

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

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# PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009  
Annual Plan for Fiscal Year 2005

Westmoreland County Housing Authority  
Greensburg, Pennsylvania

MICHAEL L. WASHOWICH  
EXECUTIVE DIRECTOR

**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:** Westmoreland County Housing Authority

**PHA Number:** PA-18

**PHA Fiscal Year Beginning:** 10/2004

**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

- Westmoreland County Housing Authority  
RD #6, Box 223  
South Greengate Road  
Greensburg, PA 15601 - 9308  
Telephone: 724-832-7248

PHA development management offices  
 PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2005 - 2009**  
[24 CFR Part 903.5]

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)
- The Westmoreland County Housing Authority is committed to providing, preserving, managing and maintaining quality, affordable housing. We strive to make the best use of all available resources, enabling our residents to live in an environment that is clean, well maintained, safe and attractive. Our goal is to manage our public housing units in a manner that is consistent with good, financially sound property management practices. By taking advantage of available community and government resources, we intend to provide our residents with as many opportunities for economic self-sufficiency as we can identify. We endeavor to instill pride, and a desire for an enhanced quality of life for our residents and their families. We are committed to serving Westmoreland County residents in a manner that demonstrates professionalism, courtesy, respect and caring.

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
- The Housing Authority will apply for additional Section 8 vouchers based on availability, demand and the Authority's eligibility to apply.

- Reduce public housing vacancies:
  - The Housing Authority will continue to exert maximum effort to reduce vacancies over the 5- year period. Toward meeting this objective a multifaceted Vacancy Reduction Strategy will be implemented.
  
- Leverage private or other public funds to create additional housing opportunities:
  - This 5-year goal was met with the award of 70 units of project based Section 8 in the 2001 Plan Year. These units, currently under management, are located in the Village of Easton in the Borough of Irwin. Although this goal has been met, the Authority may apply for additional Section 8 project based units if funding becomes available.
  
- Acquire or build units or developments
  
- Other (list below)
  
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score) 89
    - The Authority will continue to evaluate and implement management strategies designed to regain our high performer designation.
  
  - Improve voucher management: (SEMAP score) 96
  - Increase customer satisfaction:
    - The Housing Authority will continue to emphasize timely response to maintenance requests and take actions to tenant concerns/recommendations.
  
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
    - The 5-Year Capital Fund Program that appears at the end of the Annual Plan identifies both short and long term improvements to public housing.
  
  - Demolish or dispose of obsolete public housing:
    - The Housing Authority believes that demolition and disposition are useful and effective tools to reduce density and overcrowding, eliminate dangerous conditions, and dispose of obsolete housing. Toward meeting this objective, the Authority has developed a Vacancy Reduction Strategy that will employ various mechanisms that may include demolition and disposition. Specific demolition or disposition activities will be identified in subsequent Annual Plans.

Provide replacement public housing:

Provide replacement vouchers:

Other: (list below)

- During the 5-Year Plan period the Housing Authority will examine all elderly highrise developments and identify those buildings and units where conversion from efficiency units to more “tenant friendly” one bedroom units can most economically be undertaken. Any specific conversions the Authority is considering will be identified in subsequent Annual Plans.

PHA Goal: Increase assisted housing choices

Objectives:

Provide voucher mobility counseling:

- At time of tenant application for assistance.

Conduct outreach efforts to potential voucher landlords.

- The Authority will hold periodic meetings with potential landlords.
- Establish Section 8 Satellite Offices.

Increase voucher payment standards

- The PHA will reevaluate voucher payment standards annually.

Implement voucher homeownership program:

- See “Other” comment below.

Implement public housing or other homeownership programs:

- See “Other” comment below.

Implement public housing site-based waiting lists:

- The Housing Authority will continue to use the existing; HUD approved 23 site-based waiting lists.

Convert public housing to vouchers:

Other: (list below)

- The Housing Authority is committed to offering homeownership opportunities to public housing and Section 8 tenants who are interested and financially capable. The Housing Authority will develop a strategy to address homeownership and will annually thereafter consider specific activities aimed at homeownership.

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

- PHA Goal: Provide an improved living environment  
Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
    - The PHA will implement HUD’s Deconcentration Policy requirements.
  
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
    - The PHA will implement HUD’s Deconcentration Policy requirements.
  
  - Implement public housing security improvements:
    - Security improvements were originally made with funding provided through the PHDEP. Following the 2004 Plan Year, all security improvements will be funded through the Capital Fund Program.
  
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
    - The Housing Authority will consider the feasibility and desirability of designating certain elderly buildings as “Elderly Only”. The locations the Authority is considering for designation will be identified in subsequent Annual Plans.
  
  - Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
- Increase the number and percentage of employed persons in assisted families:
    - The Housing Authority is committed to increasing the number of employed tenants. The Authority promotes self-sufficiency through the Family Self-Sufficiency (FSS) Program and other resident programs. The FSS Coordinator develops training and employment goals with Sec. 8 and Public Housing tenants and provides job search assistance

or connects public housing tenants with agencies that provide job search activities. The Authority plans to increase the number of employed tenants by continuing to offer FSS and other resident programs.

- Provide or attract supportive services to improve assistance recipients' employability:
  - With the signing of a cooperative agreement with the TANF Agency (PA Dept. of Welfare) in June 2003, a significant portion of this goal was accomplished. The Housing Authority will continue to work with the TANF Agency toward increased resident employment.
  - Authority staff will maintain their active participation in Pennsylvania's Career Links Program. Through the continued success of this "one stop" education and employment center, resident employment opportunities should be positively impacted.
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
    - See The Westmoreland County Housing Authority Fair Housing Policy below.
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
    - See the Westmoreland County Housing Authority Fair Housing Policy below
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
    - In October 2003 the Housing Authority contracted with Accessibility Development Associates, Inc to undertake an analysis of all public housing developments and determine steps to be taken to make these developments handicapped accessible. Beginning in FY 2005 the Housing Authority is committing 20% of its Annual Capital Fund allocation toward the resolution of any identified deficiencies.

Emphasis will be placed on access to community space and the development of larger family handicapped public housing units.

- Due to the high cost of undertaking all the recommended handicapped accessible improvements, the Authority will consider leveraging its annual appropriation of Capital Funds by participating in a state wide issuance of Capital Fund Securitized Revenue Bonds or other funding mechanisms, in order to increase the pool of public funds available to rehabilitate, modernize, acquire or create additional housing opportunities. Additional details will be provided in Annual Statements.

Other: (list below)

- The Westmoreland County Housing Authority Fair Housing Policy

It is the policy of the Westmoreland County Housing Authority to comply fully with all Federal, State and local nondiscrimination laws and with rules and regulations governing Fair Housing and Equal Opportunity in housing and employment. The PHA will comply with all laws relating to Civil Rights including:

Title VI of the Civil Rights Act of 1964

Title VIII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988)

Executive Order 11063

Section 505 of the Rehabilitation Act of 1973

The Age Discrimination Act of 1975

Title II of the Americans with Disabilities Act (to the extent that it applies, otherwise the provisions of Section 504 and the Fair Housing Amendments govern)

Any applicable State laws or local ordinances and any legislation protecting individual rights of tenants, applicants or staff that may subsequently be enacted.

The PHA shall not discriminate because of race, color, sex, religion, familial status, disability, national origin, marital status or sexual orientation in the leasing, rental, or other disposition of housing or related facilities, including land, that is part of any project or projects under the Authority's jurisdiction covered by a contract for annual contributions under the United States Housing Act of 1937, as amended, or in the use or occupancy thereof.

Posters and housing information are displayed in locations throughout the PHA's office in such a manner as to be easily readable from a wheelchair.

**Other PHA Goals and Objectives: (list below)**

- Admission and Occupancy Plan

The Westmoreland County Housing Authority has developed, as part of its Admissions and Continued Occupancy Plan for the Public Housing Program a number of local objectives that are designed to demonstrate that the WCHA is managing its program in a manner that reflects its commitment to improving the quality of housing available to the public, and its capacity to manage that housing in a manner that demonstrates its responsibility to the public trust. In this regard the Authority intends:

- To provide improved living conditions for very low and low-income families while maintaining their rent payments at an affordable level.
- To operate a socially and financially sound Public Housing Agency that provides decent, safe, and sanitary housing within a drug free, suitable living environment for tenants and their families.
- To avoid concentrations of economically and socially deprived families in any of the Housing Authority's public housing developments.
- To lawfully deny admission of applicants, or the continued occupancy of residents, whose habits and practices reasonably may be expected to adversely affect the health, safety, and comfort or welfare of other residents or the physical environment of the neighborhood, or create a danger to PHA employees.
- To provide opportunities for upward mobility for families who desire to achieve self-sufficiency.

To ensure compliance with Title VI of the Civil rights Act of 1964 and all other applicable Federal laws and regulations so that the admissions and continued occupancy are conducted without regard to race, color, religion, creed, sex, national origin, handicap or familial status.

**Annual PHA Plan**  
**PHA Fiscal Year 2005**  
[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 Quality Housing and Work Responsibility Act of 1998 required all federally funded Housing Authorities, irrespective of size, to develop an Annual and a 5-year Plan. These Plans have been the subject of annual Public Hearings and presentations before constituent Resident Advisory Boards. The FY 2005 Plan covering the period October 1, 2004 to September 30, 2005 is the fifth Annual Plan that has been developed by the Westmoreland County Housing Authority. The Updated Annual Plan provides interested parties with an overview of Housing Authority operations, programs, projected capital budget expenditures, and other significant activities anticipated to take place over the upcoming fiscal year. The 5-Year Plan contains a Mission Statement and broad based goals that the Authority hopes to accomplish. As necessary portions of the 5-year Plan have been updated to accommodate changes that have occurred over time. The Housing Authority's Annual and 5-Year Plans are coordinated with Westmoreland County's Consolidated Plan.*

*During the upcoming 2005 Fiscal Year, two primary goals will drive Housing Authority operations, Vacancy Reduction and Improving Handicapped Accessibility. The multifaceted Vacancy Reduction Strategy will lead the way in reducing the number of vacant public housing units. This will see the continuation of aggressive marketing efforts as well as the continued conversion of elderly efficiency units to one-bedroom units. In terms of new Vacancy Reduction approaches the Authority will explore demolition of vacant obsolete buildings and the designation of Elderly Only buildings.*

*Following a review of all public housing developments by Accessibility Development Associates, Inc., the Housing Authority has identified \$8 million in handicapped accessibility improvements. To complete these improvements the Authority is committing 20% on its Annual Capital Fund Allocation until the improvements are complete. The Housing Authority will also explore participating in statewide revenue bond financing and other funding mechanisms to fund the accessibility improvements.*

*Fiscal Year FY 2005 will see the expenditure of Capital Funds to maintain and improve selected public housing buildings/unit. The number of Section 8 units under management is expected to grow at a very slow rate.*

### **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.

#### **Table of Contents**

<b>Annual Plan</b>	<b>Page #</b>
i. Executive Summary	1
ii. Table of Contents	
1. Housing Needs	8
2. Financial Resources	16
3. Policies on Eligibility, Selection and Admissions	18
4. Rent Determination Policies	28
5. Operations and Management Policies	33
6. Grievance Procedures	35
7. Capital Improvement Needs	36
8. Demolition and Disposition	38
9. Designation of Housing	40
10. Conversions of Public Housing	42
11. Homeownership	45
12. Community Service Programs	47
13. Crime and Safety	51
14. Pets	54
15. Civil Rights Certifications (included w/ PHA Plan Certifications)	54
16. Audit	54
17. Asset Management	55
18. Other Information	58

#### **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:

- A. Site Based Waiting Lists.
- B. Deconcentration and Income Mixing (see page
- C. Section 8 Homeownership Capacity Statement
- D. Description of Community Service Requirement Implementation.
  
- E. Pet Policy
- F. PHA 5-Year Plan Progress Report
- G. Criteria for Substantial Deviation and Significant Amendment or Modification Definition.
- H. Section 8 Project Based Voucher Program.
  
- I. Resident Member of the PHA Governing Board
- J. Membership of the Resident Advisory Board
- FY 2005 Capital Fund Program Annual Statement (File Attachment pa018a01)
- FY 2005 Capital Fund Program 5-Year Action Plan (File Attachment pa018b01)

Optional Attachments:

- PHA Management Organizational Chart - Attachment K
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) - Attachment L.
- Other (List below, providing each attachment name)  
Attachment M. Replacement Housing Factor Plan

**Supporting Documents Available for Review for Annual PHA Plans**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Annual Plans
X	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and Standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	and the Site-Based Waiting List Procedure.	Policies
X	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
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 (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	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
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
X	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership	Annual Plan:

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	program (Section <u>21</u> of the Section 8 Administrative Plan)	Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations
X	Project-Based Certificate and Voucher Program Addendum to the Section 8 Administrative Plan	

# 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	4885	5	3	3	1	2	2
Income >30% but <=50% of AMI	3248	4	3	3	1	2	2
Income >50% but <80% of AMI	966	3	3	3	1	2	2
Elderly	2816	3					
Families with Disabilities	1547						
Race/Ethnicity (White)	8790						
Race/Ethnicity (Black)	182						
Race/Ethnicity (Hispanic)	45						
Race/Ethnicity (Other)	82						

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)  
*2000 U.S. Census*

**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.

<b>Housing Needs of Families on the Waiting List</b>			
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	302		310
Extremely low income <=30% AMI	226	74.8	
Very low income (>30% but <=50% AMI)	63	20.8	
Low income (>50% but <80% AMI)	13	4.3	
Families with children	156	51.6	
Elderly families	126	41.7	
Families with Disabilities	40	13.2	
Race/ethnicity (White)	269	89	
Race/ethnicity (Black)	29	9.6	
Race/ethnicity (Hispanic)	0	0	
Race/ethnicity			

<b>Housing Needs of Families on the Waiting List</b>			
(Not Identified)	4	1.3	
Characteristics by Bedroom Size (Public Housing Only)			
Eff.	65	21.5	
1BR	77	25.4	
2 BR	110	36.4	
3 BR	48	15.8	
4 BR	2	.06	
5 BR	0	0	
5+ BR	0	0	
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

<b>Housing Needs of Families on the Waiting List</b>			
<p>Waiting list type: (select one)</p> <p><input checked="" type="checkbox"/> Section 8 tenant-based assistance</p> <p><input type="checkbox"/> Public Housing</p> <p><input type="checkbox"/> Combined Section 8 and Public Housing</p> <p><input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)</p> <p>If used, identify which development/subjurisdiction:</p>			
	# of families	% of total families	Annual Turnover
Waiting list total	1585		300
Extremely low income <=30% AMI	1367	86.2	
Very low income (>30% but <=50% AMI)	208	13.1	
Low income (>50% but <80%			

<b>Housing Needs of Families on the Waiting List</b>			
AMI)	10	.6	
Families with children	786	49.6	
Elderly families	65	4.1	
Families with Disabilities	391	24.7	
Race/ethnicity (White)	1286	81.1	
Race/ethnicity (Black)	268	16.9	
Race/ethnicity (Native American)	9	.6	
Race/ethnicity (Hispanic)	22	1.4	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
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)  
*The recently established New Kensington Section 8 Satellite Office will continue to serve applicants and landlords twice monthly. In addition efforts are underway to establish a Monessen Section 8 Satellite Office. These offices*

*establish a community presence and provide a location for interviews, recertification meetings, landlord briefings and application pick-up and return.*

**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

*The PHA will continue to research the possibility and feasibility of designating certain elderly developments as “Elderly Only”.*

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)  
*Individuals interested in Section 8 housing are shown a video that includes advice on locating housing outside of poverty/minority areas.*

**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.

**Information on this form is estimates based on data available on March 1, 2004.**

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
1. <b>Federal Grants (FY 2005 grants)</b>	15,398,591	Public Housing and Section 8 Operations and Public Housing Capital Improvements
a) Public Housing Operating Fund	3,600,000	
b) Public Housing Capital Fund	2,926,120	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	8,800,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	72,471*	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below) See Component 18, Consistency with the Consolidated Plan.		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	1,636,018	
FFY 2003 Capital Fund	1,500,000	Public Housing Capital Improvements
FFY 2003 Replacement Housing	68,009	Replacement Housing
FFY 2002 Replacement Housing	68,009	Replacement Housing
<b>3. Public Housing Dwelling Rental Income</b>	3,980,000	Public Housing Operations
<b>4. Other income (list below)</b>	230,000	
Public Housing Investments	195,000	Public Housing Operations
Section 8 Investments	35,000	Section 8 Operations
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	\$21,244,609	All Program Operations

\* In March 2004 the Housing Authority received a three year Ross Grant totaling \$217,412.

### **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)  
*Eligibility is verified when applicant reaches the top of the waiting list.*

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)

*Applicant information is sent to the Westmoreland County Sheriff's Department for any original national criminal record report. If the applicant has a criminal record, the Authority requires the applicant to be fingerprinted and then obtains an FBI Report. Eligibility is determined following receipt and review of the FBI Report.*

**(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 list

*The Housing Authority uses the 23 site-based waiting lists approved by HUD on August 13, 1998.*

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)

*Applications for admission can also be sent and received through the mail.*

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?<sup>23</sup>

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? *As many as they choose*

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)

*Elderly applicants (62 or older and/or disabled or handicapped) have preference over near elderly applicants (50 to 62).*

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

#### 1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in 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)  
1. *"Questions and Answers" Booklet and list of all public housing developments are given to new applicants.*  
2. *Fact Sheet For HUD Assisted Public Housing Residents.*

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)  
*Reported change in income by tenants.*

**(6) Deconcentration and Income Mixing**

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

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

***Deconcentration Policy for Covered Developments***

Development Name:	Number of Units	Explanation (if any)	Deconcentration policy (if no explanation) (see step 5 at 903.2(c)(1)(v))
Park Manor	77	Below 85%	Target higher

East Ken Manor	18	Below 85%	Target higher
Highland Manor	46	Below 85%	Target higher
Vandergriff	18	Below 85%	Target higher

*No project designated higher income (at or above 115% of the EIR) is at or below the 30% of area median income (1/28/04) of \$16,530. (24CFR Part 903).*

*The Authority's Deconcentration Policy will be amended annually through the Resolution adopting the Annual Plan. This will allow for changes in the developments determined to be above or below the established income range.*

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:  
*See above chart.*
- 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:

Park Manor  
East Ken Manor  
Highland Manor  
Vandergrift

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)

*If the Housing Authority determines the applicant has an unsatisfied financial obligation with the WCHA or any other assisted housing development, additional screening is conducted.*

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)

*The landlord is given the prospective tenant's prior address and authorization to contact (including a home visit) and determine previous tenancy history. The PHA will also share other documented information they might have available including information gained from the criminal background check.*

**(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)  
*Applications are available at all public housing developments and at various agencies including the PA Dept. of Welfare, Welcome Home Shelter, HOPE Center, Westmoreland Case Management, Domestic Abuse Center, and others.*

**(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:

*Following a review of the documented circumstances/situation the Housing Authority permits up to 120 total days of search time. Families with disabled members are given reasonable accommodation beyond the 120 days.*

**(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)

1. *Participants of the Transitional Housing Program, sponsored by the Westmoreland Human Opportunities Agency.*
2. *Public Housing Family Self-Sufficiency program participants who maintain full time employment for 12 consecutive months while under the Family Self-Sufficiency Contract of Participation.*
3. *Family Unification Program referrals that exceed the target program allocation.*
4. *Overhoused and underhoused Moderate Rehab. Program families*

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.

2 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
- 1 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
- (1)Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- (1)Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
- Targeted Voucher Programs.

*Family Unification in conjunction with the Westmoreland County Children's Bureau. 55 units are currently set-aside for the Family Unification Program. This number may be increased if more applications are received.*

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)]

*The Housing Authority and HUD are concerned that all family income is not being properly reported. Public Housing and Section 8 tenants are reminded that HUD regulations, 24 CFR Parts 960.259 (c) and 982.516 (a) in addition to local Policy require the Housing Authority to obtain and document in the tenant files, independent third party verification of reported family income, the value of assets, expenses related to deductions from income and other factors affecting adjusted income. During the 2005 Plan Year, the Housing Authority will institute new third party verification procedures to ensure that federal income reporting requirements are met.*

**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.)

*In accordance with 24 CFR Part 960.253 the Housing Authority will continue to give families occupying public housing the opportunity to choose between two methods of determining the amount of tenant rent payable monthly by the family. The family may choose to pay either a flat rent or an income-based rent. In addition, the Housing Authority will also offer a discretionary ceiling rent.*

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:

*Waiver of the minimum rent in PHA approved hardship cases (documentation from tenant must be available).*

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

*Tenant may select between income-based rent and flat rent (Although Ceiling Rents are currently set at the same level as flat rent, with the 2005 reanalysis of the Flat Rent Schedule the Ceiling Rents and Flat Rents may differ).*

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)  
*Exclusion for payment of child support and/or alimony.*

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)
- 95<sup>th</sup> 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)  
*An increase in income when received from a current employer does not trigger a rent adjustment until the next recertification.*

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**

*The Housing Authority's current Flat Rent Schedule will be updated during the 2005 Plan Year. The Authority plans to localize 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)  
*Fair Market Rents*  
*Ceiling Rents*  
*Section 8 Payment Standards*

**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)  
*Following a reexamination of the payment standards the Housing Authority increased the standard to 110% in October 2003. The Authority will review and examine the market annually.*

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)  
*The Authority regularly examines the private market and its affect on the Section 8 program.*

**(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)

*Waiver of the minimum rent in PHA approved hardship cases will continue as necessary throughout the 2005 Plan Year.*

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.  
*Attachment K.*
- 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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	1856 (total avail. 1934)	310
Section 8 Vouchers	1678 (total avail.1740)	300
Section 8 Certificates		

Section 8 Mod Rehab	113 (total avail.131)	48
Special Purpose Section 8 Certificates/Vouchers (list individually)	55 Family Unification 103 FSS	10 8
Public Housing Drug Elimination Program (PHDEP)		
Public Housing FSS	22	2
Resident Activities and Drug Elimination Programming	941	110
Other Federal Programs(list individually)		
202 Developments	Latrobe – 96 units Arnold – 125 units Hempfield –202 units	

### 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)

*The Maintenance operations of the Housing Authority are under the direction of 3 Regional Maintenance Supervisors. Each Supervisor is responsible for all maintenance activities within a specified geographical area. The Maintenance Supervisors report directly to the Deputy Executive Director. Twice monthly meetings achieve coordination. Each supervisor is responsible for the supervision of employees, receiving and completing work-orders, annual inspections of the units, lawn care, snow removal and preventive maintenance functions. Specific written rules and standards exist on the handling of work-orders. Long standing operational policy is followed in other areas. Existing policies as well as overall administrative rules and regulations, including civil service and union rules are maintained at the offices of the Regional Supervisors as well as the Main Administrative Offices.*

*The Housing Authority maintenance staff performs pest control.*

(2) Section 8 Management: (list below)

*Section 8 Administration Plan  
Housing Quality Standards  
HUD Directives*

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

### **B. Section 8 Tenant-Based Assistance**

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-

based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

#### **(1) Capital Fund Program Annual Statement**

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) pa018a01

-or-

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

*The Housing Authority is reserving the right to use up to 20% of the Capital Fund for Operating Fund expenses as provided under Part 1, Section 9 of the U.S. Housing Act, as amended. (Section 519 (g) (1) of the QHWRA)*

**(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 namepa018b01

-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.)

*The 2004 PHA Plan indicated that as part of a Vacancy Reduction Strategy the Housing Authority would explore the feasibility of demolition or partial demolition of selected buildings in various developments. That analysis has been completed and the Authority has identified two developments where demolition is warranted.*

### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: East Ken Manor Addition	
1b. Development (project) number: PA 18-16	
2. Activity type: Demolition <input checked="" type="checkbox"/>	Disposition <input type="checkbox"/>
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or <u>planned</u> for submission: During the FY 2005 Plan Year.	
5. Number of units affected: Not to exceed 20.	
6. Coverage of action (select one)	
<input checked="" type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity: Not yet determined	
b. Projected end date of activity:	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Park Manor	
1b. Development (project) number: PA 18-2	
2. Activity type: Demolition <input checked="" type="checkbox"/>	Disposition <input type="checkbox"/>
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or <u>planned</u> for submission: During the FY 2005 Plan Year.	
5. Number of units affected: Not to exceed 20.	
6. Coverage of action (select one)	
<input checked="" type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity: Not yet determined.	
b. Projected end date of activity:	

*Should the need develop; the Housing Authority is reserving its option to demolish units under the de minimus exception for demolition provided by the QHWRA.*

**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.)

*The Authority has not designated nor applied for designation at this time. However, the Authority intends to continue to study the need and feasibility of designating certain developments as “Elderly Only” during the 2005 Plan Year. Initially priority will be placed on examining elderly units in the City of Monessen. If this analysis determines designation to be a viable approach to deal with tenant concerns, an application (s) will be prepared and submitted to HUD.*

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.

<b>Designation of Public Housing Activity Description</b>
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: <u>(DD/MM/YY)</u>
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.

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

a. How many of the PHA's developments are subject to the Required Initial Assessments? 30

b. How many of the PHA' developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not generally occupancy projects)? 0

c. How many assessments were conducted for the PHA's covered developments? 30

Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessment:

***No Family Public Housing Development was identified for Section 202 Conversion.***

Development Name	Number of Units

e. If the PHA has not completed the Required Initial Assessments, describe the status.

*24 CFR Part 972.200 Subpart B requires Housing Authorities to undertake a Required Initial Assessment of all family developments to determine if conversion is appropriate. Para.(e) requires that the Certification associated with the Initial Assessment be included in the PHA Plan following completion of the assessment. The Westmoreland County Certification appeared in the 2003 PHA Plan.*

**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**

*HUD Regulations implementing Section 33 of the 1937 Housing Act are contained in 24 CFR Part 972. These regulations require Housing Authorities to develop Conversion Plans and convert generally occupancy public housing developments to tenant based assistance (Section 8) **if** specific criteria is evident. That criterion is enumerated at 24CFR Part 972.124. Specifically, required conversion is directed at family public housing developments with 250 or more units (contiguous projects count as a single development). Other criteria including specified vacancy rates over defined periods must also be evident. Following a review of all general occupancy public housing developments the Housing Authority has determined **NO** development(s) meet the current threshold requirement for the preparation of a Required Conversion Plan.*

## **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.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
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.)

*The Housing Authority has developed, approved and forwarded to HUD a detailed outline of the Section 8 Homeownership Program. The Program has been included in the Section 8 Administrative Plan and meets all HUD requirements as defined in 24 CFR Parts 5, 903 and 982. With a number of families undergoing credit and homeownership counseling, the Authority anticipates that the 2005 Plan Year will see the first Section 8 Homeownership program participant.*

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:

*The Housing Authority's Eligibility Criteria as well as the Section 8 Homeownership Capacity Statement are included as Attachment C.*

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

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

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

Yes  No: Has the PHA 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?

*June 15, 2003*

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)
  1. *A TANF Agency representative sits on the Housing Authority's 18 member Family Self Sufficiency and Rental Services/Case Management Advisory Board and provides letters of support when needed.*
  2. *Income verification is referred to the TANF Agency under Section 8 and Public Housing Programs.*
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families  
*Westmoreland Human Opportunities (WHO), Community College, PIC, PA Career Link, Child Care Assistance and others.*
- Jointly administer programs  
*Homeless Assistance Program and the Emergency Shelter Grant Program are jointly administered with Westmoreland County.*
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

**B. Services and programs offered to residents and participants**  
**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name) See Below	Eligibility (public housing or section 8 participants or both)
Family Unification Program	55	Specific Criteria	Main Office/ Westmoreland Co. Children's Bureau.	Section 8
Child Care Assistance Project	Varies	Specific Criteria	Development Office/Child Care Assistance Agency	Both
Mental Health - Mental Retardation	Varies	Need based	Development Office/Westmoreland County MH - MR	Both
Income -Foodstamps- Medical - Job Search	Varies	Specific criteria	Development Office/PA Welfare Dept.	Both
Domestic and Sexual Violence	Varies	Need based	Development Office/Center Against Domestic and Sexual Violence	Both
Job Search - Career Counseling - Job Training - GED Preparation	Varies	Need based	Development Office/Private Industry Council/ PA Career Links	Both
Post High School Education	Varies	Specific criteria - testing	Development Office/Westmoreland County Community College	Both
Head Start - Housing Counseling - Home Ownership - Job Search - Transportation Aid to Employment	Varies	Specific criteria	Development Office/Westmoreland Human Opportunities Inc./ Seton Hill Child Care Services	Both
Resident Opportunities and Self Sufficiency Program (ROSS)	Varies	Specific Criteria	Main Office/ Development Offices.	Public Housing Residents

*In the majority of the above programs, the Housing Authority is the initial contact for the assistance provided. The Authority's Social Service staff has found that program results are significantly better when the family/person in*

*need makes the contact with the social service agency rather than the Authority. PHA staff follows up on their referrals as needed.*

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: April 1, 2004)
Public Housing	93	22
Section 8	151	103

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

If no, list steps the PHA will take below:

*Continued outreach activities including mass mailings of promotional flyers, recruitment at Section 8 group briefings, Resident Resource Centers, Social Service Agencies such as the Private Industry Council (Job Training Partnership Act), PA Dept. of Public Welfare, and Westmoreland Human Opportunities Inc. (WHO). Door to door recruitment in public housing developments. The Housing Authority has found that working families have been unable to see the advantages of the FSS without face-to-face meetings at which individual, specific circumstances can be discussed. Steps that provide for a personal contact will continue to be emphasized.*

**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**

*Section 12 (c) of the U.S. Housing Act, enacted as Section 512 of the Quality Housing and Work Responsibility Act of 1998 contained a community service and self-sufficiency requirement that every adult resident of public housing contribute eight hours of community service each month, or participate in an economic self-sufficiency program for eight hours each month.*

*The FFY 2002 HUD Appropriations Act suspended the community service and self-sufficiency requirement. The FFY HUD Appropriations Act signed February 21, 2003 reinstated this provision.*

*HUD Notice 2003-17 dated June 20, 2003 provided Housing Authorities with directions on reinstating the community service and self-sufficiency requirement. Generally, this Notice required all Housing Authorities to notify residents of the reinstatement by July 31, 2003 and have affected residents performing the community service by October 31, 2003. The Westmoreland County Housing Authority met these dates.*

*The Housing Authority's Community Service and Self- Sufficiency Policy appears as Attachment D to this Plan.*

**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.

*In 2002 the Public Housing Drug Elimination Program (PHDEP) was eliminated. This program provided federal funding to Housing Authorities for drug elimination programming. Since that time the Housing Authority has continued to fund, through the Capital Fund Program, some of the core activities developed under the PHDEP.*

**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  
*An August 2003 survey by the PHA continues to support this need.*
- 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  
*PHA statistics and experience suggest that the level of violence and/or drug related activity is largely perceived.*
- 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
  1. *The most recent Housing Authority survey was conducted in August 2003.*
  2. *In the past the Housing Authority, to comply with the requirements of the PHDEP, conducted an annual survey of residents to determine concerns relative to crime and safety issues. In many cases this survey duplicated an annual survey taken by HUD to determine crime and safety concerns of residents. Beginning in the 2005 Plan Year the Housing Authority will discontinue its annual survey and use the HUD survey to evaluate safety concerns throughout all public housing developments in Westmoreland County.*
- Analysis of crime statistics over time for crimes committed “in and around” public Housing Authority  
*Uniform Crime Statistics provided by the Pennsylvania State Police are reviewed annually.*
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports  
*Project Managers and Maintenance Staff.*
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs  
*The Housing Authority believes its Public Housing Drug Elimination Grant Program (PHDEP) produced significant results in improving the safety and livability of its developments. Although the PHDEP grant program has been*

*eliminated, the Housing Authority is continuing to provide some of the more effective activities developed over the years.*

Other (describe below)

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

*The Housing Authority will continue to give the following public housing developments priority programming in safety and crime prevention areas:*

*Park Manor and Highland Manor in Monessen.*

*Kensington Manor and East Kensington Manor in New Kensington*

*West Hempfield Townhouses in Irwin*

*Derry Townhouses in Latrobe.*

**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

*Contract with St. Vincent College Drug Prevention Project.*

Crime Prevention Through Environmental Design

*Implementation of the Capital Fund Annual and 5-Year Improvement Plans will continue to emphasize crime prevention through design techniques. 2005 improvements include additional lighting, debris and trash removal and others.*

Activities targeted to at-risk youth, adults, or seniors

Volunteer Resident Patrol/Block Watchers Program

Other (describe below)

*During the 2005 Plan Year, the PHA will continue to operate six established drug prevention centers. Drug prevention activities will be offered to residents in one additional family public housing community, three scattered public housing sites and six elderly developments.*

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

*Park Manor and Highland Manor in Monessen.*

*East Ken Manor and Kensington Manor in New Kensington.*

*West Hempfield Townhouses in Irwin.*

*Derry Townhouses in Latrobe.*

**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 substations have been established in 2 public housing developments:  
Park Manor  
Highland Manor*

- Police regularly testify in and otherwise support eviction cases.
- Police regularly meet with the PHA management and residents.  
*Regular meetings in Monessen, other meeting are as needed.*

- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services.  
*Agreements to provide above baseline law enforcement services for family developments are ongoing in the Cities of Monessen and New Kensington. These services are paid through the Annual Capital Fund Grant. These Agreements have recently been amended to provide for above baseline services in elderly developments in Monessen and New Kensington.*

Other activities (list below)

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

*Park Manor  
Highland Manor  
Kensington Manor  
East Kensington Manor*

**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.

***No Longer Applicable***

- 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)]

*A copy of the Westmoreland County Housing Authority Pet Policy is included as a Supporting Document to this Annual Plan and is available for review. A one page Statement (synopsis) of the Pet Policy is included as Attachment E. to this 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.

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

*Annual physical inspection prior to developing the capital improvements program.*

- Other: (list below)

*Two activities will dominate all public housing program activities during the 2005 Plan Year. These activities are vacancy reduction and improving handicapped accessibility of all public housing developments in Westmoreland County. These two priorities will serve as "the umbrella activities" under which most public housing programs will function. The strategies the Authority will employ to meet these dominant goals will vary widely. Although many approaches are underway or shortly will begin, others will emerge as the year unfolds.*

#### *1. Vacancy Reduction*

*The strategies that will be employed to reduce the number of vacant units include:*

- A. The comprehensive marketing efforts began in FY 2003 will be continued. Using multiple radio, TV and print media sources the Authority will continue to create a positive consumer image of public housing. Although the promotion of public housing as an available, safe, and affordable housing in a familiar setting was initially very effective and saw a 4% increase in occupancy, more recently these increases have been more modest.*
- B. Another approach that will continue to be used is the conversion of small zero bedroom efficiency units in elderly developments, into larger more customer friendly one-bedroom units. Although the approach varies, generally 2 small efficiency units are combined to produce 1 large one-bedroom unit. As discussed in the 2004 Plan, conversion began in the first quarter of FY 2004 at Central Towers in New Kensington. Completion of Central Towers is scheduled for the 4th quarter of 2004 or early in FY 2005. In Plan Year 2005 Scottdale Manor and Latrobe Manor will be the sites of future conversion activities. Although the units affected have been identified, no construction dates are available at the time this Annual Plan was produced. The effect of all these*

*conversions will be the net reduction/elimination of 21 vacant units and a corresponding reduction of the total number of units the Authority manages.*

*C. The Housing Authority has identified 12 units in New Stanton Manor (72 unit family development) and has requested HUD approval to deactivate/permanently close these basement units due to a persistent mold problem. The Authority has determined that as long as these units are occupied the problem will exist. No known remedial action is known at this time. By eliminating these units, the overall vacancy rate will be reduced.*

*D. The demolition of obsolete unused public housing has been a strategy option under consideration for the past 2 years. During the 2005 Plan Year the Authority will recommend to HUD the demolition of up to 20 units each in East Ken Manor Addition in New Kensington and Park Manor in Monessen. Although the exact timing of the submission of a Demolition Application to HUD has not been determined, it is anticipated that these units will be eliminated from the current inventory within the next two or three fiscal years. The reduction of inventory is a recognized method of vacancy reduction.*

*E. The Housing Authority believes that establishing flat rent schedules that promote public housing occupancy is yet another method of vacancy reduction. The Authority is committed to an annual review of their flat rent schedule. During the 2005 Plan Year additional study time and information gathering will be directed toward New Kensington and Monessen to assure that Authority rent schedules are responsive to the local market and within a range that encourages occupancy.*

*F. In the past few years, the Housing Authority has experienced an increase in the vacancy rate in elderly public housing high rises. In some situations, elderly occupants have complained about the large number of non-elderly handicapped individuals occupying elderly public housing developments. As another mechanism to reduce the overall vacancy rate the Authority will explore the feasibility of establishing "Elderly Only" units in selected situations. This will be done in conjunction with the development outlined in Item 2 below to assure handicapped residents a better housing alternative.*

## 2. Handicapped Accessibility

*As indicated on page 5 of the 5-Year Plan, in October 2003 the firm Accessibility Development Associates, Inc, under contract with the Housing Authority completed a review of all public housing developments to determine what improvements must be made to bring all developments up to current accessibility standards. The results of this review have been forwarded to HUD. The Housing Authority has recommended to HUD a schedule under which these improvements will be made. The total cost of all needed improvements is estimated to be approx. \$ 8 million. With this large expense and no special funding source, the Authority is exploring two avenues to fund these improvements.*

*A. The Housing Authority receives approximately \$2.8 million dollars annually from HUD in the form of a Capital Fund allocation to maintain and improve all public housing units. The Housing Authority has committed at least 20% of this allocation to handicapped accessibility improvements. At this level, it will take approximately 14 years to complete all necessary improvements.*

*B. If HUD requires the work to be completed in a shorter period of time or the Housing Authority determines that a shorter timetable is preferable, the Authority will explore leveraging its annual Capital Fund appropriation. This will be done by participating in a state wide issuance of long term Capital Fund Securitized Revenue Bonds or other funding mechanisms in order to increase the pool of public funds available to allow the improvements to move forward in an accelerated time period.*

*The decision as to which avenue to take will be made and implemented during the 2005 Plan Year.*

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) Attachment L  
 Provided below:
3. In what manner did the PHA address those comments? (select all that apply)  
 Considered comments, but determined that no changes to the PHA Plan were necessary.  
 The PHA changed portions of the PHA Plan in response to comments  
 List changes below:  
 Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

*A public housing resident volunteered through the self-nomination process to serve on the Housing Authority Board. Her name was forwarded to and the elected Board of County Commissioners made the appointment.*

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: (provide name here)

*Westmoreland County, Pennsylvania*

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)

*Annually the Westmoreland County prepares a series of strategies defined to meet the goals and objectives of the Countywide Consolidated Plan. Many of the activities of the Westmoreland County Housing Authority support the initiatives defined in the County's current (May 2004 to April 2005) list of strategies.*

*As in prior years, the Housing Authority will continue to play a leadership role with county government in providing low-income housing opportunities to Westmoreland County's most needy residents. Through traditional public housing and Section 8 programs and other efforts, the Housing Authority will continue to support countywide housing initiatives wherever they may be initiated. Toward meeting these objectives the WCHA will undertake the following activities in support of the Consolidated Plan Strategies:*

*A. The Housing Authority's continued commitment to maintain and improve the existing 1934 units of federally assisted public housing now under management supports the County's Consolidated Plan Strategy of*

*rehabilitating existing rental units. The Housing Authority anticipates spending approximately \$2.8 million annually in Capital Funds to meet this objective. In addition the inspection process, necessary to ensure the long term viability of the Housing Authority's approximate 2000 Section 8 rental housing units will likewise continue to play an important role in meeting Westmoreland County's goals dealing with the improvement of existing rental housing units.*

- B. The Housing Authority will continue to support the County's overall goal of reducing the number of homeless persons by continuing to administer the Countywide Emergency Shelter Grant Program. Through this program the Housing Authority provides temporary housing for homeless individuals and families at hotels and motels and homeless prevention through the payment of rent, mortgages and utility arrearages.*
- C. The WCHA will provide substantial support to the County's Consolidated Plan efforts to increase homeownership opportunities through the implementation of the Section 8 Homeownership Program and the continued development of the Family Self Sufficiency Program. As of March 2004 the Housing Authority had 125 families involved in programs that will hopefully lead to self-sufficiency and homeownership.*
- D. The Housing Authority has identified approximately \$8 million in improvements to existing Housing Authority developments in order to make all public housing, including community space, fully accessible by handicapped individuals. Accessibility to affordable rental housing units has and will continue to be a significant goal in the County's Consolidated Plan.*
- E. Improving and maintaining the existing Countywide housing stock will be affected by the Housing Authority's conversion of existing small elderly efficiency units into larger more tenant friendly one-bedroom apartments. Through these conversions 41 efficiency units will be eliminated and 21 larger one-bedroom units will be created. The conversions are scheduled to take place at three separate sites.*
- F. Researching new methods and expanding existing marketing programs to reach and house extremely large low-income families is an objective shared by both County Government and the Housing Authority.*
- G. Countywide Strategies aimed at preventing homelessness, through the jointly funded and very successful Homeless Assistance Program will be continued.*

H. *The Housing Authority will support Consolidated Plan strategies concerning the reduction of lead based paint hazards. Although lead based paint remedial activities, through the Authority's formal Lead Abatement Assessment Program have been completed, Authority Maintenance Staff continue to monitor for lead based paint in public housing developments. In addition, the ongoing Section 8 inspection efforts, in private rental dwellings, are designed to assure that Section 8 families are not exposed to lead based paint hazards will be continued.*

I. *Lastly, Part 4 of the Westmoreland County Consolidated Plan at page 7 states " No gaps have been identified within this organization (Housing Authority) relative to the implementation of the Consolidated Plan strategies".*

Other: (list below)

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

A. *Financial assistance to serve the homeless (and prevent homelessness) through the County Emergency Shelter Grant Program (Hotel/Motel Program). During the 2005 Plan Year used to provide temporary housing for homeless at local area wide hotels and motels.*

B. *Continued financial support to the Housing Authority to operate the Homeless Assistance Program. Through this one time financial assistance, program homeless prevention is addressed through the payment of first month's rent, security deposits and mortgage and utility arrearages. During the 2005 Plan Year the Housing Authority anticipates receiving approximately \$640,000 in County financial assistance for this activity.*

C. *Block grant financial assistance for the Emergency Housing Rehabilitation Program. During the 2005 Plan Year the Authority, serving as a sub recipient to the Westmoreland County Redevelopment Authority (CDBG) will receive \$300,000 to administer a onetime emergency grant for replacement of deteriorated roofs and furnaces and other needs in owner occupied dwelling units in selected communities throughout the County.*

D. *The Housing Authority anticipates receiving (as a sub recipient) approximately \$200,000 from Westmoreland County's Federal HOME Grant, provided by the U.S. Dept of HUD. These funds will be used to*

*fund a locally established Tenant Based Rental Assistance Program. In past years this program has served almost 100 families.*

*E. The County, through the Block Grant Program, spends millions annually in water and sewer and public facility improvements in municipalities where public housing is located. These funds directly and indirectly effect public housing residents through the improvements to the municipal infrastructure.*

**D. Other Information Required by HUD**

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

## Attachments

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

### **Attachment A.**

#### **Site Based Waiting Lists**

East Ken Manor (18-1), Kensington Manor Family (18-4) and East Ken Manor Addition (18-16)

Arnold Manor (18-9), Kensington Manor Highrise (18-4) and Parnassus Manor (18-15)

Arnold Townhouses (18-18)

Vandergrift Townhouses (18-20)

Lower Burrell Townhouses (18-24)

Lower Burrell Manor ((18-28)

Park Manor (18-2) and Highland Manor (18-8)

Eastgate Manor (18-5), Valley Manor (18-6) and Westgate Manor (18-8A)

East Gate Manor (18-5) and Valley Manor (18-6)

Pleasant Manor (18-7)

Scottdale Manor (18-10)

Irwin Manor (18-12)

Latrobe Manor (18-13)

Jeannette Manor (18-14)

Latrobe Townhouses (18-17)

Greensburg Townhouses (18-19)

Jeannette Townhouses (18-23)

New Florence Manor (18-25) and St. Clair Manor (18-26)

New Stanton Manor (18-27)

Trafford Manor (18-29)

Derry Townhouses (18-40)

West Hempfield Townhouses (18-39)

Penn Manor (18-43)

## **Attachment B.**

### **Deconcentration and Income Mixing**

The required questions and answers dealing with Deconcentration and Income mixing can be found on pages 20 and 21 of the Annual Plan.

The final rule dealing with the economic deconcentration of poverty in public housing was issued by HUD on December 22, 2000. This rule requires Housing Authorities to:

1. Survey all families residing in covered developments (this generally means family developments as opposed to elderly) to determine the average income of the tenants.
2. Determine the average income of all families residing in each separate development.
3. Finally, determine the established income range that is defined as those covered developments where the average income is between 85% and 115% (inclusive of those percentages) of the PHA wide averages for all covered developments.

The final rule was amended on August 6, 2002 to include a provision that developments with an average family income at or below 30 percent of the area median income should not be categorized as higher income.

The above analysis supporting the economic deconcentration findings is available as a Supporting Document.

## **Attachment C.**

### **Section 8 Eligibility Criteria and Homeownership Capacity Statement**

Following are the Section 8 Homeownership Eligibility Criteria and the Section 8 Homeownership Capacity Statement. This document is part of the Section 8 Homeownership Program.

#### **21.2 FAMILY PARTICIPATION REQUIREMENTS**

WCHA will offer the homeownership option only to families who:

- A. Are enrolled in the Family Self-Sufficiency (FSS) Program and in compliance with their FSS contract or successfully completed the FSS Program and still participate in the Housing Choice Voucher Program.
- B. Have completed WCHA-approved credit and homeownership counseling programs

#### **21.3 ELIGIBILITY REQUIREMENTS [24 CFR 982.627]**

The family must meet all the requirements listed below before the commencement of homeownership assistance.

- A. The family must be eligible for Housing Choice Voucher Program.
- B. The family must be in good standing with WCHA and the landlord.
- C. The family must qualify under one of the following: first-time homeowner, cooperative member or a person with a disability (see definitions below).
  - 1. A first-time homeowner is a family of which no member owned any present ownership interest in a residence of any family member during the three years before commencement of homeownership assistance for the family. This includes a single parent or displaced homemaker who, while married, owned a home with his or her spouse or resided in a home owned by his or her spouse.
  - 2. A cooperative member is a family of which one or more members owns membership shares in a cooperative. A cooperative is housing owned by a corporation or association, and where a member of the corporation or association has the

right to reside in a particular unit and to participate in management of the housing.

3. A family of which a family member is a person with a disability, and use of the homeownership option is needed as reasonable accommodations so that the program is readily accessible to and usable by such a person.
- D. The family must meet the Federal minimum income requirement. The family must have a gross annual income equal to the Federal minimum wage multiplied by 2000, based on the income of adult family members who will own the home. Unless the family is elderly or disabled, income from welfare assistance will not be counted towards this requirement.
- E. The family must meet the Federal minimum employment requirement.
1. At least one adult family member who will own the home must be currently employed full-time and must have been continuously employed for one year prior to homeownership assistance.
    - a. HUD regulations define "full-time employment" as not less than an average of 30 hours per week.
    - b. A family member will be considered continuously employed even if that family member has experienced a break in employment, provided that the break in employment: did not exceed thirty (30) calendar days; did not occur within the six-month period immediately prior to the family's request to use the homeownership option; and has been the only break in employment within the past 12-month period.
  2. The Federal minimum employment requirement does not apply to elderly and disabled families.
- F. Any family member who has previously defaulted on a mortgage obtained through the homeownership option is barred from receiving future homeownership assistance.
- G. The family must be "mortgage-ready". The family must submit written verification that they are pre-approved for a mortgage by one of the following:
1. USDA/Rural Development;
  2. Westmoreland Human Opportunities, Inc.;

3. Financial institutions that mortgage financing is provided, insured or guaranteed by state or Federal government, complying with secondary mortgage market-underwriting requirements or comply with generally accepted private sector underwriting standards.

H. WCHA's initial requirements are:

1. The family has had no family-caused violations of HUD's Housing Quality Standards within the last 12 months.
2. The family is not within the initial one-year period of a HAP contract.
3. The family does not owe money to WCHA.
4. The family has not committed any serious or repeated violations of a WCHA-assisted lease within the last 12 months.

**Section 21.9 A. shows Section 8 Homeownership Capacity**

**21.9 FINANCING [24 CFR 982.632]**

The family is responsible for securing financing. WCHA has established financing requirements, listed below, and may disapprove proposed financing if WCHA determines that the debt is not affordable.

- A. Mortgage financing must be provided, insured or guaranteed by the state or Federal government, complying with secondary mortgage market-underwriting requirements or comply with generally accepted private sector underwriting standards.
- B. Down payment requirements.
  1. WCHA will let the market determine the down payment. The family may use the following sources (this is not a complete list): FSS escrow account; Individual Savings Account; HOMES funding; gifts from family members and friends; the seller may also contribute to down payment and closing cost requirements.

2. WCHA anticipates that the secondary or private market will further dictate credit worthiness and minimum down payment requirements.
- C. WCHA will let the market determine the minimum initial equity requirement.
  - D. If the home is purchased using FHA mortgage insurance it is subject to FHA mortgage insurance requirements.
  - E. Families locating a home in a special flood zone area must obtain flood insurance on the home and agree to maintain this insurance.
  - F. WCHA will prohibit the following forms of financing:
    1. Balloon payment mortgages;
    2. Variable interest rate loans;
    3. Seller financing;
    4. Any form of predatory lending.

## **Attachment D.**

### **Implementation of the Public Housing Resident Community Service Requirement**

#### **Westmoreland County Housing Authority**

##### **COMMUNITY SERVICE AND SELF SUFFICIENCY POLICY**

###### **A. BACKGROUND**

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

###### **B. DEFINITIONS**

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

- Work at a local institution including but not limited to: school, child care center, hospital or nursing center, hospice, recreation center, senior citizens center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.;
- Work with a non-profit organization that serves PHA residents or their children such as: Boy Scouts, Girl Scouts, Boys or Girls clubs, 4-H program, PAL, Garden Center, Women's Abuse Center, Library, Success in Life program, Community clean-up programs, beautification programs, other youth or senior organizations;
- Work at the Authority to help improve physical conditions; ( labor that would not ordinarily be performed by Housing Authority employees).
- Work at the Authority to help with children's programs;
- Work at the Authority to help with senior programs;

- Helping neighborhood groups with special projects;
- Working through resident organization to help other residents with problems, serving as an officer in a Resident organization, serving on the Resident Advisory Board; and
- Caring for the children of other residents so they may volunteer.

**NOTE: Political activity is excluded.**

**Self Sufficiency Activities** – Any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families can include, but are not limited to:

- Job readiness programs;
- Employment counseling;
- Basic jobs skills training;
- Financial or household management
- Job training programs;
- GED classes;
- Substance, alcohol abuse or mental health counseling and treatments;
- English proficiency or literacy (reading) classes;
- English as a second language classes
- Apprenticeships (formal or informal);
- Budgeting and credit counseling;
- Any kind of class that helps a person toward economic independence;
- Full time student status at any school, college or vocational school.

**Exempt Adult** – The public housing tenants exempt from the community service and self- sufficiency requirement are those:

- Age 62 years or older.

- Blind or disabled and who certify that because of this disability they are unable to comply with the service provisions; or primary caretakers of such individuals.
- Engaged in work activities working at least 20 hours per week specified below:
  1. Unsubsidized employment;
  2. Subsidized private-sector employment;
  3. Subsidized public-sector employment;
  4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
  5. On-the-job-training;
  6. Job-search and job-readiness assistance;
  7. Community service programs;
  8. Vocational educational training (not to exceed 12 months with respect to any individual);
  9. Job-skills training directly related to employment;
  10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
  11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and
  12. The provision of childcare services to an individual who is participating in a community service program.

Meet the requirements for being exempt from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq. including 45 CFR Part 261.15) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program.

If a member of a family receiving TANF assistance, benefits, or service under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.); or under any other welfare program of the State in which the PHA is located, including a State administered welfare-to-work program and has not been found by the State or other administering entity to be in non-compliance with such program.

**B. REQUIREMENTS OF THE PROGRAM**

1. The eight (8) hours per month may be either volunteer work or self-sufficiency program activity, or a combination of the two.

2. At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The Authority will make the determination of whether to allow or disallow a deviation from the schedule.
3. Activities must be performed within the community and not outside the jurisdictional area of the Authority.
4. Family obligations
  - At lease execution or re-examination all adult members (18 or older) of a public housing resident family must;
 

Provide documentation that they are exempt from Community Service requirement if they qualify for an exemption, and

Sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the Community Service requirement will result in non-renewal of their lease.
  - At each annual re-examination, non-exempt family members must present a completed documentation form (to be provided by the Authority) of activities performed over the previous twelve (12) months. This form will include places for signatures of supervisors, instructors, or counselors certifying to the number of hours contributed.
  - If a family member is found to be non-compliant at re-examination, he/she and the Head of Household will sign an agreement with the Authority to make up the deficient hours over the next twelve (12) month period.
5. Change in exempt status:
  - If, during the twelve (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the Authority and provide documentation of such.
  - If, during the twelve (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the Authority. The Authority will provide the person with the Recording/Certification documentation form and a list of agencies in the community that provide volunteer and/or training opportunities.

**B. AUTHORITY OBLIGATIONS**

1. To the greatest extent possible and practicable, the Authority will:

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

## **Attachment E.**

### **Pet Policy**

The Westmoreland County Housing Authority has adopted a Pet Policy that reflects both the desire of the tenant families for the companionship and enjoyment that pet ownership brings and the concerns of the Authority to assure that pets are maintained in a fashion that will not be detrimental to the safety and security of the general housing community. The Pet Policy was written with the above goals in mind yet within the guidelines of the requirements of the Quality Housing and Work Responsibility Act.

The Pet Policy sets specific standards for the types and numbers of pets that may be permitted in each unit. Tenant families must notify and register with the PHA, giving particular information about the pet they intend to keep in their unit, and must receive permission from the Authority to do so. A fee and deposit is required to cover any damage that may occur. The Authority recommends the Tenant keep current an insurance policy to cover personal injury or property damage.

The Pet Policy contains general requirements concerning license, age, size, and Veterinary certifications. There are also specific requirements regarding the owner's control and handling of the pets. There are also standards for keeping birds and fish, as well as a list of animals and breeds that are prohibited.

Pet ownership is considered an important responsibility and owners must provide proper care including nutrition, exercise, and medical attention. The PHA management and maintenance personnel will monitor the Pet Policy through observation and tenant complaints, and corrective action will be enforced as needed.

## **Attachment F.**

### **Progress in Meeting the 5-Year**

The Housing Authority continues to strive to meet its mission statement and the 5-Year goals that have been established.

The Authority continues to provide quality affordable housing to Westmoreland County's most needy citizens. This is being accomplished at a time of reduced federal resources. The Housing Authority is now providing housing assistance to over 2000 families through the Housing Choice Voucher Program and over 1600 families through the Public Housing Program.

The following progress has been made in meeting the established 5-year goals:

The Vacancy Reduction Strategy continues to show positive results. During the initial year the Strategy was implemented, vacancies were reduced by 4%. During the second year of implementation, the reduction was more modest. The current occupied rate is 86%.

Although the Housing Authority Public Housing Assessment Score (PHAS), as determined by HUD, dropped 1 point below the High Performer score of 90, the Authority saw a 4% improvement in their Section 8 Management Assessment Score (SEMAP). With a SEMAP score of 96, the Authority's Section 8 program management is in the High Performer category.

The renovation and modernization of public housing units continues to proceed on a planned 5-year basis. During the 2005 Plan Year emphasis will be placed on handicapped accessible housing and the conversion of elderly efficiency units. Toward meeting the long-term accessibility improvements the Housing Authority is committing 20% on its annual Capital Fund allocation to handicapped accessibility.

Although discussed as an option in prior PHA Plans, the Housing Authority anticipates identifying and moving forward in FY 2005 with the partial demolition of units in two public housing developments.

The conversion of efficiency units to tenant friendly larger one-bedroom units will continue in 2005. This not only meets a goal of increased customer satisfaction but also is part of the overall Vacancy Reduction Strategy.

The recently developed Section 8 Homeownership Program should take a significant step forward with the projected enrollment of the first participants in the program during the 2005 Plan Year. Homeownership for Public Housing Residents will be positively affected with the recent approval of a ROSS Homeownership Support Services grant.

The Housing Authority will continue to pursue the status of financial independence and self-sufficiency of public housing residents by helping them establish and attain reachable goals primarily by securing the help of service providers.

The annual analysis of tenant incomes from the Housing Authority's family public housing developments has resulted in a change in the economic deconcentration targets.

## **Attachment G.**

### **Substantial Deviation/Significant Amendment Modification Definitions**

The PHA has established the following definition for “Substantial Deviation and Significant Amendment or Modification”. Changes other than those specified will be undertaken by the PHA staff and reported in the 2006 Annual Plan.

1. Changes to rent or organization of the waiting list.
2. Any change in the Capital Fund Annual Statement that is not in accordance with HUD’s fungibility regulations.
3. Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

## **Attachment H.**

### **Project Based Voucher Program**

The Westmoreland County Housing Authority has implemented the Section 8 Project Based Program and currently provides funding to one development. The 70 unit development of The Village of Easton is located in the Borough of Irwin.

The Housing Authority has developed a written set of policies and procedures applicable to the administration of the Project Based Program. These appear as an Addendum to the Section 8 Administrative Plan. These policies deal with Advertising Requirements, Selection Requirements and detailed information on Owner Applications. The policy has been modeled after the federal requirements appearing at 24 CFR Part 983.

Although the Housing Authority has no specific plan to project base additional units during the 2005 Plan Year, if the opportunity and units became available the Authority would consider a FY 2005 advertisement.

The Housing Authority's Project-Based Certificate and Voucher Program Addendum to the Section 8 Administrative Plan appears as a Supporting Document to this Plan

## **Attachment I.**

### **Resident Member of the PHA Governing Board**

Ms. Debbie Doverspike of Derry Townhouses is the appointed resident member and represents the public housing population on the Westmoreland County Housing Authority.

## Attachment J.

### Members of the Resident Advisory Board

<b>Latrobe Manor:</b> John Dornauer 904 Ronda Jones 602 Anna Nicely 202	<b>Scott Manor:</b> Nancy Flannigan 314 Janet Welsh 303
<b>Irwin Manor:</b> Phyliss Thiem 709 Janet Dence 202	<b>McMurtry Towers:</b> John Petrosky 715 Twila Clever 508
<b>Trafford Manor:</b> Betty Earl 305 Anna Hethering 707	<b>Pleasant Manor:</b> John & Colleen Bosch 402
<b>Jeanette Manor:</b> Ann Porreca 507 Betty Rish 710	<b>Parnassus Manor:</b> Jean Brill 707 Patty Handcock 312 Lois Piechowicz 615
<b>Westgate Manor:</b> Nancy Layton 1007 Rose Mowl 203 Audrey Cunningham 804	<b>Valley Manor:</b> Vera Barton 607 Ruth Bradley 413 Fannie Heath 514

Hilda Troth 1001 Olga Rizzuto 906 Dennis Cadwallader 702 Lynne Roberts 505	Nancy Lipp 314
<b>Kensington Manor:</b>	<b>Arnold Manor:</b>
Rita Brownlee 11 Pine Ct. Carl & Sherry Maroni 25 Willow Ct.	Unis McClain 309 Esther Hockey 310 Mary Ann Christopher 305 Maria Tews 210
<b>East Ken Manor:</b>	
Sharon Paladino 132 Haser Pat Marine 114 Haser	
<b>Lower Burrell Manor:</b>	
Alice Palmer 515 Barbara Sayers 517	

**Attachment K.**

**Organizational Chart**



## PUBLIC COMMENTS

### REGARDING THE ANNUAL PLAN 2005

June 9, 2004

1. The Annual Plan includes information concerning the Authority's Home Ownership Program. The Home Ownership Program Coordinator explained that the Section 8 Administrative Plan has been amended to include the Home Ownership Program. Currently there are families who have been identified as being eligible for the program, and in fact have begun the credit and home ownership counseling that is required for the program. Once the counseling has been completed, these families will begin to search for homes to purchase.
2. A program has been implemented to bring computers into the hi-rises. The Authority has partnered with Penn State University for an internship program that brings students into the hi-rises to instruct seniors on the use of computers, including internet. The residents in attendance indicated that the program has been very successful. Many of the residents feel that the seniors are very receptive to learning how to use a computer, especially the internet.
3. Several questions arose concerning the Drug Elimination in Public Housing Program. The Authority explained that the program has been eliminated by HUD, therefore no further funding will be available for the excellent programming that has been provided at six of the family communities. However, the Authority is committing monies to the program from the Capital Fund Program to continue the programming. In fact, the program was expanded to include hi-rises and additional family communities. The residents in attendance indicated that the activities at the hi-rises have been very well received. The coordinators for the program indicated that safety, health and other informational programs will continue to be provided to the hi-rise residents.
4. Many of the residents in attendance at the meeting were from hi-rise buildings. Traditionally these buildings have been considered for elderly and disabled only, however the Authority has not designated any buildings "elderly only". Much of the discussion revolved around the feelings of the elderly that younger people should not be living in their buildings. The elderly residents shared stories of problems being encountered with the younger people. The Authority responded that they are researching the possibility of designating certain developments as "Elderly Only". This was met with enthusiasm by the elderly.
5. The Capital Fund Program was discussed with the residents. The Authority representative discussed the Annual Statement and the Five Year Plan with the

residents. The rule of fungibility was discussed with the residents, and the procedure for assigning priorities to approved work items.

6. There was much discussion concerning the selection of tenants for public housing. The Authority's Tenant Selector explained the process of selecting tenants, including criminal background checks. Most of the residents in attendance were elderly, and they expressed concerns over people living in their buildings who have criminal backgrounds. The Authority explained the process that is required by HUD.
7. The question was brought up of the Authority's plan for providing handicapped accessible units. A handicapped tenant indicated that she is unable to get into her bathtub. She indicated that she resides in a unit that is designated as handicapped accessible by the Authority. The Authority's representative explained that a 504 Transition Plan has been submitted to HUD, and that the Authority is committing a minimum of 25% of the annual Capital Fund to those issues. However, the tenant was informed that "reasonable accommodations" are made on a per-request basis. The residents in attendance learned that the Authority will make reasonable accommodations when requested in writing to the Deputy Executive Director. The Deputy Executive Director, along with the Executive Director, will determine reasonableness.
8. A public hearing was held at the administrative offices of the Authority. There was no attendance at the meeting and no comments were received.

PHA Response: The Housing Authority has reviewed and taken into consideration the comments offered by the members of the Resident Advisory Board. No changes to the Plan are necessary due to the comments offered.

## **Attachment M.**

### **Replacement Housing Factor Plan**



1000 W. MARKET STREET, SUITE 1000 • PITTSBURGH, PA 15222-1000  
TEL: 412.324.1000 • FAX: 412.324.1001 • WWW.WCHA.PA.GOV

May 28, 2003

Mr. James D. Cassidy, Director  
Department of Housing and Urban Development  
339 Sixth Avenue  
Pittsburgh, PA 15222-2515

Dear Mr. Cassidy:

Attached you will find the Capital Fund Replacement Housing Factor (RHF) Plan for your review.

If you have any questions concerning this plan, please give me a call.

Sincerely,

WESTMORELAND COUNTY HOUSING AUTHORITY

A handwritten signature in black ink, appearing to read "Michael L. Washowich", is written over the typed name below.

Michael L. Washowich  
Executive Director

Enclosure

WESTMORELAND COUNTY HOUSING AUTHORITY  
**CAPITAL FUND**  
**REPLACEMENT HOUSING FACTOR (RHF) PLAN**  
**FY 2000 - 2004**  
 May 20, 2003

1	Amount of RHF Bonds currently on hand (FY 2002)	\$48,000	
2	Additional RHF funds expected in FY 2003	\$48,000	
3	Additional RHF funds expected in FY 2004	\$48,000	
4	Total RHF budget (sum of 1 + 2 + 3)	\$144,000	
5	Number of Units to be developed	3	
6	Development Method		
	New construction?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Acquisition with rehab?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Acquisition without rehab?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	Structure Type		
	Single family?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Row?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Walk up?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8	Project Schedule	Begin Date	End Date
	Site control / acquisition	July 1, 2003	August 31, 2003
	Select architect	September 1, 2003	October 31, 2003
	Prepare plans and specifications	December 1, 2003	May 31, 2004
	Construction	August 1, 2004	March 30, 2005
	Initial occupancy	April 1, 2005	June 30, 2005
	Other		

Source of Funds		Amount
9	RHF	\$204,027
	Other Loans	\$100,000
	Other:	
	TOTAL	\$304,027

WCHA requests HUD's approval of the following obligation and expenditures schedule. WCHA expects to accumulate adequate funds to undertake repayments starting on July 1, 2005.			
	Obligation of Funds Begins	Expenditure of Funds begins	
10	FY 2002	July 1, 2003	July 1, 2007
	FY 2003	July 1, 2003	July 1, 2007
	FY 2004	July 1, 2003	July 1, 2007

11	<p>Self Funding for the period FY 2005 - 2009.</p> <p>In accordance with Section 3(c) of HUD PFI Notice 2003-10, WCHA hereby requests an additional five years of funding for the period FY 2005 through FY 2009. Based on wording of Section (b)(2) of PFI Notice 2003-10, the PFI Fee for the second five-year increment must be submitted to HUD on or before the date of submission of the PFI's Annual Plan for the 7<sup>th</sup> year (FY 2007).</p>
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**Insert File Attachment pa018a01 – Capital Fund Program Original Annual Statement**

**Insert File Attachment pa018b01 – Capital Fund Program 5-Year Action Plan**















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

PHA Name: <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>	Grant Type and Number Capital Fund Program Grant No: <b>PA28P018501-04</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2004</b>
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Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no. )  
 Performance and Evaluation Report for Program Year Ending     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	50,000.00			
3	1408 Management Improvements	425,000.00			
4	1410 Administration	318,392.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	145,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	1,744,000.00			
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	100,000.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	25,000.00			
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 2,807,392.00	\$ -	\$ -	\$ -
22	Amount of line 21 Related to LBP Activities	-	-	-	-
23	Amount of line 21 Related to Section 504 Compliance	-	-	-	-
24	Amount of line 21 Related to Security - Soft Costs	-	-	-	-
25	Amount of line 21 Related to Security - Hard Costs	-	-	-	-
26	Amount of line 21 Related to Energy Conversation Measures	-	-	-	-

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

PHA Name: <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA28P018501-04</b> Replacement Housing Factor Grant: <b>0</b>				Federal FY of Grant: <b>2004</b>		
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	
PHA WIDE	DRUG ELIMINATION ACTIVITIES	1408.00		300,000.00				
PHA WIDE	ADDITIONAL POLICE PATROLS	1408.00		70,000.00				
PHA WIDE	RESIDENT INITIATIVES	1408.00		5,000.00				
PHA WIDE	OPERATIONS	1406.00		50,000.00				
PHA WIDE	ADMINISTRATION:							
	EXECUTIVE DIRECTOR	1410.00	1	21,776.00				
	DEPUTY EXECUTIVE DIRECTOR	1410.00	1	14,517.00				
	PROJECT MANAGER	1410.00	1	10,513.00				
	ACCOUNTANT	1410.00	1	7,115.00				
	PURCHASING AGENT	1410.00	1	6,096.00				
	REHAB ADMINISTRATOR	1410.00	1	46,346.00				
	CLERK TYPIST	1410.00	1	2,487.00				
	CONSTRUCTION INSPECTOR SUPERVISOR	1410.00	1	46,346.00				
	CONSTRUCTION INSPECTOR	1410.00	1	46,346.00				
	F.I.C.A. = 7065%	1410.00	9	15,418.00				
	PENSION = 14%	1410.00	9	28,216.00				
	HEALTH, LIFE, WORKERS							
	COMP INSURANCE = 14%	1410.00	9	28,216.00				
	SUNDRY: BID AD, ETC	1410.00		45,000.00				

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

PHA Name: <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA28P018501-04</b> Replacement Housing Factor Grant: <b>0</b>				Federal FY of Grant: <b>2004</b>		
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	
PHA WIDE	VACANCY REDUCTION	1460.00		250,000.00				
PHA WIDE	COMPUTER HARDWARE	1475.00		100,000.00				
PHA WIDE	COMPUTER SOFTWARE	1408.00		50,000.00				
PHA WIDE	504 REQUIREMENTS	1460.00		400,000.00				
PHA WIDE	EFFICIENCY CONVERSION LATROBE MANOR	1460.00		350,000.00				
PHA WIDE	RELOCATION COSTS	1495.10		25,000.00				
PHA WIDE	FEES & COSTS	1430.00		145,000.00				
PA 18-1 EAST KEN MANOR	ROOF REPLACEMENT	1460.00	63	744,000.00				















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

Activities for Year 1	Activities for Year: <u>2005</u> FFY Grant: <u>2005</u> PHA FY: <u>^2006</u>			Activities for Year: <u>2006</u> FFY Grant: <u>2006</u> PHA FY: <u>^2007</u>			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
See Annual Statement	PA 18-1 EAST KEN MANOR	ROOF REPLACEMENT	\$750,000.00	PA 18-4 KENSINGTON MANOR	ELEVATOR DOOR EDGES	12,000.00	
		DOWNSPOUTS			BATHROOM UPGRADE	200,000.00	
		TOILET FLANGES	13,000.00	HI-RISE:	TRASH COMPACTOR	35,000.00	
		BATHROOM VANITIES	50,000.00		KITCHEN UPGRADE	120,000.00	
		ENTRY & STORM DOOR	258,000.00		INTERCOM SYSTEM	25,000.00	
		BI-FOLD CLOSET DOOR	189,000.00		ELEVATOR MAIN LINE STARTERS	20,000.00	
		KITCHEN & BATH	50,000.00		FIRE ALARM	50,000.00	
		EXHAUST FANS			ROOF	60,000.00	
		FURNACES, DUCT	400,000.00				
		CLEANING, REGISTERS, FLUE PIPES			TOWNHOUSES:	ROOFS, STACKS, FLUES, SIDING	400,000.00
		ELECTRICAL UPDATE	504,000.00			BATHROOM UPGRADE	250,000.00
		SURVEY TO FIND ALL UTILITY LINES	50,000.00			PARKING RESURFACE	50,000.00
		WINDOW REPLACEMENT	630,000.00			FURNACES, VENT	135,000.00
		COMMUNITY ROOM	5,000.00			BOILER & HOT WATER TANK IN ADMIN BLDG	15,000.00
		EXTERIOR LIGHTING				SERVICE ENTRANCE, OUTSIDE METER PAKS,	50,000.00
		HOT WATER TANKS	63,000.00			APARTMENT PANELS	
		SITE WORK	25,000.00			COMMUNITY ROOM & SHOP LIGHTING	5,000.00
		SMOKE DETECTORS	125,000.00			EXTERIOR WALL PACK	5,000.00
		ADDITIONAL STORAGE	75,000.00			FIXTURES ON BLDGS	
		FLOOR TILE, BASE & SUBFLOOR	325,000.00			220 LINES FOR DRYER	6,000.00
						INTERIOR LIGHTING	52,000.00
	PA 18-16 EAST KEN MANOR ANNEX	TOILET FLANGES	6,000.00			HOT WATER TANKS	20,000.00
		BATHROOM VANITIES	25,000.00			SIDEWALKS	
		INTERIOR LIGHTS	52,000.00				
		CLEAN DUCTS, REPLACEMENT REGISTERS	22,000.00				
		SURVEY TO FIND ALL UTILITY LINES	20,000.00				
		ELECTRICAL PANELS	30,000.00				
		<b>Total CFP Estimated Cost</b>		<b>\$ 3,667,000.00</b>			<b>\$ 1,510,000.00</b>

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

Activities for Year 1	Activities for Year: <u>2005</u> FFY Grant: <u>2005</u> PHA FY: <u>^2006</u>			Activities for Year: <u>2006</u> FFY Grant: <u>2006</u> PHA FY: <u>^2007</u>			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
See Annual Statement	PA 18-16 EAST KEN MANOR ANNEX	220 LINES FOR DRYER	\$5,200.00	PA 18-5 EASTGATE MANOR	SEAL EXTERIOR WALL	\$25,000.00	
		SMOKE DETECTORS	50,000.00		WALL MOUNTED SHOWERS & TUB SURROUND	50,000.00	
		GUTTERS & DOWNSP	40,000.00		PUBLIC RESTROOMS	20,000.00	
		PARTIAL DEMOLITION	50,000.00		CONVERT EFFICIENCY	350,000.00	
	PA 18-2 PARK MANOR	OPEN BOTTOM OF STAIRWAYS	50,000.00		INTERIOR LIGHTING & ELECTRICAL DEVICES	50,000.00	
		ADMINISTRATION BLD UPGRADE	200,000.00		BATHROOM UPGRADE	200,000.00	
		BATHROOM UPGRADE	500,000.00		KITCHEN UPGRADE	150,000.00	
		FLOOR TILE, BASE & SUBFLOOR	300,000.00		COMMUNITY ROOM BUILDING	5,000.00	
		220 LINES FOR DRYER	10,000.00		FOLD DOORS		
		REPLACE ALL APT DEVICES	10,000.00		CHIMNEY SWEEP & CLEAN EXTERIOR	10,000.00	
		KITCHEN & BATH GFIS	100,000.00		REPLACE REAR PATIO FENCING	15,000.00	
		HOT WATER TANKS & BALL VALVES	40,000.00		RETUBE/REPLACE BO	50,000.00	
		ROOFS	520,000.00	PHA WIDE:	ENERGY CONSERVATION APPLIANCES	500,000.00	
		PARTIAL DEMOLITION	75,000.00		LANDSCAPING/PLAY-GROUNDS	350,000.00	
						250,000.00	
	PA 18-7 PLEASANT MANOR	DWNSPT TO CULVERT	75,000.00		504 COMPLIANCE	400,000.00	
		RELOCATE SMOKE DE	50,000.00		ROOF INSPECTIONS/ PREVENTIVE MAINTENANCE	10,000.00	
		ALL NEW DEVICES, ADD OUTLETS FOR BEDRMS			OUTDOOR COMMUNITY SPACE	50,000.00	
		BATHROOM FANS	15,000.00				
		ADDITIONAL PARKING	40,000.00				
		HOT WATER TANKS	20,000.00				
		ROOFS	200,000.00				
		INTERIOR DOORS	75,000.00				
		STAIRCASE SPINDLES	50,000.00				
		<b>Total CFP Estimated Cost</b>		<b>\$ 2,475,200.00</b>			<b>\$ 2,490,000.00</b>



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

Activities for Year: <u>2007</u> FFY Grant: <u>2007</u> PHA FY: <u>^2008</u>			Activities for Year: <u>2008</u> FFY Grant: <u>2008</u> PHA FY: <u>^2009</u>		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PA 18-6 VALLEY MANOR	ELEVATOR DOOR EDGE	\$12,000.00	PA 18-18 ARNOLD TOWNHOUSES	REPLACE WOOD GABLE ENDS W SIDING	\$25,000.00
	BOILER ROOM DOOR	2,000.00			
	WATER FOUNTAIN	1,000.00			
	KITCHEN COUNTERTOP	72,000.00	PA 18-19 GREENSBURG TOWNHOUSES	FLOOR TILE & SUBFLOOR	75,000.00
	SINKS, FAUCETS, DRAINS				
	BI-FOLD CLOSET DOORS	110,000.00			
	ENTRANCE DOORS & LOCKSETS		PA 18-20 VANDERGRIFT TOWNHOUSES	ROOF, GUTTER, DWNSP	200,000.00
	APT FLOOR TILE & BASE	216,000.00		ENTRY & STORM DOORS	40,000.00
	FIRE ALARM	70,000.00		WATER REGULATORS	4,000.00
	UNDERGROUND SERVICE	20,000.00		EXTERIOR METER SOCKETS	20,000.00
	ENTRANCE TO MDP			UPGRADE LAUNDRY	20,000.00
	HOT WATER TANKS	30,000.00		FENCING	15,000.00
	BREAKER PANEL	25,000.00		REPAVING	50,000.00
	CEILING TILE	20,000.00		STORAGE AREAS	20,000.00
	CENTRAL A/C	600,000.00		HOT WATER TANKS	8,000.00
	RETUBE/REPLACE BOILER	50,000.00			
	COMMUNITY ROOM	5,000.00	PA 18-24 LOWER BURRELL TOWNHOUSES	WINDOWS	150,000.00
	VERTICAL BLINDS			ENTRY & STORM DOORS	60,000.00
	WALL MOUNTED SHOWERS	72,000.00		EXT METER SOCKETS	30,000.00
	WATER CLOSETS	22,000.00		METER PAKS, APT PANELS	
	INTERCOM SYSTEM	25,000.00		SIDEWALKS & PARKING	60,000.00
				STORAGE AREAS	30,000.00
				RECAP RETAINING WALL	15,000.00
PA 18-8 WESTGATE MANOR	ELEVATOR DOOR EDGE	12,000.00		HOT WATER TANKS	12,000.00
	BRAKE SERVICE				
	IRON WORK IN ELEVATOR PIT	10,000.00	PA 18-25 NEW FLORENCE MANOR	FURNACES	15,000.00
	BI-FOLD CLOSET DOORS	45,000.00		SEWER GRATES & BASINS	40,000.00
	BATHROOM HEAT	40,000.00		ENTRY DOOR, LOCKSET	100,000.00
	FIRE ALARM	65,000.00		2ND EXIT FROM 1 BEDRM	25,000.00
	UPDATE ELEVATOR TO COMPUTER SYSTEM	100,000.00		INTERIOR DOORS	48,000.00
				WINDOWS	200,000.00
				DEVICES,GFI'S	20,000.00
<b>Total CFP Estimated Cost</b>		<b>\$ 1,624,000.00</b>			<b>\$ 1,282,000.00</b>

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

Activities for Year: <u>2007</u> FFY Grant: <u>2007</u> PHA FY: <u>^2008</u>			Activities for Year: <u>2008</u> FFY Grant: <u>2008</u> PHA FY: <u>^2009</u>		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PA 18-8 WESTGATE MANOR	INTERIOR LIGHTING	\$72,000.00		SMOKE DETECTORS	\$10,000.00
	RETUBE/REPLACE BOILER	50,000.00		METER PAKS, APT PANELS	40,000.00
	CENTRAL A/C	500,000.00		COMM ROOM RENOVATION	75,000.00
	ROOF	95,000.00		METER SOCKETS	20,000.00
				HOT WATER TANKS	10,000.00
				ADDITIONAL PARKING	25,000.00
PA 18-8 HIGHLAND MANOR	FURNACES	125,000.00		SIDEWALKS & PATIO	150,000.00
	PLUMBING LINE REPAIR	400,000.00			
	REPAIR BOWED CEILING	50,000.00	PA 18-26 ST. CLAIR MANOR	SAME AS NEW FLORENCE	1,000,000.00
	FIRE EXTINGUISHERS	5,000.00			
	KITCHEN & BATH FIXTURES	75,000.00			
	FLOOR TILE, BASE	125,000.00	PA 18-27 NEW STANTON MANOR	HEAT IN HALLWAYS	45,000.00
	BUILD COVER FOR REPAIR	50,000.00		VENTED LAUNDRY DOOR	5,000.00
	OF UPPER UNITS			DOOR SWEEPS	10,000.00
	BI-FOLD DOOR	70,000.00		THRESHOLDS	10,000.00
	ENCLOSE STAIR TREADS	25,000.00		FLOOD LIGHTS C BLDG	2,500.00
	REPLACE FLANGES	25,000.00		INSULATED WINDOWS	2,500.00
	SMOKE DETECTORS	25,000.00		FLOOR DRAIN IN SHOP	1,500.00
	DEVICES & BREAKER PANELS	75,000.00		REPAVING	50,000.00
	KITCHEN & BATH FANS	50,000.00		FIRE ALARM	85,000.00
	DOORBELL	25,000.00		WALL COVERING	60,000.00
	EXTERIOR BLD LIGHTS	50,000.00		HOT WATER TANKS	25,000.00
	INTERIOR LIGHTS	50,000.00			
	CUT TRAP DOOR BELOW	25,000.00	PA 18-28 LOWER BURRELL MANOR	ELEVATOR RENOVATION	
	2ND FLOOR BATH			WINDOW & SLIDING GLASS	375,000.00
	SIDEWALKS	100,000.00		DOORS	
	HOT WATER TANKS	12,500.00		KITCHEN RENOVATION	312,500.00
	BATHROOM UPDATE	350,000.00		COVE BASE	65,000.00
				ENTRY DOOR, JAMB, LOCK	160,000.00
PA 18-9 ARNOLD MANOR	ELEVATOR DOOR EDGE			EMERGENCY PULL COR	62,500.00
	CLEAN INTERIOR BRICK	25,000.00		EMER GENERATOR	15,000.00
	FLOOR TILE	80,000.00		APT & EXT LIGHTING	140,000.00
	RESURFACE PARKING	50,000.00		CONDENSING UNIT	65,000.00
<b>Total CFP Estimated Cost</b>		<b>\$ 2,584,500.00</b>			<b>\$ 2,821,500.00</b>

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

Activities for Year: <u>2007</u> FFY Grant: <u>2007</u> PHA FY: <u>^2008</u>			Activities for Year: <u>2008</u> FFY Grant: <u>2008</u> PHA FY: <u>^2009</u>		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PA 18-9 ARNOLD	TRASH COMPACTOR	\$15,000.00		CRAFT & COMM ROOM	\$7,500.00
MANOR	FIRE ALARM	85,000.00		DOORS TO OUTSIDE	
	CORRIDOR LIGHTING	8,000.00		NEW FAN COIL UNITS &	450,000.00
	REPLACE FPE BREAKER	25,000.00		PIPING	
	PANELS				
	SECURITY LIGHTING	25,000.00	PA 18-29 TRAFFORD	ELEVATOR RENOVATION	
PA 18-10 SCOTSDALE	ROOF AT NORTH EXIT	25,000.00	MANOR	INTERIOR LIGHTING	100,000.00
MANOR	ENLARGE LAUNDRY	50,000.00		APT EMERGENCY PULL	50,000.00
	ADDITIONAL PARKING	45,000.00		FIRE ALARM	85,000.00
	CONCRETE ON BLDG IS	50,000.00		HALLWAY CARPETING	25,000.00
	SPALLING			SHED	30,000.00
	BI-FOLD DOORS	98,000.00		TILE ON 1ST FLOOR	45,000.00
	FIRE ALARM CONTROL	84,000.00		KITCHEN RENOVATION	250,000.00
	RETUBE/REPLACE BOIL	50,000.00		FLOOR TILE & BASE	100,000.00
	CENTAL A/C	500,000.00		BLDG ENTRANCE DOOR	35,000.00
	ROOF OVER PATIO	15,000.00		WALL COVERING	60,000.00
				INTERCOM	80,000.00
	BOILERS/CENTRAL A/C	500,000.00		WINDOWS	200,000.00
PA 18-11 MCMURTRY	ELEVATOR DOOR EDGE			SLIDING GLASS DOORS	300,000.00
TOWERS	UPDATE ELEVATOR TO			BATHROOM RENOVATIO	250,000.00
	COMPUTER SYSTEM			AWNING AT CAVITT SID	15,000.00
	ENLARGE COMM ROOM	50,000.00		BALCONY HANDRAILS	125,000.00
	INSTALL SHOWERS IN	100,000.00		REPAVING	75,000.00
	UNITS WITH TUBS			HALLWAY LIGHTS	5,000.00
	HALLWAY HANDRAILS	5,000.00			
	1ST FLOOR HEATERS	2,500.00	PA 18-39 WEST HEMPFIL	REPAIR & HEAT BASEME	40,000.00
	PLUMBING LINES	400,000.00	TOWNHOUSES	REPL BATH CERAMIC TI	40,000.00
	SPLASH GUARDS	25,000.00			
	LIGHTS AT KIT SINKS	15,000.00	PA 18-40 DERRY	ST DOORS, TOILET, GFI	875,000.00
	FIRE ALARM CONTROL	85,000.00	TOWNHOUSES	LIGHTS,DRAINAGE,METER	
	SS RANGE HOODS	40,000.00		SOCKETS,SIDING,SHED,	
	HALLWAY CARPET	25,000.00		FANS,FENCE,KIT CAB,	
	REPLACE FPE BREAKER	25,000.00		ROOF, GUTTER, DWNSPT,	
<b>Total CFP Estimated Cost</b>		<b>\$ 2,347,500.00</b>			<b>\$ 3,242,500.00</b>

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name <b>WESTMORELAND COUNTY HOUSING</b>		<input checked="" type="checkbox"/> Original 5-Year <input type="checkbox"/> Revision No.			
Development Number/Name/HA- Wide	Year 1  FFY2004	Work Statement for Year 2 FFY Grant: <b>2005</b> PHA FY: <b>^2006</b>	Work Statement for Year 3 FFY Grant: <b>2006</b> PHA FY: <b>^2007</b>	Work Statement for Year 4 FFY Grant: <b>2007</b> PHA FY: <b>^2008</b>	Work Statement for Year 5 FFY Grant: <b>2008</b> PHA FY: <b>^2009</b>
PA 18-1 & 16 EAST KEN MANOR	<b>Annual Statement</b>	3,812,200.00			
PA 18-2 PARK MANOR		1,805,000.00			
PA 18-4 KENSINGTON MANOR			1,510,000.00		
PA 18-5 EASTGATE MANOR			930,000.00		
PA 18-6 VALLEY MANOR					1,352,000.00
PA 18-7 PLEASANT MANOR		525,000.00			
PA 18-8 WESTGATE & HIGHLAND				2,676,500.00	
PA 18-9 ARNOLD MANOR				313,000.00	
PA 18-10 SCOTTDALE MANOR				917,000.00	
PA 18-11 MCMURTRY TOWERS				1,272,500.00	
PA 18-12 IRWIN MANOR		524,000.00			
PA 18-13 LATROBE MANOR		892,000.00			
PA 18-14 JEANNETTE MANOR			459,000.00		
PA 18-15 PARNASSUS MANOR			962,000.00		
PA18-17 & PHA WIDE			1,823,000.00		
PA 18-18 ARNOLD TOWNHOUSE					25,000.00
PA 18-19 GREENSBURG TWNH					75,000.00
PA 18-20 VANDERGRIFT TWN					377,000.00
PA 18-39 WEST HEMPFIELD TWN					80,000.00
PA 18-24 LOWER BURRELL TWN					357,000.00
PA 18-25 NEW FLORENCE MANOR					764,000.00
PA 18-26 ST. CLAIR MANOR					1,000,000.00
PA 18-27 & PA 18-40					1,171,500.00
PA 18-28 LOWER BURRELL MNR					1,652,500.00
PA 18-29 TRAFFORD MANOR					1,830,000.00
CFP Funds Listed for 5-year planning		7,558,200.00	5,684,000.00	6,531,000.00	7,332,000.00
Replacement Housing Factor Funds					

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

PHA Name:  <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  <b>2004</b>
	<b>PA28R018501-04</b>	

Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no. )  
 Performance and Evaluation Report for Program Year Ending     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds	\$ 57,208.00			
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 57,208.00	\$ -	\$ -	\$ -
22	Amount of line 21 Related to LBP Activities	-	-	-	-
23	Amount of line 21 Related to Section 504 Compliance	-	-	-	-
24	Amount of line 21 Related to Security - Soft Costs	-	-	-	-
25	Amount of line 21 Related to Security - Hard Costs	-	-	-	-
26	Amount of line 21 Related to Energy Conversation Measures	-	-	-	-



















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

PHA Name: <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>	Grant Type and Number Capital Fund Program Grant No: <b>PA28P018501-03</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2003</b>
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Original Annual Statement     
 Reserve for Disasters/Emergencies     
 Revised Annual Statement (revision no. )

Performance and Evaluation Report for Program Year Ending **03/31/2004**     
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	10,116.00			
3	1408 Management Improvements	375,000.00	370,000.00	370,000.00	93,311.94
4	1410 Administration	289,090.00	32.75	32.75	32.75
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	140,000.00	46,760.00	46,760.00	46,760.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	1,516,151.00			
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures	25,000.00			
13	1475 Nondwelling Equipment	50,000.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	25,000.00			
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 2,430,357.00	\$ 416,792.75	\$ 416,792.75	\$ 140,104.69
22	Amount of line 21 Related to LBP Activities	-	-	-	-
23	Amount of line 21 Related to Section 504 Compliance	-	-	-	-
24	Amount of line 21 Related to Security - Soft Costs	-	-	-	-
25	Amount of line 21 Related to Security - Hard Costs	-	-	-	-
26	Amount of line 21 Related to Energy Conversation Measures	-	-	-	-

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

PHA Name: <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA28P018501-03</b> Replacement Housing Factor Grant: <b>0</b>				Federal FY of Grant: <b>2003</b>		
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	
PHA WIDE	DRUG ELIMINATION ACTIVITIES	1408.00	25	300,000.00	300,000.00	300,000.00	93,311.94	
PHA WIDE	ADDITIONAL POLICE PATROLS	1408.00	2	70,000.00	70,000.00	70,000.00		
PHA WIDE	RESIDENT INITIATIVES	1408.00	1	5,000.00				
PHA WIDE	OPERATIONS	1406.00	1	10,116.00				
PHA WIDE	ADMINISTRATION							
	EXECUTIVE DIRECTOR	1410.00	1	21,040.00				
	DEPUTY EXECUTIVE DIRECTOR	1410.00	1	14,027.00				
	PROJECT MANAGER	1410.00	1	10,158.00				
	ACCOUNTANT	1410.00	1	6,875.00				
	PURCHASING AGENT	1410.00	1	5,890.00				
	REHAB ADMINISTRATOR	1410.00	1	43,200.00				
	CLERK TYPIST	1410.00	1	2,402.00				
	CONSTRUCTION INSPECTOR	1410.00	2	86,400.00				
	F.I.C.A. = 7.65%	1410.00	9	13,754.00				
	PENSION = 14%	1410.00	9	25,172.00				
	HEALTH, LIFE, WORKERS COMP INSURANCE = 14%	1410.00	9	25,172.00				
	SUNDRY: BID ADVERTISEMENT, ETC.	1410.00		35,000.00	32.75	32.75	32.75	

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

PHA Name: <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA28P018501-03</b> Replacement Housing Factor Grant: <b>0</b>				Federal FY of Grant: <b>2003</b>		
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	
PHA WIDE	VACANCY REDUCTION	1460.00		250,000.00				
PA 18-39	MAINTENANCE SHED	1470.00	1	25,000.00				
PHA WIDE	COMPUTER HARDWARE	1475.00		50,000.00				
PHA WIDE	RELOCATION COSTS	1495.10		25,000.00				
PHA WIDE	FEES & COSTS	1430.00		140,000.00	46,760.00	46,760.00	46,760.00	
PHA WIDE	504 REQUIREMENTS	1460.00		400,000.00				
PHA WIDE	EFFICIENCY CONVERSION CENTRAL TOWERS	1460.00		216,151.00				
PA 18-29 TRAFFORD MANOR	HVAC UPDATE	1460.00		650,000.00				















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

PHA Name:  <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <span style="float: right;"><b>PA28P01850203</b></span> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  <b>2003</b>
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Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no. )

Performance and Evaluation Report for Program Year Ending **03/31/2004**     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	5,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	49,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	20,000.00			
10	1460 Dwelling Structures	421,763.00			
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 495,763.00	\$ -	\$ -	\$ -
22	Amount of line 21 Related to LBP Activities	-	-	-	-
23	Amount of line 21 Related to Section 504 Compliance	-	-	-	-
24	Amount of line 21 Related to Security - Soft Costs	-	-	-	-
25	Amount of line 21 Related to Security - Hard Costs	-	-	-	-
26	Amount of line 21 Related to Energy Conversation Measures	-	-	-	-

**Annual Statement / Performance and Evaluation Report  
PA 18-8**

PHA Name: <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA28P01850203</b> Replacement Housing Factor Grant: <b>0</b>				Federal FY of Grant: <b>2003</b>		
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	
PA 18-8H HIGHLAND MANOR	REPAIR BOWED CEILINGS	1460.00	50	25,000.00				
	REPAIR PLUMBING LINES - SEWER	1460.00		62,000.00				
PA 18-7 PLEASANT MANOR	RUN DOWNSPOUTS TO EXISTING FRENCH DRAINS	1450.00		20,000.00				
PA 18-25 NEW FLORENCE MANOR	REPLACE FURNACES	1460.00	40	15,000.00				
PA 18-4 KENSINGTON MANOR	REPLACE FURNACES	1460.00	52	78,000.00				
PA 18-1 EAST KEN MANOR	REPLACE FURNACES	1460.00	111	157,763.00				
PHA WIDE	A&E FEE	1430.00		49,000.00				
PHA WIDE	SUNDRY: BID ADVERTIZING ETC	1410.00		5,000.00				
18-29 TRAFFORD	FIRE ALARM SYSTEM	1460.00		84,000.00				

















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

PHA Name: <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>	Grant Type and Number Capital Fund Program Grant No: <b>PA28P018501-02</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2002</b>
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Original Annual Statement     
 Reserve for Disasters/Emergencies     
 Revised Annual Statement (revision no. )

Performance and Evaluation Report for Program Year Ending **03/31/2004**     
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	15,000.00			
3	1408 Management Improvements	75,000.00	70,040.00	70,040.00	9,673.20
4	1410 Administration	297,433.00	287,380.55	287,380.55	30,890.55
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	150,000.00	91,520.13	91,520.13	91,520.13
8	1440 Site Acquisition				
9	1450 Site Improvement	115,000.00	93,218.00	93,218.00	
10	1460 Dwelling Structures	2,211,773.00	1,941,126.84	1,941,126.84	616,922.22
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures	20,000.00			
13	1475 Nondwelling Equipment	5,000.00	3,218.17	3,218.17	3,218.17
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 2,889,206.00	\$ 2,486,503.69	\$ 2,486,503.69	\$ 752,224.27
22	Amount of line 21 Related to LBP Activities	-	-	-	-
23	Amount of line 21 Related to Section 504 Compliance	-	-	-	-
24	Amount of line 21 Related to Security - Soft Costs	-	-	-	-
25	Amount of line 21 Related to Security - Hard Costs	-	-	-	-
26	Amount of line 21 Related to Energy Conversation Measures	-	-	-	-

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

PHA Name: <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA28P018501-02</b> Replacement Housing Factor Grant: <b>0</b>				Federal FY of Grant: <b>2002</b>		
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	
<b>PA 18-14</b>								
<b>JEANNETTE MANOR</b>	<b>SITE IMPROVEMENTS</b>	<b>1450.00</b>	<b>1</b>	<b>15,000.00</b>				
	<b>WATER CLOSETS</b>	<b>1460.00</b>	<b>100</b>	<b>40,000.00</b>				
<b>PA 18-13</b>	<b>ROOF REPLACEMENT</b>	<b>1460.00</b>			<b>96,086.39</b>	<b>96,086.39</b>	<b>96,086.39</b>	
<b>LATROBE</b>	<b>CARD KEY SYSTEM</b>	<b>1460.00</b>			<b>11,403.14</b>	<b>11,403.14</b>	<b>11,403.14</b>	
<b>PA 18-12</b>	<b>LAUNDRY ROOM FLOOR TILE</b>	<b>1460.00</b>	<b>5</b>	<b>25,000.00</b>				
<b>IRWIN MANOR</b>	<b>ELEVATOR RENOVATION</b>	<b>1460.00</b>			<b>34,988.00</b>	<b>34,988.00</b>	<b>31,489.20</b>	
<b>PHA WIDE</b>	<b>CONVERSION OF EFFICIENCY APARTMENTS TO 1 BEDROOM</b>	<b>1460.00</b>	<b>GC</b>	<b>200,000.00</b>	<b>199,000.00</b>	<b>199,000.00</b>	<b>7,200.00</b>	
	<b>CENTRAL TOWERS</b>	<b>1460.00</b>	<b>EC</b>		<b>36,950.00</b>	<b>36,950.00</b>		
		<b>1460.00</b>	<b>PC</b>		<b>26,350.00</b>	<b>26,350.00</b>		
		<b>1460.00</b>	<b>ASBEST</b>		<b>17,880.00</b>	<b>17,880.00</b>	<b>16,092.00</b>	
<b>PA 18-25</b>								
<b>NEW FLORENCE MANOR</b>								
	<b>ROOF &amp; EXTERIOR REPAIRS</b>	<b>1460.00</b>	<b>40</b>	<b>150,000.00</b>	<b>161,000.00</b>	<b>161,000.00</b>		
	<b>INTERIOR DOORS</b>	<b>1460.00</b>	<b>40</b>	<b>48,000.00</b>				
	<b>METER SOCKETS</b>	<b>1460.00</b>	<b>40</b>	<b>30,000.00</b>				
	<b>KITCHEN &amp; BATH RENOVATION</b>	<b>1460.00</b>	<b>40</b>	<b>140,000.00</b>				

**MANOR**

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

**Part II: Supporting Pages**

PHA Name: <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA28P018501-02</b> Replacement Housing Factor Grant: <b>0</b>				Federal FY of Grant: <b>2002</b>		
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	
<b>PA 18-26</b>	<b>REPLACE PATIOS</b>	<b>1450.00</b>	<b>60</b>	<b>60,000.00</b>				
<b>ST. CLAIR</b>								
<b>MANOR</b>	<b>COMMUNITY ROOM RENOVATION</b>	<b>1470.00</b>	<b>1</b>	<b>20,000.00</b>				
	<b>ROOF &amp; EXTERIOR REPAIRS</b>	<b>1460.00</b>	<b>60</b>	<b>180,000.00</b>	<b>222,000.00</b>	<b>222,000.00</b>		
	<b>METER SOCKETS</b>	<b>1460.00</b>	<b>60</b>	<b>45,000.00</b>				
	<b>INTERIOR DOORS</b>	<b>1460.00</b>	<b>60</b>	<b>72,000.00</b>				
	<b>KITCHEN &amp; BATH RENOVATION</b>	<b>1460.00</b>	<b>60</b>	<b>210,000.00</b>				
<b>PA 18-10</b>	<b>REPLACE SIDEWALKS</b>	<b>1450.00</b>	<b>1</b>	<b>25,000.00</b>	<b>93,218.00</b>	<b>93,218.00</b>		
<b>SCOTTDALE</b>								
<b>MANOR</b>	<b>SITWORK</b>	<b>1450.00</b>	<b>1</b>	<b>15,000.00</b>				
	<b>ROOF OVER NORTH EXIT</b>	<b>1460.00</b>	<b>1</b>	<b>12,000.00</b>				
	<b>ELEVATOR RENOVATION</b>	<b>1460.00</b>	<b>2</b>	<b>191,303.00</b>	<b>36,318.00</b>	<b>36,318.00</b>	<b>32,686.20</b>	
<b>PA 18-8H</b>								
<b>HIGHLAND</b>								
<b>MANOR</b>	<b>CONSTRUCT ROOF OVER UPPER TOWNHOUSES</b>	<b>1460.00</b>	<b>4</b>	<b>25,000.00</b>				
<b>PA 18-11</b>	<b>ROOF REPLACEMENT</b>	<b>1460.00</b>			<b>118,100.00</b>	<b>118,100.00</b>	<b>118,100.00</b>	
<b>MCMURTRY</b>								

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

PHA Name: <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA28P018501-02</b> Replacement Housing Factor Grant: <b>0</b>				Federal FY of Grant: <b>2002</b>		
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	
PA 18-5	MAILBOXES	1460.00	50	5,000.00				
EASTGATE	ELEVATOR RENOVATION	1460.00			82,435.36	82,435.36	74,213.56	
MANOR	SECURITY SYSTEM	1460.00	1	15,000.00				
PA 18-6	ENTRANCE DOORS	1460.00	72	25,200.00				
VALLEY								
MANOR	LOCK SETS	1460.00	72	28,800.00				
PA 18-8								
HIGHLAND	ROOF REPLACEMENT	1460.00			93,263.87	93,263.87	79,785.00	
MANOR								
PA 18-4	SIDING REPLACEMENT	1460.00	10	185,000.00				
KEN MANOR	BI-FOLD DOOR REPLCEMT	1460.00			2,000.00	2,000.00	2,000.00	
	ROOF REPLACEMENT	1460.00	10	180,000.00				
	SIDEWALK ELEVATOR	1460.00	1		16,418.00	16,418.00	16,418.00	
PHA WIDE	ELEVATOR VALVE REPAIR	1460.00	3	104,470.00				
PHA WIDE	HARD TO RENT UNITS - VACANCY REDUCTION	1460.00	25	250,000.00	3,312.86	3,312.86	3,312.86	
PHA WIDE	COMPUTER HARDWARE	1475.00		5,000.00	3,218.17	3,218.17	3,218.17	
PHA WIDE	ROOF INSPECTION	1460.00			3,605.00	3,605.00	3,605.00	
PHA WIDE	RENOVATION OF HALLWAYS LOBBIES	1460.00	13	50,000.00				
PA 18-24								
LOWER	ROOF REPLACEMENT	1460.00			154,949.00	154,949.00	120,560.87	
BURRELL								
TWNH								

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

PHA Name: <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA28P018501-02</b> Replacement Housing Factor Grant: <b>0</b>				Federal FY of Grant: <b>2002</b>		
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	
<b>PHA WIDE</b>	<b>ARCHITECT &amp; ENGINEERING FEE</b>	<b>1430.00</b>		<b>150,000.00</b>	<b>91,520.13</b>	<b>91,520.13</b>	<b>91,520.13</b>	
	<b>ADMINISTRATION:</b>							
	<b>NON-TECHNICAL SALARIES:</b>							
	<b>EXECUTIVE DIRECTOR</b>	<b>1410.00</b>	<b>1</b>	<b>21,040.00</b>	<b>21,040.00</b>	<b>21,040.00</b>		
	<b>DEPUTY DIRECTOR</b>	<b>1410.00</b>	<b>1</b>	<b>14,027.00</b>	<b>14,027.00</b>	<b>14,027.00</b>		
	<b>PROJECT MANAGER</b>	<b>1410.00</b>	<b>1</b>	<b>10,158.00</b>	<b>10,158.00</b>	<b>10,158.00</b>		
	<b>ACCOUNTANT</b>	<b>1410.00</b>	<b>1</b>	<b>6,875.00</b>	<b>6,875.00</b>	<b>6,875.00</b>		
	<b>PURCHASING AGENT</b>	<b>1410.00</b>	<b>1</b>	<b>5,890.00</b>	<b>5,890.00</b>	<b>5,890.00</b>		
	<b>REHABILITATION ADMIN.</b>	<b>1410.00</b>	<b>1</b>	<b>40,738.00</b>	<b>44,000.00</b>	<b>44,000.00</b>		
	<b>CLERK TYPIST</b>	<b>1410.00</b>	<b>1</b>	<b>2,402.00</b>	<b>2,402.00</b>	<b>2,402.00</b>		
	<b>TECHNICAL SALARIES:</b>							
	<b>CLERK OF THE WORKS</b>	<b>1410.00</b>	<b>1</b>	<b>42,511.00</b>	<b>44,000.00</b>	<b>44,000.00</b>		
	<b>ASSISTANT CLERK OF WORKS</b>	<b>1410.00</b>	<b>1</b>	<b>39,694.00</b>	<b>44,000.00</b>	<b>44,000.00</b>		
	<b>FRINGE BENEFITS:</b>							
	<b>% OF GROSS SALARY</b>							
	<b>F.I.C.A. = 7.65%</b>	<b>1410.00</b>	<b>9</b>	<b>13,754.00</b>	<b>13,754.00</b>	<b>13,754.00</b>		
	<b>PENSION = 14%</b>	<b>1410.00</b>	<b>9</b>	<b>25,172.00</b>	<b>25,172.00</b>	<b>25,172.00</b>		
	<b>HEALTH, LIFE, WORKERS,</b>							
	<b>COMP INSURANCE =14%</b>	<b>1410.00</b>	<b>9</b>	<b>25,172.00</b>	<b>25,172.00</b>	<b>25,172.00</b>		
	<b>SUNDRY: BID ADVERTISEMENT,</b>	<b>1410.00</b>		<b>50,000.00</b>	<b>30,890.55</b>	<b>30,890.55</b>	<b>30,890.55</b>	
	<b>ETC.</b>							

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

PHA Name: <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA28P018501-02</b> Replacement Housing Factor Grant: <b>0</b>				Federal FY of Grant: <b>2002</b>		
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	
<b>PHA WIDE</b>	<b>MANAGEMENT IMPROVEMENT</b>							
	ADDITIONAL SECURITY	1408.00		70,000.00	70,000.00	70,000.00	9,633.20	
	TENANT COUNCIL EXPENSES	1408.00		5,000.00	40.00	40.00	40.00	
	OPERATIONS	1406.00		15,000.00				
<b>PA 18-15</b>								
<b>PARNASSUS MANOR</b>	BALCONY COATING	1460.00			3,970.00	3,970.00	3,970.00	
<b>PA 18-29</b>								
<b>TRAFFORD MANOR</b>	MECHANICAL RENOVATIONS:							
	GENERAL CONTRACT	1460.00			84,801.00	84,801.00		
	HVAC CONTRACT	1460.00			468,400.00	468,400.00		
	PLUMBING CONTRACT	1460.00			32,900.00	32,900.00		
	ELECTRICAL CONTRACT	1460.00			20,279.00	20,279.00		
<b>PA 18-19</b>								
<b>GREENSBURG TOWN-HOUSES</b>	GENERAL CONTRACT - FINAL PAYMENT	1460.00			14,717.22	14,717.22		









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

PHA Name: <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>	Grant Type and Number Capital Fund Program Grant No: <b>PA28P018501-01</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2001</b>
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Original Annual Statement     
 Reserve for Disasters/Emergencies     
 Revised Annual Statement (revision no. )  
 Performance and Evaluation Report for Program Year Ending **03/31/2004**     
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	281,270.00			
3	1408 Management Improvements	75,000.00	77,313.13	77,313.13	38,304.26
4	1410 Administration	289,066.00	280,924.56	280,924.56	141,857.15
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	135,000.00	150,025.34	150,025.34	150,025.34
8	1440 Site Acquisition				
9	1450 Site Improvement	20,000.00	142,140.20	142,140.20	137,140.20
10	1460 Dwelling Structures	2,292,544.00	2,431,109.77	2,431,109.77	2,388,971.47
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures	20,000.00			
13	1475 Nondwelling Equipment		31,367.00	31,367.00	31,367.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 3,112,880.00	\$ 3,112,880.00	\$ 3,112,880.00	\$ 2,887,665.42
22	Amount of line 21 Related to LBP Activities	-	-	-	-
23	Amount of line 21 Related to Section 504 Compliance	-	-	-	-
24	Amount of line 21 Related to Security - Soft Costs	-	-	-	-
25	Amount of line 21 Related to Security - Hard Costs	-	-	-	-
26	Amount of line 21 Related to Energy Conversation Measures	-	-	-	-

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

PHA Name: <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA28P018501-01</b> Replacement Housing Factor Grant: <b>0</b>				Federal FY of Grant: <b>2001</b>		
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	
PA 18-4 KEN	HI-RISE BI-FOLD DOOR REPLACEMENT	1460.00			91,300.00		91,300.00	
MANOR	WINDOW & DOOR REPLACEMNT	1460.00	312	110,000.00	241,125.00	241,125.00	241,125.00	
	ADMIN BLDG ROOF REPL	1460.00			4,385.00	4,385.00	4,385.00	
		1460.00						
PA 18-7 PLEASANT	RELINE BATHTUBS ENTRANCE SIGN	1460.00	50	10,000.00	5,000.00			
MANOR	REPLACE HOT WATER TANKS	1460.00	50	20,000.00				
PA 18-14 PARNASSUS	RENOVATE ELEVATOR	1460.00	2	200,000.00	146,757.10	146,757.10	146,757.10	
MANOR	BUILDING RENOVATIONS TO ACCOMMODATE ELEVATOR RENOVATION	1460.00			18,000.00	18,000.00	18,000.00	
PA 18-8H HIGHLAND	ENCLOSE STAIRWAYS REPAIR BOWED CEILINGS	1460.00	50	50,000.00	7,784.52	7,784.52	7,784.52	
MANOR	CONSTRUCT ROOF OVER UPPER TOWNHOUSES BACK ROOF REPLACEMENT	1460.00	4	50,000.00		92,115.00	91,266.25	
PA 18-29 TRAFFORD	BOILER REPLACEMENT FINAL	1460.00			2,000.00	2,000.00	2,000.00	

**Annual Statement / Performance and Evaluation Report**  
**Capital fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
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PHA Name: <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA28P018501-01</b> Replacement Housing Factor Grant: <b>0</b>				Federal FY of Grant: <b>2001</b>		
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	
<b>PA 18-26</b>	<b>ROOF AND EXTERIOR REPAIRS</b>	<b>1460.00</b>	<b>60</b>	<b>150,000.00</b>				
<b>ST. CLAIR MANOR</b>	<b>INCLUDING GABLE END PORCH SOFFIT, FASCIA, GUTTERS, DOWNSPOUTS, ENTRANCE AND STORM DOORS</b>							
	<b>TRAPS, VALVES, FIXTURES</b>	<b>1460.00</b>	<b>60</b>	<b>60,000.00</b>				
	<b>ELECTRIC METER SOCKETS</b>	<b>1460.00</b>	<b>60</b>	<b>30,000.00</b>				
	<b>LIGHT FIXTURE UPGRADE</b>	<b>1460.00</b>	<b>60</b>	<b>30,000.00</b>				
	<b>INTERIOR DOORS</b>	<b>1460.00</b>	<b>60</b>	<b>18,000.00</b>				
	<b>BATHROOM RENOVATIONS</b>	<b>1460.00</b>	<b>60</b>	<b>120,000.00</b>				
	<b>KITCHEN RENOVATIONS</b>	<b>1460.00</b>	<b>60</b>	<b>210,000.00</b>				
	<b>REPLACE 2ND FLOOR TILE</b>	<b>1460.00</b>	<b>30</b>	<b>30,000.00</b>				
<b>PA 18-14</b>	<b>ELEVATOR RENOVATION</b>	<b>1460.00</b>	<b>2</b>	<b>200,000.00</b>	<b>154,867.00</b>	<b>154,867.00</b>	<b>154,867.00</b>	
<b>JEANNETTE MANOR</b>	<b>BLDG RENOVATION</b>	<b>1460.00</b>			<b>18,500.00</b>	<b>18,500.00</b>	<b>18,500.00</b>	
	<b>CLEAN AND SEAL BUILDING EXTERIOR</b>	<b>1460.00</b>	<b>1</b>	<b>30,000.00</b>				
	<b>DEVELOP OUTDOOR COMMUNITY SPACE</b>	<b>1450.00</b>	<b>1</b>	<b>15,000.00</b>				
<b>PA 18-12</b>	<b>REPLACE GAS VALVES IN EFFICIENCY APARTMENTS</b>	<b>1460.00</b>	<b>50</b>	<b>7,400.00</b>				
<b>IRWIN MANOR</b>								
	<b>REPLACE BATHROOM VANITIES</b>	<b>1460.00</b>	<b>74</b>	<b>22,200.00</b>				

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

PHA Name: <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA28P018501-01</b> Replacement Housing Factor Grant: <b>0</b>				Federal FY of Grant: <b>2001</b>		
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	
PA 18-12 IRWIN MANOR	REPLACE WATER CLOSETS	1460.00	74	14,800.00				
	TILE							
	REPLACE KTICHEN FLOOR	1460.00	74	20,000.00				
	TILE							
PA 18-1 EAST KEN MANOR	FLAT ROOF OVER GARAGE	1470.00	1	20,000.00				
	REPLACE FLUE PIPE FROM FURNACE AND HOT WATER TANK THROUGH THE ROOF	1460.00	63	63,000.00				
	BALLFIELD FINAL	1450.00	1		4,400.00	4,400.00	4,400.00	
PA 18-13 LATROBE MANOR	CARD KEY SYSTEM	1460.00			1,128.74	1,128.74	1,128.74	
PA 18-5 EASTGATE MANOR	REPLACE APARTMENT FLOOR	1460.00	50	100,000.00				
	TILE							
	REPLA CE COMMON AREA FLOOR TILE	1460.00	50	65,000.00				
	REPLACE BUILDING ENTRANCE DOORS	1460.00	1	20,000.00				

**Annual Statement / Performance and Evaluation Report**  
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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	
PA 18-5 EASTGATE MANOR	REPLACE APARTMENT ENTRY DOORS	1460.00	50	25,000.00				
	INSTALL NEW INTERCOM SYSTEM	1460.00	1	50,000.00				
PA 18-6 VALLEY MANOR	REPLACE APARTMENT FLOOR TILE AND COVE BASE	1460.00	72	144,000.00				
	CARD KEY SYSTEM	1460.00			18,236.37	18,236.37	18,236.37	
	UPDATE FIRE ALARM SYSTEM	1460.00	1	15,000.00				
	LIGHTING UPDATE: INTERIOR AND EXTERIOR	1460.00	72	40,000.00				
	REPLACE COMMON AREA FLOOR TILE	1460.00	72	75,000.00				
PA 18-9 ARNOLD MANOR	REPLACE COMMON AREA FLOOR TILE	1460.00	9	75,000.00				
PA 18-11 MCMURTRY TOWERS	ENLARGE THE COMMUNITY ROOM BY EXPANDING INTO ADJACANT STORAGE ROOM AT REAR OF EXISTING COMMUNITY ROOM	1460.00	1	81,144.00				
	WINDOW REPLACEMENT	1460.00			6,000.00	6,000.00	6,000.00	
	CURTAIN RODS	1460.00			4,149.80	4,149.80	4,149.80	
PHA WIDE	HARD TO RENT UNITS	1460.00		100,000.00	59,328.90	59,328.90	59,328.90	

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**Capital fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
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PHA Name: <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA28P018501-01</b> Replacement Housing Factor Grant: <b>0</b>				Federal FY of Grant: <b>2001</b>		
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	
<b>PHA WIDE</b>	<b>ARCHITECT AND ENGINEERING</b>	<b>1430.00</b>	<b>1</b>	<b>135,000.00</b>	<b>148,370.34</b>	<b>148,370.34</b>	<b>148,370.34</b>	
	<b>FEE</b>							
	<b>CONSULTANT FEES</b>	<b>1430.00</b>			<b>1,655.00</b>	<b>1,655.00</b>	<b>1,655.00</b>	
	<b>ADMINISTRATION:</b>							
	<b>NON-TECHNICAL SALARIES:</b>							
	<b>EXECUTIVE DIRECTOR</b>	<b>1410.00</b>	<b>1</b>	<b>20,328.00</b>	<b>20,328.00</b>	<b>20,328.00</b>	<b>6,656.93</b>	
	<b>DEPUTY EXECUTIVE DIRECTOR</b>	<b>1410.00</b>	<b>1</b>	<b>13,553.00</b>	<b>13,553.00</b>	<b>13,553.00</b>	<b>5,000.00</b>	
	<b>PROJECT MANAGER</b>	<b>1410.00</b>	<b>1</b>	<b>9,814.00</b>	<b>9,814.00</b>	<b>9,814.00</b>	<b>4,000.00</b>	
	<b>CHIEF ACCOUNTANT</b>	<b>1410.00</b>	<b>1</b>	<b>6,643.00</b>	<b>6,643.00</b>	<b>6,643.00</b>	<b>4,000.00</b>	
	<b>PURCHASING AGENT</b>	<b>1410.00</b>	<b>1</b>	<b>5,691.00</b>	<b>5,691.00</b>	<b>5,691.00</b>	<b>4,000.00</b>	
	<b>REHABILITATION ADMIN</b>	<b>1410.00</b>	<b>1</b>	<b>39,360.00</b>	<b>41,073.00</b>	<b>41,073.00</b>	<b>10,000.00</b>	
	<b>CLERK TYPIST</b>	<b>1410.00</b>	<b>1</b>	<b>2,321.00</b>	<b>2,321.00</b>	<b>2,321.00</b>	<b>1,000.00</b>	
	<b>TECHNICAL SALARIES:</b>							
	<b>CLERK OF THE WORKS</b>	<b>1410.00</b>	<b>1</b>	<b>41,073.00</b>	<b>41,073.00</b>	<b>41,073.00</b>	<b>10,000.00</b>	
	<b>ASSISTANT CLERK OF WORKS</b>	<b>1410.00</b>	<b>1</b>	<b>38,352.00</b>	<b>41,073.00</b>	<b>41,073.00</b>	<b>10,000.00</b>	
	<b>FRINGE BENEFITS:</b>							
	<b>%OF GROSS SALARY</b>							
	<b>F.I.C.A. = 7.65%</b>	<b>1410.00</b>	<b>9</b>	<b>13,289.00</b>	<b>13,289.00</b>	<b>13,289.00</b>	<b>9,955.14</b>	
	<b>PENSION = 14%</b>	<b>1410.00</b>	<b>9</b>	<b>24,321.00</b>	<b>24,321.00</b>	<b>24,321.00</b>	<b>19,910.26</b>	
	<b>HEALTH, LIFE, WORKERS</b>							
	<b>COMP. INSURANCE = 14%</b>	<b>1410.00</b>	<b>9</b>	<b>24,321.00</b>	<b>24,321.00</b>	<b>24,321.00</b>	<b>19,910.26</b>	
	<b>SUNDRY: BID ADVERTISEMENT, ETC.</b>	<b>1410.00</b>		<b>50,000.00</b>	<b>37,424.56</b>	<b>37,424.56</b>	<b>37,424.56</b>	
<b>PHA WIDE</b>	<b>COMPUTER EQUIPMENT</b>	<b>1475.00</b>			<b>31,367.00</b>	<b>31,367.00</b>	<b>31,367.00</b>	

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

PHA Name: <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA28P018501-01</b> Replacement Housing Factor Grant: <b>0</b>				Federal FY of Grant: <b>2001</b>		
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	
<b>PHA WIDE</b>	<b>MANAGEMENT IMPROVEMENTS:</b>							
	ADDITIONAL SECURITY	1408.00		70,000.00	70,000.00	70,000.00	30,991.13	
	TRAVEL EXPENSES	1408.00		5,000.00	2,708.13	2,708.13	2,708.13	
	COMPUTER SOFTWARE	1408.00			3,210.00	3,210.00	3,210.00	
	CONSULTANT	1408.00			1,395.00	1,395.00	1,395.00	
	ELECTRICAL WORK	1460.00			10,453.71	10,453.71	9,028.00	
18-2	ROOF INSPT WORK	1460.00			10,575.00	10,575.00	10,575.00	
PA 18-2	WINDOW REPLACEMENT	1460.00			501,371.53	501,371.53	501,371.53	
<b>PARK MANOR</b>	<b>SITE WORK</b>	1460.00			273,930.20	273,930.20	273,930.20	
	FURNACE REPLACEMENT	1460.00			6,310.26	6,310.26	6,310.26	
	FLOOR TILE FINAL	1460.00			14,250.00	14,250.00	14,250.00	
PA 18-28								
LOWER	RANGE REPLACEMENT	1460.00			28,500.00	28,500.00	28,500.00	
BURRELL	GENERAL CONTRACT	1460.00			99,367.38	99,367.38	99,367.38	
<b>MANOR</b>								
PA 18-19	GENERAL CONTRACT:							
GREENS-	DOORS	1460.00	20		374,555.59	374,555.59	365,997.88	
BURG	WINDOWS	1460.00	20					
TOWN-	FLOOR TILE	1460.00	20					
HOUSES	SIDING	1460.00	20					
	ROOFING	1460.00	20					
	PAINTING	1460.00	20					
	KITCHENS	1460.00	20					
	BATHROOMS	1460.00	20					
	HVAC CONTRACT:							
	FURNACES	1460.00	20		58,540.00	58,540.00	58,540.00	







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

PHA Name:  <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <span style="float: right;"><b>PA28P018501-00</b></span> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  <b>2000</b>
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Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no. )

Performance and Evaluation Report for Program Year Ending **03/31/2004**     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	225,320.00	139,554.94	139,554.94	139,554.94
3	1408 Management Improvements	70,000.00	81,628.22	81,628.22	81,628.22
4	1410 Administration	247,685.00	257,261.94	257,261.94	257,261.94
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	130,000.00	229,485.95	229,485.95	229,485.95
8	1440 Site Acquisition				
9	1450 Site Improvement	97,500.00	123,687.65	123,687.65	123,687.65
10	1460 Dwelling Structures	2,194,000.00	2,028,515.04	2,028,515.04	2,028,515.04
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	87,076.00	191,447.26	191,447.26	191,447.26
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 3,051,581.00	\$ 3,051,581.00	\$ 3,051,581.00	\$ 3,051,581.00
22	Amount of line 21 Related to LBP Activities	-	-	-	-
23	Amount of line 21 Related to Section 504 Compliance	-	-	-	-
24	Amount of line 21 Related to Security - Soft Costs	-	-	-	-
25	Amount of line 21 Related to Security - Hard Costs	-	-	-	-
26	Amount of line 21 Related to Energy Conversation Measures	-	-	-	-

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

PHA Name: <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA28P018501-00</b> Replacement Housing Factor Grant: <b>0</b>				Federal FY of Grant: <b>2000</b>		
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	
<b>PA 18-28</b>	<b>REPLACE ALL FAUCETS</b>	<b>1460.00</b>	<b>125</b>	<b>30,000.00</b>				
	<b>REPLACE ALL RISER VALES</b>	<b>1460.00</b>	<b>8</b>	<b>32,000.00</b>				<b>THESE</b>
	<b>REPLACE ALL STOPS, TRAPS</b>	<b>1460.00</b>	<b>125</b>	<b>124,000.00</b>				<b>WORK</b>
	<b>BATHROOM FIXTURES</b>							<b>ITEMS</b>
	<b>REPLACE LOBBY CEILING</b>	<b>1460.00</b>	<b>1</b>	<b>15,000.00</b>				<b>WERE</b>
	<b>REPLACE STORE FRONT</b>	<b>1460.00</b>	<b>1</b>	<b>15,000.00</b>				<b>MOVED</b>
	<b>REPAIR HALLWAY BETWEEN</b>	<b>1460.00</b>	<b>1</b>	<b>40,000.00</b>				<b>TO AN</b>
	<b>RESTROOMS AND ELEVATOR</b>							<b>EARLIER</b>
	<b>REPLACE CHILLERS</b>	<b>1460.00</b>	<b>2</b>	<b>40,000.00</b>				<b>CGP YEAR</b>
	<b>REPLACE MAKE UP AIR</b>	<b>1460.00</b>	<b>1</b>	<b>20,000.00</b>				<b>IN ORDER</b>
	<b>REPLACE ALL EXHAUST FANS</b>	<b>1460.00</b>	<b>125</b>	<b>25,000.00</b>				<b>TO MORE</b>
	<b>REPLACE FIRE ALARM SYSTEM</b>	<b>1460.00</b>	<b>1</b>	<b>50,000.00</b>				<b>EFFICIENTLY</b>
	<b>REPLACE COMMUNITY ROOM</b>	<b>1460.00</b>	<b>1</b>	<b>15,000.00</b>				<b>OBLIGATE</b>
	<b>HEATING &amp; COOLING UNITS</b>							<b>FUNDS</b>
	<b>REPLACE ALL PUMPS &amp; VALVES</b>	<b>1460.00</b>		<b>15,000.00</b>				
	<b>UPGRADE APARTMENT LIGHTING</b>	<b>1460.00</b>	<b>125</b>	<b>50,000.00</b>				
	<b>UPGRADE EXTERIOR LIGHTING</b>	<b>1460.00</b>		<b>20,000.00</b>				
	<b>UPGRADE COMMON AREA LIGHT</b>	<b>1460.00</b>		<b>10,000.00</b>				
	<b>REPLACE ROOF</b>	<b>1460.00</b>	<b>1</b>	<b>85,000.00</b>				
	<b>REPLACE COMMON AREA</b>	<b>1460.00</b>		<b>80,000.00</b>				
	<b>FLOOR TILE</b>							
	<b>INSTALL TUB SURROUNDS</b>	<b>1460.00</b>	<b>125</b>	<b>50,000.00</b>				
	<b>HVAC FINAL</b>	<b>1460.00</b>			<b>4,310.60</b>	<b>4,310.60</b>	<b>4,310.60</b>	
	<b>LANDSCAPING</b>	<b>1460.00</b>	<b>1</b>		<b>1,500.00</b>	<b>1,500.00</b>	<b>1,500.00</b>	
<b>PA 18-12</b>	<b>ROOF REPLACEMENT</b>	<b>1460.00</b>	<b>1</b>	<b>85,000.00</b>				<b>NO</b>
<b>IRWIN</b>								<b>ACTIVITY</b>
<b>MANOR</b>	<b>IRWIN MANOR TOTAL</b>			<b>85,000.00</b>				

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

PHA Name: <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA28P018501-00</b> Replacement Housing Factor Grant: <b>0</b>				Federal FY of Grant: <b>2000</b>		
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	
PA 18-1	SHOWER KITS	1460.00	126	25,000.00				
EAST KEN	KITCHEN & BATH GFI'S	1460.00	126	25,000.00				
MANOR	WATER PRESSURE REGULATORS	1460.00	126	20,000.00				
	LATERAL EXTERIOR SEWER	1450.00	126	50,000.00				
	LINES (UNIT TO MAIN SEWER)							
	GAS & WATER CURBBOX	1450.00	126	25,000.00				
	SEWER CLEAN OUT CAPS	1450.00	126	2,500.00				
	FENCE AT BALL FIELD	1450.00	1		27,045.00	27,045.00	27,045.00	
	EAST KEN MANOR TOTAL			147,500.00				
PA 18-2	REPLACE WINDOW LINTELS	1460.00	102	50,000.00	159,028.65	159,028.65	159,028.65	
PARK	REPLACE ENTRANCE DOORS &	1460.00	102	100,000.00	671,707.26	671,707.26	671,707.26	
MANOR	JAMBS							
	REPLACE FURNACES	1460.00	102	255,000.00	143,450.00	143,450.00	143,450.00	
	SITE WORK	1460.00	102		194,464.00	194,464.00	194,464.00	
	ELECTRICAL WORK	1460.00			89,146.29	89,146.29	89,146.29	
	UNDERGROUND SEWER TEST	1460.00			2,500.00	2,500.00	2,500.00	
	STONES	1460.00			14.46	14.46	14.46	
PA 18-4	REPLACE BI-FOLD DOORS	1460.00	52	215,000.00				
KEN	HI RISE CURB BOX	1460.00			6,208.96	6,208.96	6,208.96	
MANOR	WINDOW REPLACEMENT	1460.00			7,324.76	7,324.76	7,324.76	
PA 18-14	HOT WATER TANKS	1460.00	100	25,000.00				
JEANNETTE	CITY WATER SERVICE TO BLDG	1460.00	1	20,000.00				
MANOR	REPLACE SIDEWALKS	1450.00	1	10,000.00				
	WATER CLOSETS	1460.00	100	15,000.00				
	INTERIOR DOORS	1460.00	100	25,000.00				

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

PHA Name: <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA28P018501-00</b> Replacement Housing Factor Grant: <b>0</b>				Federal FY of Grant: <b>2000</b>		
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	
PA 18-14	EXTERIOR SHED	1450.00	1	10,000.00				
<b>JEANNETTE MANOR</b>								
	JEANNETTE MANOR TOTAL			105,000.00				
PA 18-26	ROOF AND EXTERIOR REPAIRS, INCLUDING GABLE END PORCH SOFFIT, FASCIA, GUTTERS, DOWNSPOUTS, ENTRANCE AND STORM DOORS TRAPS, VALVES, FIXTURES ELECTRIC METER SOCKETS LIGHT FIXTURE UPGRADE INTERIOR DOORS BATHROOM RENOVATIONS KITCHEN RENOVATIONS REPLACE 2ND FLOOR FLOOR TILE	1460.00	60	120,000.00				
<b>ST. CLAIR MANOR</b>								
	ST. CLAIR MANOR TOTAL			618,000.00				
PA 18-11	WINDOW REPLACEMENT	1460.00	100		475,448.86	475,448.86	475,448.86	
<b>MCMURTRY TOWERS</b>								
PA 18-2	ANNUAL ROOF INSPECTION	1460.00			1,690.00	1,690.00	1,690.00	
<b>PARK MANOR</b>								

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

PHA Name: <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA28P018501-00</b> Replacement Housing Factor Grant: <b>0</b>				Federal FY of Grant: <b>2000</b>		
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	
<b>PHA WIDE</b>	<b>ADMINISTRATION:</b>							
	<b>NON-TECHNICAL SALARIES:</b>							
	EXECUTIVE DIRECTOR	1410.00	1	19,641.00	13,641.00	13,641.00	13,641.00	
	DEPUTY EXECUTIVE DIRECTOR	1410.00	1	13,095.00	8,669.22	8,669.22	8,669.22	
	PROJECT MANAGER	1410.00	1	9,483.00	8,483.00	8,483.00	8,483.00	
	CHIEF ACCOUNTANT	1410.00	1	6,419.00	5,419.00	5,419.00	5,419.00	
	PURCHASING AGENT	1410.00	1	5,499.00	5,033.48	5,033.48	5,033.48	
	REHABILITATION ADMINISTRATOR	1410.00	1	36,659.00	38,659.00	38,659.00	38,659.00	
	CLERK TYPIST II	1410.00	1	2,243.00	2,243.00	2,243.00	2,243.00	
	<b>TECHNICAL SALARIES:</b>							
	CLERK OF WORKS	1410.00	1	39,685.00	40,511.94	40,511.94	40,511.94	
	ASSISTANT CLERK OF WORKS	1410.00	1	35,123.00	37,949.94	37,949.94	37,949.94	
	<b>FRINGE BENEFITS: % OF GROSS SALARY</b>							
	F.I.C.A. = 7.65%	1410.00	9	12,840.00	12,840.00	12,840.00	12,840.00	
	PENSION = 14%	1410.00	9	23,499.00	24,235.95	24,235.95	24,235.95	
	HEALTH, LIFE, WORKERS							
	COMP INSURANCE = 14%	1410.00	9	23,499.00	24,235.95	24,235.95	24,235.95	
	<b>SUNDRY EXPENSES:</b>							
	BID ADVERTISEMENT	1410.00		20,000.00	35,340.46	35,340.46	35,340.46	

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

PHA Name: <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA28P018501-00</b> Replacement Housing Factor Grant: <b>0</b>				Federal FY of Grant: <b>2000</b>		
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	
<b>PHA WIDE</b>	<b>MANAGEMENT IMPROVEMENT:</b>							
	<b>ADDITIONAL SECURITY</b>	1408.00		70,000.00	62,060.51	62,060.51	62,060.51	
	<b>OPERATIONS</b>	1406.00		225,320.00	139,554.94	139,554.94	139,554.94	
	<b>A&amp;E FEES</b>	1430.00		130,000.00	229,485.95	229,485.95	229,485.95	
	<b>COMPUTER HARDWARE</b>	1475.00		87,076.00	191,447.26	191,447.26	191,447.26	
	<b>PHA WIDE</b>	1408.00			19,567.71	19,567.71	19,567.71	
<b>PA 18-23</b>								
<b>JNT TOWN HOUSES</b>	<b>GENERAL CONTRACT</b>	1460.00			91,236.71	91,236.71	91,236.71	
<b>PA 18-29</b>								
<b>TRAFFORD MANOR</b>	<b>EMERGENCY GENERATOR REPLACEMENT</b>	1460.00			27,487.00	27,487.00	27,487.00	
<b>PA 18-5</b>	<b>RETAINING WALL REPLACEMENT</b>	1450.00			96,642.65	96,642.65	96,642.65	
<b>EASTGATE MANOR</b>								
<b>PA 18-18</b>								
<b>ARNOLD TOWN-HOUSES</b>	<b>VACANCY REDUCTION</b>	1460.00			12,177.19	12,177.19	12,177.19	









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

PHA Name:  <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  <b>2002</b>
	<b>PA28R01850102</b>	

Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no. )  
 Performance and Evaluation Report for Program Year Ending **03/31/2004**     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds	\$ 68,009.00			
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 68,009.00	\$ -		\$ -
22	Amount of line 21 Related to LBP Activities	-	-	-	-
23	Amount of line 21 Related to Section 504 Compliance	-	-	-	-
24	Amount of line 21 Related to Security - Soft Costs	-	-	-	-
25	Amount of line 21 Related to Security - Hard Costs	-	-	-	-
26	Amount of line 21 Related to Energy Conversation Measures	-	-	-	-



















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

PHA Name:  <b>WESTMORELAND COUNTY HOUSING AUTHORITY</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  <b>2003</b>
	<b>PA28R01850103</b>	

Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no. )  
 Performance and Evaluation Report for Program Year Ending **03/31/2004**     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds	\$ 57,208.00			
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 57,208.00	\$ -	\$ -	\$ -
22	Amount of line 21 Related to LBP Activities	-	-	-	-
23	Amount of line 21 Related to Section 504 Compliance	-	-	-	-
24	Amount of line 21 Related to Security - Soft Costs	-	-	-	-
25	Amount of line 21 Related to Security - Hard Costs	-	-	-	-
26	Amount of line 21 Related to Energy Conversation Measures	-	-	-	-

















