

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

Small PHA 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: Appleton Housing Authority

PHA Number: WI065

PHA Fiscal Year Beginning: January 1, 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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- Attachment A : Supporting Documents Available for Review
- Attachment __: Capital Fund Program Annual Statement
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- Attachment __: Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text)
- Other

The Appleton Housing Authority held two public comment hearings for the development of the PHA Plan. These comments and a list of attendees are included as attachments to this PHA Plan.

ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

The Appleton Housing Authority has prepared the Annual Plan for the year 2003 in compliance with Section 511 of the Housing and Quality Work Responsibility Act of 1998 and the ensuing HUD regulation changes if any from that Act. The following policies as adopted by the Appleton Housing Authority Board of Commissioners were previously submitted by the Authority under the Five Year Plan documents:

**Housing Choice Voucher Administrative Plan
Housing Choice Voucher Informal Review & Hearing Procedures
Public Housing Admissions and Continued Occupancy Policies
Public Housing Grievance Procedures
Public Housing Preventative Maintenance Plan
Public Housing Pet Policy
Appleton Housing Authority Employee & Commissioner Code of Ethics
Investment Policy**

Also included through hardcopy by mail are the following certifications:

**Board Resolution Re: PHA Plan approval & compliance
Last Annual Audit of 2001
Drug-free certification-50071
Disclosure of Lobbying Activities Standard Form LLL**

Moving Forward-2003-Annual Plan Information

The 2003 PHA Plan outlines policies and procedures to be implemented by the Appleton Housing Authority in order to strive to meet the needs of the local community and the residents we serve. It is also to meet the requirements of the federal regulations that govern over the activities and programs of the PHA.

Overall, the Plan demonstrates that the Appleton Housing Authority will continue it's effort to improve it's Public Housing operations management and to maintain it's facilities in a quality condition. The Housing Authority will also stay focused on identifying and seeking additional resources for affordable housing for the lower income population of the City of Appleton.

The Appleton Housing Authority now has 828 housing units in its inventory with the 2002 acquisition of a private Section 8 Substantial Rehab Project (formerly called the Conway Building). This 70 unit project is designed for low income seniors.

This year, we received permission from HUD to purchase a new facility for the AHA administrative and Section 8 offices due to a lack of space and overcrowding.

We are now moving forward with our plans to rehabilitate the recent acquisition of this facility with a tentative move-in date of December 16, 2002. This new facility will allow the AHA to offer more comprehensive services to the clients we serve by developing additional partnerships and bringing these services in-house.

Towards the end of 2002, applicants from our community will be able to apply for rental assistance from locations other than the AHA main administrative offices. The AHA has collaborated with the Salvation Army, LEAVEN, Emergency Shelter, Housing Partnership, and Harbor House in training their staff on how to complete an application for rental assistance at their respective site with their client and then forward the application on to the AHA.

Rental assistance applications will also remain available at all three housing authority locations... the main administrative office, Oneida Heights and Washington Place. This significant change has streamlined the application process for our clients.

Other major changes include the hiring of an on-site caretaker for Oneida Heights in order to enhance security of the building and peace of mind of the residents. The Executive Director worked with the Resident Council on this concern.

Moving forward towards 2003-the Housing Authority is requesting the State of Wisconsin to approve a HOME application to extend our Homeownership Program County-wide as we have recently secured a cooperation agreement with the Outagamie County and Kaukauna Housing Authorities.

Our 2003 Annual Plan and our Five-Year Plan outlines what we aim to accomplish. Under each goal fall action objectives for the Authority that are achievable, clear, concise, consistent and measurable. These goals are in addition to the goals outlined in our Five Year Plan.

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 Appleton Housing Authority has added the following goals and objectives to this Annual Plan for 2003:

Action Objective # 1

Improve public housing management by improving upon our Admissions and Occupancy Policies to meet the recently released Public Housing Guidebook. The Housing Authority will present the revised ACAP to the Board of Commissioners for adoption and will forward a copy to HUD. Enforce the A & O consistently as well as other PH Polices & Procedures.

Action Objective # 2

Improve the administration of the Authority. The AHA will develop and perform an agency-wide self assessment to improve it's overall agency effectiveness and responsibilities. This assessment will include all programs administered by the AHA, clients, and others.

Action Objective # 3

The AHA will increase the Rental Voucher FMR by 110% to increase and create assisted housing choice and opportunity for one and two bedroom families seeking housing. The current FMR is not reflective of local market conditions for the one and two bedroom units.

Action Objective # 4

The Appleton Housing Authority will enter into a cooperative agreement with

the Outagamie County Housing Authority to administer the Rental Voucher Program on a county-wide basis. Currently, the AHA only has jurisdiction within the City of Appleton. This agreement will increase and expand the availability of housing choice and opportunity that did not exist before.

Action Objective 5

The AHA will conduct outreach to new landlords on a county-wide basis by attending and speaking at the Fox Cities Landlord Association meetings, conducting landlord training programs, marketing a landlord handbook for rental voucher information and having information available to landlords on the AHA website.

Action Objective # 6

The Appleton Housing Authority will create a rental voucher portability brochure that explains the portability process and options.

Action Objective # 7

The AHA will encourage greater resident involvement and improve resident relations via the Resident Council. The AHA will continue to assist the resident council in strengthening their organization and help them review and update their mission statement. The AHA will strive to open up communication lines between the AHA and its residents, and provide a greater sense of accountability for both resident and AHA's actions.

Action Objective # 8

The AHA will continue the Service Coordinator Wellness Program using on-site Public Health Nursing services in order to keep the residents living independently and longer. The AHA will undertake an initial health assessment of individuals applying for senior independent living.

Action Objective # 9

The Appleton Housing Authority is committed to providing a safe living environment and will seek out and identify areas that need security improvements in order to provide a safe and secure environment. The AHA

will enhance the current security camera system by installing additional cameras.

Action Objective # 10

The AHA will hire an on-site caretaker for Oneida Heights and will no longer use resident key holders to handle lock-outs or other resident concerns after regular office hours.

Action Objective # 11

The Appleton Housing Authority will seek partnerships to create opportunities for families who strive to meet self-sufficiency goals under the public housing FSS program.

Action Objective # 12

The Appleton Housing Authority will apply under the 2003 NOFA for 100 additional rental vouchers. The AHA did not qualify to apply in 2000 and 2001, and therefore was not able to compete for additional vouchers. With the current waiting list over 500 families, and the agreement with OCHA to administer on a county-wide basis, the Authority realizes the strong need to obtain additional vouchers.

Authority's utilization rate of it's current inventory of vouchers meets/exceeds the eligibility guide to apply.

Action Objective # 13

The Appleton Housing Authority will work with local government and other agencies in the discussion, development and creation of affordable housing solutions. The AHA commissioned a comprehensive affordable housing needs analysis, which is appropriately called; **Blueprint to Affordable Housing. This study has identified several major recommendations in providing affordable housing opportunities in the City of Appleton.**

Currently, the AHA enlisted community leaders in rating the top three goals from the study and created three sub-committees to move forward in the

following three areas:

- A. Development of Special Needs Housing.**
- B. Public/Private Role in the Development of Affordable Housing.**
- C. Housing the Hard to House.**

Action Objective # 14

The AHA will develop a relationship with other agencies/organizations that directly assist & serve disabled families or individuals that need affordable housing. The AHA will apply for special set aside vouchers to assist the special needs population. The AHA will research and apply for section 811 housing for the special needs population.

Action Objective # 15

The AHA will apply for HUD designation of a Certified Counseling Agency. The AHA offers an extensive counseling program currently for its homebuyers program and is recognized by Fannie May as a homebuyer counseling agency for lenders in the area.

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?

\$ 300,000 Estimated

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 Yes

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment Yes

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: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Relocation resources (select all that apply) <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: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

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 Appleton Housing Authority has successfully implemented the DOORS Program since 1993. DOORS is a first time home owner’s program for low income families. The program uses HOME dollars from the State of Wisconsin, CDBG funds from the City of Appleton and a Federal Home Loan grant in providing down payment assistance and rehabilitation of the property.

The Authority offers extensive homeownership counseling and educational classroom training, coupled with financial assistance for downpayment and rehabilitation of properties.

The Authority has created a Lender Consortium of local participating lenders who have agreed to minimize closing costs, waive PMI charges, and consider liberal debt and loan-to-value ratios. More than 300 applicants have become home owners through the Authority’s DOORS Program.

While some of those clients have come from the Section 8 Housing

Choice Voucher program and the Public Housing Family units, we have used no section 8 funds in assisting these families with homeownership except for the FSS escrow accounts of the families towards downpayment of a home. The AHA has no immediate plans to use rental vouchers for homeownership.

The Appleton Housing Authority has entered into an agreement with The Outagamie County Housing Authority and the Kaukauna Housing Authority to operate our homeownership program within their jurisdiction (regional administration) beginning 2003.

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? \$ _____
- 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 _____

6. Other Information

[24 CFR Part 903.7 9 (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 (File name) Resident Comments A
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 ____.
- 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 ____.
- Other: (list below)

The Appleton Housing Authority made changes based upon the security concerns of the residents at Oneida Heights. The AHA will enhance the security cameras at OH and will hire an on-site caretaker for the 153 unit high rise.

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 Appleton
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:

A) The Appleton Housing Authority, through a competitive process under the City of Appleton's CBDG program, receives funds to support a first time homeownership program for the lower income population of the community. This funding is critical for the program. For 2003, the AHA will receive \$25,000 for the homebuyers program.

B) The Appleton Housing Authority receives funds from the State of Wisconsin for its operation of a homeownership program. Again, these funds are critical to continue the program.

C) The Appleton Housing Authority utilizes funds from the State of Wisconsin to operate a rental assistance program under HCRI funding through collaborative efforts with other housing shelters in the community.

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

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:

1. Agreement with other PHA's to regionally expand our service area for the Housing Choice Voucher Program & the Home Buyer's Program.

B. Significant Amendment or Modification to the Annual Plan:

- 1. Additional goal & objectives as outlined in the 2003 Plan.**
- 2. Proposed revision of the Housing Choice Administrative Plan.**
- 3. Proposed revision of the Admissions & Continued Occupancy Policies.**
- 4. The release of the "Blue Print to Affordable Housing" study that identifies affordable housing gaps and priorities for the Fox Cities area.**

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
N/a	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 type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
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 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
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
N/a	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/a	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
N/a	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/a	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
N/a	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, 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
N/a	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/a	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
N/a	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
X	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
N/a	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
N/a	PHDEP-related documentation: <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	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
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
N/a	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Appleton Housing Authority		Grant Type and Number Capital Fund Program: WI39-PO65-501-03 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				
2	1406 Operations	\$60,000			
3	1408 Management Improvements	\$4,000			
4	1410 Administration	0			
5	1411 Audit	\$2,000			
6	1415 liquidated Damages	0			
7	1430 Fees and Costs	\$8,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$101,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	\$120,000			
13	1475 Nondwelling Equipment	\$5,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	\$300,000			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary				
PHA Name: Appleton Housing Authority		Grant Type and Number Capital Fund Program: WI39-PO65-501-03 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
24	Amount of line 20 Related to Energy Conservation Measures			

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Appleton Housing Authority		Grant Type and Number Capital Fund Program #: WI39-PO65-501-03 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2003-proposed			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-wide	Operations	1406		\$60,000				
HA-wide	Management Improvement	1408		\$4,000				
HA-wide	Audit Costs	1411		\$2,000				
HA-wide	A & E Fees	1430		\$8,000				
003-01	Elevator Update	1470		\$100,00				
003-02	Expand Wellness Program Dept.	1470		\$20,000				
003-03	Replace OH Kitchen Light Fixtures	1460		\$23,000				
003-04	Paint 70 units at OH	1460		\$35,000				
003-05	Carpet 48 units	1460		\$48,000				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Appleton Housing Authority		Grant Type and Number Capital Fund Program #: WI30-PO65-501-03 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-wide	12-31-03			3-30-04			
HA-wide	12-31-03			12-31-03			
HA-wide	12-31-03			12-31-03			
HA-wide	12-31-03			12-31-03			
003-01	6-30-04			9-30-04			
003-02	12-31-03			12-31-03			
003-03	6-30-04			9-30-04			
003-04	6-30-04			9-30-04			
003-05	6-30-04			9-30-04			

Capital Fund Program 5-Year Action Plan

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

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
WI39-PO65	Oneida Heights	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Installation of 70 Air Conditioning Sleeves for Oneida Heights	\$356,000	2006
Renovation/replacement of two elevators for Oneida Heights	\$250,000	2005
Expansion of Service Coordinator/Nurse Advocate Space Utilization	\$ 25,000	2004
Replacement of kitchen light fixtures Oneida Heights units	\$17,480	2003
Replacement of SunRoom Furniture	\$33,000	2003
Carpet/replace flooring 152 Units	\$252,000	2004
Total estimated cost over next 5 years	\$1,000,480	

PHA Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Section 1: General Information/History

A. Amount of PHDEP Grant \$ _____

B. Eligibility type (Indicate with an “x”) **N1** _____ **N2** _____ **R** _____

C. FFY in which funding is requested _____

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area. Unit count information should be consistent with that available in PIC.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

12 Months _____ **18 Months** _____ **24 Months** _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. The Fund Balances should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term End Date should include any HUD-approved extensions or waivers. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Grant Start Date	Grant Term End Date
FY 1995						
FY 1996						
FY 1997						
FY1998						
FY 1999						

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FFY _____ PHDEP Budget Summary	
Original statement	
Revised statement dated:	
Budget Line Item	Total Funding
9110 – Reimbursement of Law Enforcement	
9115 - Special Initiative	
9116 - Gun Buyback TA Match	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 – Reimbursement of Law Enforcement	Total PHDEP Funding: \$
Goal(s)	
Objectives	

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDE P Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9115 - Special Initiative					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9116 - Gun Buyback TA Match					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9120 - Security Personnel					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 – Employment of Investigators					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 – Voluntary Tenant Patrol					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators

1.							
2.							
3.							

9170 - Drug Intervention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Required Attachment ____ : 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: Ray Barlow

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

- Elected
- Appointed

C. The term of appointment is (include the date term expires): 01/01/02-12/31/07

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

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

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

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

Mayor Timothy Hanna, City of Appleton, Wisconsin

Required Attachment __A____: 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.)

Resident Advisory Members:

Lois LaChapelle-President
Dorothy Hartford-Secretary
Vera Tesnow-Treasurer
Harold Page-Vice-President
Lorraine Clifton-member
Larry Baudhuin-member
Theresa Senecal-member
Beryl LeFever-member
Karen Rider-member

APPLETON HOUSING AUTHORITY
525 N. ONEIDA ST., APPLETON, WI 54911
(920) 739-6811 FAX 739-6817 TDD 731-2406

PHA Plan Public Hearing
2:00 p.m.
October 4, 2002

Welcome/Introduction by Debra Dillenberg, Executive Director of AHA.

Section 8 Discussion

Review of the Section 8 Rental Voucher Program.

2003 Plans to apply for 100 additional vouchers (now at 547 with 500 on waiting list). Plans to streamline the application process by having the application available on our website. Applications will also be available at other local service agencies such as LEAVEN, Salvation Army, Housing Partnership, Emergency Shelter and Harbor House. The AHA may also have applications available at the tech school and Outagamie County.

Review of Section 8 Homeownership- Board of Commissioners hasn't committed to this yet as it decreases the availability of rental assistance. The AHA currently operates a homeownership program through HOME funds and the CDBG Program.

Walter Kalata – City of Appleton Alderman – asked, “Current vouchers are channeled through HUD, right?”

Debra – Yes, but we have to compete with other Wisconsin Housing Authorities for funding. We plan to market the section 8 program aggressively in 2003 as well as form partnerships with other agencies to increase the effectiveness of the program. The AHA will form a working partnership with the Outagamie County Housing Authority to administer vouchers on a county-wide basis. In this way, participants will be able to find new housing choices throughout the entire county. The AHA

Kathy Stromberg – City of Appleton Public Health Nurse supervisor – Could public health agencies be included in the partnership?

Debra – Absolutely! Good idea, Kathy.

Walt Kalata – Has the demand for your services increased over the past year or two? Is there any correlation with the 9/11 milestone?

Kim Paape – Section 8 Department employee at AHA – Demand has increased because more people have lost their employment. Housing Assistance Payments have increased.

Walter Kalata – What percent is attributed to loss of employment?

Debra – That’s hard to say because we haven’t focused on those statistics, but we could research that information if you’d like us to.

Home Ownership Program

Debra – Our home ownership program is assisting those who may not otherwise have the funds to be homeowners. “The American dream has a foothold in our community.” Statistics were given along with goals and attendees were asked for comments or suggestions.

Kathy Groat – City of Appleton Alderperson & Fair Housing Agency Executive Director – Can we get a program like in Green Bay where the disabled can use their voucher toward home ownership?

Debra – We discussed that before you came in and I have informed people that the board will review all comments, but currently the AHA is focusing more on rent assistance in regards to section 8 funds.

Public Housing

Debra – Explained the capital fund program and how it operates on a multi-year budget.

Richard Bragg - Public Housing Tenant – Are we getting the circle drive in the front repaired?

Debra – Yes. The project is currently out for bid and is part of this years capital funding.

Delores Forseth – Public Housing Tenant – Will the carpets in the hallways at Oneida Heights be replaced?

Debra – Yes. This item is also in the capital fund budget and will occur in 2003.

Theresa Senecal – Public Housing Tenant – The cement by the back door (of Oneida Heights) needs to be leveled. It is a safety hasard and people could trip and hurt themselves.

Vera Tesnow – Public Housing Tenant – Fill it with tar to level it. When coming in with a grocery cart, the cart tips when it hits the raised area. It is also a hazard for people with walkers.

Lorraine Clifton – Public Housing Tenant – Gave specifics of location of this area to be repaired.

Debra – We will take this issue into consideration.

Don Gahr – Public Housing Tenant – When will the carpet be washed on the ninth floor?

Lorraine Clifton – She just explained that!

Debra – Our maintenance company voluntarily steam cleaned the hallway carpets. We did not ask them to do it, nor did we pay them to do it. So it was not a professional job that we paid for. However, the carpet will be replaced in early 2003, so we do not have plans to have it cleaned before that time.

Richard Bragg – Are all the carpets being re-done?

Debra – Half will be done one year and half the next year unless the budget allows for us to replace all the same year depending upon cost.

Bill Wocelka – Public Housing Tenant – This is trivial, but why is the front door always sticking?

Josie Weber - Public Housing Tenant – I had to go all the way around the building because my key didn't work.

Debra – The front door required oiling. This has happened before and may have to do with the weather change. However, if our maintenance staff cannot repair something, they will call a contractor to repair it.

June Lokken - Public Housing Tenant – How long do you have to live here before the unit gets painted?

Debra – In the 2002 or 2003 budget, funds have been allocated to paint 70 units. The following year, the other 70 will be done. This work will be contracted out and not done by in house staff.

June Lokken – Well, I'll wait that long if I live that long. Sister Anne also asked me to question why maintenance staff has to come in the apartment when she's not home.

Debra – Many tenants have schedules that conflict with maintenance staff. If we have to call ahead each time we have a work order, we would waste a lot of time on the phone trying to reach people. That's why you are asked if staff has the permission to enter. Plus, HUD regulations require that certain emergency items be

repaired within 24 hours. Other repairs also need to get done promptly so our overall PHA score is not negatively affected by a low score on work orders.

Helen Robertson - Public Housing Tenant – Do the police have access to the key in the front entry? Last Saturday, an officer had to put a pencil in the door to prop it open so they could get back in.

Debra – All emergency personnel should have a key to the lock box in the front entry. We will check into this matter with the appropriate people.

Debra – Announced that replacement of an entry card will cost \$5 to residents instead of \$20. Mentioned the possibility of developing additional public housing units to bring AHA up to the next funding level. Stated that a professional brochure for Oneida Heights will be created by a consultant to increase marketing efforts to seniors.

Richard Milhaupt - Public Housing Tenant – Will we have a security guard?

Debra – We are once again looking into hiring an on-site caretaker since tenants now want a person here during all hours that the office is closed.

Richard Bragg – How do you get into that? Who do I need to see? I’ve done that (security) before.

Debra – You are welcome to see Laura after the meeting.

June Lokken - What would a caretaker do? Walk around all night? Would we give that person an apartment here?

Debra – The person would not walk around all night, but be available to give assistance as needed. We anticipate having a person move in, but would have to work out the details.

Mark VanderVelden - Public Housing Tenant – What about the elevators?

Debra – It is our plan to update the operating mechanisms. The estimated cost is approximately \$75,000. The AHA will work with the resident council in setting capital fund priorities. There is not enough funds to complete all items being requested by the residents.

Nursing Services

How many here take advantage of the nursing services? Do you like the program? Any concerns or services you would like to see?

Bill Wocelka – Can her hours be expanded? She’s only available 2 days/week.

Debra – At this time, our funding is limited to provide services only 2 days per week, but your comments will be reviewed by the board of commissioners.

June Lokken – Can we have an exercise program for persons with limb problems? We used to have that when Nancy was here. I wish we could have that again.

Debra – I will speak to Pam (wellness nurse) about that suggestion. In fact, Pam and I were discussing a possible resource for teaching an exercise class. Is there interest in taking a whole apartment and making it into a fitness center?

Mark VanderVelden – How about a weight room?

Debra – Many of our residents are elderly & frail and wouldn't benefit from that.

Mark VanderVelden– Could a nurse be on call?

Lorraine Clifton – Why? Then they'll be calling her for all kinds of little crap – even when they just have a headache.

Delores Forseth – When the elevators are worked on, something should be put on the floor to prevent the carpet from getting black.

Debra – Further update on improvements at Oneida Heights, including new furniture in the sunroom and lobby.

Richard Bragg – What will they do with the furniture in there (sunroom)?

Debra – That hasn't been determined yet.

June Lokken – How about the bird?

Debra – The bird will stay.

Richard Bragg – When the office closes, the doors to Oneida Heights should be locked.

Lorraine Clifton – Why at 4? What's wrong with 6?

Richard Bragg – Doesn't care.

June Lokken – Why are the lobby lights turned off at 6:45 p.m.?

Sandy Barth - Public Housing Tenant – Lois says if no one's down here, turn them off.

June Lokken – Why?

Sandy – Because it's always been that way.

Alice Ruscher - Public Housing Tenant – On Saturday nights, I'm embarrassed when friends are here and they have to leave in the dark after my card party around 9 p.m.

June Lokken – At least leave them on until 10 p.m.

Debra – We will investigate whether we can put the lights on timers.

Mark VanderVelden – How about cameras where people put their bikes?

Debra – That's all part of the security issue we're looking into. Another issue we are investigating is the reputation of Oneida Heights. It seems like the word on the streets is that Oneida Heights is a bad place to live. Some remarks are made by people who live here. Raise your hand if you think this is a bad place to live. (No one raises their hand). Your home is what you make of it. If you tell others that it's a bad place, it will be very hard for us to get quality tenants. They won't apply here.

Richard Bragg – Why would they say that?

Walter Kalata – I'm surprised to hear that. I'm not aware of anything being said. Some people I know are very interested in moving here.

Mark VanderVelden – What about the younger generation?

Lorraine Clifton – Many remarks come from the people themselves. Those who are disgruntled spread negative things. They complain, "That's not the way it was 10-20 years ago." They can't "get with the times," but complain instead. When people who live here start the stories, it's hard to stop.

Kathy Stromberg – When security issues are resolved, that will improve. The main issue I'm hearing about is security.

Agency-Wide Issues

Debra – New building located on Northland Ave.

Kathy Stromberg – Is it on the bus line? We're working with Lisa Maloney on lead. Our objective is to collaborate and revitalize and hope to work with housing agencies as well.

Debra – We are also investigating the possibility of turning some units at Oneida Heights into assisted living units.

Kathy Stromberg – That would give you nursing coverage 24 hours/day as well as security.

Walter Kalata – Is there a timetable for assisted living? Is it in development at this time?

Debra – Self-assessment survey to be done along with increased public relations to attract good tenants.

Betty Nieland - Public Housing Tenant – When are flue shots?

Kathy Stromberg – The vaccine came in today. I'll be calling Pam to set time at the end of October or early November.

Bill Wocelka – What is the occupancy rate here right now?

Laura Hofacker – Public Housing Manager with AHA – We have 7 vacancies at Oneida Heights right now.

Rita Hoffman - Public Housing Tenant – Will our rent go up higher or lower?

Debra – Your rent will be calculated based on 30% of income, just as it always has been.

Richard Bragg – I'd like a word with you when you leave.

APPLETON HOUSING AUTHORITY

525 NORTH ONEIDA STREET -- APPLETON, WI 54911-4749

Phone: (920) 739-6811 Fax: 739-6817 TDD: 731-2406

PHA Public Hearing:

October 8, 2002

Those in attendance where:

Fred Westphal – Apt. 810
James Wagner – Apt. 814
Marion Williams – Apt. 505
Art Hansen – Apt. 914
Connie Pockat – Apt. 205
Willa Griesbach – Apt. 903
Joyce Fiannaca – Apt. 311
David Lenz – Apt. 304
Jennie Wirth – Apt. 513
June Lokken – Apt. 510
Patrick Murphy – Apt. 301
Martha Vanderzanden – Apt. 605
Dorothy Hartford – Apt. 906
Dan Drinkall – Apt. 208
Helen Robertson – Apt. 216
James Simpson – Apt. 904
Clair Sewall – Apt. 806
Anita Davis – Apt. 410
Sister Anne Arthur – Apt. 517

Judy Stadler – Board Commissioner

Mark Balkman

Debra Cronmiller – Emergency Shelter

Chad Dillenberg - Maintenance Supervisor for Appleton Housing Authority

Judy Armstrong – Occupancy Specialist for Oneida Heights

Debra Dillenberg – Director of Operations

Introduction by Debra – Explained the PHA Plan requirements. We will be discussing mostly Public Housing Issues this evening since only Public Housing residents are in attendance.

Debra: We will first be discussing modernization needs

Debra gave an example: Revamping of Front entry and the new thermostats. Are there any suggestions?

Marion: How about getting cameras in the hallways. There are more problems on weekends and after the office closes at night.

Debra: Are there any other issues with the cameras.

Resident: At one time there had been discussion about a Security guard or an on-site caretaker, what about this to help with the problems at night.

Debra: We are still looking into the on-site caretaker.

Fred: Would we still need to use the red and white tags?

Debra: Yes we would still use the tags, as we would still have the safety officers.

Resident: In Louisiana they had security guards, guests also had to sign in and out. What about something like that here.

Debra: This may be a little hard to do, as staff is not here 24 hours a day.

Marion: How about having the outside doors lock as soon as office is closed each day?

Debra: We could look into this. Anything else on Security?

Resident: On two occasions police have not been able to get into the building, think someone should be here to let them in to the building.

Debra: There is a lock box at the front entrance to the building that they can use.

Resident: They seem to not be able to get into this box.

Debra: We will look into this.

Fred: There always seems to be a police car here on Saturday's usually before noon. (This was a comment only)

Debra: Any other issues about Security? Any resident concerns?

Art: Is anything going to be done about leveling the side walks by rear door? There us a bump in the sidewalk.

Chad: We will be doing something very soon about this.

Debra: Any questions or concerns about nursing services – wellness program?

Fred: Are we going to be loosing Pam?

Debra: No, Pam is a delight and she should be here a long time. Do you think we need her here more hours the days she is here or for another day? She sees residents 2 days a week right now.

Several residents said they would like to see her here at least an extra day a week.

June: How about an exercise area?

Debra: I did talk to Pam about this. Will look into getting a therapist or student therapist to start and exercise therapy program.

Debra: Are there any other concerns or suggestions?

Debra: How is Maintenance staff doing?

Several residents said doing very good, work orders are being done on a timely manner

Dan: I am in 208 and there is a very strong odor from garbage drop area that comes into my apartment, can anything be done about this?

June: What about the way they package the garbage, can anything be done about this. They are not doing it right.

Debra: We could send them out reminders on how to do their garbage. Any questions about your units?

Several residents asked about the vanities for the bathrooms. They would really like to have them as several of them have to lean on the sink and this loosens them up.

Debra: This is something we have been talking about getting for a couple of years, but we only get funded so much money each year. This year the thermostats became more important to get then the vanities. Next year the elevator will be updated instead of getting the vanities. We have to go in priority so they will not be done this year or next.

Sister Anne: When I moved in my sink had a crack in it and Donna said this would be replaced and it has not yet. When they do replace it could a vanity be put in at that time?

Debra: We will replace the sink if it is cracked.

Sister Anne: Could a vanity be put in at the time there is a problem with a sink.

Debra: This would be too hard to budget for. Any other issues?

Several residents have a problem with the train noise and what can we do about.

Debra: The city had thought about putting in cross bars which would lower the amount of time that the trains would have to blow the horns but it was going to be too expensive.

Marion & Dorothy said it was so loud they are going to lose their hearing if it continues this way with the horns.

Dorothy wants to get a decibel level machine and see what it says, do we know where she could get one of these.

Chad: You can get them at RadioShack.

Sister Anne: What is the notice requirement to enter into someone's unit by staff. Is it 48 hours notice?

Debra: It is only a 24 hour notice that is needed unless it is an emergency then we have the right to go in without a notice.

Resident: A guy in a wheelchair wanted to get into the building to get a soda, he also wanted access over the weekend. Can we let him in he lives in the Annex?

Debra: If he lives in the Annex he should be able to have access to the soda machine as well and we will talk with him and see if we need to get him an access card.

Fred: Why did we change the back door?

Debra: We only changed the hardware.

Chad: Your entry cards still work on that door.

Debra: If your card is not working stop in the office and let us know. Is there a lot of use on this door and if so why do you use this door over the other two doors?

Joyce: It is easier for us to use this door as this is where we park, so it is closer for us.

Another resident said that is where the 15-minute parking is so her daughter uses this door.

Several residents still saying that the door is hard to open and that the access cards do not always work.

Debra: We will have maintenance take a look at it.

Joyce: As a reminder to all she said that you have to wait for the buzzing to stop before you leave the door as it will sometimes keep buzzing. You need to pull it hard sometimes.

Debra: Any other suggestions? How is Office Staff?

Fred: It is great!

Other residents: Have had no problems with office staff. Always friendly.

Debra: mark will be staying after if there is anything you need to discuss with him, if you do not want to talk about right now as office staff is here tonight. We are trying to increase our waiting list for seniors, how do you feel about that.

Resident: Wish it could all be seniors again.

Art: Cut it off to 50 or older.

Fred: 65 or older.

Debra: We are 2/3 elderly and 1/3 non-elderly right now.

Any problem with allowing resident to drink on the patio, this was a resident council decision.

Several residents said this was not problem for them, they think it was a good idea.

Debra: Any concern?

No one had any.

June: How about the sun room and lunchroom can they drink in these areas well.

Debra: Not as far as she knows. But when the doors are closed it is a private party and we can not monitor them. The sunroom was not being used because we did not allow food or drink. This has also changed.

Are there any other concerns?

Sister Anne: What about cameras by the bikes.

Debra: We will look into this.

Resident: Someone took his light off his bike.

Debra: Did you notify the office?

Resident: No.

Debra: You must notify the office of these problems for us to do anything about them. We are looking at putting a sidewalk around the building and this would lighten up the area back there.

Willa: How about a cover or a roof over the bikes?

Debra: Good suggestion idea we will look into this. Some resident put their bikes in there apartments too.

Debra: Agency wide issues: Just wanted everyone to know that the Appleton Housing Authority and the Section 8 program will be moving. Public Housing will be staying and that consists of Laura, Judy and maintenance staff. Maybe we could possibly come up with a storage area on first floor after they move for bikes and scooters. How do you feel about the Housing Authority moving?

June: As long as someone is in the office don't see any problems.

Joyce: When will this take place?

Debra: Closing is next Wednesday and they will move in mid December. We are also in the process of starting a website. People will be able to contact them through this as well. Any comments on this?

Residents: Think this is a good idea.

Resident: Can we get chairs on the landing for those of us who can not come down the stairs in a fire drill?

Debra: We will look into this.

Chad: Thinks this is against fire code.

Several residents say the chairs used to be there but others say chairs have never been there.

Debra from the homeless shelter wanted to say a few things and they are as followed:

- 1: Thank you for the Fresh Start Voucher program and continued advocacy for low-income persons.
2. Strongly urge a formal local preference for homeless persons.
3. Appreciate and urge continuation of communication between agencies.
4. Urge HUD to examine current policies for eligibility. Current rules can cause adverse consequences to persons with other barriers to independence. Very low-income persons often have had past experiences with drugs or alcohol addictions. These same persons who most need support to achieve independence are unable to access vouchers needed as part of the process to sustainable living.

Debra: Thank you for that Debra. We have 547 families on the program right now. If they have a violent criminal activity they do get denied for 3 years. They can not even apply during this three-year period. If they have gone through rehab we have local control and can allow them into the program.

Debra: Are there any other concerns or questions?

No response from anyone.

Debra: Thank you all very much for coming.

