

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

PHA Plans

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: Portsmouth Metropolitan Housing Authority

PHA Number: OH010

PHA Fiscal Year Beginning: (mm/yyyy) 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)

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 Portsmouth Metropolitan Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing U.S. Department of Housing and Urban Development (HUD) requirements.

We have adopted the following Mission Statement to guide the activities of Portsmouth Metropolitan Housing Authority:

The mission of the Portsmouth Metropolitan Housing Authority is to assist low-income families with safe, decent and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The housing authority is committed to expanding access to all services and to the continuous improvement of all operational levels so as to provide our residents, both present and future, with superior services. We shall make every effort to create and maintain solid partnerships with residents and appropriate community agencies, groups and individuals with one thought in mind: improvement of housing conditions and opportunities for our customers.

We have also adopted the following goals and objectives for the next year:

GOAL #1: EFFECTIVE AND EFFICIENT MANAGEMENT IN FULL COMPLIANCE WITH STATUTES AND REGULATIONS

Objectives:

1. Promote a motivating and safe work environment by enforcing safety and effective work rules.
2. Provide training for employees and board members.
3. Adopt a plan for a transitional work program to assist ill or injured employees to return to the work place.
4. Strengthen internal controls as a safeguard against errors and omissions, over-or-under payments, or fraud.
5. Maintain an occupancy rate of 97%.
6. Maintain a response rate of 24 hours in responding to emergency work orders.
7. Maintain an average response time of 25 days to responding to routine work orders.
8. Maintain an average turn-around of 5 days in preparing vacated units for occupancy.
9. Enforce the agency's Asset Management Plan for maintaining the physical inventory.
10. Continuously explore investment opportunities to maximize financial resources.
11. Monitor and update operations manuals for each department.
12. Maintain communications with residents. Encourage and facilitate educational opportunities for strengthening resident organizations.
13. Continue to enforce the timeliness for expenditure of capital funds.
14. Strengthen inspections on contracted work by modernization.
15. Enforce the agency's fiscal policies to ensure sound financial and full disclosure of all audits.
16. Hold regular departmental meetings to open communications between management and employees.

GOAL #2: EQUAL OPPORTUNITY FOR APPLICANTS, RESIDENTS, EMPLOYEES AND VENDORS IN COMPLIANCE WITH EQUAL OPPORTUNITY AND FAIR HOUSING LAWS

Objectives:

1. PMHA will continue to have a working relationship with local representatives of the Fair Housing Program to maintain assurance of compliance with Fair Housing Standards and the Ohio Tenant Landlord Act.
2. PMHA will apply the terms and conditions of its Leasing and Occupancy Policy evenhandedly.

3. PMHA will continue to observe each individuals civil and equal opportunity rights.
4. PMHA will observe the Fair Labor Standards Act as well as all other employment laws and will comply with the terms and conditions of its labor agreement with AFSCME.
5. PMHA will continue the observance of the procurement standards of the United States Department of Housing and Urban Development and the State of Ohio.
6. PMHA will complete the modernization of one scattered site home to update accessibility requirements and will also provide reasonable accommodation, upon request for all residents who qualify.
7. PMHA will continue to employ seven live-in employees to provide 24-hour emergency maintenance needs and to notify local safety forces of other emergencies.

GOAL #3: SECURITY: PMHA WILL PROMOTE A SAFE AND SECURE LIVING AND WORK ENVIRONMENT

Objectives:

1. PMHA in its efforts to eliminate crime in public housing and assisted housing, will continue to conduct pre-admission criminal background checks on potential public housing and Section 8 residents and deny occupancy to those with convictions of serious criminal activity within the past five years.
2. PMHA will continue to employ a full-time security director and deputy security director and two part-time assistants to carry out effective activities that reduce crime on PMHA properties.
3. PMHA will continue to contract with off-duty police officers and sheriff's deputies (with full powers of arrest) to provide foot patrol over and above routine police patrol.
4. PMHA will continue to use a five-member screening committee to evaluate applicants for public housing and Section 8 occupancy based on criminal background and other past histories.
5. PMHA will continue to explore opportunities to strengthen its Leasing and Occupancy Policy with respect to practices on screening and evictions.
6. PMHA will continue to make use of security cameras (indoors and outdoors) as a tool for the protection of its lawful residents and employees.
7. PMHA will upgrade exterior lighting to enhance illumination and will install fencing at one large family development. PMHA will also install safety lock windows at one family site.
8. PMHA will continue to remove disabled and abandoned vehicles from its premises when the owner cannot be found.
9. PMHA will continue to provide appropriate training for security personnel, board members, employees and residents with respect to security measures and timely, accurate reporting of suspected criminal activity.

10. PMHA will continue to gather and compile statistics in its continuing efforts to assess the effectiveness of its security programs and to use as support data for obtaining future grants.
11. PMHA will continue to meet with tenants, community groups, local law enforcement, public officials and related agencies in an on-going effort to communicate security issues and progress on addressing crime.
12. PMHA will complete plans for providing a generator at one high rise apartment building as a back-up source of electricity. PMHA will continue to maintain generators at its other two high rises.
13. PMHA will begin its plan to take ownership of a city street (Kendall Avenue which turns into Wayne Avenue) which runs only through the housing authority's oldest family development with the purpose of enhancing control over trespassing and other criminal activity on the property.

GOAL #4: ENHANCE THE IMAGE OF PMHA IN THE COMMUNITY

Objectives:

1. PMHA will continue to develop public relations in the community and work with the media to promote a positive image. PMHA will take advantage of every opportunity to educate the public about the housing authority's services.
2. PMHA will improve the physical appearance of the public housing sites by installing at least one new playground, controlling litter and garbage removal, trimming trees, reducing the height of patio fences at one family development, upgrading outdoor lighting, widening one street for improved parking and garbage collections, improving drainage at one site to eliminate pooling of surface water.
3. Strengthen new tenant orientations to educate new residents on the importance of community and neighborhood appearance.
4. PMHA will continue to provide housekeeping classes working with residents on how to keep their units sanitary with the goal of eliminating pests, rodents and stray animals and for a general good appearance.
5. PMHA will continue to provide regular pest control applications at all sites.

GOAL #5: PROVIDE SUPPORTIVE SERVICES TO RESIDENTS

Objectives:

1. PMHA will continue to provide a Family Self Sufficiency Program to public housing and Section 8 residents.
2. PMHA will continue to organize and support tenant councils and resident advisory boards to provide for on-going communications.
3. PMHA will continue to work with outside agencies that provide services for the housing authority's residents.

4. PMHA will, when possible, continue to assist residents who request assistance or refer them to an outside source, if available.
5. PMHA will continue to coordinate and track residents who are fulfilling their responsibilities under the federal Community Service requirement.
6. PMHA will partner with the United Tenant Corporation of Scioto County to improve communications between residents and public housing management.

GOAL #6: PHYSICAL IMPROVEMENTS

Objectives:

1. **All developments**

Operating Budget
 Paint interior of units as needed
 Trim trees as needed
 Provide reasonable accommodation upon request

2. **Wayne Hills**

Capital Fund Budget
 Replace one playground
 Install security camera at ½ of the development
 Upgrade area lighting
 Add security fencing
 Add dumpster pads and modify parking
 Reduce the height of patio fences
 Widen one street

3. **Farley Square**

<u>Capital Fund budget</u> Upgrade area lighting	<u>Operating Budget</u> Reduce the height of patio fences
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4. **Alexandria House**

Capital Fund Budget
 Complete installation of exterior doors, including storm doors
 Begin lighting upgrade

5. **Hudson House**

Capital Fund Budget
 Complete installation of emergency generator system
 Begin lighting upgrade

6. **Cliffside House**

Capital Fund Budget

Begin lighting upgrade

7. **Miller Manor Apartments**

Capital Fund Budget

Begin lighting upgrade

Operating Budget

Complete drainage work to eliminate pooling of surface water

8. **Lett Terrace**

Capital Fund Budget

Begin lighting upgrade

9. **Portsmouth Townhouses II**

Capital Fund Budget

Upgrade accessibility to house at
428 Waller Street, Portsmouth, OH
Replace existing furnaces and add central
air conditioning

GOAL #7: EXPANSION OF HOUSING OPPORTUNITES

Objectives:

1. PMHA will add 20 landlords to its Section 8 program.
2. PMHA will consider the sale of two vacant lots: one to an individual and another to a local church with the provision that the new owners build residences upon them.

GOAL #8: ACQUISITION AND DISPOSITON

1. *Acquisition* of real estate is anticipated at no cost to the housing authority from the City of Portsmouth, Ohio for the purpose of widening a city street that runs only through PMHA's oldest family development. By widening the street PMHA will add dumpster pads and modify parking. It is intended that this plan will enhance the appearance of the neighborhood, reduce litter and provide additional parking. PMHA also plans to take possession of the street (Kendall Avenue which turns into Wayne Avenue) for the purpose of gaining better control over trespassing and other criminal activity, especially illegal drug trafficking.

It is anticipated that the City of Portsmouth will agree to transfer the street and adjacent real estate to PMHA at no cost to the housing authority and with the agreement that the City will continue to provide the same services as it has provided in the past with respect to water and sewer lines, fire hydrants, police and fire protection. PMHA will be responsible for repaving the street when necessary. PMHA is already responsible for the maintenance and care of the sidewalks.

2. *Disposition.* PMHA will consider the sale of two vacant single family lots not being held for future development. The lots are not in the housing authority's ACC. The lots are adjacent to one of PMHA's scattered sites developments in a residential area. This is excess property which must be disposed of in accordance with HUD regulations and this activity is likely to commence during this plan year. PMHA will sell the properties with the intent that the buyer use the real estate for residential or community purposes, thus enhancing the neighborhood with the possibility of expanding housing opportunities.

This annual plan is based on the premise that if we accomplish the goals and objectives stated above, PMHA will be working toward the achievement of its mission.

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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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
- FY 2004 Capital Fund Program Annual Statement-Attachment F (oh010f01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Assessment of Site-Based Waiting List Development Demographic Changes
Attachment A

Membership of the Resident Advisory Board/s – Attachment B

Resident Membership of the PMHA Governing Board – Attachment C

Voluntary Conversion Certification – Attachment D

Brief Statement of Progress in Meeting the 5-Year Plan Mission and Goals
Attachment E

Optional Attachments:

- PHA Management Organizational Chart
- FY 2004 Capital Fund Program 5 Year Action Plan-Attachment F (oh010f01)
- 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)

CFP FFY 2001/2002/2003 Annual Statement/Performance Evaluation Report
Attachment G (oh010g01)

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
	Consolidated Plan for the jurisdiction/s in which the PHA is	Annual Plan:

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	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	Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	any active CIAP grant	
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
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
X	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input 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
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	3770	5	4	3	3	4	4
Income >30% but <=50% of AMI	1801	3	3	2	2	1	2
Income >50% but <80% of AMI	1456	2	2	1	1	1	2
Elderly	1676	3	2	2	1	1	1
Families with Disabilities	1190	3	2	2	1	1	1
White	6294	4	2	3	3	3	3
Black	602	4	2	3	3	3	3
Native Am./Other	131	4	2	3	3	3	3

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

- Consolidated Plan of the Jurisdiction/s
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

U.S. Census Data 2000

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)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 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	267		99
Extremely low income <=30% AMI	231	87	
Very low income (>30% but <=50% AMI)	36	13	
Low income (>50% but <80% AMI)	0	0	
Families with children	153	57	
Elderly families	6	2	
Families with Disabilities	64	24	
White	240	90	
Black	19	7	
American Indian	4	1	
Spanish American	4	1	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List	
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)? 12	
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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	313		235
Extremely low income <=30% AMI	271	87	
Very low income (>30% but <=50% AMI)	35	11	
Low income (>50% but <80% AMI)	7	2	
Families with children	170	54	
Elderly families	103	33	
Families with Disabilities	13	4	
White	297	95	
Black	13	4	
Multi Racial	2	1	
Native American	1	0	
Characteristics by Bedroom Size (Public Housing Only)			

Housing Needs of Families on the Waiting List			
1BR	106	34	
2 BR	110	35	
3 BR	58	19	
4 BR	2	2	
0 BR	31	10	
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

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 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)

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)

PMHA plans to work with other state agencies and other Ohio housing authorities as a group to seek legislative (Ohio) changes which will provide for Medicaid waivers to housing authorities with the goal of providing assisted living in public housing.

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

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

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 2000 grants)		
a) Public Housing Operating Fund	2,417,196.00	PH Operations
b) Public Housing Capital Fund	1,359,177.00	PH Improvements
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,238,451.00	HAP/S8 Operations
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Other Federal Grants (list below)		
S8 New Construction	225,941.00	HAP/S8 Operations
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CF 501 FFY 2002	442,636.26	PH Improvements
CF 501 FFY 2003	1,263,818.16	PH Improvements
3. Public Housing Dwelling Rental Income	1,226,872.00	PH Operations
4. Other income (list below)		
Interest	17,000.00	PH Operations
Miscellaneous	18,000.00	PH Operations
4. Non-federal sources (list below)		
Contract Administration	192,000.00	Invest for future operations
Total resources	9,401,091.42	

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: (describe)
after application is complete

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
- Other (describe)

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

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

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? 8

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? 8

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:

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

- 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) (list below)

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

Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 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 the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs

- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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 (describe below)
1. The family's current address
 2. The name and address of the current landlord
 3. The name and address of the prior landlord if known
 4. Information about the tenancy history of family members
 5. Drug trafficking by family members
 6. Information about rent and tenant damage history of family members

(2) Waiting List Organization

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

- PHA main administrative office
 Other (list below)

Wait list closed

(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:

Units are hard to find

(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) (list below)

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

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) (list below)

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
 Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare

rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

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

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

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
 - Survey of rents listed in local newspaper
 - Survey of similar unassisted units in the neighborhood
 - Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA’s payment standard? (select the category that best describes your standard)
- At or above 90% but below 100% of FMR
 - 100% of FMR
 - Above 100% but at or below 110% of FMR
 - Above 110% of FMR (if HUD approved; describe circumstances below)
- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- 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? (if yes, list below)

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)

As a high performing housing authority we are not required to complete this section of the plan.

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

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

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[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.

As a high performing housing authority we are not required to complete this section of the plan.

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) oh010f01

-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) oh010f01

-or-

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

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

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

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

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

- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
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:

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description: PMHA anticipates the sale of two vacant lots to private entities: One of them to a neighborhood church upon which to build a parsonage, and another to a private individual.

The properties are excess to the needs of this housing authority and they are not in the housing authority's ACC, and are not a part of any of the housing authority's developments. The disposition of these properties will not interfere with the continued operation of a public housing project.

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:	Unnamed. Not in the housing authority's ACC
1b. Development (project) number:	Unnumbered. Not in ACC
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> of 2 vacant lots not in ACC
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/> Not yet completed
4. Date application approved, submitted, or planned for submission:	(DD/MM/YY)
5. Number of units affected:	None
6. Coverage of action (select one)	N/A <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: Projected before 06/30/05 b. Projected end date of activity: Unknown

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: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input 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 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	

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:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/>	HOPE I
<input type="checkbox"/>	5(h)
<input type="checkbox"/>	Turnkey III
<input type="checkbox"/>	Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	

<input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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.

As a high performing housing authority we are not required to complete this section of the plan.

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? DD/MM/YY

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

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.

As a high performing housing authority we are not required to complete this section of the plan.

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

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

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

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
 - Other activities (list below)
2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 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)]

As a high performing housing authority we are not required to complete this section of the plan.

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 PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

As a high performing housing authority we are not required to complete this section of the plan.

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

2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)

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

18. Other Information

[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:
 - a. Security was of primary concern.
 - b. Neighborhood appearance was of secondary concern.
 - c. Communication was a concern.
 - d. ADA accommodation was of concern.
 - e. It was also requested that the four family site community buildings be equipped with a generator as a back-up source of electricity in case of a power outage.
 - f. One commenter requested window replacement through-out the development.

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:

Added language for reasonable accommodation.

Included window replacement in future modernization plans.

- Other: (list below)

Deferred installation of generators at community buildings for future plans.

Deferred installation of additional security cameras for future plans.

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: State of Ohio
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - Other: (list below)

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

19. **Definition of “Substantial Deviation” and “Significant Amendment or Modification”**

1. A “**Substantial Deviation**” from the five-year plan includes any action that would materially differ from PMHA’s mission statement.
2. A “**Significant Amendment or Modification**” to the annual plan is any decision or action that would materially change PMHA’s goals, administrative policy, or budget procedure with the exception of HUD mandates.

D. Other Information Required by HUD

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

Attachments

Attachment A

Assessment of Demographic Changes with Site Based Waiting List

There have been no changes in racial/ethnic or disability-related tenant composition with having the site-based waiting list.

The charts listed below are before implementation and after implementation of the site-based waiting list. If there are any changes it is due to normal move-in and move-outs.

Before Implementation

<u>SITES</u>	<u>RACIAL/ETHNIC</u>	<u>DISABILITY</u>
Wayne Hills	8%	3%
Farley Square	35%	1%
Alexandria House	9%	1%
Hudson House	1%	1%
Cliffside House	1%	1%
Miller Manor	0%	1%
Lett Terrace	0%	1%
Portsmouth Townhouses I	36%	1%
Portsmouth Townhouses II	48%	1%
Portsmouth Homes	17%	1%
Miller Homes	0%	1%
Lett Homes	0%	1%

After Implementation

Wayne Hills	4%	9%
Farley Square	34%	14%
Alexandria House	9%	40%
Hudson House	1%	39%
Cliffside House	0%	53%
Miller Manor	0%	12%
Lett Terrace	0%	11%
Portsmouth Townhouses I	43%	18%
Portsmouth Townhouses II	45%	19%
Portsmouth Homes	14%	4%
Miller Homes	0%	13%
Lett Homes	0%	7%

ATTACHMENT B

PORTSMOUTH METROPOLITAN HOUSING AUTHORITY

Membership of the Resident Advisory Board

2004/2005 Plan Year

MEMBERSHIP

Arietta Bennett	Hudson House
Deborah Bogan	Wayne Hills
Tammy Book	Farley Square
Mary Bower	Miller Manor
William Bower	Miller Manor
Brenda Buffington	Cliffside House
Jerry Burchett	Cliffside House
Alice Coleman	Farley Square
Brenda Conley	Lett Terrace
Leora Cyrus	Hudson House
Irvin Deutchman	Miller Manor
Emma Dudding	Hudson House
Tammy Estes	Farley Square
Lisa Gay	Scattered Sites
Jessica Hale	Miller Manor
Neva Hatfield	Miller Manor
Tim Hatfield	Miller Manor
Kathy Hurt	Wayne Hills
Gilbert Hays	Hudson House
Al Hodges	Miller Manor
Dottie Issac	Farley Square
Edna Keeney	Miller Manor
Betty Kleinke	Cliffside House
Sherri Lockhart	Miller Manor
Kathleen McFarlane	Hudson House
Diana McBride	Hudson House
Melvin Markin	Hudson House
Kathy Mitchell	Wayne Hills
Rose Montgomery	Hudson House
Connie Murphy	Cliffside House
Thelma Newton	Hudson House
Liz Parlin	Wayne Hills
Evelyn Reeder	Wayne Hills
Doris Rigsby	Wayne Hills
Thoda Scales	Scattered Sites

Resident Advisory Board continued

Jean Sparks
Carl Spiess
Wanda Spriggs
Christina Stevels
Patsy Stevenson
Harold Stout
Ruth Stout
Esther Strehle
Anna Taylor
Cleo Taylor
Molly Thrasher
Nancy Ward
Tom Ward
Barb Wells
Nancy Windsor
Mary Sue Wilson
Brian Winn
Victor Wiseman
Anna Womack
Mary Woodward
April York

Alexandria House
Miller Manor
Hudson House
Scattered Sites
Hudson House
Cliffside House
Cliffside House
Hudson House
Farley Square
Farley Square
Cliffside House
Hudson House
Hudson House
Hudson House
Alexandria House
Alexandria House
Cliffside House
Hudson House
Farley Square
Hudson House
Farley Square

ATTACHMENT C

Resident Membership of PMHA Governing Board

PMHA has a resident board commissioner, elected unanimously by the United Tenant Council of Scioto County:

William Bower
1129-F Boren Blvd.
Wheelersburg, Ohio 45694

His seat on the board is for the duration of his presidency on the United Tenant Council. UTC has amended its by-laws to elect officers for a three-year period.

ATTACHMENT D

Pursuant to the Federal Register/Vol. 64, No. 141/Friday, July 23, 1999/Proposed Rules, the Portsmouth Metropolitan Housing Authority has "reviewed the operations of the development, and has determined that a full conversion assessment is unnecessary."

This decision was reached after careful consideration due to:

- 1) The current occupancy percentage of both the Public Housing and Section 8 Programs, and
- 2) The cost that is associated with the energy performance contract that is currently in place with our Public Housing stock.

I certify that the voluntary conversion assessment is unnecessary at this time. It will be revisited periodically under the Asset Management Plan.

/S/ Carolyn J. Roark, Executive Director
Signed

March 13, 2002
Date

ATTACHMENT E

Statement of Progress in Meeting Five-Year Plan Mission and Goals

A. Management Issues

1. PMHA is a high performing housing authority.
2. PMHA continues to train its employees and board members in order to educate new personnel and to stay abreast of new rules and regulations.
3. PMHA has a new source of income under contract with a state-wide pilot program conducting Section 8 management and occupancy reviews in 13 counties in southeastern Ohio.
4. PMHA continues to seek maximum investment opportunities under state and federal guidelines.
5. PMHA has strengthened internal controls.

B. Expansion of Stock Issues

1. PMHA has added 32 landlords to the Section 8 Housing Choice Voucher Program and 26 new units.

C. Marketing Issues

PMHA has improved the marketability of its developments by:

1. Improving security.
2. Improving site appearance.
3. Adding air conditioning at two family sites.
4. Strengthening tenant relations and building tenant councils.

D. Security Issues

The greatest improvement in all of PMHA's efforts has been in the area of security.

1. PMHA has a full-time Security Director a Deputy Security Director and two part-time assistants who are all experienced in law-enforcement.
2. Strengthened public housing policies with respect to admissions and evictions.
3. Created and implemented a five-member Screening Committee to review applicants for public housing prior to admission.
4. Conducts criminal background checks on all public housing and Section 8 applicants.

5. Developed an on-going relationship with three local law enforcement agencies and the local drug task force and made drug arrests, evicted abusers from the premises and barred them from coming onto the property.
6. PMHA reviews crime reports daily and follows up on convictions of public housing residents and non-residents who commit crime on the property.
7. Contracted with local law enforcement for foot patrol of developments.
8. Successfully building cases on eviction of illegal "live-ins".
9. Added the LEADS program for background checks and follow-up with fingerprinting of applicants for housing for possible history of felony.
10. Maintaining and monitoring a barred list.
11. Added outdoor security cameras with monitoring equipment at one family site which has caused a dramatic improvement in the elimination of loitering, noise and drug trafficking in the area.
12. Installed security cameras at rental offices.
13. Installed security cameras at entrances/exits on the ground floors of three high-rises.
14. PMHA has trained maintenance personnel for emergency response for gas pipeline safety.
15. Installed new safety-lock windows at seventy-five apartments at one family development.

E. Tenant-Based Housing Issues

1. PMHA advertises its Housing Choice Voucher Program to landlords and potential applicants.
2. PMHA has built its wait list to over 600 interested applicants and maintains a high percentage of occupancy.

F. Maintenance Issues

1. PMHA is meeting adequate response time in addressing work orders and uses quality materials and supplies.
2. PMHA has trained nine maintenance employees as Amana repair techs to service new A/C units at two family developments.
3. PMHA's maintenance activities received high scores in resident survey.
4. PMHA met a REAC UPCS score which qualifies PMHA for site inspections every two years and opposed to every year.
5. PMHA has trained seven maintenance employees as qualified operators in all aspects of natural gas pipeline maintenance standards in accordance with the Public Utilities Commission of Ohio.

G. Equal Opportunity Issues

1. PMHA continues to work in concert with local agencies and organizations to guarantee compliance and service for our targeted population.
2. PMHA has responded to requests for reasonable accommodations.

H. Fiscal Issues

1. PMHA has completed the assessment for conversion from public housing to Section 8 housing and concludes that there is no need for conversion.
2. PMHA has successfully converted to GAAP accounting procedures.
3. PMHA has entered into an energy performance contract and embarked on a program to conserve energy and dollars.
4. PMHA has developed a more comprehensive asset management plan.
5. PMHA has a new source of income as a Local Contract Administrator that conducts Section 8 Management and Occupancy reviews.
6. PMHA re-financed the energy performance loan to a lower rate.
7. PMHA has received training on the e-procurement system.
8. PMHA has adopted internal controls and the practice of internal audits.

I. Public Image Issues

1. PMHA continues to work with community groups, television newscasts, radio broadcasts and in coordination with public officials.
2. PMHA has eliminated loitering, littering and noise at one family development by use of outdoor security cameras.
3. PMHA sends members of its staff to serve on community boards and committees. (Mental Health Board, Community Action Board, Senior Citizen Security Group, Cultural Affairs Committee, Human Resources group, etc.)

J. Supportive Services Issues

1. PMHA maintains the Family Self Sufficiency Program in public housing and Section 8.
2. PMHA is working with individual tenant councils and United Tenant Council which has attained corporate status.
3. PMHA has established a Resident Advisory Board.
4. PMHA has partnered with United Tenant Council to provide housekeeping program classes and cleaning supplies as a joint effort. The goal of the program is cleaner and healthier residences and improved housekeeping inspections.

K. Physical Improvements

1. Added air conditioning at two family sites.
2. Upgraded Thomas Avenue parking lot and erected a storage building.
3. Upgraded community building parking lot at Wayne Hills.
4. Installed outdoor security cameras at Farley Square.
5. Replaced draperies and window blinds at Alexandria House.
6. Upgraded two elevators at Hudson House.
7. Furnished elevator rooms (4) at Cliffside House.
8. Added switch ceiling fans in lobby of Hudson House.
9. Added playgrounds (2) at Miller Manor and Lett Terrace.
10. Upgraded parking lots at Miller Manor and Lett Terrace.

11. Modernized four scattered site homes (one received updated full accessibility for the disabled).
12. Trimmed trees.
13. Removed and replaced roofs at Townhouses where needed.
14. Electrical upgrades at Wayne Hills and Farley Square.
15. Replaced windows at one family site (75 apartments).
16. Built a utility drive and relocated dumpsters.
17. Stabilized a foundation at a scattered site building.
18. Upgraded accessibility for the disabled.
19. Remove old fence posts at Wayne Hills.
20. Replaced walls and floors in one apartment at Farley Square.
21. Installed security cameras at entrances/exits on ground floor at three high-rises.
22. Installed a generator at Cliffside House as a back-up source of electricity during power outages.
23. Painted occupied units after five years of continued occupancy.
24. Upgraded the hot water system and balconies at Cliffside House.

Attachment F (oh010f01)

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number			Federal FY of Grant:
		Capital Fund Program Grant No: OH16-P010-501			2004
		Replacement Housing Factor Grant No:			
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00			
2	1406 Operations	135,917.00			
3	1408 Management Improvements	2,000.00			
4	1410 Administration	98,741.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	89,219.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	91,800.00			
10	1460 Dwelling Structures	934,783.00			
11	1465.1 Dwelling Equip. - Nonexpendable	0.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	0.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	1,000.00			
18	1499 Development Activities	0.00			
19	1501 Collaterization or Debt Service	0.00			

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

PHA Name: Portsmouth Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH16-P010-501 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency	5,717.00			
21	Amount of Annual Grant: (sum lines 2 - 20)	1,359,177.00			
22	Amount of line 21 Related to LBP Activities	0.00			
23	Amount of line 21 (Sect. 504 compliance)	0.00			
24	Amount of line 21 (Security – Soft Costs)	0.00			
25	Amount of Line 21 (Security – Hard Costs)	191,800.00			
26	Amount of line 21 (Energy Conservation Measures)	0.00			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16-010-501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Note: The grants for FFY 2001, 2002 and 2003 were revised to meet the priorities of the housing authority. Therefore, the work items in FFY 2004 of the five-year plan were moved to FFY 2003. The variations from the FFY 2003 PHA Plan to the FFY 2004 PHA Plan are a result of these revisions.							
HA-Wide	Director of Modernization Training	1408 00	Lot	2,000.00				
HA-Wide	<u>Salaries:</u> Executive Director 20% Director of Modernization 95% Director of Maintenance 5% Director of Finance 20% Office Manager 5% Finance Assistant 20% Administrative Secretary 5% Information Receptionist 15% Total Salaries	1410 00 1410 00 1410 00 1410 00 1410 00 1410 00 1410 00 1410 00	Lot Lot Lot Lot Lot Lot Lot Lot	12,210.00 42,318.00 2,228.00 8,910.00 2,228.00 6,776.00 1,444.00 3,243.00 79,357.00				

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16-010-501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	<u>Benefits:</u> Executive Director 20% Director of Modernization 100% Director of Maintenance 5% Director of Finance 20% Office Manager 5% Finance Assistant 20% Administrative Secretary 5% <u>Information Receptionist 15%</u> Total Benefits	1410 00	Lot	2,442.00				
		1410 00	Lot	8,465.00				
		1410 00	Lot	356.00				
		1410 00	Lot	1,782.00				
		1410 00	Lot	356.00				
		1410 00	Lot	1,356.00				
		1410 00	Lot	339.00				
		1410 00	Lot	288.00				
				15,384.00				
HA-Wide	Director of Modernization Travel-this is a new item to cover the travel requirements of the Director of Modernization. It had been previously paid from the operating budget.	1410 00	Lot	4,000.00				
HA-Wide	A&E Fees-the A&E fees have been increased due to the change in work items. The A&E fees have been evened out over the remaining years.	1430 00	Lot	89,219.00				
HA-Wide	Relocation Costs	1495 01	Lot	1,000.00				

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16-010-501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations-this is a new item. Due to the funding cuts in the drug elimination grants, approx. 10% of the Capital Fund is being moved to the operating budget to pay for security (i.e.) salaries of security personnel, extra police patrols, etc.	1406		135,917.00				
HA-Wide	E.P.C. \$448,161.19 moved to FFY 2003							
Wayne Hills 10-1	Security Fencing-this is work moved up from FFY 2005 & FFY 2006	1450 00	Lot	91,800.00				
Wayne Hills 10-1	Replace sewer line risers-this is work moved up from FFY 2005 & FFY 2006	1460 00	1	195,783.00				
Wayne Hills 10-1	Security Camers-1/2 the Development-this is work moved up from FFY 2006	1460 00	1	100,000.00				
Alex. House 10-3	Replace Heating & Cooling-this is work moved up from FFY 2005	1460 00	86 Apts.	264,000.00				
Cliffside Hse 10-5	Replace roof-this is work moved up from FFY 2005	1460 00	1	75,000.00				
M. Manor 10-6A	Replace Windows-this is work moved up from FFY 2005	1460 00	Lot	300,000.00				

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

PHA Name: Portsmouth Metropolitan Housing Authority	Grant Type and Number Capital Fund Program No: OH16-P010-501 Replacement Housing Factor No:	Federal FY of Grant: 2004
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	9/30/06			9/30/08			
Wayne Hills 10-1	9/30/06			9/30/08			
Alexandria House 10-3	9/30/06			9/30/08			
Cliffside House 10-5	9/30/06			9/30/08			
Miller Manor 10-6A	9/30/06			9/30/08			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Portsmouth Metropolitan Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY: 2005	Work Statement for Year 3 FFY Grant: PHA FY: 2006	Work Statement for Year 4 FFY Grant: PHA FY: 2007	Work Statement for Year 5 FFY Grant: PHA FY: 2008
	Annual Statement				
Wayne Hills 10-1		172,711.00	277,050.00	409,734.00	800,931.00
Farley Square 10-2		0.00	300,000.00	544,300.00	25,000.00
Alexandria Hse 10-3		4,500.00	0.00	0.00	25,000.00
Hudson House 10-4		0.00	0.00	0.00	25,000.00
Cliffside House 10-5		0.00	0.00	0.00	25,000.00
Miller & Lett 10-6		0.00	360,000.00	0.00	50,000.00
Townhouses I 10-7		200,000.00	20,000.00	0.00	0.00
Townhouses II 10-8		0.00	0.00	.00	0.00
Ports. Homes 10-9		582,768.00	0.00	0.00	52,788.00
M & L Homes 10-14		0.00	0.00	0.00	0.00
HA-Wide		399,198.00	402,127.00	405,143.00	408,246.00
CFP Funds Listed for 5-year planning		1,359,177.00	1,359,177.00	1,359,177.00	1,359,177.00
Replacement Housing Factor Funds		0.00	0.00	0.00	0.00

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

Activities for Year 1	Activities for Year <u>2</u> FFY Grant: 2005 PHA FY:			Activities for Year: <u>3</u> FFY Grant: 2006 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	Wayne Hills 10-1	Replace windows-this is work moved up from FFY 2007	172,711.00	Wayne Hills 10-1	Replace windows-this is work moved up from FFY 2007 and new work added	277,050.00
Annual Statement	Subtotal		172,711.00	Subtotal		277,050.00
	Alexandria House 10-3	Covert fish pond to fountain-this is work moved up from FFY 2006	4,500.00	Farley Square	Replace sanitary lines in bath rooms-this is work moved up from FFY 2007	300,000.00
	Subtotal		4,500.00	Subtotal		300,000.00
	Townhouses I 10-7	Replace furnaces & add air conditioning-this is work moved up from FFY 2006	200,000.00	Miller Manor & Lett Terrace 10-6A & 6B	Security Cameras-this is work moved up from FFY 2007	360,000.00
	Subtotal		200,000.00	Subtotal		360,000.00
	Total CFP Estimated Cost		\$377,211.40			\$937,050.00

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

Activities for Year : <u>4</u> FFY Grant: 2007 PHA FY:			Activities for Year: <u>5</u> FFY Grant: 2008 PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Wayne Hills 10-1	Replace windows including Admin. Bldg-this is a new work item to replace previously scheduled work	210,083	Wayne Hills 10-1	Convert 4 apts. to fully H/C Accessible-this is a new work item to replace previously scheduled work	103,848.00
Wayne Hills 10-1	Replace floor tile in bath-this is a new work item to replace previously scheduled work	37,000.00	Wayne Hills 10-1	Replace floor tile & base boards (36 apts)-this is a new work item to replace previously scheduled work	98,083.00
Wayne Hills 10-1	Replace Exh. fan in bath-this is a new work item to replace previously scheduled work	24,300.00	Wayne Hills 10-1	Replace roofing (27)-this is a new work item to replace previously scheduled work	270,000.00
Wayne Hills 10-1	Replace radiator valves 2 nd Fl-this is a new work item to replace previously scheduled work	72,900.00	Wayne Hills 10-1	Replace windows (8)-this is a new work item to replace previously scheduled work	304,000.00
Wayne Hills 10-1	Replace floor tile & baseboards 1 st floor (24)-this is a new work item to replace previously scheduled work	65,451.00	Wayne Hills 10-1	Emergency generator for Admin. Bldg.-this is a new work item to replace previously scheduled work	25,000.00
Subtotal		409,734.00	Subtotal		800,931.00
			Farley Square 10-2	Emergency generator-this is a new work item to replace previously scheduled work	25,000.00
			Subtotal		25,000.00
Total CFP Estimated Cost		\$409,734.00			\$825,931.00

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

Activities for Year : <u>4</u> FFY Grant: 2007 PHA FY:			Activities for Year: <u>5</u> FFY Grant: 2008 PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Farley Square 10-2	Replace exh. fan in bath-this is a new work item to replace previously scheduled work	12,300.00	Alexandria House 10-3	Security Cameras-this is a new work item to replace previously scheduled work	25,000.00
Farley Square 10-2	Replace windows-this is a new work item to replace previously scheduled work	532,000.00	Subtotal		25,000.00
Subtotal		544,300.00	Hudson House	Security Cameras-this is a new work item to replace previously scheduled work	25,000.00
			Subtotal		25,000.00
			Cliffside House	Security Cameras-this is a new work item to replace previously scheduled work	25,000.00
			Subtotal		25,000.00
			L. Terrace & Miller Manor 10-6A & 6B	Emergency generator for Comm. Bldg.-this is a new work item to replace previously scheduled work	50,000.00
			Subtotal		50,000.00
Total CFP Estimated Cost		\$544,300.00			\$125,000.00

CAPITAL FUND PROGRAM TABLES START HERE – Attachment “G” (oh010g01)

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16-P010-501 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/03 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	0.00	0.00	0.00	0.00
3	1408 Management Improvements	20,562.00	15,691.40	15,691.40	15,691.40
4	1410 Administration	102,293.00	106,378.00	106,378.00	106,378.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	150,000.00	61,000.00	61,000.00	52,510.94
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	305,474.00	205,398.81	205,398.81	205,398.81
10	1460 Dwelling Structures	1,112,387.00	1,292,214.71	1,292,214.71	1,292,214.71
11	1465.1 Dwelling Equipment—Nonexpendable	25,000.00	26,273.00	26,273.00	26,273.00
12	1470 Nondwelling Structures	0.00	1,036.00	1,036.00	1,036.00
13	1475 Nondwelling Equipment	25,000.00	33,724.08	33,724.08	33,724.08
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	1,000.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00

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

PHA Name: Portsmouth Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH16-P010-501 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/03 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,741,716.00	1,741,716.00	1,723,412.67	1,733,226.94
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	34,676.00	34,676.00	34,676.00
24	Amount of line 21 Related to Security – Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs	0.00	95,465.35	95,465.35	95,465.35
26	Amount of line 21 Related to Energy Conservation Measures	448,587.00	447,973.60	447,973.60	447,973.60

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16-P010-501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
HA-Wide	Computer Software	1408 00	lot	5,562.00	437.00	437.00	437.00	Complete	
HA-Wide	Staff Training	1408 00	lot	15,000.00	15,254.40	15,254.40	15,254.40	Complete	
HA-wide	Administrative Salaries	1410 00	lot	80,000.00	83,117.74	83,117.74	83,117.74	Complete	
HA-Wide	Administrative Benefits	1410 00	lot	22,293.00	19,115.26	19,115.26	19,115.26	Complete	
HA-Wide	Stor-Modernization (fungible FFY 2003)	1410 00	lot	0.00	4,085.00	4,085.00	4,085.00	Complete	
HA-Wide	A&E Fees (General)	1430 00	lot	120,000.00	0.00	0.00	0.00	See Below	
HA-Wide	Advertisement	1430 00	lot	0.00	744.28	744.28	744.28	Complete	
HA-Wide	Site Improvements 10-5, 6A & 6B	1430 00	lot	0.00	15,404.78	15,404.78	15,404.78	Complete	
HA-Wide	Bal. of A&E Roofing 10-7	1430 00	lot	0.00	250.00	250.00	250.00	Complete	
HA-Wide	A&E Site Improvements 10-1	1430 00	lot	0.00	26,111.06	26,111.06	26,111.06	Complete	
HA-Wide	A&E upgrade 3 houses	1430 00	lot	0.00	10,000.00	10,000.00	10,000.00	Complete	
HA-Wide	Emerg. Gen. 10-4 (fungible FFY2002)	1430 00	lot	0.00	8,489.06	8,489.06	0.00	In Process	
HA-Wide	Energy Performance Contract	1460 00	lot	448,587.00	447,973.60	447,973.60	447,973.00	Complete	

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16-P010-501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
HA-Wide	Ranges & Refrigerators	1465 00	lot	25,000.00	26,273.00	26,273.00	26,273.00	Complete	
HA-Wide	Admin. Bldg (fungible FFY 1999)	1470 00	lot	0.00	1,036.00	1,036.00	1,036.00	Complete	
HA-Wide	Computer Hardware & Office Furn.	1475 00	lot	25,000.00	33,724.08	33,724.08	33,724.08	Complete	
HA-Wide	Relocation Costs	1495 00	lot	1,000.00	0.00	0.00	0.00	Not Needed	
Wayne Hills 10-1	Playgrounds (moved)	1450 00	lot	45,000.00	0.00	0.00	0.00	Future	
Wayne Hills 10-1	Upgrade Parking Lots	1450 00	lot	69,876.00	86,215.58	86,215.58	86,215.58	Complete	
Wayne Hills 10-1	Electric Upgrade for A/C	1460 00	lot	663,800.00	318,453.72	318,453.72	318,453.72	Complete	
Wayne Hills 10-1	Baseboards (FFY 2003)	1460 00	lot	0.00	7,541.00	7,541.00	7,541.00	Complete	
Wayne Hills 10-1	Replace Sanitary Lines (FFY 2003)	1460 00	2	0.00	2,933.81	2,933.81	2,933.81	Complete	
Wayne Hills 10-1	Security Fencing (FFY 2003)	1460 00	8	0.00	16,600.00	16,600.00	16,600.00	Complete	
Farley Sq 10-2	Security Fencing (FFY 2003)	1460 00	4	0.00	8,300.00	8,300.00	8,300.00	Complete	
Farley Sq 10-2	Electric upgrade for A/C (FFY 2002)	1460 00	lot	0.00	158,836.86	158,836.86	158,836.86	Complete	
Farley Sq 10-2	Security Cameras (FFY 2003)	1460 00	lot	0.00	95,465.35	95,465.35	95,465.35	Complete	
Farley Sq 10-2	Upgrade Landscaping (deleted)	1450 00	lot	5,000.00	0.00	0.00	0.00	Deleted	
Alex House 10-3	Upgrade Landscaping (deleted)	1450 00	lot	5000.00	0.00	0.00	0.00	Deleted	
Alex House 10-3	Balance of drapes (fungible FFY 2003)	1460 00	lot	0.00	2,250.00	2,250.00	2,250.00	Complete	

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16-P010-501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
Hudson H. 10-4	Landscaping (deleted)	1460 00	lot	5,000.00	0.00	0.00	0.00	Deleted	
Hudson H. 10-4	Elev.Pistons (Emergency)	1460 00	2	0.00	82,900.00	82,900.00	82,900.00	Complete	
Hudson H. 10-4	Security Camera (FFY 2003)	1460 00	lot	0.00	250.00	250.00	250.00	Complete	
Cliffside Hse. 10-5	Landscaping (deleted)	1450 00	lot	5,000.00	0.00	0.00	0.00	Deleted	
Cliffside Hse. 10-5	Hot Wtr. Sys. & Balconies (Emerg.)	1460 00	lot	0.00	12,793.13	12,793.13	12,793.13	Complete	
Miller Man. 10-6A	Landscaping (deleted)	1450 00	lot	20,000.00	0.00	0.00	0.00	Future	
Miller Man. 10-6A	Site improvements (fungible FFY 2003)	1450 00	Lot	0.00	45,061.62	45,061.00	45,061.62	Complete	
Miller Man. 10-6A	Playground (fungible FFY 2003)	1450 00	lot	0.00	14,780.00	14,780.00	14,780.00	Complete	
L Terrace 10-6B	Landscaping (deleted)	1450 00	lot	20,454.00	0.00	0.00	0.00	Deleted	
L Terrace 10-6B	Site improvements (fungible FFY 2003)	1450 00	lot	0.00	45,061.62	45,061.62	45,061.62	Complete	
L Terrace 10-6B	Playground (fungible FFY 2003)	1450 00	lot	0.00	14,280.00	14,280.00	14,280.00	Complete	

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
P. T-houses 10-7	Landscaping (deleted)	1450 00	lot	5,000.00	0.00	0.00	0.00	Deleted
P. T-houses 10-7	416 Market St. (Fungible FFY 2003)	1460 00	1	0.00	4,800.00	4,800.00	4,800.00	Complete
P. T-houses 10-7	Replace roofing (fungible FFY 2003)	1460 00	lot	0.00	26,720.03	26,720.03	26,720.03	Complete
P. T-houses 10-8	Landscaping (deleted)	1450 00	lot	5,000.00	0.00	0.00	0.00	Deleted
P. T-houses 10-8	Replace roofing (fungible FFY 2003)	1460 00	lot	0.00	4,000.00	4,000.00	4,000.00	Complete
P. T-houses 10-8	Upgrade H/C house (fungible FFY 2003)	1460 00	lot	0.00	28,175.00	28,175.00	28,175.00	Complete
P. Homes 10-9	Landscaping (deleted)	1450 00	lot	5,000.00	0.00	0.00	0.00	Deleted
P. Homes 10-9	Replace roofing (fungible FFY 2003)	1460 00	1	0.00	2,375.00	2,375.00	2,375.00	Complete
P. Homes 10-9	Upgrade Storage (fungible FFY 2003)	1460 00	lot	0.00	4,082.53	4,082.53	4,082.53	Complete
P. Homes 10-9	Modernize Houses (fungible FFY 2003)	1460 00	2	0.00	68,018.00	68,018.00	68,018.00	Complete
M Homes 10-14A	Landscaping (deleted)	1450 00	lot	115,144.00	0.00	0.00	0.00	Deleted
L Homes 10-14B	H/C accessibility (fungible FFY 2003)	1460 00	1	0.00	2,750.00	2,750.00	2,750.00	Complete
L Homes 10-14B	H/C accessibility (fungible FFY 2003)	1460 00	1	0.00	2,150.00	2,150.00	2,150.00	Complete
L. Homes 10-14B	H/C accessibility (fungible FFY 2003)	1460 00	1	0.00	4,776.00	4,776.00	4,776.00	Complete

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program No: OH16-P010-501 Replacement Housing Factor No:					Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
OH10-1	9/30/03	12/31/02	12/31/02	9/30/04	12/31/03	12/31/03	Complete	
OH10-2	9/30/03	12/31/02	12/31/02	9/30/04	12/31/02	12/31/02	Complete	
OH10-3	9/30/03	12/31/02	12/31/02	9/30/04	12/31/02	12/31/02	Complete	
OH10-4	9/30/03	12/31/02	12/31/02	9/30/04	12/31/02	12/31/02	Complete	
OH10-5	9/30/03	12/31/02	12/31/02	9/30/04	12/31/02	12/31/02	Complete	
OH10-6A	9/30/03	12/31/02	12/31/02	9/30/04	12/31/02	12/31/02	Complete	
OH10-6B	9/30/03	12/31/02	12/31/02	9/30/04	12/31/02	12/31/02	Complete	
OH10-7	9/30/03	12/31/02	12/31/02	9/30/04	12/31/03	12/31/03	Complete	
OH10-8	9/30/03	12/31/01	12/31/02	9/30/04	12/31/02	12/31/02	Complete	
OH10-9	9/30/03	12/31/02	12/31/02	9/30/04	12/31/03	12/31/03	Complete	
OH10-14A	9/30/03	12/31/02	12/31/02	9/30/04	12/31/02	12/31/02	Complete	
OH10-14B	9/30/03	12/31/02	12/31/02	9/30/04	12/31/02	12/31/02	Complete	
Admin. Bldg	9/30/03	12/31/02	12/31/02	9/30/94	12/31/02	12/31/02	Complete	
HA-Wide	9/30/03	9/30/03	9/30/03	9/30/04	6/30/05			

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

PHA Name: Portsmouth Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH16-P010-501 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/2003 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	0.00	0.00	0.00	0.00
3	1408 Management Improvements	10,800	7,953.00	7,953.00	7,853.00
4	1410 Administration	129,715.00	131,005.00	130,369.30	46,006.21
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	95,080.00	75,581.61	19,148.85	6,798.85
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	347,398.00	224,083.23	56,707.48	56,707.48
10	1460 Dwelling Structures	1,036,587.00	1,033,066.47	945,066.47	460,475.14
11	1465.1 Dwelling Equipment—Nonexpendable	11,340.00	11,430.00	4,370.70	4,370.70
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	20,000.00	37,737.69	37,737.69	37,737.69
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	1,000.00	1,000.00	330.25	330.25

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

PHA Name: Portsmouth Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH16-P010-501 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/2003 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	132,153.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,651,920.00	1,651,920.00	627,312.36	14,021.15
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	81,000.00	0.00	0.00
24	Amount of line 21 Related to Security – Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs	91,,800.00	95,250.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	448,587.00	447,973.60	0.00	0.00

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16-P010-501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
HA-Wide	Computer Software	1408 00	lot	5,400.00	2,553.00	2,553.00	2,553.00		
HA-Wide	Staff Training	1408 00	lot	5,400.00	5,400.00	5,400.00	5,400.00		
HA-Wide	Administrative Salaries	1410 00	lot	108,074.00	108,074.00	108,074.00	37,310.76		
HA-Wide	Administrative Benefits	1410 00	lot	21,641	21,641.00	21,641.00	8,041.15		
HA-Wide	Storage-Mod (fungible FFY 2003)	1410 00	lot	0.00	290.00	290.00	290.00	Complete	
HA-Wide	Dir. Mod-Travel (fungible FFY 2003)	1410 00	lot	0.00	1,000.00	364.30	364.30		
HA-Wide	A&E Fees (General)	1430 00	lot	150,000.00	75,581.61	19,148.85	6,798.85		
HA-Wide	Energy Performance Contract	1460 00	lot	448,587.00	447,973.60	447,973.60	187.59		
HA-Wide	Ranges & Refrigerators	1465 00	lot	11,340.00	11,340.00	4,370.70	4,370.70		
HA-Wide	Computer Hardware	1475 00	lot	20,000.00	30,269.75	30,269.75	30,269.75	Complete	
HA-Wide	Office Equip. (fungible FFY 2003)	1475 00	lot	0.00	5,467.94	5,467.94	5,467.94	Complete	
HA-Wide	Relocation Costs	1495 00	lot	1,000.00	1,000.00	330.25	330.25		

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16-P010-501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
Wayne Hills 10-1	Fences & Sidewalks	1450 00	lot	91,800.00	91,800.00	54,424.25	54,424.25		
Wayne Hills 10-1	Parking Lot (Bal. from FFY 2001)	1450 00	lot	0.00	2,283.23	2,283.23	2,283.23	Complete	
Wayne Hills 10-1	Electric Upgrade for A/C	1460 00	lot	229,000.00	0.00	0.00	0.00	FFY2001	
Wayne Hills 10-1	Repl Windows (fungible FFY 2003	1460 00	lot	0.00	37,266.72	37,266.72	37,266.72	Complete	
Farley Sq. 10-2	Upgrade Landscaping	1450 00	lot	5,000.00	0.00	0.00	0.00	Deleted	
Farley Sq. 10-2	Electric Upgrade for A/C	1460 00	lot	229,000.00	0.00	0.00	0.00	FFY-2001	
Farley Sq. 10-2	Modernize Apartments	1460 00	2	0.00	17,500.00	7,480.00	7,480.00		
Alexandria H 10-3	Upgrade Landscaping	1450 00	lot	20,000.00	0.00	0.00	0.00	Deleted	
Alexandria H 10-3	Security Cameras (fungible FFY 2003)	1460 00	lot	0.00	3,500.00	3,500.00	3,500.00	Complete	
Hudson Hse. 10-4	Upgrade Landscaping	1450 00	lot	5,000.00	0.00	0.00	0.00	Deleted	
Hudson Hse. 10-4	Emergency Generator	1450 00	1	130,000.00	130,000.00	0.00	0.00		
Hudson Hse. 10-4	Security Cameras (fungible FFY-2003)	1460 00	lot	0.00	3,500.00	3,500.00	3,500.00	Complete	

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16-P010-501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
Cliffside Hse. 10-5	Upgrade Landscaping	1450 00	lot	5,000.00	0.00	0.00	0.00	Deleted	
Cliffside Hse. 10-5	Hot Water Sys & Balconies (emerg)	1460 00	lot	0.00	92,015.87	92,015.87	92,015.87	Complete	
Cliffside Hse. 10-5	Security Cameras (fungible FFY 2003)	1460 00	lot	0.00	3,500.00	3,500.00	3,500.00	Complete	
Miller Man. 10-6A	Playground	1450 00	lot	45,000.00	0.00	0.00	0.00	FFY-2001	
L Terrace 10-6B	Playground	1450 00	lot	45,000.00	0.00	0.00	0.00	FFY-2001	
L Terrace 10-6B	Window Repl (fungible FFY 2003)	1460 00	lot	0.00	291,101.28	291,101.28	291,101.28	Complete	
P. T-houses 10-7	Landscaping	1450 00	lot	15,454.00	0.00	0.00	0.00	Deleted	
P. T-houses 10-7	Stablize foundation (fungible FFY 2003)	1460 00	lot	0.00	1,332.00	1,332.00	1,332.00	Complete	
P. T-houses 10-8	H/C accessibility (fungible FFY 2003)	1460 00	lot	25,000.00	0.00	0.00	0.00		
P. T-houses 10-8	Repl. furn. Incl.A/C (fungible FFY 2003)	1460 00	21	63,000.00	0.00	0.00	0.00		
P. Homes 10-9	Upgrade Hse (fungible FFY 2003)	1460 00	lot	0.00	57,647.00	57,647.00	20,841.68		

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16-P010-501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
M Homes 10-14A	Upgrade Landscaping	1450 00	lot	50,000.00	0.00	0.00	0.00	Deleted	
L Homes 10-14B	Upgrade Landscaping	1450 00	lot	65,144.00	0.00	0.00	0.00	Deleted	

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program No: OH16-P010-501 Replacement Housing Factor No:					Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
OH10-1	9/30/04	7/01/04		9/30/05	6/30/06			
OH10-2	9/30/04	7/01/04		9/30/05	6/30/06			
OH10-3	9/30/04	12/31/03	12/31/03	9/30/05	12/31/03	12/31/03	Complete	
OH10-4	9/30/04	7/01/04		9/30/05	6/30/06			
OH10-5	9/30/04	12/31/03	12/31/03	9/30/05	12/31/03	12/31/03	Complete	
OH10-6A	9/30/04	12/31/03	12/31/03	9/30/05	12/31/03	12/31/03	Complete	
OH10-6B	9/30/04	12/31/03	12/31/03	9/30/05	12/31/03	12/31/03	Complete	
OH10-7	9/30/04	12/31/03	12/31/03	9/30/05	12/31/03	12/31/03	Complete	
OH10-8	9/30/04	7/01/04		9/30/05	6/30/06			
OH10-9	9/30/04	12/31/03	12/31/03	9/30/05	12/31/03	12/31/03	Complete	
OH10-14A	9/30/04	12/31/03	12/31/03	9/30/05	12/31/31	12/31/03	Complete	
OH10-14B	9/30/04	12/31/03	12/31/03	9/30/05	12/31/03	12/31/03	Complete	
Admin. Bldg.	9/30/04	12/31/03	12/31/03	9/30/05	12/31/03	12/31/03	Complete	
HA-Wide	9/30/04	7/01/04		9/30/05	6/30/06			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16-P010-501 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)						
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2003 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds	0.00	0.00	0.00	0.00	
2	1406 Operations	0.00	0.00	0.00	0.00	
3	1408 Management Improvements	2,000.00	2,000.00	2,000.00	2,000.00	
4	1410 Administration	97,357.00	92,982.00	91,982.00	91,982.00	
5	1411 Audit	0.00	0.00	0.00	0.00	
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00	
7	1430 Fees and Costs	70,000.00	70,000.00	1,376.84	1,376.84	
8	1440 Site Acquisition	0.00	0.00	0.00	0.00	
9	1450 Site Improvement	126,799.24	15,000.00	0.00	0.00	
10	1460 Dwelling Structures	967,925.96	1,138,495.00	0.00	0.00	
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00	
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00	
13	1475 Nondwelling Equipment	5,349.80	1,200.00	0.00	0.00	
14	1485 Demolition	0.00	0.00	0.00	0.00	
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00	
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00	
17	1495.1 Relocation Costs	1,000.00	1,000.00	0.00	0.00	
18	1499 Development Activities	0.00	0.00	0.00	0.00	
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00	
20	1502 Contingency	88,745.00	38,500.00	0.00	0.00	
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,359,177.00	1,359,177.00	95,358.84	1,376.84	

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

PHA Name: Portsmouth Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH16-P010-501 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/2003 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security – Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs	92,830.40	92,830.40	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	447,973.60	0.00	0.00

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16-010-501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
HA-Wide	Director of Modernization Training	1408 00	Lot	2,000.00	2,000.00	2,000.00	0.00		
HA-Wide	<u>Salaries:</u>								
	Executive Director 20%	1410 00	Lot	11,854.00	11,854.00	11,854.00	0.00		
	Director of Modernization 95%	1410 00	Lot	41,086.00	41,086.00	41,086.00	0.00		
	Director of Maintenance 5%	1410 00	Lot	2,163.00	2,163.00	2,163.00	0.00		
	Director of Finance 20%	1410 00	Lot	8,650.00	8,650.00	8,650.00	0.00		
	Office Manager 5%	1410 00	Lot	2,163.00	2,163.00	2,163.00	0.00		
	Finance Assistant 20%	1410 00	Lot	6,579.00	6,579.00	6,579.00	0.00		
	Administrative Secretary 5%	1410 00	Lot	1,402.00	1,402.00	1,402.00	0.00		
	Information Receptionist 15%	1410 00	Lot	<u>3,149.00</u>	<u>3,149.00</u>	<u>3,149.00</u>	<u>0.00</u>		
	Total Salaries			77,046.00	77,046.00	77,046.00	0.00		
HA-Wide	<u>Benefits:</u>								
	Executive Director 20%	1410 00	Lot	2,371.00	2,371.00	2,371.00	0.00		
	Director of Modernization 100%	1410 00	Lot	8,218.00	8,218.00	8,218.00	0.00		
	Director of Maintenance 5%	1410 00	Lot	346.00	346.00	346.00	0.00		
	Director of Finance 20%	1410 00	Lot	1,730.00	1,730.00	1,730.00	0.00		
	Office Manager 5%	1410 00	Lot	346.00	346.00	346.00	0.00		
	Finance Assistant 20%	1410 00	Lot	1,316.00	1,316.00	1,316.00	0.00		
	Administrative Secretary 5%	1410 00	Lot	329.00	329.00	329.00	0.00		
	Information Receptionist 15%	1410 00	Lot	<u>280.00</u>	<u>280.00</u>	<u>280.00</u>	<u>0.00</u>		
	Total Benefits			14,936.00	14,936.00	14,936.00	0.00		

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16-010-501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Director of Modernization Travel	1410 00	Lot	1,000.00	1,000.00			
HA-Wide	Stor. For Mod. (moved to 01 & 02)	1410 00	Lot	4,375.00	0.00	0.00	0.00	
HA-Wide	A&E Fees for Lighting Project	1430 00	Lot	70,000.00	70,000.00	1,376.84	1,376.84	
HA-Wide	E..P.C. (fungible FFY 2004)	1460 00	Lot	0.00	447,973.60	0.00	0.00	
HA-Wide	Computer for Director of Modernization	1475 00	Lot	1,200.00	1,200.00	0.00	0.00	
HA-Wide	Office Furniture (moved to FFY 2002)	1475 00	Lot	5,467.94	0.00	0.00	0.00	
HA-Wide	Relocation Costs	1495 01	Lot	1,000.00	1,000.00	0.00	0.00	
Wayne Hills 10-1	Window repl. (moved to FFY 2002)	1460 00	Lot	37,266.72	0.00	0.00	0.00	
Wayne Hills 10-1	Repl. baseboards (moved to FFY 2002)	1460 00	1	11,254.00	0.00	0.00	0.00	
Wayne Hills 10-1	Playground	1450 00	1	15,000.00	15,000.00	0.00	0.00	
Wayne Hills 10-1	Security Cameras ½ Project	1460 00	Lot	92,830.40	92,830.40	0.00	0.00	
Wayne Hills 10-1	Repl. Sanitary Lines (moved to 2002)	1460 00	Lot	2,933.81	0.00	0.00	0.00	
Wayne Hills 10-1	Security Fencing (moved to 2002)	1460 00	Lot	16,600.00	0.00	0.00	0.00	
Wayne Hills 10-1	Lighting (fungible FFY 2004)	1460 00	Lot	0.00	87,443.00	0.00	0.00	

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16-P010-501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Farley Sq. 10-2	Modernize apts. (moved to FFY 2002)	1460 00	2	17,500.00	0.00	0.00	0.00	
Farley Sq. 10-2	Security Fencing (moved to 2001)	1460 00	Lot	8,300.00	0.00	0.00	0.00	
Farley Sq. 10-2	Security Cameras (moved to 2001)	1460 00	Lot	95,465.35	0.00	0.00	0.00	
Farley Sq. 10-2	Lighting (fungible FFY 2004)	1460 00	Lot	0.00	84,105.00	0.00	0.00	
Alex House 10-3	Security Cameras (moved to FFY 2002)	1460 00	Lot	3,500.00	0.00	0.00	0.00	
Alex House 10-3	Repl. Draperies (moved to 2000 & 2001)	1460 00	Lot	30,856.53	0.00	0.00	0.00	
Alex House 10-3	Replace Exterior Doors	1460 00	Lot	44,500.00	44,500.00	0.00	0.00	
Alex House 10-3	Replace Storm Doors	1460 00	Lot	25,000.00	25,000.00	0.00	0.00	
Alex House 10-3	Lighting (fungible FFY 2004)	1460 00	Lot	0.00	87,443.00	0.00	0.00	
Hud. House 10-4	Security Cameras (moved to 2001 & 02)	1460 00	Lot	3,500.00	0.00	0.00	0.00	
Hud House 10-4	Lighting (fungible FFY 2004)	1460 00	Lot	0.00	22,058.00	0.00	0.00	
Cliff. House 10-5	Security Cameras (moved to FFY 2002)	1460 00	Lot	3,500.00	0.00	0.00	0.00	
Cliff House 10-5	Lighting (fungible FFY 2004)	1460 00	Lot	0.00	12,410.00	0.00	0.00	
M. Manor 10-6A	Landscaping (moved to FFY 2001)	1450 00	Lot	45,061.62	0.00	0.00	0.00	
M. Manor 10-6A	Playground (moved to FFY 2001)	1450 00	Lot	14,750.00	0.00	0.00	0.00	
M. Manor 10-6A	Lighting (fungible FFY 2004)	1460 00	Lot	0.00	100,999.50	0.00	0.00	

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16-P010-501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
Lett Terr. 10-6B	Landscaping (moved to FFY 2001)	1450 00	Lot	47,211.62	0.00	0.00	0.00		
Lett Terr. 10-6B	Playground (moved to FFY 2001)	1450 00	Lot	14,250.00	0.00	0.00	0.00		
Lett Terr. 10-6B	Window Repl. (moved to FFY 2002)	1460 00	Lot	291,101.28	0.00	0.00	0.00		
Lett Terr. 10-6B	Lighting (fungible FFY 2004)	1460 00	Lot	0.00	100,999.50	0.00	0.00		
Townhse I 10-7	Stabilize Found. (moved to FFY 2001)	1460 00	Lot	4,800.00	0.00	0.00	0.00		
Townhse I 10-7	Replace roofing (moved to FFY 2001)	1460 00	Lot	26,720.03	0.00	0.00	0.00		
Townhse II 10-8	Replace roofing (moved to FFY 2001)	1460 00	Lot	4,000.00	0.00	0.00	0.00		
Townhse II 10-8	H/C accessibility (moved to 2001 & 02)	1460 00	Lot	53,175.00	0.00	0.00	0.00		
Townhse II 10-8	Repl. Furn. incl. a/c(moved to 2002)	1460 00	Lot	63,000.00	0.00	0.00	0.00		
Ports. Homes 10-9	Replace Roofing (moved to FFY 2002)	1460 00	Lot	2,375.00	0.00	0.00	0.00		
Ports. Homes 10-9	Upgrade storage (moved to FFY 2001)	1460 00	Lot	4,082.53	0.00	0.00	0.00		
Ports. Homes 10-9	Modernize Houses (moved to FFY 2001)	1460 00	Lot	68,018.00	0.00	0.00	0.00		
Ports. Homes 10-9	H/C accessibility (moved to FFY 2002)	1460 00	Lot	57,647.00	0.00	0.00	0.00		
L. Homes 10-14B	H/C accessibility (moved to FFY 2001)	1450 00	Lot	4,776.00	0.00	0.00	0.00		

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program No: OH16-P010-501 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA-Wide	9/16/05	9/16/05		9/16/07	9/16/07			
Wayne Hills 10-1	9/16/05	9/16/05		9/16/07	9/16/07			
Farley Square 10-2	9/16/05	9/16/05		9/16/07	9/16/07			
Alexandria House 10-3	9/16/05	9/16/05		9/16/07	9/16/07			
Hudson House 10-4	9/16/05	9/16/05		9/16/07	9/16/07			
Cliffside House 10-5	9/16/05	9/16/05		9/16/07	9/16/07			
Miller Manor 10-6A	9/16/05	9/16/05		9/16/07	9/16/07			
Lett Terrace 10-6B	9/16/05	9/16/05		9/16/07	9/16/07			
P. Townhouses Iii10-7	9/16/05	12/31/03	12/31/03	9/16/07	12/31/03	12/31/03	Moved	
P. Townhouses II 10-8	9/16/05	12/31/03	12/31/03	9/16/07	12/31/03	12/31/03	Moved	
Portsmouth Homes 10-9	9/16/05	12/31/03	12/31/03	9/16/07	12/31/03	12/31/03	Moved	
Miller Homes 10-14A	9/16/05	12/31/03	12/31/03	9/16/07	12/31/03	12/31/03		
Lett Homes 10-14B	9/16/05	12/31/03	12/31/03	9/16/07			Moved	