/E and consultant services	1430		47,205.41	40,782.17	40,782.17	11,165.41	
	Contingency	1502		0.00	0.00	0.00	0.00	
VT 3-1	Additional funds to complete work approved under FY99 CIAP budget	1470		31,981.40	31,981.40	31,981.40	31,981.40	
Templewood Court	Asbestos Abatement	1460		19,475.00	19,475.00	19,475.00	19,475.00	
	Expand roadway & replace walks	1450		108,206.54	108,206.54	108,206.54	108,206.54	
	Exterior painting & clean/seal cedar	1460		22,000.00	22,000.00	22,000.00	22,000.00	
	Community Room furniture purchase	1460		1,575.00	1,575.00	1,575.00	1,575.00	
	Fire alarm upgrade/repair, install emergency call system	1460		750.00	750.00	750.00	750.00	
VT 3-2	Interior remodel of common areas	1460		27,723.93	27,723.93	27,723.93	0.00	
Sheldon Towers	Parking lot repairs and resurfacing	1450		0.00	0.00	0.00	0.00	
VT 3-3	Improve drainage, parking lot repairs	1450		0.00	0.00	0.00	0.00	
Forest Park	Complete a site feasibility study	1450		18,292.70	18,292.70	18,292.70	18,292.70	
HA Wide	Operations	1406		35,851.00	35,851.00	35,851.00	35,851.00	
	Purchase a business vehicle	1475		27,960.00	27,960.00	27,960.00	27,960.00	
VT 3-1	Purchase grounds care equipment	1475		6,359.42	6,359.42	6,359.42	6,359.42	
Templewood Court	Purchase kitchen equipment	1475		11,129.60	11,129.60	11,129.60	11,129.60	
	Total			358,510.00	358,510.00	358,510.00	294,746.07	

ATTACHMENT I

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name: Rutland Housing Authority		Grant Type and Number Capital Fund Program Grant No: VT36-P003-501-01 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 09/30/2002 <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	0.00	0.00	0.00	0.00	
2	1406 Operations	36,570.00	36,570.00	0.00	0.00	
3	1408 Management Improvements Soft Costs	0.00	0.00	0.00	0.00	
	Management Improvements Hard Costs	0.00	0.00	0.00	0.00	
4	1410 Administration	8027.94	8,027.94	8,027.94	8,027.94	
5	1411 Audit	0.00	0.00	0.00	0.00	
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00	
7	1430 Fees and Costs	15,000.00	24,078.06	1,345.60	1,345.60	
8	1440 Site Acquisition	0.00	0.00	0.00	0.00	
9	1450 Site Improvement	0.00	0.00	0.00	0.00	
10	1460 Dwelling Structures	302,481.07	292,029.00	60,481.07	0.00	
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00	
12	1470 Non-dwelling Structures	3,625.99	5,000.00	0.00	0.00	
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00	
14	1485 Demolition	0.00	0.00	0.00	0.00	
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00	
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00	
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00	
18	1499 Development Activities	0.00	0.00	0.00	0.00	
19	1501 Collateralization Expense Or Debt Service	0.00	0.00	0.00	0.00	
20	1502 Contingency	0.00	0.00	0.00	0.00	
21	Amount of Annual Grant: (sum of lines 2-20)	365,705.00	365,705.00	69,854.61	9,373.54	
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00	
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00	
24	Amount of line 21 Related to Security –Soft Costs	0.00	0.00	0.00	0.00	
25	Amount of Line 21 related to Security-- Hard Costs	0.00	0.00	0.00	0.00	
26	Amount of line 21 Related to Energy Conservation measures	0.00	0.00	0.00	0.00	

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Rutland Housing Authority			Grant Type and Number Capital Fund Program Grant No: VT36-P003-501-01 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev Acct Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
VT 3-1 Templewood Court	Modify and upgrade fire alarm system to bring up to Code	1465.1		0.00	0.00	0.00	0.00	
	Addition of 15-20 parking spaces	1450		0.00	0.00	0.00	0.00	
	New sub floors on 1 st floor units and install new tile/carpet	1460		0.00	0.00	0.00	0.00	
	Remodel kitchens: new cabinets, countertops, sinks, faucets, etc.	1460		192,000.00	192,000.00	0.00	0.00	
	Install domestic water isolation valves and abate asbestos as req'd	1460		50,000.00	24,971.00	0.00	0.00	
VT 3-2 Sheldon Towers	Paint/remodel interior hallways and common areas	1460		60,481.07	75,058.00	60,481.07	0.00	
	Convert light controls from timers to photo cells	1460		0.00	0.00	0.00	0.00	
	Upgrade electrical panels	1460		0.00	0.00	0.00	0.00	
VT 3-3 Forest Park	Establish a community policing office	1470		3,625.99	5,000.00	0.00	0.00	
	Install an exterior security camera system	1460		0.00	0.00	0.00	0.00	
	Complete a site feasibility study	1410		8,027.94	8,027.94	8,027.94	8,027.94	
HA Wide	Operations	1406		36,570.00	36,570.00	0.00	0.00	
	Administration	1410		0.00	0.00	0.00	0.00	
	A/E and consulting services	1430		15,000.00	24,078.06	1,345.60	1,345.60	
	Purchase a new track filing system	1475		0.00	0.00	0.00	0.00	
	Contingency	1502		0.00	0.00	0.00	0.00	
	Total			365,705.00	365,705.00	69,854.61	9,373.54	

ATTACHMENT J

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Rutland Housing Authority		Grant Type and Number Capital Fund Program Grant No: VT36-P003-501-02 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: 09/30/2002 <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	0.00	0.00	0.00	0.00
2	1406 Operations	34,811.00	0.00	0.00	0.00
3	1408 Management Improvements Soft Costs	0.00	0.00	0.00	0.00
	Management Improvements Hard Costs	0.00	0.00	0.00	0.00
4	1410 Administration	0.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	12,000.00	0.00	2,462.86	2,462.86
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	148,411.00	0.00	0.00	0.00
10	1460 Dwelling Structures	142,894.00	0.00	35,465.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization Expense Or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	10,000.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2-20)	348,116.00	0.00	37,927.86	2,462.86
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security –Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 related to Security-- Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

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

PHA Name: Rutland Housing Authority	Grant Type and Number Capital Fund Program Grant No: VT36-P003-501-02 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev Acct Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
VT 3-1 Templewood Court	Replace existing bituminous Concrete Sidewalks	1450		16,411.00		0.00	0.00	
VT 3-2 Sheldon Towers	Reconstruct existing parking lot, walks, and add landscaping	1450		132,000.00		0.00	0.00	
	Upgrade building electrical and install security system	1460		98,000.00		0.00	0.00	
	Paint/remodel interior hallways and common areas	1460		35,465.00		35,465.00	0.00	
VT 3-3 Forest Park	Various building and infrastructure repairs	1460		9,429.00		0.00	0.00	
HA wide	Operations	1406		34,811.00		0.00	0.00	
	A & E services and costs	1430		12,000.00		2,462.86	2,462.86	
	Contingency	1502		<u>10,000.00</u>		<u>0.00</u>	<u>0.00</u>	
	Total			348,116.00		37,927.86	2,462.86	

ATTACHMENT K

Resident Service and Satisfaction Survey

Follow Up Plan Progress Statement

RASS FOLLOW UP PLAN FY2003

In response to the requirement to develop a Follow-Up Plan (to be submitted as part of the Annual Plan) based on the results from the FY2002 Resident Service and Satisfaction Survey, the Rutland Housing Authority has met with all three Resident Advisory Boards and has identified the following objectives:

- 1. We continue to promote and support Resident Advisory Board Meetings to communicate with residents regarding their concerns and perceptions on the issues of Safety, Neighborhood Appearance, and Communication (Communication).**
- 2. We continue regular meetings between the Rutland Police Department (RPD) and Rutland Housing Authority Management and Staff (Safety).**
- 3. Provision of access by the RPD and Southern Vermont Drug Task Force to vacant units in order to facilitate surveillance of illegal activities (Safety).**
- 4. CFP Funds will be utilized to establish a community policing sub-station at Forest Park. This office will reopen in January of 2003 (Safety).**
- 5. Safety lighting will be enhanced at all three properties over the next several CFP budget periods (Safety).**
- 6. Resident Service Coordinators continue to offer youth and family counseling, youth recreational activities, tenant security training and other safety related initiatives (Safety).**
- 7. Enhanced Rutland Housing Authority response time to tenant reports of damage, vandalism and graffiti (Safety).**
- 8. Implementation of pest monitoring and as appropriate control initiatives in each Rutland Housing Authority development (Safety/Appearance).**
- 9. Implementation of periodic trash days in which large items are picked up (Appearance).**
- 10. Resident Service Coordinators will work with resident groups to identify and act on opportunities to enhance project curb appeal. Thus far, this has resulted in flower boxes, a community garden and perennial beds (Appearance).**

- 11. CFP Funding will be utilized in such a way as to balance the need for a strong infrastructure with security, curb appeal and long term maintenance issues (Appearance).**
- 12. Implementation of a Rutland Housing Authority newsletter for residents by Resident Service Coordinator staff (Communication).**
- 13. Resident Service Coordinators will assist in the development of a Neighborhood Watch Program for each of the developments (Safety).**
- 14. The Authority will work with the DREAM Program to offer college mentors to young people in family housing (Safety/Services).**