

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

PHA Plans

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

**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: *Youngstown Metropolitan Housing Authority*

PHA Number: *OH002*

PHA Fiscal Year Beginning: *07/2004*

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

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

The Youngstown Metropolitan Housing Authority is a housing organization dedicated to creating and managing healthy and enriching housing environments for its residents. YMHA seeks to accomplish this by:

- *Encouraging economic, cultural and racial diversity and ensuring equal opportunity within its housing developments;*
- *Managing up-to-date, attractive and well maintained rental housing for qualified families in Mahoning County;*
- *Utilizing rental assistance programs to create additional decent, safe and affordable housing opportunities in Mahoning County;*
- *Assisting senior citizens with secure and independent living environments in Mahoning County at an affordable price;*
- *Promoting self-sufficiency and asset development of families and individuals;*
- *Taking the lead in innovative resident services focusing on the advancement of employment and education including youth enrichment, childcare, and home ownership programs.*

YMHA believes in enhancing the quality of life and economic viability of its residents by providing attractive, secure, affordable housing and innovative programs designed to enable residents to achieve a higher level of economic and social self-sufficiency.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers:
To apply for additional vouchers for relocation, homeownership and other specialized projects, if feasible.
During FY2003, no incremental vouchers were issued by HUD.
Utilization of current HCV at 94%, HCV waiting list has 1200 applicants.
 - Reduce public housing vacancies:
Reduce by 1% each year.
The Authority's high vacancy rate is a result of long-term vacancies under modernization being brought on-line. There were 20 units brought back on line and occupied.
 - Leverage private or other public funds to create additional housing opportunities:
Acquire and develop units by 06-30-04.
Progress of this objective is on schedule.
Leverage capital funds to increase market value of high vacancy units.
Tax credits awarded in partnership with C.H.O.I.C.E. to build elderly low-rise on HOPE VI Revitalization site. Facility currently under construction. Expected completion and occupancy during FY2005.
Leverage funds in the amount of \$63,204,190 are committed to support HOPE VI revitalization activities. YMHA was awarded a HOPE VI 2002 grant with an expected completion date of FY 2008.
YMHA has entered into a partnership with a developer to secure additional tax-credits intended to help finance family public housing units at Arlington Heights, and Housing Development Assistance Program funds to aid in affordable homeownership unit construction and will also leverage capital funds to assist in the completion of major revitalization projects.
Application for additional LIHTC's and HDAP funds submitted to OHFA.
 - Acquire or build units or developments
YMHA's HOPE VI Revitalization plan calls for the construction of 42 new units of family public housing, 62 units of affordable

homeownership units, 26 market rate homeownership units and 32 RHF funded public housing units. These units are slated for completion during the life of the HOPE VI grant. Additionally, several parcels of land are scheduled for acquisition. YMHA is in the process of developing an Acquisition Plan identifying these parcels for HUD approval.

Progress of this objective is on schedule.



Other (list below)

Utilize the financing/collateralization of Replacement Housing Fund (RHF) to develop public housing units that will be used for homeownership opportunities.

RHF Implementation Plan has been submitted to HUD for approval.

RHF Implementation Plan was approved by HUD, but is in the process of being updated and will be re-submitted to HUD for approval.



PHA Goal: Improve the quality of assisted housing

Objectives:



Improve public housing management: (PHAS score) **81**

YMHA will not obtain high performer by 06/30/04, however, the authority will increase occupancy and improve unit turn around to achieve high performer by 06-30-05



Improve voucher management: (SEMAP score) 88%

SEMAP score has increased over for the past three fiscal periods. Score was 65% in FY 2001, 69% in FY 2002 and improved to 88% for FY 2003. Will attain high performer status by 06-30-04.



Increase customer satisfaction:

Obtain and maintain a 95% score on RASS.

During the past FY, initiatives were implemented to address resident concerns; i.e., security camera systems at all family sites, improvements in appearance of properties, procurement of new furnishings for senior buildings to include upgrades to common areas, YMHA neglected to report changes to HUD REAC system in a timely manner.



Concentrate on efforts to improve specific management functions:

(list; e.g., public housing finance; voucher unit inspections)

During FY 2002, unit turnaround did not improve because of bringing long-term vacant modernization units back online (Amedia Plaza and Rockford Village).

Develop and implement plan to reach 100% occupancy at all sites.

Improve unit turn around by 5% each year since staffing issues have been resolved. Evaluate project based management.

Agency is continuing to bring long-term vacant modernization units back online—(Rockford Village). Occupancy currently at 91.45%. All units expected to be occupied during FY 2005.



Renovate or modernize public housing units:

Convert 28 smaller units into 14 larger units at Victory Estates by 06-30-04. Complete.

During FY 2002, the first eight units have been converted. The remaining 20 have started and are expected to be finished by the end of this fiscal year. In addition, the Authority is investigating a long term parking solution for the residents and staff at Amedia Plaza. HUD approval has been received to procure the land.

Analyze need and feasibility of converting senior a high rise to larger units and/or assisted housing facility.

Conduct additional renovation and modernization activities at four scattered site properties, and other sites ongoing as needed.

Parking facility for Amedia Plaza residents. Acquired and will be completed by 06/04.



Demolish or dispose of obsolete public housing:

Dispose of 14 units by 06-30-04. Complete.

During FY 2002, 10 units have been sold with 4 more up for sale. In addition, as a result of YMHA receiving a HOPE VI award, HUD approval and funding will be requested to demolish 90 more units at Westlake. Approval will also be requested to disposal of land associated with the HOPE VI area to allow for redevelopment of the site.

Dispose of 4 units by 06-30-05.

Demolish 90 units and gain other disposition approval by FY 2005.

As a result of YMHA receiving a HOPE VI award, HUD approval and, funding from various sources including capital funds will be requested to demolish 90 more units at Westlake by 06-30-05. Approval will also be requested to disposal of land associated with the HOPE VI area to allow for redevelopment of the site. A portion of the Westlake site has already been disposed of through ground lease to a local CHDO who is building a LIHTC senior low rise on the site.



Provide replacement public housing:

By 06-30-04.

Progress of this objective is on schedule. HOPE VI grant has been awarded. HOPE VI will provide additional housing opportunities. In addition, YMHA plans on collateralizing Replacement Housing Funds (RHF) to develop public housing units for the homeownership program. Meanwhile, in partnership with a local non-profit, YMHA will be constructing a low-rise elderly building over the next year.



Provide replacement vouchers:

Seek HCV to assist in relocation of residents from proposed demolition area. If available from HUD.



Other: (list below)

- According to regulations and policies, provide for the physical inspection of all housing units and conduct maintenance work as identified during annual inspections or otherwise identified in order to maintain all units in standard conditions. On-going.*
- Increase occupancy and ensure the pursuit and enforcement of collections procedures at a level to achieve the status of "high performer" according to the PHAS system of assessment. By 6-30-*

05. During FY 2003, TAR's has remained below 3%; will reduce annually.

- *Increase energy efficiency of PH units, by implementing energy performance contract, which includes PHA payment of utilities.*

PHA Goal: Increase assisted housing choices

Objectives:

Provide voucher mobility counseling:
Will continue to provide mobility counseling as needed Process ongoing.

Conduct outreach efforts to potential voucher landlords
Increase the number of landlords in non-impacted areas of Mahoning County by 5 percent. Progress of this objective is on schedule and on going.

Increase voucher payment standards
*As needed. Current payment standard at 105%.
This objective is likely to be impacted if funding levels are reduced.*

Implement voucher homeownership program:
*Study feasibility by 06-30-01.
The study was completed, and the policy was adopted by the Board on 2/22/01. Procedures are being drafted and will be in place by 6/30/03.
Implement HCV Homeownership policy adopted by the Board of Commissioners.
Change Section 8 Administration Plan and develop program procedures to be completed during FY 2005.*

Implement public housing or other homeownership programs:
*Provide additional homeownership opportunities through new construction, acquisition and rehabilitation.
Create Homeownership Coordinator position to provide counseling, financial management, credit repair, pre and post homeownership education and develop financial partners by 06/30/04.
Increase capacity of YouthBuild to continue renovation work.
PHA currently administers a homeownership program. There are 12 on-going families in the homeownership program. The PHA built 10 homes at Rockford Village that are used as a step up to future homeownership. These units were completed and occupied in FY 2002. FY 2003, a new homeownership home is under construction. Five homeownership participants in 5 (h) Program have secured conventional mortgages.*

Additional homeownership opportunities will be available through HOPE VI Revitalization Program. Home donated to YouthBuild Program by local bank was renovated and sold to homeownership participant with conventional financing in 2004.

Implement public housing site-based waiting lists:
*Study feasibility by 06/30/03.
Previous study determined site-based waiting lists were not feasible. However, with the award of the HOPE VI grant it has become apparent a site based waiting list will be required for the new Arlington Heights*

Community. YMHA is in the process of formulating the new neighborhood's occupancy requirements, and determining how the site based waiting list will function. Project based management will also be studied. The process is on schedule for completion for 6/30/05

Convert public housing to vouchers:

Other: (list below)

Provide staffing, equipment, insurance, training, facilities and related items associated with the administration and operation of housing previously developed under the 1937 Housing Act. On-going.

Progress of this objective is on schedule.

Continue partnership with Mahoning County Lead Hazard Control Program and local health providers. A total of 50 HCV have been set-aside for families with high EBL Children and for mold safe housing. A partnership with the Mahoning County Children services makes available vouchers for family reunification.

Allocate vouchers as available for the relocation of persons residing on Otis Street (the portion of Westlake scheduled for demolition) and any persons renting units that YMHA intends to acquire through the HOPE VI plan.

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

PHA Goal: Provide an improved living environment

Objectives:

Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
Arlington Heights will become a mixed income community through the HOPE VI Revitalization Project. Completion by FY 2008.

Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

Market to landlord of properties in non-impacted areas.

Provide a listing of non-impacted areas to applicants.

Ongoing.

Implement public housing security improvements:

- *Implement security camera systems at all sites. Individual unit systems being considered at other sites. Project completion scheduled for FY2005. In addition, installation of private unit security systems at remaining three family sites is being considered.*
- *Provide increased security patrols. Ongoing. Through a partnership with the City of Youngstown Police Department (YPD). YPD was awarded a \$200,000 grant to provide additional protective services for YMHA developments.*

Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

*Evaluate feasibility of assisted living facility by FY 2005.
Continue elderly only designation. Ongoing.*



Other: (list below)

- *Continue partnership with City of Youngstown in 2001 Renewal Community Designation.*
- *Awarded HOPE VI Grant. Complete HOPE VI Revitalization plan goals by FY 2008.*
- *Continue use and management of Community Activity Center at Rockford Village.*
- *Contract awarded and completed for street design. Street and infrastructure development at Arlington Heights HOPE VI site. Construction under way. Completion scheduled by FY 2007.*
- *Monitor and update profit/loss ratios of programs.*
- *Determine the profit/loss ratios of the programs administered by the PHA to determine if anticipated increases in revenue or decreases in expenses are required. As needed.*

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



PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:



Increase the number and percentage of employed persons in assisted families:

- *Increase marketing and recruitment of residents to participate in programs designed to increase individual employment opportunities.*
- *Increase the resources and quality of programs to assist residents in becoming employable and self-sufficient.*
- *Increase capacity of FSS families to promote homeownership.*



Provide or attract supportive services to improve assistance recipients' employability:

Continue to conduct and expand the following supportive service programs:

Neighborhood Networks Grant program awarded in November 2002. Create two new neighborhood network centers, one at Rockford Village and the other at Westlake Terrace. The program is designed to incorporate the basic tenets of education, adult and youth tutoring, job training and internet usage to assist residents in becoming self-sufficient.

- *HOPE VI Neighborhood Networks – To expand NN center activities at Westlake Terrace.*

- ***Elder/Disabled Services Coordinators*** – Assures that elderly/disabled families are linked to the supportive services needed to achieve self-sufficiency.
- ***Implementation of HUD Section 3 Program.***
- ***Welfare Work Experience Program.***
- ***RSDM – Resident Services Delivery Model grant awarded in 01/04, this program is designed to build self-esteem, instill responsibility and develop marketable skills.***
- ***YouthBuild Mahoning County provides an opportunity to acquire construction skills, complete high school education, if necessary, and receive leadership training for young men and women between the ages of 18 and 24. During FY 2004 eleven students earned GED's, eleven are currently employed and two are enrolled at Youngstown State University.***

PHDEP ended 09/03.

All programs are on going, and will continue based on funding availability.

- Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Continue Elderly Service Coordinators to assist elderly/disabled residents with their supportive service needs in order to maintain independent living.

Program is on going.

- Other: (list below)

- ***Develop homeownership counseling program by hiring in house coordinator.***
- ***Study feasibility of homeownership at Westlake Community. By 06/30/02. Study has been completed.***
An updated homeownership market study was completed in January 2004. Opportunities for homeownership will be available through the HOPE VI program.
- ***Develop Step-Up rental program at Rockford Village Community by 06/30/02. The PHA built 10 homes at Rockford Village that are used as a step up to future homeownership. These units were completed and occupied in FY 2002. Complete.***

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

Revise Admissions and Occupancy Policy and Section 8 Administrative Plan by 06/30/2005

- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
To study the feasibility of an assisted living floor, wing or building that is fully accessible.
To ensure accessible housing, the PHA has converted multifamily dwelling units for occupancy to meet the standards as established by the Fair Housing Act and Americans Disabilities Act. HOPE VI Revitalization new construction will meet Fair Housing and American Disability Act requirements. These modifications include building entrances accessible to wheelchairs, accessible light switches, electrical outlets, reinforced bathroom walls for grab bars, kitchens and bathrooms that allow wheelchairs to be maneuvered, etc.
Progress of this objective is on going.
- Other: (list below)

Other PHA Goals and Objectives: (list below)

- PHA Goal: Make staff, residents, and board members knowledgeable regarding new housing requirements.
 - Written in-house procedures for Section 8 Program.
Update as necessary to comply with HUD's directions. On Going.
 - Identify and secure available training opportunities for staff and the board as needed.
Progress of this objective is on going.
 - Ensure review of existing policies and procedures to incorporate all necessary requirements and if warranted, develop written recommendations for policy revisions to the Board of Commissioners.
Management contract in place to assist in revision of ACOP and Section 8 Administrative Plan. Progress of this objective is on going.

- PHA Goal: To develop and maintain a comprehensive database consisting of demographic and housing data for the PHA jurisdiction.
 - The Executive Director or designee may appoint staff members to gather and input data, and maintain information by county, census data, community profiles, participant and applicant data.
Staff members appointed; analysis is on going.
 - Appointed staff members may update data as needed or on an annual basis. The data may be provided to the Annual Housing Plan Committee, Executive Director, or housing board to assist with the development of future plans and applications for funding and evaluation.
On going.

Measurement of Objectives

Objectives will be measured by the completion of charts or other requested statistical information relative to the agency plan (s) or other data requested.

PHA Goal: To ensure that resources are managed in a manner which generates a positive cash flow and provides for an accumulation of income over expenses and maintains an adequate reserve account for future housing needs for low income persons.

Objective: Review financial management and investment of funds procedures for compliance with applicable regulatory requirements to be approved by the Board of Commissioners

Review on ongoing basis.

Improve management and occupancy of housing units.

Annual PHA Plan
PHA Fiscal Year 2004

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Youngstown Metropolitan Housing Authority has prepared this Annual PHA Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

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

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

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

The most important challenges to be met by the Youngstown Metropolitan Housing Authority during FY 2004 include:

- *Reduce substance abuse and criminal activity and increase safety and security;*
- *Utilize the HOPE VI Revitalization Program and grant to revitalize the Westlake neighborhood;*
- *Preserve and improve the public housing stock through the Capital Funds activities, including modernization of units;*
- *Involve public housing residents and the Section 8 participants through the Resident Advisory Board.*
- *Train staff and commissioners to fully understand and take advantage of opportunities afforded by the new law and regulations to better serve our residents and the community; and*
- *Identify, develop and leverage services to enable low-income families to become self-sufficient.*

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Complete pages after all information is collected

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (**oh002a03**)
- FY 2004 Capital Fund Program Annual Statement (**oh002b03**)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2004 Capital Fund Program 5 Year Action Plan (**oh002c03**)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - Substantial Deviation and Significant Amendment or Modification (**oh002d03**)
 - Community Service Policy (**oh002e03**)
 - Pet Ownership (**oh002f03**)
 - Resident Member on Governing Board (**oh002g03**)
 - Membership on Resident Advisory Board (**oh002h03**)
 - Progress Statement(**oh 002i03**)
 - Summary of Policy or Program Changes for the Upcoming Year (**oh002j03**)
 - Section 8 Homeownership Capacity Statement (**oh002k03**)
 - 2001 Performance and Evaluation Report (**oh002l03**)
 - 2002 Performance and Evaluation Report (**oh002m03**)
 - 2003 Performance and Evaluation Report (**oh002n03**)
 - Voluntary Conversion Required Initial Assessment (**oh002o03**)
 - Deconcentration and Income Mixing (**oh002p03**)
 - Replacement Housing Fund (RHF) Revitalization Plan (**oh002q03**)
 - Hope VI – Westlake Terrace Revitalization Plan (**oh002r03**)
 - April 22 Letter Page 1 (**oh002s03**)
 - April 22 Letter Page 2 (**oh002t03**)

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	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	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
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 (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

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

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	8887	4	3	4	3	4	4
Income >30% but <=50% of AMI	4722	4	3	4	3	4	4
Income >50% but <80% of AMI	5067	3	3	4	2	4	4
Elderly	6615	3	3	4	3	3	3
Families with Disabilities	8281	3	3	4	2	3	3
Race/Ethnicity	20,647	4	3	4	3	4	4
Race/Ethnicity	6,720	4	3	4	3	4	4
Race/Ethnicity	606	4	3	4	3	4	4
Race/Ethnicity	126	4	3	4	3	4	4

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 1995-1998
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:

- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	230		339
Extremely low income <=30% AMI	183	80%	
Very low income (>30% but <=50% AMI)	39	17%	
Low income (>50% but <80% AMI)	8	3%	
Families with children	95	41%	
Elderly families	21	9%	
Families with Disabilities	57	25%	
Race/ethnicity	46	20%	
Race/ethnicity	146	63%	
Race/ethnicity	37	16%	
Race/ethnicity	1		
Characteristics by Bedroom Size			

Housing Needs of Families on the Waiting List			
(Public Housing Only)			
1BR	121	53%	153
2 BR	59	26%	85
3 BR	36	16%	80
4 BR	14	6%	20
5 BR	1	0%	0
5+ BR	0	0%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance Wait list opened on 01/26/04 <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1200		AVG. 215
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children			
Elderly families			
Families with Disabilities			
Caucasian			
African-American			

Housing Needs of Families on the Waiting List			
Hispanic			
Other			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A	N/A	N/A
2 BR	N/A	N/A	N/A
3 BR	N/A	N/A	N/A
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A
5+ BR	N/A	N/A	N/A
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 1			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Family Unification Program – SRO-Lead, mildew and relocation set-aside.			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

- Maintain or increase section 8 lease-up rates contingent on funding availability, by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work

Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2004 grants)		
a) Public Housing Operating Fund	4,696,768.00	
b) Public Housing Capital Fund	2,327,813.00	
c) Annual Contributions for Section 8 Tenant Base Assistance	10,700,000.00	
d) Community Development Block Grant	200,000.00	
e) HOME (applied; not yet approved/awarded)	\$600,000	
f) Replacement Housing Factor Funds	2,730,099.00	
Other Federal Grant (List Below)		
Service Coordinator	50,000.00	Supportive Services
Ross RSDM-Family	349,920.00	Supportive Services
Neighborhood Networks – HOPE VI	200,000.00	Supportive Services
YouthBuild	699,000.00	Supportive Services
Local Grants	64,000.00	Supportive Services
Federal Home Loan Bank AHP funds (application in process)	650,000.00	Supportive Services
2. Prior Year Federal Grants (unobligated funds only) (list below)		
HOPE VI Revitalization	19,751,896.00	Public Housing Safety/Security
Neighborhood Networks	207,804.00	Supportive Services
Capital Fund (2002)	1,507,813.00	Public Housing Capital Improvements
Capital Fund (2001)	223,205.00	Public Housing Capital Improvements
Sub-total	40,978,219.00	
3. Public Housing Dwelling Rental Income	1,558,618.00	Public housing operations
4. Other income (list below)	104,500.00	
Non-Dwelling Rent	3,500.00	Public housing operations
Excess utilities	11,000.00	Public housing operations
Interest on General Funds Investments	15,000.00	Public housing operations
Other income: legal fees, maintenance	75,000.00	Public housing operations
Charges to tenants, late fees, NSF check		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Charges, inc.		
5. Non-federal sources (list below)		
Sub-total	1,663,118.00	
Total resources	42,641,337.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other:
At initial application

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

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

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

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

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

(2) Waiting List Organization

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists

The study concluded that, at this time, site-based waiting lists were not feasible. However, with the award of the HOPE VI grant it has become clear that there will need to be a site based waiting list for the new Arlington Heights Community. YMHA is in the process of formulating the new neighborhood's occupancy requirements, and determining how the site based waiting list will function. The process is on schedule for completion for 6/30/05

- Other (describe)

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

- PHA main administrative office
- PHA development site management office
- Other
Home visit, if needed. Mahoning County One Stop

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

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

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

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

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

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

(3) Assignment

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

- One
 Two
 Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

Transfer to scattered site single-family homes based on tenant history.

c. Preferences

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

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

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
 - Veterans and veterans' families
 - Residents who live and/or work in the jurisdiction
 - Those enrolled currently in educational, training, or upward mobility programs
 - Households that contribute to meeting income goals (broad range of incomes)
 - Households that contribute to meeting income requirements (targeting)
 - Those previously enrolled in educational, training, or upward mobility programs
 - Victims of reprisals or hate crimes
 - Other preference(s)
- EBL children (10 mcg/dl or greater)***

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

- 1 Date and Time
- 1 EBL Children

Former Federal preferences:

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

Other preferences (select all that apply)

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

Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

If selected, list targeted developments below:

- Employing new admission preferences at targeted developments

If selected, list targeted developments below:

- Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation

- Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other
- Name and address of current and previous landlord*

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
 - Other
- As directed when wait list is open*

(3) Search Time

- a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

- *Illness*
- *Tried to look, but cannot locate*
- *Medical problems*
- *Disabled persons*
- *Attempting to locate housing in a preferred areas*

(4) Admissions Preferences

- a. Income targeting

- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

- Victims of reprisals or hate crimes
- Other preference(s)
 - EBL Children***
 - Elderly (62 or over)***
 - Disabled***
 - SRO***
 - FUP***

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s)
 - EBL Children 1***
 - Elderly (62 or over) 2***
 - Disabled 2***
 - SRO***
 - FUP***

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other
Press Releases

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
 For increases in earned income

- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

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

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

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

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

f. Rent re-determinations:

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

- Never
 At family option
 Any time the family experiences an income increase
 Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____

Other

At annual recertification for income increase. Any time family composition changes. Families must also report any increase in income when the last action was a decrease in the family(s) share of rent due to a decrease in income.

- g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
 Survey of rents listed in local newspaper
 Survey of similar unassisted units in the neighborhood
 Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

(2) Minimum Rent

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

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

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?
SRO/ Homeless participants are exempt.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

The Youngstown Metropolitan Housing Authority utilizes a basic vertical organizational structure. Reporting to the five member Board of Commissioners is the Executive Director. Seven directors report to the Executive Director. The directors oversee seven divisions, including Finance, Human Resources, Operations, Development, Resident Initiatives, Occupancy and Program Planning /Monitoring.

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1200	15%
Section 8 Vouchers	2113	20%
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	NA	NA
Special Purpose Section 8 Certificates/Vouchers (list individually)	160	1%
Family Unification		
EBL Children		

Mold		
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)		
RSDM Family	100	30
Elderly Services	80	20
YouthBuild	36	12
Section 8 FSS	197	30
HOPE VI Neigh. Netw.	70	20
HOPE VI Case Mngmt.		
1	60	
Section 8 SRO		
Mod Rehab	60	30

C. Management and Maintenance Policies

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

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

- **Work Order System**
- **Pest Eradication Policy**
- **Maintenance Plan**
- **Uniform Inspection System**
- **Admissions and Occupancy Policy**
- **Fair Housing Policy**
- **Grievance Procedures**
- **Tenant Selection and Assignment Plan**
- **Community Service Plan**
- **Handicapped Policy**
- **Termination and Eviction**
- **Transfer and Transfer Waiting List**
- **Resident Initiative**
- **Section 3 Plan**
- **Pet Policy for Families**
- **Pet Policy for Elderly**

(2) Section 8 Management: (list below)

- **Section 8 Administrative Plan**
- **Section 8 and SEMAP Procedures**

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
 - PHA development management offices
 - Other (list below)

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) OH002b01

-or-

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

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) OH002c01

-or-

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

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

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

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

1. Development name: *Westlake Terrace*
2. Development (project) number: *OH12P002001*
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

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

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:
Tax credits to build a senior building at Westlake Terrace. An application has been made for additional tax credits to aid in the creation of 42 new public housing family units. Applications will also be submitted for HDAP and FHLB/AHP funds. In addition, Replacement Housing Fund (RHF) will be used to develop additional 50 public housing

units, of which at least 32 will be located adjacent to the Westlake Terrace HOPE VI (Arlington Heights).

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

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

Demolition/Disposition Activity Description	
1a. Development name:	Westlake Terrace Homes
1b. Development (project) number:	OH2-1
2. Activity type:	Demolition <input checked="" type="checkbox"/> 90 Units Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>09/01/04</u>
5. Number of units affected:	90
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: October 1,2004 b. Projected end date of activity: January 1,2007

Demolition/Disposition Activity Description	
1a. Development name:	Scattered Sites
1b. Development (project) number:	OH2-14
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> 4 units
3. Application status (select one)	

Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>09/01/04</u>
5. Number of units affected: 4
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: October 1,2004 b. Projected end date of activity: January 1,2007

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: <i>Vasu Manor 2-6</i> <i>Norton Manor 2-8</i> <i>Gutknecht Tower 2-9</i>

<i>Struthers Manor 2-11</i> <i>Amedia Plaza 2-12</i>	
1b. Development (project) number: <i>See above</i>	
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: <u>(12/12/02)</u>	
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan	
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
--

1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Scattered sites
1b. Development (project) number: OH2-20; OH2-22
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (6-12-1997)
5. Number of units affected: 12 Note: All units involved were through acquisition or new construction and not originally part of a development.

6. Coverage of action: (select one)

Part of the development

Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

Required to be enrolled in the FSS program.

Be in good standing with housing authority/landlord

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (I)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 04/24/02

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Neighborhood Network</i>	<i>400</i>	<i>Per Grant</i>	<i>PHA Main Office</i>	<i>PH & Community</i>
<i>YouthBuild</i>	<i>50</i>	<i>Random</i>	<i>Management Office</i>	<i>PH</i>
<i>Elderly/Disabled Service Coordinator</i>	<i>100</i>	<i>Specific</i>	<i>Main Office</i>	<i>PH</i>
<i>Work Experience Program</i>	<i>100</i>	<i>Specific</i>	<i>Management Office</i>	<i>PH</i>
<i>Section 3</i>	<i>10</i>	<i>Specific</i>	<i>Main Office</i>	<i>PH</i>
<i>RSDM</i>	<i>100</i>	<i>Specific</i>	<i>Main Office</i>	<i>PH</i>
HOPE VI CSS Program	168?	Specific	Westlake Terrace Office for Program	Applicable to PH, S8 and Community, provided they meet grant criteria

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	18	18
Section 8	186	177

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

All family developments

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

All family developments

C. Coordination between PHA and the police

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

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

- Other activities (list below)
2. Which developments are most affected?
All family communities

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHA's are not required to complete this component. High performing and small PHA's are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock ,

including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

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

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

Energy Performance Contract

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

- Attached at Attachment (File name)
 Provided below:
- *Residents made favorable comments in support of the plan, and look forward to its implementation. Energy performance contract and YMHA paying utilities were also discussed. There were no comments opposing the plan.*
 - *Questions were asked regarding demolition dates for Otis Street; HOPE VI homeownership and assisted living opportunities.*

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

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

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

- 1. Consolidated Plan jurisdiction: (City of Youngstown)

- 2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)
Assist small and large extreme to low-income families

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
- The YMHA Public Housing Section 8 and Capital Fund activities are supported as part of the Consolidate Plans strategy.
 - The Consolidated Plans sites small and large renter householder (0-31% MFI) as a top priority and the YMHA as the primary way to meet this priority.
 - The proposed YMHA HOPE VI Westlake Revitalization supported as economic development in the Consolidated Plan is a high priority.
 - The Consolidated Plan sites the YMHA self-sufficiency programs as a strategy to meet the anti-poverty priority.

D. Other Information Required by HUD

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

Attachments

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

PHA Plan Table Library

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

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

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

Original Annual Statement

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

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

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

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

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

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

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

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

Attachment: oh002a01

**DECONCENTRATION AND INCOME TARGETING POLICY
FOR THE
YOUNGSTOWN METROPOLITAN HOUSING AUTHORITY
YOUNGSTOWN, OHIO**

DECONCENTRATION AND INCOME TARGETING POLICY
(of the Public Housing Admissions and Occupancy Policy)

Sub-Title A, Section 513 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic Deconcentration of public housing developments and (2) Income Targeting to assure that families in the “extremely low” income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. Under the deconcentration requirement, PHAs are to implement a program which provides that families with lowest incomes will be offered units in housing developments where family incomes are the highest and high-income families will be offered units in developments where family incomes are the lowest. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.

Therefore, the Youngstown Metropolitan Housing Authority (PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:

1. Economic Deconcentration:

Admission and Occupancy policies are revised to include the PHA’s policy of promoting economic deconcentration of its housing developments by offering low-income families, selected in accordance with applicable preferences and priorities, units in developments where family incomes are highest. Conversely, families with higher incomes will be offered units in developments with the lowest average family incomes.

Implementation of this program will require the PHA to: (1) determine and compare the relative tenant incomes of each development and the incomes of families in the census tracts in which the developments are located, and (2) consider what policies, measures or incentives are necessary to bring high-income families into low-income developments (or into developments in low-income census tracts) and low-income families into high-income developments (or into developments in high-income census tracts).

In addition, an assessment of the average family income for each development is necessary. Families will be provided with an explanation of the policy during the application/screening process and/or the occupancy orientation sessions and given opportunities to discuss the options available to them. The families will also be informed that should they choose not to accept the first unit offered under this system, their refusal will not be cause to drop their name to the bottom of the list.

Implementation may include one or more of the following options:

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

2. Income Targeting

As public housing dwelling units become available for occupancy, responsible PHA employees will offer units to applicants on the waiting list. In accordance with the Quality Housing and Work Responsibility Act of 1998, the PHA encourages occupancy of its developments by a broad range of families with incomes up to eighty percent (80%) of the median income for the jurisdiction in which the PHA operates.

At a minimum, 40% of all new admissions to public housing **on an annual basis** will be families with incomes at or below thirty percent (30%) (extremely low-income) of the area median income. The offer of assistance will be made without discrimination because of race, color, religion, sex, national origin, age, handicap or familial status.

The PHA may employ a system of income ranges in order to maintain a public housing resident body composed of families with a range of incomes and rent paying abilities representative of the range of incomes among low-income families in the PHA's area of operation, and will take into account the average rent that should be received to maintain financial solvency. The selection procedures are designed so that selection of new public housing residents will bring the actual distribution of rents closer to the projected distribution of rents.

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

- The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the lower/very low-income category alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).
- After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.
- To the maximum extent possible, the offers will also be made to effect the PHA's policy of economic deconcentration.
- For the initial year of implementation, a pro-rated percentage of the new admissions will be calculated from April 1, 1999 through the end of the fiscal year. Following the initial implementation period, the forty percent (40%) requirement will be calculated based on new admissions for the fiscal year.
- The PHA reserves the option, at any time, to reduce the targeting requirement for public housing by no more than ten percent (10%), if it increases the target figure for its Section 8 program from the required level of seventy-five percent (75%) of annual new admissions to no more than eighty-five percent (85%) of its annual new admissions.

SUBTOTAL Victory	\$80,000.00	\$0.00		\$80,000.00	(\$20,000.00)	\$100,000.00	\$0.00				
Vasu Manor											
504 146000 815000 504 600	\$50,000.00			\$50,000.00	\$50,000.00						
Plumbing Repairs											
504 146000 840000 504 600	\$15,000.00	\$0.00	from exterior porch , window (600)	\$5,000.00	(\$135,000.00)	\$140,000.00		elevator upgrade	03-395-00	Otis Elevator Co.	06/20/03
Interior (elevator upgrade, floors)		\$0.00	from interior floors etc.								
504 1460000 808000 504 600	\$5,000.00	\$0.00	to interior elevator upgrade	\$5,000.00	\$5,000.00						
Exterior (porch, windows, and entry repairs)											
504 145000 107000 504 600	\$60,000.00			\$60,000.00	\$60,000.00						
Site (lighting, security etc.)											
504 146000 840000 504 601	\$20,000.00	\$0.00	to elevator upgrade	\$20,000.00							
Interior (Floors, Wallpaper, etc.)											
SUBTOTAL Vasu	\$150,000.00	\$0.00		\$140,000.00	(\$20,000.00)	\$140,000.00	\$0.00				
Norton Manor											
504 145000 840000 504 800	\$30,000.00			\$30,000.00	\$30,000.00						
Security (site - lighting, fencing, etc.)											
504 146000 808000 504 800	\$80,000.00	\$0.00	to elevator upgrade (800)	\$80,000.00	\$80,000.00						
Exterior (windows repair/replace)											
504 146000 840000 504 800	\$5,000.00	\$0.00	from exterior windows (800)	\$5,000.00	(\$195,000.00)	\$200,000.00		elevator upgrade	03-395-00	Otis Elevator Co	06/20/03
Interior (elevator upgrade, floor covering, furniture)		\$0.00	from plumbing repair (800)								
504 146000 815000 504 800	\$60,000.00	\$0.00	to elevator upgrade (800)	\$60,000.00	\$60,000.00						

ACCOUNT #1502	\$21,813.00			\$21,813.00	\$21,813.00						
SUBTOTAL Contingency	\$21,813.00	\$0.00		\$21,813.00	\$21,813.00	\$0.00	\$0.00				
HA-WIDE TOTAL	\$1,167,813	\$0		\$1,167,813	\$1,129,909	\$37,904	\$680				
GRAND TOTALS	\$2,327,813	\$0		\$2,317,813	\$1,509,909	\$707,904	\$680				

Annual Statement / Performance and Evaluation Report

Part I: Summary

Capital Fund Program (CFP)

cfp#4

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

OMB Approval No. 2577-0157 (Exp. 3/31/2002)

H A Name YOUNGSTOWN METROPOLITAN HOUSING AUTHORITY		Comprehensive Grant Number OH12P00250104	FFY of Grant Approval 2004
<input checked="" type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserved for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement/Revisi	1 <input type="checkbox"/> Performance and Evaluation Report for Program Year Ending _____
<input type="checkbox"/> Final Performance and Evaluation Report for Program Year Ending _____		Budget revisions	

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operating Expenses(may not exceed 10% of line 20)	\$200,000	\$0	\$0	\$0
3	1408 Management Improvements	\$360,000	\$0	\$0	\$0
4	1410 Administration	\$360,000	\$0	\$0	\$0
5	1411 Audit	\$1,000	\$0	\$0	\$0
6	1415 Liquidated Damages	\$0	\$0	\$0	\$0
7	1430 Fees and Costs	\$75,000	\$0	\$0	\$0
8	1440 Site Acquisition	\$0	\$0	\$0	\$0
9	1450 Site Improvement	\$410,000	\$0	\$0	\$0
10	1460 Dwelling Structures	\$640,000	\$0	\$0	\$0
11	1465.1 Dwelling Equipment-Nonexpendable	\$60,000	\$0	\$0	\$0
12	1470 Nondwelling Structures	\$0	\$0	\$0	\$0
13	1475 Nondwelling Equipment	\$50,000	\$0	\$0	\$0
14	1485 Demolition	\$150,000	\$0	\$0	\$0
15	1490 Replacement Reserve	\$0	\$0	\$0	\$0
16	1492 Moving to Work Demonstration	\$0	\$0	\$0	\$0
17	1495.1 Relocation Costs	\$0	\$0	\$0	\$0
18	1499 Development	\$0	\$0	\$0	\$0
19	1502 Contingency (may not exceed 8% of line 20)	\$21,813	\$0	\$0	\$0
20	Amount of Annual Grant (sums of lines 2-19)	\$2,327,813	\$0	\$0	\$0
21	Amount of line 20 Related to LBP Activities	\$0	\$0	\$0	\$0
22	Amount of Line 20 Related to Section 504 Compliance	\$0	\$0	\$0	\$0
23	Amount of Line 20 Related to Security	\$375,000	\$0	\$0	\$0
24	Amount of Line 20 Related to Energy Conservation Measures	\$0			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date

Signature of Public Housing Director

X

X

**Annual Statement/Performance
and Evaluation Report**

**Part II: Supporting Pages
Capital Fund Program (CFP)**

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

Youngstown Metropolitan Housing Authority

Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
OH 2-001	Exterior (Maintenance Roof)	1460	LOT	\$10,000	\$0	\$0	\$0	
Westlake	Site (Exterior & Façade improve)	1450	LOT	\$10,000	\$0	\$0	\$0	
Terrace Homes	Demolition	1485	LOT	\$150,000	\$0	\$0	\$0	
	Interiors (paint & improvements)	1460	LOT	\$10,000	\$0	\$0	\$0	
	Security (video & lights)	1450	LOT	\$60,000	\$0	\$0	\$0	
	OH12P002001 SUBTOTAL		Subtotal	\$240,000	\$0	\$0	\$0	
OH2-024	Development Enhancements (Site landscaping/fencing)		LOT	\$0	\$0	\$0	\$0	
Rockford Village	OH12P002024 SUBTOTAL		Subtotal	\$0	\$0	\$0	\$0	
OH2-04	Security (video & lighting)	1450	LOT	\$60,000	\$0	\$0	\$0	
Kirwan Homes	Community Room Exterior	1470	LOT	\$0	\$0	\$0	\$0	
	OH12P002004 SUBTOTAL		Subtotal	\$60,000	\$0	\$0	\$0	
OH 2-005	Site 2-5E (drains, concrete, drains, mailboxes, etc.)	1450	LOT	\$25,000	\$0	\$0	\$0	
P.L. Strait Homes	Exterior 2-5E (roofs, doors, gutters)	1460	LOT	\$50,000	\$0	\$0	\$0	
(2-5E, 2-5F)	Interiors 2-5E (painting, upgrades)	1460	LOT	\$10,000	\$0	\$0	\$0	
	Exterior 2-5E (Storms @ Cameron/Mable)	1460	LOT	\$10,000	\$0	\$0	\$0	
	Site 2-5E (Exteriors @ Cameron/Mable)	1450	LOT	\$10,000	\$0	\$0	\$0	
	Interiors 2-5E (Floors @ Cameron/Mable)	1460	LOT	\$10,000	\$0	\$0	\$0	
	Interior 2-5F (Unit Upgrades)	1460	LOT	\$10,000	\$0	\$0	\$0	
	Site 2-5F (drains, concrete, etc.)	1450	LOT	\$10,000	\$0	\$0	\$0	
	Security (Video & Lighting)	1450	LOT	\$60,000	\$0	\$0	\$0	
	OH12P002005 SUBTOTAL			\$195,000	\$0	\$0	\$0	

1) To be completed for Performance and Evaluation Report or a Revised Annual Statement

2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office and Date

Previous edition is obsolete

form HUD-52837 (9/98)

**Annual Statement/Performance
and Evaluation Report**

**Part II: Supporting Pages
Capital Fund Program (CFP)**

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

Youngstown Metropolitan Housing Authority

Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
OH 2-006 VASU MANOR	Plumbing Repairs	1460	LOT	\$50,000	\$0	\$0	\$0	
	Interior (Community Room)	1460	LOT	\$15,000	\$0	\$0	\$0	
	Exterior (porch, and entry repairs)	1460	LOT	\$5,000	\$0	\$0	\$0	
	Security (site - lighting, etc.)	1450	LOT	\$60,000	\$0	\$0	\$0	
	Interior (kitchen upgrade)	1460	LOT	\$20,000	\$0	\$0	\$0	
	OH12P002006 SUBTOTAL				\$150,000	\$0	\$0	\$0
OH 2-008 NORTON MANOR	Security (security cameras)	1450	LOT	\$30,000	\$0	\$0	\$0	
	Exterior (windows repair/replace)	1460	LOT	\$80,000	\$0	\$0	\$0	
	Interior (lobby upgrade)	1460	LOT	\$5,000	\$0	\$0	\$0	
	Plumbing (repair/replace lines, shut-offs, drains, etc.)	1460	LOT	\$60,000	\$0	\$0	\$0	
	OH12P002008 SUBTOTAL				\$175,000	\$0	\$0	\$0
OH 2-009 Gutknecht Tower	Security (site - lighting, fencing, etc.)	1450	LOT	\$10,000	\$0	\$0	\$0	
	Interior (Elevator, floors)	1460	LOT	\$10,000	\$0	\$0	\$0	
	Plumbing (plumbing repairs)	1460	LOT	\$50,000	\$0	\$0	\$0	
	Exterior (windows repair/replace)	1460	LOT	\$80,000	\$0	\$0	\$0	
	OH12P002009 SUBTOTAL				\$150,000	\$0	\$0	\$0
OH 2-011 Struthers Manor	Interior (Elevator, floors)	1460	LOT	\$10,000	\$0	\$0	\$0	
	Security (site - lighting, fencing, etc.)	1450	LOT	\$25,000	\$0	\$0	\$0	
	Exterior (bldg. Stone, Caulking)	1460	LOT	\$20,000	\$0	\$0	\$0	
	Plumbing Repairs	1460	LOT	\$10,000	\$0	\$0	\$0	
	OH12P002011 SUBTOTAL				\$65,000	\$0	\$0	\$0

1) To be completed for Performance and Evaluation Report or a Revised Annual Statement

2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director and Date

**Annual Statement/Performance
and Evaluation Report**

**Part II: Supporting Pages
Capital Fund Program (CFP)**

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

Youngstown Metropolitan Housing Authority

Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
OH 2-012 C.A. Amedia Plaza	Furnishings	1475	LOT	\$10,000	\$0	\$0	\$0	
	Security (security gates, fencing)	1450	LOT	\$20,000	\$0	\$0	\$0	
	Interior (elevator upgrade)	1460	LOT	\$10,000	\$0	\$0	\$0	
	Hot Water System Upgrade	1460	LOT	\$10,000	\$0	\$0	\$0	
	Interior (Community room basement)	1460	LOT	\$10,000	\$0	\$0	\$0	
	Site Acquisition	1440	LOT	\$0	\$0	\$0	\$0	
	OH12P002012 SUBTOTAL				\$60,000	\$0	\$0	\$0
OH 2-014 Scattered Sites Sub Rehab	Security (Site lighting, landscaping, etc.)	1450	LOT	\$0	\$0	\$0	\$0	
	Lead based paint abatement	1460	LOT	\$0	\$0	\$0	\$0	
	Exterior (roofing/siding)	1460	LOT	\$30,000	\$0	\$0	\$0	
	Interior (kitchen upgrades)	1460	LOT	\$35,000	\$0	\$0	\$0	
OH12P002014 SUBTOTAL				\$65,000	\$0	\$0	\$0	
SITE SUBTOTAL				\$1,160,000	\$0	\$0	\$0	

1) To be completed for Performance and Evaluation Report or a Revised Annual Statement

2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director and Date

Part II: Supporting Pages
Capital Fund Program (CFP)

Office of Public and Indian Housing

Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-WIDE OPERATIONS	Operations	1406		\$200,000	\$0	\$0	\$0	
	OPERATIONS SUBTOTAL			\$200,000	\$0	\$0	\$0	
MANAGEMENT IMPROVEMENTS	Computers/software	1408	LOT	\$250,000	\$0	\$0	\$0	
	Resident Initiatives	1408	LOT	\$40,000	\$0	\$0	\$0	
	Training (management/employee)	1408	LOT	\$20,000	\$0	\$0	\$0	
	Security/Law Enforcement	1408	LOT	\$50,000	\$0	\$0	\$0	
	MANAGEMENT SUBTOTAL			\$360,000	\$0	\$0	\$0	
Nontechnical Salaries	Salaries and Fringes	1410.1	LOT	\$300,000	\$0	\$0	\$0	
	Cost Allocation Plan	1410	LOT	\$60,000	\$0	\$0	\$0	
	NONTECHNICAL SUBTOTAL			\$360,000	\$0	\$0	\$0	
CGP Audit Cost	Audit Costs	1411	LOT	\$1,000	\$0	\$0	\$0	
	CGP AUDIT COST SUBTOTAL			\$1,000	\$0	\$0	\$0	
Arch. & Eng. Fees	A&E Fees	1430.1	LOT	\$75,000	\$0	\$0	\$0	
	ARCHITECTURAL SUBTOTAL			\$75,000	\$0	\$0	\$0	
Site Improvements (Emergency)	Emergency Site Repairs	1450	LOT	\$30,000	\$0	\$0	\$0	
	SITE IMPROVEMENTS SUBTOTAL			\$30,000	\$0	\$0	\$0	

1) To be completed for Performance and Evaluation Report or a Revised Annual Statement

2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director and Date

**Annual Statement/Performance
and Evaluation Report**

**Part II: Supporting Pages
Capital Fund Program (CFP)**

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

Youngstown Metropolitan Housing Authority

Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Dwelling Structures (Emergency)	Emergency Dwelling Repairs	1460	LOT	\$20,000	\$0	\$0	\$0	
	DWELLING STRUCTURES SUBTOTAL			\$20,000	\$0	\$0	\$0	
Dwelling Equip. Nonexpendable	Appliances (refrigerators, stoves)	1465.1	LOT	\$60,000	\$0	\$0	\$0	
	DWELLING EQUIPMENT SUBTOTAL			\$60,000	\$0	\$0	\$0	
Nondwelling Equip.	Office equipment	1475.1	LOT	\$10,000	\$0	\$0	\$0	
	Maintenance equipment (mowers, graffiti, etc.)	1475.2	LOT	\$10,000	\$0	\$0	\$0	
	Vehicles (trucks, tractors, cars, etc.)	1475.7	LOT	\$20,000	\$0	\$0	\$0	
	NONDWELLING SUBTOTAL			\$40,000	\$0	\$0	\$0	
Capital Funds Contingency	Contingency Account	1502		\$21,813	\$0	\$0	\$0	
	CONTINGENCY SUBTOTAL			\$21,813	\$0	\$0	\$0	
	HA-WIDE SUBTOTAL			\$1,167,813	\$0	\$0	\$0	
	GRAND TOTAL			\$2,327,813	\$0	\$0	\$0	

1) To be completed for Performance and Evaluation Report or a Revised Annual Statement

2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director and Date

Annual Statement/Performance
and Evaluation Report

Part III: Implementation Schedule

Capital Fund Program (CFP)

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

Youngstown Metropolitan Housing Authority

Development Number/Name H/A-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reason for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
OH 2-001 Westlake Terrace	7/1/2003			6/30/2007			
OH 2-004 Kirwan Homes	7/1/2003			6/30/2007			
OH 2-005 P.L. Strait Homes (2-5E & 2-5F)	7/1/2003			6/30/2007			
OH 2-006 Vasu Manor	7/1/2003			6/30/2007			
OH 2-008 Norton Manor	7/1/2003			6/30/2007			
OH 2-009 Gutknecht Tower	7/1/2003			6/30/2007			
OH2-011 Struthers Manor	7/1/2003			6/30/2007			
OH2-012 Amedia Plaza	7/1/2003			6/30/2007			
OH2-014 Scattered Sites/ Sub Rehab	7/1/2003			6/30/2007			
-----HA Wide-----	7/1/2003			6/30/2007			
Computers/software	7/1/2003			6/30/2007			
Office Equipment	7/1/2003			6/30/2007			
Vehicles	7/1/2003			6/30/2007			
Maintenance Equipment	7/1/2003			6/30/2007			
Appliances	7/1/2003			6/30/2007			
Audit Costs	7/1/2003			6/30/2007			
Resident Initiative	7/1/2003			6/30/2007			
Contingency	7/1/2003			6/30/2007			
Operations	7/1/2003			6/30/2007			
Training	7/1/2003			6/30/2007			
Security/Law Enforcement	7/1/2003			6/30/2007			
Emergency Site Improve.	7/1/2003			6/30/2007			
Emergency Dwell. Struct.	7/1/2003			6/30/2007			

1) To be completed for Performance and Evaluation Report or a Revised Annual Statement
Signature of Executive Director and Date (mm/dd/yyyy)

2) To be completed for the Performance and Evaluation Report.
Signature of Public Housing Director and Date (mm/dd/yyyy)

Five-Year Action Plan
Part I: Summary
Capital Fund Program (CFP)

**U.S. Department of Housing
and Urban Development**

Office of Public and Indian Housing

OMB Approval No. 2577-0157 (Exp. 3/31/2002)

H A Name:

Youngstown MHA

Locality: (City/County & State)

Youngstown/Mahoning/Ohio

Original

Revision No. ____

A. Development Number/Name	Work Statement for Year 1 FFY: __2004	Work Statement for Year 2 FFY: __2005	Work Statement for Year 3 FFY: __2006	Work Statement for Year 4 FFY: __2007	Work Statement for Year 5 FFY: __2008
OH2-001 Westlake Terrace Homes	See Annual Statement	553,110.00	400,000.00	300,000.00	250,000.00
OH 2-003 Rockford Village		0.00	0.00	10,000.00	10,000.00
OH2-004 Kirwan Homes		56,500.00	60,000.00	100,000.00	200,000.00
OH2-005 P.L. Strait Homes		424,941.00	350,000.00	350,000.00	225,000.00
OH2-006 Vasu Manor		25,000.00	25,000.00	25,000.00	50,000.00
OH2-008 Norton Manor		100,000.00	150,000.00	150,000.00	100,000.00
OH2-009 Gutknecht Tower		100,000.00	150,000.00	150,000.00	200,000.00
OH2-011 Struthers Manor		25,000.00	35,000.00	50,000.00	50,000.00
OH2-012 Amedia Plaza		10,000.00	15,000.00	15,000.00	10,000.00
OH2-014 Scattered Sites/Sub Rehab		125,000.00	250,000.00	250,000.00	200,000.00
OH2-015 Scattered Sites		0.00	20,000.00	25,000.00	20,000.00
OH2-016 Scattered Sites		0.00	20,000.00	25,000.00	20,000.00
OH2-018 Scattered Sites		0.00	20,000.00	25,000.00	20,000.00
0-ZZZ Agency Wide		0.00	0.00	0.00	0.00
B. Physical Improvement Subtotal			1,419,551.00	1,495,000.00	1,475,000.00
C. Management Improvements		150,000.00	125,000.00	150,000.00	250,000.00
D. HA-Wide Nondwelling Structures & Equipment		240,000.00	256,000.00	250,000.00	250,000.00
E. Administration		115,000.00	125,313.00	125,000.00	118,093.00
F. Other		231,262.00	226,500.00	201,613.00	254,720.00
G. Operations		72,000.00	100,000.00	126,200.00	100,000.00
H. Demolition		100,000.00	0.00	0.00	0.00
I. Replacement Reserve		0.00	0.00	0.00	0.00
J. Development		0.00	0.00	0.00	0.00
K. Total CGP Funds		2,327,813.00	2,327,813.00	2,327,813.00	2,327,813.00
L. Total Non-CGP Funds)
M. Grand Total					

Signature of Executive Director:

Date:

Signature of Public Housing Director

Five Year Action Plan

Part III: Supporting Pages
 Management Needs
 Capital Fund Program (CFP)

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

Your

Work Statement for Year 1 FFY: __00__	Work Statement for Year <u> 2 </u> FFY:2005			Work Statement for Year: <u> 2005 </u>
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories
See Annual Statement	<u>OH 2-014 Scattered Sites/Sub Rehab</u>			
	Site improvements (landscaping, concrete, lighting, etc.)	LOT	30,000.00	
	Exterior (roofs/siding repair)		30,000.00	
	Interior 2-14 (plumbing repairs)	LOT	65,000.00	
		Subtotal	<u>125,000.00</u>	
	<u>HA Wide</u>			
	Office equipment	LOT	15,000.00	
	Vehicles (trucks,tractors,cars)		25,000.00	
	Maintenance equipment (graffiti remover, mowers,etc.)		25,000.00	
	Appliances (refrigertors,stoves)		30,000.00	
Site improvements -Emergency site repairs		10,000.00		
Dwelling structures-Emergency repairs		10,000.00		
Computers/software	LOT	40,000.00		
Resident Initatives	LOT	40,000.00		
Training (management/employee)	LOT	15,000.00		
Security Law Enforcement	LOT	30,000.00		
	Subtotal	<u>240,000.00</u>		
Subtotal of Estimated Cost				Subtotal

Five Year Action Plan

Part II: Supporting Pages
Physical Need Work Statement(s)
Capital Fund Program (CFP)

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

Your

Work Statement for Year 1 FFY: 00_	Work Statement for Year <u>3</u> FFY: <u>2006</u>			Work Statement for Year FF Y: <u>2006</u>
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories
See	<u>OH 2-001 Westlake Terrace Homes</u>			<u>OH 2-008 Norton Manor</u>
	Exterior-roof	LOT	75,000.00	Interior (tile,countertops,painting,floor covering,lobby furniture,laundry facilities)
Annual	Griffith St. Development	LOT	255,000.00	Exterior (roofs/caulking)
	HVAC (balance,upgrade,boiler plant)	LOT	10,000.00	Electrical (electrical repairs,fixtures)
	Interior(paint,electrical,cabinet repair,replace carpet, bathrooms)	LOT	20,000.00	
	Plumbing (repair/replace	LOT	40,000.00	<u>OH2-009 Gutknecht Tower</u>
		Subtotal	400,000.00	Interior (tile,countertops,painting,floor covering,lobby furniture,laundry facilities)
	<u>OH 2-004 Kirwan Homes</u>			Exterior (roofs/caulking)
	Interior (plumbing)-exterior-upgrade	LOT	60,000.00	-
		Subtotal	60,000.00	<u>OH2-011 Struthers Manor</u>
	<u>OH2-005 P.L. Strait Homes (2-5E,2-5F)</u>			Interior (plumbing repairs,patching)
	Site 2-5E (drains, concrete,playgrounds,landscaping lighting etc.)	LOT	50,000.00	<u>OH2-012 Amedia Plaza</u>
	Exterior 2-5F (roof,doors,screens, gutters, etc.,)	LOT	50,000.00	Interior (tile,countertops,painting,floor covering,lobby furniture,laundry facilities)
	Recreation Center 2-5F	LOT	165,000.00	
Interior 2-5F (fixtures,paint,patch)	LOT	100,000.00		
	Subtotal	425,000.00		
Statement	<u>OH 2-006 Vasu Manor</u>			<u>OH2-014 Scattered sites</u>
	Exterior	LOT	5,000.00	Site improvements
	Plumbing(repairs)	LOT	15,000.00	Exterior (roofs/siding repair/replacement)
	Windows	LOT	5,000.00	Interior (plumbing repairs,patching)
		Subtotal	25,000.00	
	Subtotal of Estimated Cost			Subtotal

Five Year Action Plan

Part II: Supporting Pages
Physical Need Work Statement(s)

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

Your

Capital Fund Program (CFP)

Work Statement for Year 1 FFY: __00__	Work Statement for Year <u> 3 </u> FFY: <u> 2006 </u>			Work Statement for Year FF Y: <u> 2006 </u>
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories
Annual Statement	<u>OH2-015 Scattered sites</u> Exterior (roofs,siding repair/replacement)	LOT	20,000.00	Computers/software
		<u>Subtotal</u>	<u>20,000.00</u>	Resident Initiatives
	<u>OH2-016 Scattered sites</u> Exterior (roofs,siding repair/replacement)	LOT	20,000.00	Training (management/employee)
		<u>Subtotal</u>	<u>20,000.00</u>	Security/Law Enforcement
	<u>OH2-018 Scattered sites</u> Exterior (roofs,siding repair/replacement)	LOT	20,000.00	
			<u>20,000.00</u>	
	<u>HA Wide</u> Office equipment	LOT	10,000.00	
	Vehicles(trucks,tractors,cars)	LOT	25,000.00	
	Maintenance equipment (graffiti remover,mowers)	LOT	25,000.00	
	Appliances (refrigertors,stoves)	LOT	25,000.00	
Site improvements-Emergency site repairs	LOT	10,000.00		
Dwelling structures-Emergency repairs	LOT	10,000.00		
	Subtotal of Estimated Cost			Subtotal

Five Year Action Plan

Part II: Supporting Pages
 Physical Need Work Statement(s)
 CFP

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

Your

Work Statement for Year 1 FFY: __00__	Work Statement for Year __4__ FFY: __2005			Work Statement for Year FF Y: __2005
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories
See Annual Statement	<u>OH 2-016 Scattered Sites</u>			
	Exterior (roofs, siding repair/replacement)	LOT	25,000.00	
		Subtotal	<u>25,000.00</u>	
	<u>OH 2-018 Scattered Sites</u>			
	Exterior (roofs, siding repair/replacement)	LOT	25,000.00	
		Subtotal	<u>25,000.00</u>	
	<u>OH 2-3 Rockford</u>			
	Exterior (roofs, siding repair/replacement)	LOT	10,000.00	
		Subtotal	<u>10,000.00</u>	
	<u>HA Wide</u>			
	Office Equipment	LOT	15,000.00	
	Vehicles (trucks, tractors, cars)	LOT	30,000.00	
	Maintenance equipment (graffiti remover, mowers, etc.)	LOT	30,000.00	
Appliances (refrigerators, stoves)	LOT	30,000.00		
Computers/software		25,000.00		
Resident Initiatives		40,000.00		
Training (management/employee)		10,000.00		
Security/Law enforcement		50,000.00		
	Subtotal	250,000.00		
Subtotal of Estimated Cost				Subtotal

Youngstown Metropolitan Housing Authority

1. Substantial Deviation from the 5-Year Plan:

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

2. Significant Amendment or Modification to the Annual Plan:

- Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or the Capital Fund Program Annual Statement;
- Any change in a policy or procedure that requires a regulatory 30-day posting;
- Any submission to HUD that requires a separate notification to residents, such as Hope VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or Homeownership programs; and
- Any change inconsistent with the local, approved Consolidated Plan, in the discretion of the Executive Director.

YOUNGSTOWN METROPOLITAN HOUSING AUTHORITY

COMMUNITY SERVICE/SELF-SUFFICIENCY POLICY

Attachment: oh002e01

A. Background

The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt (see definition) public housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes and other activities which help an individual toward self sufficiency and economic independence. This is a requirement of Public Housing Lease.

B. Definitions

Community Service – volunteer work, which includes, but is not limited to:

- Work at a local school, hospital, recreation center, senior center or child care center
- Work with youth or senior organizations
- Work at the Authority to help improve physical conditions
- Work at the Authority to help with children’s programs
- Work at the Authority to help with senior programs
- Work at the Authority to help in the administrative offices
- Helping neighborhood groups with special projects
- Working through resident organization to help other residents with problems
- Caring for the children of other residents so they may volunteer

NOTE: Political activity is excluded.

Self-sufficiency Activities – activities that include, but are not limited to:

- Job training programs
- GED classes
- Substance abuse or mental health counseling
- English proficiency or literacy (reading) classes
- Budgeting and credit counseling
- Any kind of class that helps a person toward economic independence

Exempt Adult – an adult member of the family who

- Is 62 years of age or older
- Has a disability that prevents him/her from being gainfully employed
- Is the caretaker of a disabled person

YOUNGSTOWN METROPOLITAN HOUSING AUTHORITY

- Is working at least 20 hours per week
- Is participating in a welfare to work program
- Is receiving assistance from TANF and is in compliance with job training and work activities requirements of the program.

C. Requirements of the Program

1. The eight (8) hours per month may be volunteer work, self sufficiency program activities or a combination of the two.
2. At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The Authority will make the determination of whether to allow or disallow a deviation from the schedule. If no approval was received from the Authority, the deviation will be considered noncompliance of this policy.
3. Activities must be performed within the community and not outside the jurisdictional area of the Authority.
4. Family obligations
 - At lease execution or re-examination all adult members (18 or older) of a public housing resident family must
 - (a) provide documentation that they are exempt from Community Service requirement if they qualify for an exemption, and
 - (b) sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the Community Service requirement will result in nonrenewal of their lease.
 - At each annual re-examination, non-exempt family members must present a completed documentation form (to be provided by the Authority) of activities performed over the previous twelve (12) months. This form will include places for signature of supervisors, instructors, or counselors certifying the number of hours contributed.
 - If a family member is found to be noncompliant at re-examination, he/she and the Head of Household will sign an agreement with the Authority to make up the deficient hours over the next twelve (12) month period.
5. Change in exempt status:
 - If, during the twelve (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the Authority and provide documentation of such.
 - If, during the twelve (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the Authority. The Authority will provide the person with the Recording/Certification documentation form and a list of agencies in the community that provide volunteer and/or training opportunities.

D. Authority obligations

1. To the greatest extent possible and practical, the Authority will

YOUNGSTOWN METROPOLITAN HOUSING AUTHORITY

- provide names of agencies and applicable contact personnel that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations. (According to the Quality Housing and Work Responsibility Act, a disabled person who is otherwise able to be gainfully employed is not necessarily exempt from the Community Service requirement.)
 - provide in-house opportunities for volunteer work or self sufficiency programs.
2. The Authority will provide the family with exemption verification forms and Recording/Certification documentation forms and a copy of this policy at initial application and at lease execution.
 3. The Authority will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the Authority's Grievance Procedure if they disagree with the Authority's determination.
 4. Noncompliance of family member
 - At least thirty (30) days prior to annual re-examination and/or lease expiration, the Authority will begin reviewing the exempt or non-exempt status and compliance of the family members.
 - If the Authority finds a family member to be noncompliant, the Authority will enter into a written agreement with the noncompliant member and the Head of Household to make up the deficient hours over the twelve (12) month period.
 - If, at the next annual re-examination, the family member still is not compliant, the lease will not be renewed and the entire family will have to vacate, unless the noncompliant member agrees to move out of the unit.
 - The family may use the Authority's Grievance Procedure to protest the lease termination.

Community Service Exemption Certification

YOUNGSTOWN METROPOLITAN HOUSING AUTHORITY

I certify that I am eligible for an exemption from the Community Service requirement for the following reason:

I am 62 or older.

I have a disability which prevents me from working.
(Certification of Disability Form will serve as documentation)

I am working.
(Employment Verification Form will serve as documentation)

I am participating in a Welfare to Work Program.
(Must provide verification letter from agency)

I am receiving TANF and am participating in a required economic self-sufficiency program or work activity.
(Must provide verification from the funding agency that you are complying with job training or work requirements)

Resident Signature

Date

Community Service Compliance Certification

YOUNGSTOWN METROPOLITAN HOUSING AUTHORITY

I/We have received a copy of, have read and understand the contents of the Authority's Community Service/Self Sufficiency Policy.

I/We understand that this is a requirement of the Quality Housing and Work Responsibility Act of 1998 and that if we do not comply with this requirement, our lease will not be renewed.

Resident _____ Date _____

Resident _____ Date _____

Resident _____ Date _____

Record and Certification of Community Service and Self Sufficiency Activities

Resident's Name: _____

Address: _____

YOUNGSTOWN METROPOLITAN HOUSING AUTHORITY

SS Number: _____

Date of Activity	Type of Activity or Program	Number of Hours	Name of Company or Organization	Signature of Supervising Official
Total Hours Should Equal 96				

**YOUNGSTOWN METROPOLITAN HOUSING AUTHORITY
PET OWNERSHIP POLICY
FOR FAMILY DEVELOPMENTS**

The following rules shall apply for the keeping of pets by Residents living in the units operated by YMHA. These rules do not apply to service or companion animals verified to be needed by a person with a documented disability.

A. PET RULES

1. Common household pets as authorized by this policy means a domesticated animal, such as a cat, dog, fish, bird, gerbil, hamster and guinea pig. Reptiles of any kind, with the exception of small turtles, as well as mice and rats are prohibited. These definitions do not include any wild animals, birds or fish.
2. Each household shall have only one pet (except fish or birds). The limit for birds is two (2).
3. The pet owner shall have only a small cat or dog. The animal's weight shall not exceed 20 pounds. The animal's height shall not exceed 12 inches at the shoulders. Such limitations do not apply to a service animal used to assist a disabled resident.
4. Pet owners shall license their pets yearly with the appropriate city or as required. The pet owner must show YMHA proof of rabies and distemper booster inoculations, a statement from a licensed veterinarian as to the overall health of the dog or cat and licensing annually. The pet owner must also carry renter's liability or other form of liability insurance, which covers household pets.
5. No pet owner shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
6. The pet owner shall have his or her cat or dog spayed or neutered and shall pay the cost thereof. A veterinarian shall verify that the spaying or neutering has been accomplished. If the animal is less than six (6) months old, residents must agree to have the appropriate procedures performed when the animal reaches the age of six (6) months. Exceptions to this requirement shall be granted only upon certification from a veterinarian that permanent harm may result from this procedure due to the pet's age or illness.
7. The pet owner shall house the pet inside the pet owner's dwelling unit. The pet owner shall keep a cat or a dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them to a cage at all times. No pet owner shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.

8. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.
9. No pet owner shall keep a vicious or intimidating pet on the premises (i.e. pit bull, chow, rottweiler, doberman, German shepherd). If the pet owner declines or delays to remove such a pet, the Authority shall do so, in order to safeguard the health and welfare of the residents.
10. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The term "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching or chirping. If the pet owner declines or refuses to remove the pet from the premises, the Authority shall do so.
11. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least every two (2) days; and take the animal to a veterinarian at least once a year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.
12. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animal droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.
13. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the Authority.
14. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
15. Authority staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The Authority shall accept no responsibility for the pet under such circumstances.
16. Each pet owner shall pay a non-refundable pet fee of \$100.00 times the number of bedrooms in his/her unit for the current pet. If at any time in the future the pet is replaced, another one-time fee will be charged for that animal. This fee will be used to pay reasonable expenses directly attributable to the presence of the pet in the complex, including but not limited to, the cost of repairs and replacement to, and fumigation of, the apartment.
17. All residents are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the Authority.

18. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from Authority premises.
19. If a resident, including a pet owner, breaches any of the rules set forth above, the Authority may revoke the pet permit and evict the resident or pet owner.

B. NOTICE OF PET RULE VIOLATION

1. When the Authority determines on the basis of objective facts supported by written statements, that a pet owner has violated one or more of these rules governing the owning or keeping of pets, the Authority will:
 - (a) Serve a notice of the pet rule violation on the owner by sending a letter by first class mail, properly stamped and addressed to the resident at the leased dwelling unit, with a proper return address, or
 - (b) serve a copy of the notice on any adult answering the door at the resident's leased dwelling unit, or if no adult responds, by placing the notice under or through the door, if possible, or else by attaching the notice to the door.
2. The notice of pet rule violation must contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated.
3. The notice must state that the pet owner has ten (10) days from the effective date of service of notice to correct the violation (including, in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation, (the effective date of service is that day that the notice is delivered or mailed, or in the case of service by posting, on the day that the notice was initially posted).
4. The notice must state that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.
5. The notice must state that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the pet owner's lease.

C. PET RULE VIOLATION MEETING

1. If the pet owner makes a timely request for a meeting to discuss an alleged pet rule violation, the Authority shall establish a mutually agreeable time and place for the meeting to be held within fifteen (15) days from the effective date of service of the notice of pet rule violation (unless the Authority agrees to a later date).
2. The Authority and the pet owner shall discuss any alleged pet rule violation and attempt to correct it and reach an agreeable understanding.
3. The Authority may, as a result of the meeting, give the pet owner additional time to correct the violation.

4. Whatever decision or agreements, if any, are made will be reduced to writing, signed by both parties, with one copy for the pet owner and one copy placed in the resident's file.

D. NOTICE OF PET REMOVAL

1. If the pet owner and the Authority are unable to resolve the pet rule violation at the pet rule violation meeting, or if the Authority determines that the pet owner has failed to correct the pet rule violation within any additional time provided for this purpose, then the Authority will require the pet owner to remove the pet.
2. The notice to remove a pet will contain a brief statement of the factual basis for the determination and the pet rule or rules that have been violated and a statement that the pet owner must remove the pet within ten (10) days of the effective date of service of notice.
3. The notice will also state that failure to remove the pet may result in initiation of procedures to terminate the pet owner's residency.

E. INITIATION OF PROCEDURE TO TERMINATE PET OWNER'S RESIDENCY

1. The Authority will not initiate procedure to terminate a pet owner's residency based on a pet rule violation unless:
 - (a) The pet owner has failed to remove the pet or correct the pet rule violation within the applicable time period specified;
 - (b) The pet rule violation is sufficient to begin procedures to terminate the pet owner's residency under the terms of the lease and application regulations;
 - (c) Provisions of Resident's Lease, Section XIV: Termination of Lease will apply in all cases.

F. PROTECTION OF THE PET

1. If the health or safety of a pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet, the Authority may:
 - (a) Contact the responsible party or parties listed in the registration form and ask that they assume responsibility for the pet;
 - (b) If the responsible party or parties are unwilling or unable to care for the pet, the Authority may contact the appropriate State or Local Authority and request the removal of the pet;
 - (c) If the Authority is unable to contact the responsible party or parties despite reasonable efforts, action as outlined in F 1 (b) above will be followed; and
 - (d) If none of the above actions reap results, the Authority may enter the pet owner's unit, remove the pet and place the pet in a facility that will provide care and shelter until the pet owner or a representative of the pet owner is able to assume responsibility for the pet, but no longer than thirty (30) days. The cost of the animal care facility provided under this section shall be borne by the pet owner.

G. NUISANCE OR THREAT TO HEALTH OR SAFETY

Nothing in this policy prohibits the Authority or the appropriate city authority from requiring the removal of any pet from the Authority property. If the pet's conduct or condition is duly determined to constitute, under the provisions of State or local law, a nuisance or a threat to the health or safety or other occupants of the Authority property or of the other person in the community where the project is located.

H. APPLICATION OF RULES

1. Pet owners will be responsible and liable for any and all bodily harm to other residents or individuals. Destruction of personal property belonging to others caused by owner's pet will be the moral and financial obligation of the pet owner.
2. All pet rules apply to resident and/or resident's guests.

YOUNGSTOWN METROPOLITAN HOUSING AUTHORITY

PET AGREEMENT

1. Management considers the keeping of pets a serious responsibility and a risk to each resident in the apartment. If you do not properly control and care for a pet, you will be held liable if it causes any damage or disturbs other residents.
2. Conditional Authorization for Pet. You may keep the pet that is described below in the apartment until Dwelling Lease is terminated. Management may terminate this authorization sooner if your right of occupancy is lawfully terminated or if you or your pet, your guests or any member of your household violate any of the rules contained in the Authority's Pet Policy or this agreement.
3. Pet Fee. The pet fee will be \$100 times the number of bedrooms in your unit for your current pet. The pet fee is a one-time, non-refundable charge.
 - If, at any time in the future, this pet is replaced by another animal, another one-time fee will be charged for the animal.
 - This fee will be used to pay reasonable expenses directly attributable to the presence of the pet in the development, including but not limited to, the cost of repairs and replacement to, and fumigation of, the apartment.
4. Liability Not Limited. The fee under this Pet Agreement does not limit resident's liability for property damages, cleaning, deodorization, defleaing, replacements or personal injuries.
5. Description of Pet. You may keep only one pet as described below. The pet may not exceed twelve (12) inches in height at the shoulders and twenty (20) pounds in adult weight. You may not substitute other pets for this one without amending this agreement.

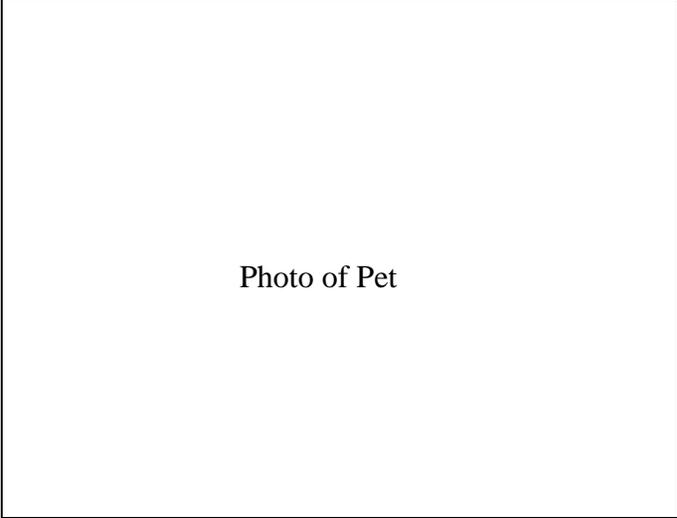
Pet's Name _____ **Type** _____

Breed _____ **Color** _____ **Weight** _____ **Age** _____

City of License _____ **License No.** _____ **Date of last Rabies shot** _____

Name, address and phone number of person able to care for pet in case of resident's permanent or temporary inability to care for animal(s).

Name _____ **Address** _____ **Phone** _____



PET POLICY CERTIFICATION

I have read and understand the above pet ownership rules and agree to abide by them.

Resident's Signature

YMHA Staff Member's Signature

Date

Date

NOTE: Certification of licensing and pet inoculation must be updated annually with lease renewal.

LEASE AMENDMENT

I **PURPOSE**

Section 24, Parts 842 and 942 of the Code of Federal Regulations provides that no owner or manager of federally assisted rental housing for the elderly or handicapped may (1) as a condition of tenancy or otherwise, prohibit or prevent residents of such housing from owning or keeping common household pets in their unit or (2) restrict or discriminate against persons in connection with admission to, or continued occupancy of, such housing because they own common household pets. **These rules do not apply to residents of family projects.**

II **EXCLUSION FOR ANIMALS THAT ASSIST THE HANDICAPPED**

These rules do not apply to animals that are used to assist the handicapped.

III **EFFECTIVE DATE**

These rules became effective following approval by the Youngstown Metropolitan housing Authority Board on April 16, 1987 and following a thirty- (30) day comment period commencing on February 27, 1987.

IV **DEFINITIONS**

- A. **Common Household Pets** - A smaller domesticated animal such as a dog, cat, bird, rodent, fish or turtle, that is traditionally kept in the home for pleasure rather than for commercial purposes. Reptiles (except turtles) are not common household pets.
- B. **Elderly Household** - Residents of Gutknecht, Chester A. Amedia Plaza, Struthers Manor, Lowellville Park Apartments, Norton Manor, Vasu Manor or any future Youngstown Metropolitan Housing Authority owned units designated solely for residency by persons with a household head aged 50 or older or handicapped residents.
- C. **Serious Threat to Health Posed by a Pet** - A common household pet will constitute a serious threat to the health of an individual only if the individual (or his or her parent or guardian) has filed with the YMHA a certificate signed by a licensed physician indicating that exposure to the pet will cause an allergic reaction that will constitute such a threat to the individual. The certificate must describe the type of exposure (such as direct contact or presence in the same room, elevator, or common area),

duration of exposure, the types or groups of animals (such as long-haired, fur-bearing animals), and any other information relevant to ascertain the nature and extent of the circumstances that will cause such a reaction.

V GENERAL PET RULES & STANDARDS

A. General

1. A resident must register with the Manager, complete the necessary forms and receive YMHA approval before bringing a pet into the resident's apartment.
2. Before acquiring a pet, the resident must provide the Public Housing Manager, in writing, with the name of the adult (s) who will be responsible for the care of the resident's pet in case of the resident's illness, hospitalization or other emergency.
3. No more than one four-legged warm-blooded pet may reside in a unit at one time.
4. No pet's mature growth shall exceed fifteen (15) inches in height, measured from ground to shoulder.
5. No guests are allowed to bring pets on development premises.
6. Residents are not permitted to "pet sit" or house a pet without first fully complying with all rules set forth herein.
7. In multi-family buildings certain areas will be designated as "no pet" areas for dogs. YMHA shall have the right to make the necessary transfers to initiate the "no pet" areas and to make the necessary transfers to enlarge or reduce these areas as future needs require.
8. Residents are strongly encouraged to purchase liability insurance in conjunction with their standard renter's insurance policy, in order to secure protection from liability claims, should the pet cause property damage or personal injury to another person.

B. Certifications

1. The resident must provide the Housing Manager with evidence of annual rabies vaccination for cats and dogs, and a veterinarian's statement that the animal is in general good health for its age.
2. Residents owning dogs must provide evidence of annual licensing through Mahoning County.
3. Cats and dogs over one year of age must be spayed or neutered prior to being placed in the resident's dwelling unit. Cats and dogs under one year of age already living in the resident's apartment must be spayed or neutered when they reach one year of age. Evidence of such procedure must be provided to the Public Housing Manager. However, in cases where surgery may threaten the life of the pet, due to age or health condition, this requirement may be waived, provided certification of such is given by a veterinarian.

4. Cats must be declawed. Evidence of this must be provided to the Public Housing Manager. However, in cases where surgery may threaten the life of the pet, due to age or health condition, this requirement may be waived, provided certification of such is given by a veterinarian.

C. Pet Care

1. *No pet is to be left unattended in a dwelling unit for more than eight (8) consecutive hours.*
2. Pets going to or from the apartment to the outside must be within the immediate control of the resident or person to whose care the resident's pet has been entrusted. Immediate control means that the pet will be on a leash. Once outside, the pet must remain under the control and within the eyesight of the resident.
3. Cost of extermination of fleas, ticks or other animal-related pests caused by the resident's pet will be borne by the resident.
4. The resident shall be responsible for immediately disposing of all animal waste excreted inside the development building or on development grounds. The resident shall pick up and dispose of all solid and liquid waste in accordance with the following:
 - a) Wastes, solid or liquid, must be placed in a plastic bag, tightly secured and deposited in a specially designated container located outside of the building. Poorly disposed of waste will not be tolerated. At no time will pet waste be placed in trash chutes.
 - b) Residents owning a cat must provide a litter box for their cat. Litter must be changed at least once a week and disposed of as stipulated above in Section 4 (a).
 - c) The YMHA may assess a pet waste removal charge reasonably related to actual expenses.
5. Pets may not cause disruptive noise, behaviors, or foul odors that annoy other residents.
 - a) The YMHA reserves the right to require the resident to remove any pet from the housing unit whose conduct or condition is determined to constitute a nuisance or a threat to the health or safety of:

- (1) The other occupants; or
 - (2) pets of the development; or
 - (3) of other persons or pets in the community where such housing is located.
- b) The YMHA reserves the right to conduct inspections of all units as needed, with proper notification, to ensure compliance with this policy.

D. Pet Areas

- 1. Pets shall not be permitted in any common areas within the building (such as lobbies, halls, community rooms or laundry rooms) except when directly leaving or entering the building.
- 2. Cats and dogs are prohibited from using the elevators in buildings having only one elevator. Cats and dogs must exit and enter upper floors by the stairways.

VI VIOLATION OF PET RULES

These Pet Rules shall become a part of the dwelling lease. Cases of emergency removal shall be handled according to Part VIII of these Pet Rules. All other violations of these pet Rules shall be handled in the same manner as all other violations of the provisions of the Dwelling Lease.

Residents shall have access to the regular grievance procedure in disputes arising from violation of the Pet Rules.

VII NUISANCE OR THREAT TO HEALTH OR SAFETY

Nothing in these Pet Rules prohibits the YMHA from requiring the removal of any pet from a development, if the pet's conduct or condition is duly determined to constitute, under the provisions of these Rules, a nuisance or a threat to the health or safety of the occupants of the project or of other persons in the community where the project is located.

VII EMERGENCY REMOVAL

A. Necessitated by Pet

If a pet becomes vicious, displays symptoms of severe illness, or demonstrates other behavior that constitutes an immediate threat to the health or safety of the residents, the YMHA may request that the pet owner immediately remove the pet. If the pet owner refuses to remove the pet or if the YMHA is unable to contact the pet owner, the YMHA may contact the appropriate State or local authority to have the pet immediately removed from the development premises.

B.Necessitated by Owner

If the health or safety of a pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet, the YMHA may contact the responsible party listed in the pet registration required by these Pet Rules. If the YMHA has made a reasonable attempt to contact the responsible party, but the party is either unwilling or unable to care for the pet, the YMHA may contact the appropriate State or local authority and request the removal of the pet. If there is no State or local authority authorized to remove a pet under these circumstances, the YMHA may enter the pet owner's unit, remove the pet, and place the pet in a facility that will provide care and shelter for no less than thirty (30) days, at the resident's expense.

If a pet causes a "serious threat to the health" of another resident (as defined in Section IV (c) of these pet rules) the YMHA may:

1. require the pet owner to remove the pet, or
2. if another dwelling unit is available, allow the pet owner to move. The pet owner shall pay the cost of such move.

IX MODIFICATIONS

The YMHA reserves the right to amend, alter, revise or modify these rules or adopt new rules.

X LIABILITY

- A. There is no expressed liability or responsibility by the YMHA for damages to property or injury done by pets; this policy is a permission to house pets, not an approval of pets.
- B. Residents with pets are encouraged to contact a local insurance agent concerning the availability of pet liability insurance.

XI The RULES AND REGULATIONS established by the Youngstown Metropolitan Housing Authority relative to the keeping of pets have been reviewed with me. I have been given an opportunity to ask questions about both the RULES AND REGULATIONS as well as the required forms and understand their content.

Resident Signature

Date

Development Manager Signature

Date

Reference: _____
Resident Account Number

I. IDENTIFICATION INFORMATION

Owner's Name (Tenant) _____

Address _____

Pet's Name _____ Dog _____ Cat _____ Other (Specify) _____

Breed _____ Sex _____ Age _____

License Number _____ Effective Date _____

Veterinarian Name _____ Phone Number _____

Address	City	State	Zip
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II. DOCUMENTATION REQUIRED PRIOR TO OBTAINING A PET

DATE RECEIVED

_____ Written letter from Tenant advising Zone Manager that Tenant is requesting pet occupancy.

_____ Evidence of all pet vaccinations required by applicable law or ordinance and YMHA's Pet Policy have been met.

_____ Evidence of cat or dog being spayed or neutered, where appropriate.

_____ Written letter from Tenant advising Zone Manager of name of adult(s) who will be responsible for the care of the Tenant's pet in case of the Tenant's illness, hospitalization or other emergency.

Name _____

Address _____

Phone _____

Youngstown Metropolitan Housing Authority

Required Attachment oh002g01: 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:
Mrs. Frances Gray – Victory Estates
 - B. How was the resident board member selected: (select one)?
Appointed
 - C. The term of appointment is (include the date term expires):
11-16-03 to 11-16-08
2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not? *N/A*
 - B. Date of next term expiration of a governing board member:
11/08
 - C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):
Mayor of the City of Youngstown -

Youngstown Metropolitan Housing Authority

Required Attachment oh002h01: 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.)

⇒ Westlake Terrace	Alice Freeman
⇒ Rockford Village	La Verne Dennis
⇒ M.J. Kirwan Homes	Crystal Hill-Green
⇒ Brier Hill Annex	Linda Spivey
⇒ Victory Estates	Frances Gray
⇒ Vasu Manor	Nora Packner
⇒ Norton Manor	Hubert Floyd
⇒ Gutknecht Towers	Lawrence Hollinshead
⇒ Struthers Manor	Sue Stricklin
⇒ C. A. Amedia Plaza	Christina Raynor
⇒ Lowellville Park Apts.	Jeanette Ricchiutti

Residents appointed to the Resident Advisory Board are elected Resident Council Presidents, Resident Advocates and interested residents.

Youngstown Metropolitan Housing Authority

Statement of Progress

Attachment oh002i01

The Housing Authority has been successful in achieving its mission and goals established in the Five Year Plan FY 2000 –FY2004. All goals and objectives have been met or are on course. One of the most important objectives achieved was securing a \$19.75 million HOPE VI Revitalization grant and beginning its implementation. During the implementation phase of YMHA's HOPE VI grant, Tax Credits were awarded in partnership with C.H.O.I.C.E. to build an elderly low-rise on the HOPE VI site. The facility is currently under construction and the expected date of completion and occupancy is July 2004. In addition through CDBG funds, roads and infrastructure are in the process of construction. Leverage funds in the amount of \$63,204,190 are also committed to support HOPE VI revitalization activities.

In an effort to secure additional funds, YMHA has entered into partnership with a developer: 1) To secure additional tax-credits intended to help to finance family public housing units at Arlington Heights. 2) To secure Housing Development Assistance Program funds to aid in affordable homeownership unit construction. YMHA will also investigate the feasibility of leveraging its capital funds to assist in the completion major revitalization projects and long-term maintenance projects.

The HOPE VI Revitalization plan calls for the construction of 42 new units of family public housing, 62 units of affordable homeownership units, 26 market rate homeownership units and 32 RHF funded public housing units. These units are slated for completion during the life of the HOPE VI grant. Additionally, several parcels of land are scheduled for acquisition. YMHA is in the process of developing an Acquisition Plan identifying these parcels for HUD approval.

During the previous Five-Year Plan period, HUD recognized YMHA as a modernization high performer. The modernization efforts at Rockford Village were completed with the remaining 56 units, three single-family homes and activity center being turned over to YMHA. In addition, approved conversion of 28 units to 14 at Victory Estates is complete. Other modernization work included extensive rehabilitation of the 2-14 properties, new windows at Vasu Manor and façade improvements and roof replacement at Westlake Terrace.

In regards to new construction, a new homeownership home was built and a second unit is under construction. YMHA acquired and is in the process of completing a parking lot for resident of Amedia Plaza. Completion is anticipated by June of 2004.

Concerning the crime and safety area, major efforts have been made to increase physical security. The Public Housing Drug Elimination Program (PHDEP) ended in September of FY 2003. Through a partnership between YMHA and the City of Youngstown Police Department (YPD), YPD was awarded a \$250,000 grant to provide additional protective services for YMHA developments. In addition, the installation of private unit security systems at remaining three family sites is being considered.

Major strides were also made in the Section 8 department. SEMAP scores have increased over the past three fiscal periods. The score was 65% in FY 2001, 69% in FY 2002 and improved to 88% for FY 2003. YMHA will strive to attain high performer status by 06-30-05. Current utilization of Housing Choice Vouchers is 94%, a vast improvement over past years.

Concerning ensuring equal opportunity, outreach efforts have been made via contracting with an advertisement firm, speaking engagements, written materials, special mailings, establishment of a website, and making renewed partnerships with community groups and medical facilities.

YMHA has worked diligently to secure funds to assist residents to become self-sufficient. Major grants not including HOPE VI CSS funds are: two Youthbuild grants, a Neighborhood Networks (NN) grant, a HOPE VI NN grant and a Resident Service Delivery Model-Family award. Several smaller local grants were also awarded along with partner contributions in excess of \$9,000,000 to assist in this effort.

Summary of Policy or Program Changes for the Upcoming Year Youngstown Metropolitan Housing Authority

(OH002j01)

Listed below are changes made to the Five-Year Plan along with an explanation for those changes:

Last Year's Objective	Change to Objective	Reason
Improve PH management: (PHAS score) – Improve score by 3% each year.	<i>YMHA will not obtain high performer by 06/30/04, however, the authority will increase occupancy and improve unit turn around to achieve high performer by 06-30-05</i>	Reflect actual trend.
Concentrate on efforts to improve specific management functions:	<i>Improve unit turn around by 5%</i>	5% is a more realistic improvement rate.
Improve the quality of assisted housing (Other)	<i>Increase energy efficiency of PH units, by implementing energy performance contract, which includes PHA payment of utilities.</i>	Addition
Implement public housing site-based waiting lists	<i>Project based management will also be studied. The process is on schedule for completion for 6/30/05</i>	Addition.
Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments	<i>Arlington Heights will become a mixed income community through the HOPE VI Revitalization Project. Completion by FY 2008.</i>	HOPE VI Award.
Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:	<i>Market to landlords of properties in non-impacted areas. Provide a listing of non-impacted areas to applicants. Ongoing.</i>	Promote Deconcentration.

<p>Implement public housing security improvements</p>	<p><i>Provide increased security patrols. Ongoing. Through a partnership with the City of Youngstown Police Department (YPD). YPD was awarded a \$200,000 grant to provide additional protective services for YMHA developments.</i></p>	<p>Continued additional protective services.</p>
<p>Designate developments or buildings for particular resident groups (elderly, persons with disabilities)</p>	<p><i>Evaluate feasibility of assisted living facility by FY 2005. Continue elderly only designation. Ongoing.</i></p>	<p>Provide additional options for growing elderly population.</p>
<p>Increase the number and percentage of employed persons in assisted families:</p>	<p><i>Increase marketing and recruitment of residents to participate in programs designed to increase individual employment opportunities. Increase the resources and quality of programs to assist residents in becoming employable and self-sufficient. Increase capacity of FSS families to promote homeownership.</i></p>	<p>Promote Family Self Sufficiency.</p>
<p>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:</p>	<p><i>Added</i></p>	

SECTION 8 HOMEOWNERSHIP CAPACITY STATEMENT
Youngstown Metropolitan Housing Authority

(oh002k01)

The Youngstown Metropolitan Housing Authority Board of Commissioners adopted a Section 8 Homeownership Policy on February 22, 2001.

YMHA can demonstrate its capacity to administer the program by satisfying the following criteria:

Requiring that financing for purchase of a home under its Section 8 Homeownership Program 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.

Annual Statement / Performance and Evaluation Report

Part I: Summary

Capital Fund Program (CFP) #2

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

OMB Approval No. 2577-0157 (Exp. 3/31/2002)

H A Name YOUNGSTOWN METROPOLITAN HOUSING AUTHORITY	Comprehensive Grant Number OH12P00250101	FFY of Grant Approval 2001
--	--	--------------------------------------

Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision
 2 Performance and Evaluation Report for Program Year Ending _____
 Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operating Expenses(may not exceed 10% of line 20)	250,000.00	150,000.00	90,000.00	
3	1408 Management Improvements	320,000.00	220,000.00	40,000.00	
4	1410 Administration	230,000.00	230,000.00	160,000.00	128,215.12
5	1411 Audit	1,000.00	1,000.00	0.00	
6	1415 Liquidated Damages	0.00		0.00	
7	1430 Fees and Costs	150,000.00	223,362.00	223,362.00	5,360.00
8	1440 Site Acquisition	0.00	923,822.00	0.00	
9	1450 Site Improvement	485,000.00	315,000.00	75,000.00	
10	1460 Dwelling Structures	1,775,000.00	1,343,178.00	272,000.00	6,063.34
11	1465.1 Dwelling Equipment-Nonexpendable	40,000.00	40,000.00	30,000.00	16,499.95
12	1470 Nondwelling Structures	50,000.00	50,000.00	10,000.00	
13	1475 Nondwelling Equipment	230,000.00	247,000.00	222,000.00	17,758.55
14	1485 Demolition	0.00		0.00	
15	1490 Replacement Reserve	0.00		0.00	
16	1492 Moving to Work Demonstration	0.00		0.00	
17	1495.1 Relocation Costs	0.00		0.00	
18	1499 Development	300,000.00	310,000.00	0.00	21,329.95
19	1502 Contingency (may not exceed 8% of line 20)	222,362.00	0.00	0.00	0.00
20	Amount of Annual Grant (sums of lines 2-19)	4,053,362.00	4,053,362.00	1,122,362.00	195,226.91
21	Amount of line 20 Related to LBP Activities	150,000.00			
22	Amount of Line 20 Related to Section 504 Compliance	0.00			
23	Amount of Line 20 Related to Security	150,000.00			
24	Amount of Line 20 Related to Energy Conservation Measures	0.00			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date
X

Signature of Public Housing Director
X

Annual Statement/Performance and Evaluation Report

U.S. Department of Housing and Urban Development

Youngstown Metropolitan Housing Authority

Part II: Supporting Pages

Office of Public and Indian Housing

Capital Fund Program (CFP)

Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
OH 2-001 Westlake Terrace Homes	Site (landscaping, concrete, play area, drains, fencing, security lighting, tree)	1450	LOT	50,000.00	25,000.00	5,000.00		in progress
	Security (crawl space doors, board-ups, cameras, etc.)	1450	LOT	40,000.00	20,000.00	5,000.00		in progress
	Exterior-Roof (replace with shingles, canopies, frontage)	1460	LOT	400,000.00	211,178.00	50,000.00		in progress
	HVAC (balance; upgrade; boiler plant)	1460	LOT	40,000.00		10,000.00		in progress
	Interior (paint, electrical, cabinet repair, replace carpet, bathrooms)	1460	LOT	40,000.00		10,000.00		in progress
	Exterior (porches, masonry, paint, etc.)	1460	LOT	200,000.00		10,000.00		in progress
			Subtotal	770,000.00				
Kimmel brook Homes OH2-003	Development (activity center)	1499	LOT	300,000.00	310,000.00	300,000.00	21,329.95	in progress
	Landscape	1450	LOT	10,000.00		10,000.00		
	OH12P002003 SUBTOTAL		Subtotal	310,000.00				
OH2-04 Kirwan Homes	Exterior (upgrades)	1460	LOT	10,000.00		5,000.00		in progress
	Site (landscaping)	1450	LOT	10,000.00		5,000.00		in progress
			Subtotal	20,000.00				
OH 2-005 P.L. Strait Homes (2-5E, 2-5F)	Site 2-5E (drains, concrete, playgrounds, landscaping clothes line poles)	1450	LOT	100,000.00	50,000.00			
	Site 2-5F (drains, concrete, playgrounds, landscaping clothes line poles)	1450	LOT	100,000.00	50,000.00	5,000.00		in progress
	Security 2-5E (security system, additional site/security lighting)	1450	LOT	30,000.00		5,000.00		in progress
	Exterior 2-5E (roof replacement, gutters, doors, paint, etc.)	1460	LOT	100,000.00		10,000.00		in progress
	Exterior 2-5F (roofs, doors, windows)	1460	LOT	100,000.00	50,000.00	10,000.00		in progress

1) To be completed for Performance and Evaluation Report or a Revised Annual Statement

2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office and Date

**Annual Statement/Performance
and Evaluation Report**

Part II: Supporting Pages

Capital Fund Program (CFP)

**U.S. Department of Housing
and Urban Development**

Office of Public and Indian Housing

Youngstown Metropolitan Housing Authority

Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
OH2-005 cont'd	Interior 2-5E (paint and patch)	1460	LOT	40,000.00	20,000.00			
	Interior 2-5F (fixtures, paint, patch)	1460	LOT	50,000.00				
	Interior 2-5F (unit conversions,painting,etc.)	1460	LOT	100,000.00	0.00			
	Maintenance office (upgrade)	1470	LOT	50,000.00		10,000.00		in progress
	OH12P002005 SUBTOTAL			670,000.00				
OH 2-006 VASU MANOR	Interior (elevators,cabinets,countertops,painting,floor coverings, lobby furniture, laundry, etc.)	1460	LOT	50,000.00				
	Plumbing (repairs)	1460	LOT	20,000.00				
	OH12P002006 SUBTOTAL			70,000.00				
OH 2-008 NORTON MANOR	Site (landscaping, lighting, drains, etc.)	1450	LOT	10,000.00		5,000.00		in progress
	Plumbing (repair/replace lines, shut-off valves,drains toilet and tubs)	1460	LOT	20,000.00		5,000.00		in progress
	HVAC (ventilation, air conditioning,etc.)	1460	LOT	10,000.00		5,000.00		in progress
	Interior (elevator upgrade, tile countertops,floor covering,lobby furniture,laundry facilities)	1460	LOT	50,000.00	25,000.00	5,000.00		in progress
	OH12P002008 SUBTOTAL			90,000.00				

1) To be completed for Performance and Evaluation Report or a Revised Annual Statement

2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director and Date

Annual Statement/Performance and Evaluation Report

U.S. Department of Housing and Urban Development

Youngstown Metropolitan Housing Authority

Part II: Supporting Pages

Office of Public and Indian Housing

Capital Fund Program (CFP)

Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
OH 2-009 Gutknecht Tower	Exterior (renovate porches, roofs, concrete repair)	1460	LOT	10,000.00		5,000.00		in progress
	Elevator (upgrade)	1460	LOT	30,000.00		5,000.00		in progress
	Interior (cabinets, countertops, painting, floor coverings, lobby furniture, laundry facility)	1460	LOT	50,000.00	25,000.00	5,000.00		in progress
	Site	1450	LOT	10,000.00		5,000.00		in progress
	OH12P002009 SUBTOTAL			100,000.00				
OH 2-011 Struthers Manor	Interior (elevator lobby upgrade)	1460	LOT	5,000.00		5,000.00		in progress
	Exterior	1460	LOT	30,000.00				
	Site (parking)	1450	LOT	5,000.00				
	OH12P002011 SUBTOTAL			40,000.00				
OH 2-012 C.A. Amedia Plaza	Furnishings	1475	LOT	100,000.00	182,000.00	182,000.00		in progress
	Interior (elevator, lobby basement)	1460	LOT	50,000.00	127,000.00	127,000.00	6,063.34	20000 from office equipment
	OH12P002012 SUBTOTAL			150,000.00				
OH 2-014 Scattered Sites Sub Rehab	Site improvements (landscaping, concrete, lighting, etc.)	1450	LOT	100,000.00	75,000.00	20,000.00		in progress
	Lead based paint abatement	1460	LOT	150,000.00		0.00		
	Exterior (roofing/siding)	1460	LOT	100,000.00	50,000.00	0.00		
	Interior (heating, plumbing, electrical, paint, tile, kitchen)	1460	LOT	100,000.00	50,000.00	0.00		
	OH12P002014 SUBTOTAL			450,000.00				
	Site Acquisition	1440	LOT	0.00	475,000.00			

1) To be completed for Performance and Evaluation Report or a Revised Annual Statement

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Signature of Executive Director and Date

Signature of Public Housing Director and Date

**Annual Statement/Performance
and Evaluation Report**

Part II: Supporting Pages

Capital Fund Program (CFP)

**U.S. Department of Housing
and Urban Development**

Office of Public and Indian Housing

Youngstown Metropolitan Housing Authority

Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-WIDE OPERATIONS	Operations	1406		250,000.00	150,000.00	90,000.00		in progress
	OPERATIONS SUBTOTAL			250,000.00				
MANAGEMENT IMPROVEMENTS	Computers/software	1408	LOT	150,000.00	100,000.00	0.00		
	Resident Initiatives	1408	LOT	60,000.00		20,000.00		in progress
	Training (management/employee)	1408	LOT	30,000.00		20,000.00		in progress
	Security/Law Enforcement	1408	LOT	80,000.00	30,000.00	0.00		
	MANAGEMENT SUBTOTAL			320,000.00				
Nontechnical Salaries	Salaries and Fringes	1410.1	LOT	150,000.00		100,000.00	80,926.77	in progress
	Cost Allocation Plan	1410	LOT	80,000.00		60,000.00	47,288.35	in progress
	NONTECHNICAL SUBTOTAL			230,000.00				
CGP Audit Cost	Audit Costs	1411	LOT	1,000.00		0.00		
	CGP AUDIT COST SUBTOTAL			1,000.00				
Architectural & Engineering Fees	A&E Fees	1430.1	LOT	150,000.00	223,362.00	223,362.00	5,360.00	in progress 222362 from contingency
	ARCHITECTURAL SUBTOTAL			150,000.00				
Site Improvements	Site Improvements - emergency site repairs	1450	LOT	20,000.00		10,000.00		in progress
	SITE IMPROVEMENTS SUBTOTAL			20,000.00				

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Signature of Public Housing Director and Date

Annual Statement/Performance and Evaluation Report

U.S. Department of Housing and Urban Development

Youngstown Metropolitan Housing Authority

Part II: Supporting Pages

Office of Public and Indian Housing

Capital Fund Program (CFP)

Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
				Dwelling Structures	Dwelling Structures - Emergency Repairs	1460	LOT	
	DWELLING STRUCTURES SUBTOTAL			20,000.00				
Dwelling Equipment Nonexpendable	Appliances (refrigerators, stoves)	1465.1	LOT	40,000.00		30,000.00	16,499.99	in progress
	DWELLING EQUIPMENT SUBTOTAL			40,000.00				
Nondwelling Equipment - Furniture & Equip.	Office equipment	1475.1	LOT	20,000.00	0.00	0.00	0.00	moved to furnishings 2-12renov. 20000
	NONDWELLING SUBTOTAL			20,000.00				
Nondwelling Equipment - Maintenance Equip.	Maintenance equipment (graffiti removers, mowers, etc.)	1475.2	LOT	50,000.00	25,000.00	10,000.00		in progress
	NONDWELLING SUBTOTAL			50,000.00				
Nondwelling Equipment Automotive	Vehicles (trucks, tractors, cars, etc.)	1475.7	LOT	60,000.00	40,000.00	30,000.00	17,758.55	in progress
	NONDWELLING SUBTOTAL			60,000.00				
CGP Contingency Account	Contingency Account	1502		222,362.00	0.00	0.00	0.00	in progress
	CGP CONTINGENCY SUBTOTAL			222,362.00				10000 to 1499 new development 62000 to furnishings
	HA-WIDE SUBTOTAL			1,383,362.00				15000 to 2-12 amedia 62000 to 2-12 (SET)
	GRAND TOTAL			4,053,362.00				73362. To A&E fee's

1) To be completed for Performance and Evaluation Report or a Revised Annual Statement

2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director and Date

Annual Statement/Performance
and Evaluation Report

Part III: Implementation Schedule

Capital Fund Program (CFP)

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

Youngstown Metropolitan Housing Authority

Development Number/Name H/A-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reason for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
OH 2-001 Westlake Terrace	12/31/2003			6/30/2005			
OH 2-003 Kimmel Brook	12/31/2003			6/30/2005			
OH 2-004 Kirwan Homes	12/31/2003			6/30/2005			
OH 2-005 P.L. Strait Homes (2-5E & 2-5F)	12/31/2003			6/30/2005			
OH 2-006 Vasu Manor	12/31/2003			6/30/2005			
OH 2-008 Norton Manor	12/31/2003			6/30/2005			
OH 2-009 Gutknecht Tower	12/31/2003			6/30/2005			
OH2-011 Struthers Manor	12/31/2003			6/30/2005			
OH2-012 Amedia Plaza	12/31/2003			6/30/2005			
OH2-014 Scattered Sites/ Sub Rehab	12/31/2003			6/30/2005			
-----HA Wide-----							
Computers/software	12/31/2003			6/30/2005			
Office Equipment	12/31/2003			6/30/2005			
Vehicles	12/31/2003			6/30/2005			
Maintenance Equipment	12/31/2003			6/30/2005			
Appliances	12/31/2003			6/30/2005			
Audit Costs	12/31/2003			6/30/2005			
Resident Initiative	12/31/2003			6/30/2005			
Contingency	12/31/2003			6/30/2005			
Operations	12/31/2003			6/30/2005			
Training	12/31/2003			6/30/2005			
Security/Law Enforcement	12/31/2003			6/30/2005			
Emergency Site Improve.	12/31/2003			6/30/2005			
Emergency Dwell. Struct.	12/31/2003			6/30/2005			

1) To be completed for Performance and Evaluation Report or a Revised Annual Statement

Signature of Executive Director and Date (mm/dd/yyyy)

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Signature of Public Housing Director and Date (mm/dd/yyyy)

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

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

OMB Approval No. 2577-0157 (Exp. 3/31/2002)

H A Name YOUNGSTOWN METROPOLITAN HOUSING AUTHORITY	Comprehensive Grant Number OH12P00250102	FFY of Grant Approval 2002
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Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number _____
 Performance and Evaluation Report for Program Year Ending _____
 Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operating Expenses(may not exceed 10% of line 20)	150,000.00			
3	1408 Management Improvements	320,000.00			
4	1410 Administration	230,000.00			
5	1411 Audit	1,000.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	150,000.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	1,180,000.00			
10	1460 Dwelling Structures	1,825,000.00			
11	1465.1 Dwelling Equipment-Nonexpendable	30,000.00			
12	1470 Nondwelling Structures	10,000.00			
13	1475 Nondwelling Equipment	110,000.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	0.00			
18	1499 Development	0.00			
19	1502 Contingency (may not exceed 8% of line 20)	47,000.00			
20	Amount of Annual Grant (sums of lines 2-19)	4,053,000.00			
21	Amount of line 20 Related to LBP Activities	150,000.00			
22	Amount of Line 20 Related to Section 504 Compliance	0.00			
23	Amount of Line 20 Related to Security	150,000.00			
24	Amount of Line 20 Related to Energy Conservation Measures	0.00			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date X	Signature of Public Housing Director X
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Capital Fund Program (CFP)

Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
OH 2-001 Westlake Terrace Homes	Site (landscaping, concrete, fencing)	1450	LOT	80,000.00				
	Security (cameras, lights)	1450	LOT	40,000.00				
	Exterior (Façade & Roof Improvements)	1460	LOT	600,000.00				
	HVAC (hot water & boiler plant upgrade)	1460	LOT	40,000.00				
	Interior (paint, electrical, gas meters)	1460	LOT	10,000.00				
			Subtotal	770,000.00				
Kimmel brook Homes OH2-003	Site (landscaping, fencing, lighting)	1450	LOT	50,000.00				
	OH12P002003 SUBTOTAL		Subtotal	50,000.00				
OH2-04 Kirwan Homes	Community Room (doors & windows)	1470	LOT	10,000.00				
	Site (landscaping, fencing, lighting)	1450	LOT	50,000.00				
			Subtotal	60,000.00				
OH 2-005 P.L. Strait Homes (2-5E, 2-5F)	Site 2-5E (drains, concrete, drains, handrails, clothes line poles, mailboxes)	1450	LOT	200,000.00				
	Site 2-5F (concrete, landscaping, drains)	1450	LOT	100,000.00				
	Security 2-5E (security system, lighting)	1450	LOT	100,000.00				
	Exterior 2-5E (soffitts, roofs, gutters repairs)	1460	LOT	100,000.00				
	Exterior 2-5F (replace siding, flashing & spouting)	1460	LOT	50,000.00				

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Signature of Executive Director and Date

Signature of Public Housing Director/Office and Date

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

Page 2 of 7
**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

Previous edition is obsolete
form HUD-52837 (9/98)
ref Handbook 7485.3
Youngstown Metropolitan Housing Authority

Development	General Description of Major	Development	Estimated Cost	Total Actual Cost
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Number/Name	Work Categories	Account Number	Quantity	Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	Status of Proposed Work (2)
OH2-005 cont'd	Interior 2-5E (paint and patch)	1460	LOT	40,000.00				
	Interior 2-5F (replace storm doors)	1460	LOT	100,000.00				
	Interior 2-5F (unit conversions,painting,etc.)	1460	LOT	150,000.00				
	OH12P002005 SUBTOTAL			840,000.00				
OH 2-006 VASU MANOR	Interior (floors repairs, furnishings)	1460	LOT	50,000.00				
	Exterior (roof & window repairs)	1460	LOT	100,000.00				
	Site (landscape & signage)	1450	LOT	20,000.00				
	Plumbing (repairs)	1460	LOT	20,000.00				
	OH12P002006 SUBTOTAL			190,000.00				
OH 2-008 NORTON MANOR	Site (fencing, landscaping, lighting, drains, signage)	1450	LOT	200,000.00				
	Plumbing (repair/replace lines, shut-off valves,drains toilet and tubs)	1460	LOT	40,000.00				
	Exterior (windows repair/replace)	1460	LOT	30,000.00				
	Interior (elevator upgrade, floor covering, furniture)	1460	LOT	100,000.00				
	OH12P002008 SUBTOTAL			370,000.00				

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Signature of Public Housing Director and Date

Annual Statement/Performance and Evaluation Report

Part II: Supporting Pages

Capital Fund Program (CFP)

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Youngstown Metropolitan Housing Authority

Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
OH 2-009 Gutknecht Tower	Exterior (renovate porches, roofs, concrete repair)	1460	LOT	10,000.00		0.00		
	Elevator (upgrade)	1460	LOT	30,000.00		0.00		
	Interior (plumbing repairs, unit upgrades, lobby furniture, laundry facility)	1460	LOT	70,000.00		0.00		
	Site (fencing & landscaping)	1450	LOT	70,000.00				
	OH12P002009 SUBTOTAL			180,000.00				
OH 2-011 Struthers Manor	Interior (lobby, common area)	1460	LOT	15,000.00		0.00		
	Plumbing Repairs	1460	LOT	20,000.00				
	Exterior (bldg. Stone, Caulking)	1460	LOT	10,000.00				
	Site (parking, landscaping)	1450	LOT	70,000.00				
	OH12P002011 SUBTOTAL			115,000.00				
OH 2-012 C.A. Amedia Plaza	Site (Park, landscaping)	1450	LOT	100,000.00		0.00		
	Interior (basement, stairwell, lobby)	1460	LOT	80,000.00				
	OH12P002012 SUBTOTAL			180,000.00				
OH 2-014 Scattered Sites Sub Rehab	Site improvements (landscaping, concrete, lighting, etc.)	1450	LOT	80,000.00		0.00		
	Lead based paint abatement	1460	LOT	10,000.00		0.00		
	Exterior (roofing/siding)	1460	LOT	50,000.00		0.00		
	Interior (heating, plumbing, electrical, paint, tile, kitchen)	1460	LOT	80,000.00		0.00		
	OH12P002014 SUBTOTAL			220,000.00				

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Signature of Executive Director and Date

Signature of Public Housing Director and Date

Capital Fund Program (CFP)

Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-WIDE OPERATIONS	Operations	1406		150,000.00		0.00		
	OPERATIONS SUBTOTAL			150,000.00				
MANAGEMENT IMPROVEMENTS	Computers/software	1408	LOT	150,000.00		0.00		
	Resident Initiatives	1408	LOT	60,000.00		0.00		
	Training (management/employee)	1408	LOT	30,000.00		0.00		
	Security/Law Enforcement	1408	LOT	80,000.00		0.00		
	MANAGEMENT SUBTOTAL			320,000.00				
Nontechnical Salaries	Salaries and Fringes	1410.1	LOT	150,000.00		0.00		
	Cost Allocation Plan	1410	LOT	80,000.00		0.00		
NONTECHNICAL SUBTOTAL			230,000.00					
CGP Audit Cost	Audit Costs	1411	LOT	1,000.00		0.00		
CGP AUDIT COST SUBTOTAL			1,000.00					
Architectural & Engineering Fees	A&E Fees	1430.1	LOT	150,000.00		0.00		
ARCHITECTURAL SUBTOTAL			150,000.00					
Site Improvements	Site Improvements - emergency site repairs	1450	LOT	20,000.00		0.00		
SITE IMPROVEMENTS SUBTOTAL			20,000.00					

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Signature of Public Housing Director and Date

Previous edition is obsolete

Form HUD-52837 (9/98)
REV HANDBOOK 1485.3

Page __ of __

Annual Statement/Performance and Evaluation Report

U.S. Department of Housing and Urban Development

Youngstown Metropolitan Housing Authority

Part II: Supporting Pages

Office of Public and Indian Housing

Capital Fund Program (CFP)

Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	

Dwelling Structures	Dwelling Structures - Emergency Repairs	1460	LOT	20,000.00	0.00
	DWELLING STRUCTURES SUBTOTAL			20,000.00	
Dwelling Equipment Nonexpendable	Appliances (refrigerators, stoves)	1465.1	LOT	30,000.00	0.00
	DWELLING EQUIPMENT SUBTOTAL			30,000.00	
Nondwelling Equipment - Furniture & Equip.	Office equipment	1475.1	LOT	20,000.00	0.00
	NONDWELLING SUBTOTAL			20,000.00	
Nondwelling Equipment - Maintenance Equip.	Maintenance equipment (graffiti removers, mowers, etc.)	1475.2	LOT	40,000.00	0.00
	NONDWELLING SUBTOTAL			40,000.00	
Nondwelling Equipment Automotive	Vehicles (trucks, tractors, cars, etc.)	1475.7	LOT	50,000.00	0.00
	NONDWELLING SUBTOTAL			50,000.00	
CGP Contingency Account	Contingency Account	1502		47,000.00	
	CGP CONTINGENCY SUBTOTAL			47,000.00	
	HA-WIDE SUBTOTAL			1,078,000.00	
	GRAND TOTAL			4,053,000.00	

1) To be completed for Performance and Evaluation Report or a Revised Annual Statement

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Signature of Executive Director and Date

Signature of Public Housing Director and Date

Annual Statement/Performance and Evaluation Report

Part III: Implementation Schedule

Capital Fund Program (CFP)

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

Youngstown Metropolitan Housing Authority

Development Number/Name	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reason for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
OH 2-001 Westlake Terrace	12/31/2004			6/30/2005			
OH 2-003 Kimmel Brook	12/31/2004			6/30/2005			

OH 2-004 Kirwan Homes	12/31/2004		6/30/2005
OH 2-005 P.L. Strait Homes (2-5E & 2-5F)	12/31/2004		6/30/2005
OH 2-006 Vasu Manor	12/31/2004		6/30/2005
OH 2-008 Norton Manor	12/31/2004		6/30/2005
OH 2-009 Gutknecht Tower	12/31/2004		6/30/2005
OH2-011 Struthers Manor	12/31/2004		6/30/2005
OH2-012 Amedia Plaza	12/31/2004		6/30/2005
OH2-014 Scattered Sites/ Sub Rehab	12/31/2004		6/30/2005
-----HA Wide-----			
Computers/software	12/31/2004		6/30/2005
Office Equipment	12/31/2004		6/30/2005
Vehicles	12/31/2004		6/30/2005
Maintenance Equipment	12/31/2004		6/30/2005
Appliances	12/31/2004		6/30/2005
Audit Costs	12/31/2004		6/30/2005
Resident Initiative	12/31/2004		6/30/2005
Contingency	12/31/2004		6/30/2005
Operations	12/31/2004		6/30/2005
Training	12/31/2004		6/30/2005
Security/Law Enforcement	12/31/2004		6/30/2005
Emergency Site Improve.	12/31/2004		6/30/2005
Emergency Dwell. Struct.	12/31/2004		6/30/2005

1) To be completed for Performance and Evaluation Report or a Revised Annual Statement

Signature of Executive Director and Date (mm/dd/yyyy)

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Signature of Public Housing Director and Date (mm/dd/yyyy)

Annual Statement / Performance and Evaluation Report

Part I: Summary

Capital Fund Program (CFP) **cfp#4**

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

OMB Approval No. 2577-0

H A Name YOUNGSTOWN METROPOLITAN HOUSING AUTHORITY		Comprehensive Grant Number OH12P00250103	FFY of Grant Approval 2003
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<input checked="" type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserved for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement/Revision	1 <input type="checkbox"/> Performance and Evaluation Report for Program Year End	12/31/2003
<input type="checkbox"/> Final Performance and Evaluation Report for Program Yr				

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operating Expenses(may not exceed 10% of line 20)	100,000.00	100,000.00	0.00	0.00
3	1408 Management Improvements	260,000.00	260,000.00	0.00	0.00
4	1410 Administration	240,000.00	240,000.00	0.00	0.00
5	1411 Audit	1,000.00	1,000.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	75,000.00	75,000.00	0.00	0.00
8	1440 Site Acquisition	15,000.00	15,000.00	0.00	0.00
9	1450 Site Improvement	690,000.00	720,000.00	300,000.00	0.00
10	1460 Dwelling Structures	840,000.00	810,000.00	520,000.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable	30,000.00	30,000.00	0.00	0.00
12	1470 Nondwelling Structures	10,000.00	10,000.00	0.00	0.00
13	1475 Nondwelling Equipment	60,000.00	60,000.00	37,904.00	680.00
14	1485 Demolition	0.00	0.00	0.00	
15	1490 Replacement Reserve	0.00	0.00	0.00	
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	
17	1495.1 Relocation Costs	0.00			
18	1499 Development	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	6,813.00	6,813.00		
20	Amount of Annual Grant (sums of lines 2-19)	2,327,813.00	2,327,813.00	857,904.00	680.00
21	Amount of line 20 Related to LBP Activities	5,000.00	5,000.00	0.00	0.00
22	Amount of Line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
23	Amount of Line 20 Related to Security	570,000.00	600,000.00	300,000.00	0.00
24	Amount of Line 20 Related to Energy Conservation Measures	0.00			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date

Signature of Public Housing Director

X

X

Annual Statement/Performance and Evaluation Report

U.S. Department of Housing and Urban Development

Youngstown Metropolitan Housing Authority

Part II: Supporting Pages

Office of Public and Indian Housing

Capital Fund Program (CFP)

Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
OH 2-001 Westlake Terrace Homes	Exterior (Maintenance Roof)	1460	LOT	10,000.00	10,000.00			In progress
	Site (Exterior & façade improvements)	1450	LOT	0.00	0.00			
	Interior (paint & improvements)	1460	LOT	0.00	0.00			
	Security (Video & Lights)	1450	LOT	150,000.00	150,000.00	150,000.00		
			Subtotal	160,000.00	160,000.00	150,000.00	0.00	
Rockford Village OH2-024	Development Enhancements (Site landscaping/fencing)		LOT	0.00	0	0.00	0.00	
	OH12P002004 SUBTOTAL		Subtotal	0.00	0	0.00	0.00	
OH2-04 Kirwan Homes	Security (video & Lighting)	1450	LOT	100,000.00	100000	0.00	0.00	
	Community room	1470	LOT	10,000.00	10,000	0.00	0.00	
			Subtotal	110,000.00	110000	0.00	0.00	
OH 2-005 P.L. Strait Homes (2-5E, 2-5F)	Site 2-5E drains, concrete, mailboxes	1450	LOT	130,000.00	130,000.00	0.00	0.00	
	Exterior 2-5E (roofs, doors, gutters)	1460	LOT	160,000.00	160,000.00	0.00	0.00	
	Interiors 2-5E (painting, upgrades)	1460	LOT	0.00	0.00	0.00	0.00	
	Exteriors 2-5E (Storms, @ Cameron/Mabel)	1460	LOT	0.00	0.00	0.00	0.00	
	Site 2-5E (exteriors @ Cameron/Mabel)	1450	LOT	10,000.00	10,000	0.00	0.00	
	Interiors 2-5E (Floors @ Cameron/Mabel)	1460	LOT	0.00	0	0.00	0.00	
	Interior 2-5F (Unit	1460	LOT	0.00	0	0.00	0.00	
	Site 2-5F (drains, concrete, etc.)	1450	LOT	0.00	0.00	0.00	0.00	

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Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
OH2-005 cont'd	Security (Video & Lighting)	1450	LOT	100,000.00	100,000.00	100,000.00	0.00	In progress
	Subtotal OH12P000005			400,000.00	400,000.00	100,000.00	0.00	
OH 2-006 VASU MANOR	Plumbing (repairs)	1460	LOT	0.00	0.00	0.00	0.00	
	Interior (elevators upgrades)	1460	LOT	40,000.00	140,000.00	140,000.00	0.00	In progress
	Exterior (porch, windows, and entry repairs)	1460	LOT	80,000.00	0.00	0.00	0.00	
	Security (site-lighting, etc.)	1450	LOT	80,000.00	80,000.00	0.00	0.00	
	Interior (floors, wallpaper, etc.)	1460	LOT	20,000.00	0.00	0.00	0.00	
	OH12P002006 SUBTOTAL			220,000.00	220,000.00	140,000.00	0.00	
OH 2-008 NORTON MANOR	Security (site-lighting-fencing, etc.)	1450	LOT	30,000.00	30,000.00	0.00	0.00	
	Exterior (windows repair/replace)	1460	LOT	40,000.00	0.00	0.00	0.00	
	Interior (elevator upgrade, floor covering, furniture)	1460	LOT	140,000.00	200,000.00	200,000.00	0.00	in progress
	Plumbing (repair/replace lines, shut-off)	1460	LOT	20,000.00	0.00	0.00	0.00	
	OH12P002008 SUBTOTAL			230,000.00	230,000.00	200,000.00	0.00	

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Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
OH 2-009 Gutknecht Tower	Security (site-lighting, fencing, etc.)	1450	LOT	0.00	0.00	0.00	0.00	
	Interior (elevator, floors)	1460	LOT	180,000.00	180,000.00	180,000.00	0.00	in progress
	Plumbing (plumbing repairs)	1460	LOT	0.00	0.00	0.00	0.00	
	OH12P002009 SUBTOTAL			180,000.00	180,000.00	180,000.00	0.00	
OH 2-011 Struthers Manor	Interior (elevator, floors)	1460	LOT	0.00	0.00	0.00	0.00	
	Security (site-lighting, fencing, etc.)	1450	LOT	0.00	0.00	0.00	0.00	
	Exterior (bldg., stone, caulking)	1460	LOT	0.00	0.00	0.00	0.00	
	Plumbing repairs	1460	LOT	0.00	0.00	0.00	0.00	
	OH12P002011 SUBTOTAL			0.00	0.00	0.00	0.00	in progress
OH 2-012 C.A. Amedia Plaza	Furnishings	1475	LOT	20,000.00	20,000.00	0.00	0.00	
	Security (site-lighting, fencing, etc.)	1450	LOT	20,000.00	50,000.00	50,000.00	0.00	in progress
	Interior (elevator upgrade)	1460	LOT	0.00	0.00	0.00	0.00	
	Hot water system upgrade	1460	LOT	0.00	0.00	0.00	0.00	
	Interior (basement, stairwell, lobby)	1460	LOT	60,000.00	30,000.00	0.00	0.00	
	Site Acquisition	1440	LOT	15,000.00	15,000.00	0.00	0.00	
	OH12P002012 SUBTOTAL			115,000.00	115,000.00	50,000.00	0.00	
OH 2-014 Scattered Sites Sub Rehab	Security (site lighting- landscaping, etc.)	1450	LOT	40,000.00	40,000.00	0.00	0.00	
	Lead based paint abatement	1460	LOT	5,000.00	5,000.00	0.00	0.00	
	Exterior (roofing/siding)	1460	LOT	30,000.00	30,000.00	0.00	0.00	
	Interior (heating, plumbing, electrical, paint, tile)	1460	LOT	35,000.00	35,000.00	0.00	0.00	
	OH12P002014 SUBTOTAL			110,000.00	110,000.00	0.00	0.00	

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Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-WIDE OPERATIONS	Operations	1406		100,000.00	0.00	0.00	0.00	
	OPERATIONS SUBTOTAL			100,000.00	0.00	0.00	0.00	
MANAGEMENT IMPROVEMENTS	Computers/software	1408	LOT	150,000.00	150,000.00	0.00	0.00	
	Resident Initiatives	1408	LOT	40,000.00	40,000.00	0.00	0.00	
	Training (management/employee)	1408	LOT	20,000.00	20,000.00	0.00	0.00	
	Security/Law Enforcement	1408	LOT	50,000.00	50,000.00	0.00	0.00	
	MANAGEMENT SUBTOTAL			260,000.00	260,000.00	0.00	0.00	
Nontechnical Salaries	Salaries and Fringes	1410.1	LOT	180,000.00	180,000.00	0.00	0.00	
	Cost Allocation Plan	1410	LOT	60,000.00	60,000.00	0.00	0.00	
	NONTECHNICAL SUBTOTAL			240,000.00	240,000.00	0.00	0.00	
CGP Audit Cost	Audit Costs	1411	LOT	1,000.00	1,000.00	0.00	0.00	
	CGP AUDIT COST SUBTOTAL			1,000.00	1,000.00			
Architectural & Engineering Fees	A&E Fees	1430.1	LOT	75,000.00	75,000.00	0.00	0.00	
	ARCHITECTURAL SUBTOTAL			75,000.00	75,000.00	0.00	0.00	
Site Improvements	Site Improvements - emergency site repairs	1450	LOT	30,000.00	30,000.00	0.00	0.00	
	SITE IMPROVEMENTS SUBTOTAL			30,000.00	30,000.00	0.00	0.00	

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Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
				Dwelling Structures	Dwelling Structures - Emergency Repairs	1460	LOT	
	DWELLING STRUCTURES SUBTOTAL			20,000.00	20,000.00	0.00	0.00	
Dwelling Equipment Nonexpendable	Appliances (refrigerators, stoves)	1465.1	LOT	30,000.00	30,000.00	0.00	0.00	
	DWELLING EQUIPMENT SUBTOTAL			30,000.00	30,000.00	0.00	0.00	
Nondwelling Equipment - Furniture & Equip.	Office equipment	1475.1	LOT	10,000.00	37,224.00	37,224.00	0.00	
	NONDWELLING SUBTOTAL			10,000.00	37,224.00	37,224.00	0.00	
Nondwelling Equipment - Maintenance Equip.	Maintenance equipment (graffiti removers, mowers, etc.)	1475.2	LOT	10,000.00	2,776.00	680.00	680.00	in progress
	NONDWELLING SUBTOTAL			10,000.00	2,776.00	680.00	680.00	
Nondwelling Equipment Automotive	Vehicles (trucks, tractors, cars, etc.)	1475.7	LOT	20,000.00	0.00	0.00	0.00	
	NONDWELLING SUBTOTAL			20,000.00	0.00	0.00	0.00	
CGP Contingency Account	Contingency Account	1502		6,813.00	6,813.00	0.00	0.00	
	CGP CONTINGENCY SUBTOTAL			6,813.00	6,813.00			
	HA-WIDE SUBTOTAL			802,813.00	802,813.00	37,904.00	680.00	
	GRAND TOTAL			2,327,813.00	2,327,813.00	857,904.00	680.00	

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**Part III: Implementation Schedule
Capital Fund Program (CFP)**

Development Number/Name	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reason for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
H/A-Wide Activities							
OH 2-001 Westlake Terrace	7/1/2002	12/31/2003		6/30/2007			
OH 2-003 Kimmel Brook	7/1/2002	12/31/2003		6/30/2007			
OH 2-004 Kirwan Homes	7/1/2002	12/31/2003		6/30/2007			
OH 2-005 P.L. Strait Homes	7/1/2002	12/31/2003		6/30/2007			
(2-5E & 2-5F)	7/1/2002	12/31/2003		6/30/2007			
OH 2-006 Vasu Manor	7/1/2002	12/31/2003		6/30/2007			
OH 2-008 Norton Manor	7/1/2002	12/31/2003		6/30/2007			
OH 2-009 Gutknecht Tower	7/1/2002	12/31/2003		6/30/2007			
OH2-011 Struthers Manor	7/1/2002	12/31/2003		6/30/2007			
OH2-012 Amedia Plaza	7/1/2002	12/31/2003		6/30/2007			
OH2-014 Scattered Sites/ Sub Rehab	7/1/2002	12/31/2003		6/30/2007			
-----HA Wide-----							
Computers/software	7/1/2002	12/31/2003		6/30/2007			
Office Equipment	7/1/2002	12/31/2003		6/30/2007			
Vehicles	7/1/2002	12/31/2003		6/30/2007			
Maintenance Equipment	7/1/2002	12/31/2003		6/30/2007			
Appliances	7/1/2002	12/31/2003		6/30/2007			
Audit Costs	7/1/2002	12/31/2003		6/30/2007			
Resident Initiative	7/1/2002	12/31/2003		6/30/2007			
Contingency	7/1/2002	12/31/2003		6/30/2007			
Operations	7/1/2002	12/31/2003		6/30/2007			
Training	7/1/2002	12/31/2003		6/30/2007			
Security/Law Enforcement	7/1/2002	12/31/2003		6/30/2007			
Emergency Site Improve.	7/1/2002	12/31/2003		6/30/2007			
Emergency Dwell. Struct.	7/1/2002	12/31/2003		6/30/2007			

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Component 10 (B) Voluntary Conversion Initial Assessments

- a. How many of the PHA’s developments are subject to the Required Initial Assessments? **Nine**
- b. How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? **Five**
- c. How many Assessments were conducted for the PHA’s covered developments? **Nine**
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: **None. Voluntary/Required conversion is inappropriate because removal of anyone of the development would not meet the necessary conditions as outlined in 24 CFR Part 972.**

Development Name:	Number of Units

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

Component 3, (6) Deconcentration and Income Mixing

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

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

If yes, list these developments as follows:

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

oh002q01

Replacement Housing Factor (RHF) Revitalization Plan

Attached please find a copy of YMHA's original Replacement Housing Factor (RHF) Revitalization Plan. While the attached plan has received HUD approval, changes in YMHA's HOPE VI Revitalization plan have necessitated alterations to the existing RHF Plan. The two major alterations are as follows:

- The need to create 32 units of public housing adjacent to the HOPE VI site, for which HUD has approved the use of RHF funds
- The necessity that the RHF units first become part of YMHA's public housing stock, then convert to homeownership units

A revised plan that accounts for these alterations is currently being drafted, and will be submitted to HUD for approval.

ORIGINAL RHF PLAN

Replacement Housing Fund (RHF) Revitalization Plan

I. Introduction

As a result of the demolition of the Youngstown Metropolitan Housing Authority public housing units at Westlake Terrace Homes (289 units) and Kimmel Brook Homes (159 units), the U.S. Department of Housing and Urban Development (HUD) has provided the Replacement Housing Fund (RHF) program to allow for the development of replacement housing. Utilizing the RHF program in accordance with HUD regulations, YMHA will develop public housing units that it will use for homeownership opportunities.

The plan below details the funding available to YMHA, the collateralizing (leveraging), the development strategy, the relocation plans, the schedule of activities, and budgets for the first five years of the project.

Should YMHA complete the program identified as proposed, HUD will authorize an additional five years of funding for Replacement Housing.

II. Funding

Through the RHF program, YMHA has been authorized the following funding based on the demolition at each site and the Annual Contribution Contract (ACC) modifications for the years as noted below:

\$204,489	RHF1 - 2000 (Kimmel Brook Phase I)
\$209,098	RHF2 - 2001 (Kimmel Brook Phase I – 2 nd year of RHF funding)
<u>\$1,231,207</u>	<u>*RHF3 - 2002 (Demo Balance at Westlake & Kimmel (see below))</u>
\$1,644,794	Total Funded To Date

*ACC 2002 originally defined at \$1,343,842; however, based on communications with HUD, a correction is being made which will reduce this value by \$112,635 or a total of \$1,231,207 (see HUD email attached). This value includes the third year of Kimmel Brook Phase I, Kimmel Brook Phase II, and Westlake)

The total of RHF funding to date is \$1,644,794. However, as per the code of federal regulations, 24 CFR 968.103, HUD provides RHF funding to housing authorities (HAs) for a period of five years for each demolition activity.

To calculate the future funding expected, the funding received to date must be broken into two components, Kimmel Brook Phase I and the balance of demolition (Westlake and Kimmel Brook Phase II). YMHA is entitled to two more years of the Kimmel Brook Phase I demolition at approximately \$204,489 per year or an additional **\$408,978**. In addition, YMHA is also entitled to the funding for the balance of demolition (Westlake and Kimmel Brook Phase II) of approximately \$1,026,718 (\$1,231,207 minus \$204,489) each year for four additional years or **\$4,106,872**.

Adding both figures provides the total of YMHA's future years' RHF funding at **\$4,515,850** (\$408,978 + \$4,106,872).

In summary, YMHA has current funding of \$1,644,794 and future funding of \$4,515,850 for the first five years of RHF funding.

III. Leveraging/Collateralizing the RHF Funds

YMHA plans to utilize the current funding identified above to begin this project, including land acquisition, design, homeownership development, and administrative controls.

Regarding the future funding, HUD authorizes HAs to collateralize or leverage the funding from the RHF Funds Programs through bank loans or through the issuance of bonds. To most effectively utilize and obligate the future funding, YMHA will seek a loan or bonding for approximately \$4,515,850. YMHA will pay off the loan or bond through the future RHF funding from HUD.

With YMHA leveraging the funds in this fashion, over the four years (the first year of the five years being already funded), YHMA will realize redevelopment of over \$6 million and will be able to provide a major development effort in a timely and effective manner.

III. Project Plan

As a part of the RHF requirements, YMHA must develop the homes to serve low-income families over a 40-year period or for homeownership opportunities to qualified low-income families. YMHA plans to utilize the RHF funds by developing scattered site homeownership opportunities for its clients. Therefore, YMHA proposes the use of existing public housing subsidies for the RHF housing that it develops to facilitate homeownership opportunities for its residents.

YMHA will use a mixture of acquisition/rehabilitation and new construction to provide a mix of housing choices. YMHA's service area, Mahoning County and Youngstown, has a large market of older homes. These older communities including YMHA's HOPE VI neighborhood will benefit from an infusion of development to help rejuvenate the older

homes and vacant lots. This redevelopment in the area's older neighborhoods will spur other homeowners to improve their properties while eliminating the deteriorated or vacant properties and increasing property values.

YMHA will develop a minimum of 50 single-family homes for homeownership. In accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), YMHA will acquire either vacant or developed property subject to HUD authorization. After HUD approval, YMHA will rehabilitate the structures to bring the buildings into full code compliance and abating any hazardous conditions that may exist in the properties.

After approval of this RHF plan by HUD, YMHA will submit a separate homeownership plan for HUD approval.

IV. Relocation Plan

Should YMHA be required to relocate families, it will adhere to the requirements as defined in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA). With the acquisition of real property through this project, there may be circumstances where YMHA may be required to relocate the current owners or occupants. YMHA will seek to minimize the amount of relocation required by seeking vacant properties as its primary focus.

YMHA has budgeted for the potential hard costs of relocation. Meanwhile, YMHA has developed an extensive array of support service agencies to provide necessary assistance to impacted families. The agencies include various faith-based organizations, the local community action agency, St. Elizabeth's Hospital, Youngstown State University, Family Service Agency, and many others. These local organizations and area businesses will provide these services at no cost to YMHA.

V. Schedule of Activities

YMHA will develop the units identified within the next three years. The following schedule of activities provides a breakdown of the schedule for each of the separate activities planned.

RHF Plan Approval by HUD	November 2002
Property Acquisition	November 2002 - March 2004
Homeownership Approval by HUD	January 2003
Loan or Bond Financing	June 2002
Redevelopment/Construction	March 2003 - November 2005

In the past, YMHA has experienced significant public concern and litigation with its development efforts. YMHA cannot assure HUD that it will not experience similar development delays due to these public issues; however, through open and frequent communication, YMHA hopes to minimize the impact of these types of development problems.

VI. Budget

Attached are budgets for the RHF redevelopment effort.

1) The first budget provides a summary budget for the currently RHF funding.

RHF Summary (2000, 2001, & 2002) = \$1,644,794 (12 houses)

After HUD approval of the plan, YMHA will provide a breakdown for each of the separately funded years.

2) In addition, YMHA submits a summary budget for the leveraged funds. Again, YMHA will be obtaining a loan/bond for the balance of the five years (RHF Leveraged).

RHF Leveraged = \$4,515,850 (38 houses)

In the combined budget, YMHA will spend \$6,160,644 to build 50 homes with the first five years of RHF funding. After HUD authorizes the funding for the second five years of the project, YMHA will provide a new budget for the additional houses to be developed.

Oh002r01

HOPE VI - WESTLAKE TERRACE REVITALIZATION PLAN

Since 1992, the U.S. Department of Housing and Urban Development (HUD) has been sponsoring the HOPE VI Program. The intent of the program is to demolish obsolete, high density and ineffective public housing and rebuild neighborhoods. This competitive grant encourages strong partnerships with other organizations and private business to redevelop the neighborhoods, not only with brick and mortar, but with economic and social redevelopment as well.

The Youngstown Metropolitan Housing Authority (YMHA) plans to use the \$19.75 million granted by the HOPE VI program to redevelop the Westlake Terrace Homes area and the surrounding neighborhood providing growth opportunities to the area's residents and families. The neighborhood around Westlake Terrace Homes has deteriorated badly over the years and is in dire need of the opportunities offered by the revitalization plan.

Westlake Terrace Homes (Westlake) was built in 1940 and is one of the oldest housing developments in the United States. Westlake currently consists of 66 brick and concrete two-story row-type buildings with slate roofs. In the mid-60's the Madison Avenue Expressway (680 connector) was built literally, right through the middle of the site. The units in the way were moved to the other side of Wirt Street, a four-lane state highway, effectively segmenting Westlake and the neighborhood into three sections. Over the years, the upper Griffith area became extremely difficult to manage; due significantly to crime, drug abuse, and the comparative high density of the units. As problems increased, the area around this section also deteriorated. Now the site has huge vacant lots and dilapidated homes surrounding a largely vacant public housing area.

Through YMHA's HOPE VI revitalization plan, the old and splintered Westlake neighborhood will be transformed into an entirely new neighborhood, "Arlington Heights", a mixed-income environment focusing on business incubators, arts and social centers for the young and old alike. Arlington Heights will be a secure, low-density, mixed-income neighborhood with quality homes and townhouses designed to blend with the rest of the surrounding area. YMHA hopes to create a renewed and enduring sense of community and neighborhood vitality at Westlake.

Three years ago, HUD awarded YMHA a \$1.5 million demolition grant allowing the process to begin. The award was only for the demolition of 30 buildings consisting of

289 units & community center in the upper Griffith area. The demolition reduced density, removed obsolete housing, decreased crime, created defensible space, and allowed for the redevelopment of the area. All of the units have been demolished in the area.

Last year's HOPE VI award of approximately \$20 million and leveraged financing of up to \$70 million, will allow YMHA and its partners to redevelop the entire neighborhood, and complete the process begun with the demolition grant.

In the past year YMHA has contracted with developer Pennrose/Falbo, attorneys Ballard Spahr Andrews and Ingersoll, and program manager Abt, Associates to develop a team to bring the HOPE VI plan to life. In working with HUD to refine the Revitalization Plan, several details have been clarified. As stated in the Revitalization Plan conditional approval letter of February 26, 2004 the revitalization work will be completed in the following five phases:

- Phase I will consist of 36 homeownership units. Thirty of the units will be located within the revitalization plan area and six will be developed off-site throughout the City of Youngstown. Phase I will also consist of 38 LIHTC only units all located off-site and already constructed. An additional low-rise elderly facility with 34 LIHTC units and 6 market rate units is currently under construction and will finish in this phase.
- Phase II will consist of 42 ACC/LIHTC rental units in triplexes consisting of flats and townhouse units. Fourteen triplexes will be located primarily on corner lots within the revitalization plan area. Replacement Housing Factor Funds will be used to provide 32 additional units of public housing. Additionally, Phase II will have 26 homeownership units. Twenty-one of the units will be located off-site throughout the City of Youngstown.
- Phase III involves 26 units of market-rate homeownership, all located off-site but within the revitalization plan area.
- Phase IV includes the development of 2 community centers. The first will be a Life Skills Center, First Tee golf course and other outdoor recreational space. The second will be the renovation of the Martin Luther King School. It will be necessary to demolish the existing, mostly vacant Otis Street portion of Westlake Terrace to complete Phase IV.
- Phase V will include funds for the acquisition of land and infrastructure improvements tied to the development of commercial space.

The result of this program will be a mixed-income community that integrates modernized public housing rental units with newly developed market rate homes, improved retail shopping, enhanced social resources, and economic viability, therefore restoring the Westlake neighborhood as a thriving community of opportunity.

We believe that thanks to the support and assistance of HUD and our other partners, the HOPE VI program is beginning the process of creating a vibrant, self-supporting community, "Arlington Heights", that will provide a wide spectrum of opportunities for our families and begin a rebirth for the Mahoning Valley.



YOUNGSTOWN
METROPOLITAN HOUSING AUTHORITY

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April 22, 2004

Mr. John McLaren
US Dept. of Housing and Urban Development
Cleveland Office of Public Housing
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Renaissance on Playhouse Square
1350 Euclid Avenue, Suite 500
Cleveland, OH 44115-1815

Via Facsimile and U.S. Mail

*Board of
Commissioners:*

*Robert E. Bush, Jr.
Chair*

*Frances Gray
Vice Chair*

Brian Corbin

Mary Dennis

L. Nathaniel Pinkard

REF: Youngstown Metropolitan Housing Authority
Five Year Plan – Annual Statement

Dear Mr. McLaren:

As a result of the reduction in available capital funds, we expect it will take longer to complete needed capital improvement projects. Therefore, in regards to the 501-04 Capital Fund Budget and your request for an explanation of the items that reflect little or no change, from the 501-03 Capital Budget, we are providing the following information:

Westlake Terrace Roof \$10,000 both years. We have replaced the roofs on the units located at Westlake South. However, the units in the Otis Street area still need new roofs. Since we will be requesting permission to demolish those units we are trying to get by with patchwork as necessary to avoid having to replace the roofs in that area, so this amount is correct.

2. Westlake Security \$150,000 501-03 & \$50,000 501-04. The \$150,000 in the 501-03 was not sufficient to cover the entire cost of this project. Therefore, additional funding is projected in the 501-04 budget.
3. Kirwan Security \$100,000 501-03 & \$50,000 501-04. See number 2 above.
4. PL Strait Exteriors \$10,000 501-03 & \$10,000 501-04. There are 53 scattered site units this development. \$10,000 will be needed to maintain these areas both years.
5. PL Strait (Brier Hill & Victory Estates) Security \$100,000 501-03 & \$50,000 501-04. See number 2 above.
6. Vasu Manor Interior \$40,000 501-03 & \$5,000 501-04. This description has been corrected to Community Room.
7. Vasu Manor Exterior \$80,000 501-03 & \$10,000 501-04. This amount has been moved to the Community Room. Please note: The Community Room has both interior and exterior areas.

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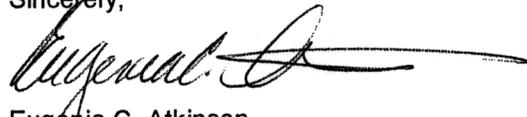
Eugenia C. Atkinson
*Executive Director
Secretary Ex-Officio*

Mr. John McLaren
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8. Vasu Manor Security \$80,000 501-03 & \$50,000 501-04. See number 2 above.
9. Vasu Manor Interior \$20,000 501-03 & \$20,000 501-04. This will be used for kitchen and interior upgrades in the apartment units. Description changed.
10. Norton Manor Security \$30,000 501-03 & \$30,000 501-04. This will be used for security camera system upgrade. Description changed.
11. Norton Manor Exterior \$40,000 501-03 & \$80,000 501-04. Funds allocated in previous year's budget was not sufficient. The two years combined will be used to replace the windows.
12. Norton Manor Plumbing \$20,000 501-03 & \$60,000 501-04. We have replaced the hot water boiler and would like to repair/replace individual water lines.
13. Amedia Plaza Security \$20,000 501-03 & \$20,000 501-04. This money will be used for security gates and fencing, description changed.
14. Amedia Plaza Interior \$60,000 501-03 & \$10,000 501-04. The basement community room could not be completed. The 04 funds would be used for that purpose and the description was changed.
15. Scattered Sites Security \$40,000 501-03 & \$40,000 501-04. Moved to security at other sites.
16. Scattered Sites Lead-Based Paint \$5,000 501-03 & \$5,000 501-04. Moved to Vasu Exterior.
17. Scattered Sites Exterior \$30,000 501-03 & \$30,000 501-04. Funds needed annually to repair/replace/maintain the exteriors and roofs of these old units.
18. Scattered Sites Interior \$35,000 501-03 & \$35,000 501-04. This money will be used to upgrade interior of scattered site units. Description has been changed.

Thanks for your assistance with this matter. If you have questions, or need additional information, please contact Gary Cameron, Finance Director or me at (330) 744-2161.

Sincerely,



Eugenia C. Atkinson
Executive Director

CC - Gary Cameron
'04 Annual Plan File