

# PHA Plans

## Streamlined 5-Year/Annual Version

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

OMB No. 2577-0226  
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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# Streamlined 5-Year Plan for Fiscal Years 2005 - 2009

## Streamlined Annual Plan for Fiscal Year 2005

**NOTE:** This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

## Streamlined Five-Year PHA Plan Agency Identification

**PHA Name:** Portsmouth Metropolitan Housing Authority

**PHA Number:** OH010

**PHA Fiscal Year Beginning:** 07/2005

**PHA Programs Administered:**

**Public Housing and Section 8**

**Section 8 Only**

**Public Housing Only**

Number of public housing units: 886

Number of S8 units:

Number of public housing units:

Number of S8 units: 616

**PHA Consortia: (check box if submitting a joint PHA Plan and complete table)**

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

**Public Access to Information**

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

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

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

The PHA Plans and attachments (if any) 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)

**Streamlined Five-Year PHA Plan**  
**PHA FISCAL YEARS 2005 – 2009**  
[24 CFR Part 903.12]

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

**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:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)

- Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

**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:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - 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:
  - Provide or attract supportive services to improve assistance recipients' employability:
  - 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:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)

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

**Goal: SECURITY: PMHA WILL PROMOTE A SAFE AND SECURE LIVING AND WORK ENVIRONMENT**

Objectives:

1. PMHA in its effort to eliminate crime in public and assisted housing, will continue to conduct pre-admission criminal background checks on potential public housing and Section 8 residents and deny occupancy to those with a serious history of criminal activity within the past 5 years.
2. PMHA will continue to utilize the Ohio LEADS (Law Enforcement Automated Data System) and Ohio BCI and the FBI to assist in performing criminal background checks on housing applicants.
3. PMHA employ's a full-time Security Director and a Deputy Security Director and two part-time investigators to carry out effective activities that reduce crime on PMHA properties. The Security Department for PMHA was established in April, 2001 as a result of public outcry to HUD and the local Commissioners of PMHA. This was due to high incidents of criminal activity such as shootings, open air drug dealing, crimes of violence, illegal live-ins and no process in place to screen housing applicants at PMHA sites.

The only method available to monitor criminal activity at PMHA sites prior to the establishment of the Security Department was the use of the FBI Uniform Crime Report. This system involved the use of crime stats for the entire community and did not allow an accurate count of criminal activity at PMHA sites alone.

As of April 1, 2001 the list of individuals who were barred from PMHA property for criminal activity consisted of 35 individuals and the list dated back to 1990.

The number of individuals arrested at PMHA sites from April, 2000 to April, 2001 was 236. Of these arrests, 65 were residents of PMHA and 171 were non-residents.

The following is a breakdown of statistics collected from incident reports and arrest slips on a daily basis which pertains strictly to PMHA property and fringe area which impacts the safety and living conditions of PMHA residents. These figures are compiled by the security staff at PMHA in working jointly with local law enforcement agencies.

**Applications for Housing**

<u>Year</u>	<u>Public Housing</u>	<u>Section 8</u>
2001	727	
2002	731	285
2003	785	336
2004	695	49
2005	405	51 (through May)

**Background Checks Assigned**

<u>Year</u>	<u>Total</u>
2003	1385
2004	1119
2005	549 (through 06/06/05)

**Housing Applicants Fingerprinted** (Program began 2003)

<u>Year</u>	<u>Total</u>
2003	248
2004	187
2005	117 (through 06/06/05)

**Law Enforcement Calls for Service**

<u>Year</u>	<u>Total</u>
2001	1740 (9 month total)
2002	2588
2003	2511
2004	2221
2005	981 (through May, 2005)

**Arrests at PMHA Sites and Fringe Areas**

<u>Year</u>	<u>Total</u>
2001	231
2002	230
2003	235
2004	224
2005	93 (through May, 2005)

**Law Enforcement Foot Patrol Hours**

<u>Year</u>	<u>Total</u>
2001	2716
2002	2852
2003	2299
2004	2416
2005	1470 (through May, 2005)

**Offense Reports Filed Pertaining to PMHA**

<u>Year</u>	<u>Total</u>
2001	280 (9 month total)
2002	491
2003	513
2004	516
2005	220 (through May, 2005)

**Drug Evictions at PMHA Sites**

<u>Year</u>	<u>Total</u>
2002	22
2003	12
2004	13
2005	5 (as of May, 2005)

**Barred List (individuals barred from PMHA property for crimes committed on PMHA property or fringe areas)**

Total = 497

The above figures are the results of programs initiated by PMHA Administration and performed by the Security Department of PMHA who work closely with local law enforcement agencies to make a safer environment for PMHA residents.

- PMHA will continue to contract with off-duty police officers and sheriff's deputies (with full arrest powers) to provide foot patrol over and above routine

- police patrol.
5. PMHA will continue to use a three-member screening committee to evaluate applicants for the conventional public housing program based on criminal background and other past histories.
  6. PMHA will continue to explore opportunities to strengthen its Leasing and Occupancy Policy with respect to practices on screening, enforcement of rules and evictions.
  7. PMHA will continue to make use of security cameras (indoors and outdoors) as a tool for the protection of its lawful residents and employees. A policy for proper use of security/surveillance cameras has been adopted and approved by the Board of Commissioners.
  8. PMHA will continue to remove disabled and abandoned vehicles from its properties when the owner cannot be found.
  9. PMHA will continue to provide appropriate training for security personnel, board members, employees and residents with respect to security measures and timely, accurate reporting of suspected criminal activity.
  10. PMHA will continue to gather and compile criminal activity statistics in its effort to assess the effectiveness of its security programs and to use as support data for obtaining future grants.
  11. PMHA will use upgraded exterior lighting to enhance outdoor illumination at seven sites and install fencing at one large family development to increase safety and security for residents.
  12. PMHA will continue to meet with tenants, community groups, local law enforcement, public officials and related agencies in an on-going effort to communicate security issues and progress on addressing crime.
  13. PMHA will continue to use a barred list which informs law enforcement agencies of individuals who are non-residents that have committed criminal activity on PMHA properties and are no longer permitted on PMHA property.

**Goal: EFFECTIVE AND EFFICIENT MANAGEMENT IN FULL COMPLIANCE WITH STATUTES AND REGULATIONS**

Objectives:

1. Promote a motivating and safe work environment by enforcing safety and effective work rules.
2. Provide training for employees and board members.
3. Adopt a plan for a transitional work program to assist ill or injured employees to return to the work place.
4. Strengthen internal controls as a safeguard against errors and omissions, over-or-under payments, or fraud.
5. Maintain an occupancy rate of 97%.
6. Maintain a response time of 24 hours in responding to emergency work orders.
7. Maintain an average response time of 25 days to responding to routine work orders.

8. Maintain an average turn-around of 5 days in preparing vacated units for occupancy.
9. Enforce the agency's Asset Management Plan for maintaining the physical inventory.
10. Continuously explore investment opportunities to maximize financial resources.
11. Monitor and update operations manuals for each department.
12. Maintain communications with residents. Encourage and facilitate educational opportunities for strengthening resident organizations.
13. Continue to enforce the timelines for expenditure of capital funds.
14. Strengthen inspections on contracted work by modernization.
15. Enforce the agency's fiscal policies to ensure sound financial and full disclosure of all audits.
16. Hold regular departmental meetings to open communications between management and employees.

**Goal: EQUAL OPPORTUNITY FOR APPLICANTS, RESIDENTS, EMPLOYEES AND VENDORS IN COMPLIANCE WITH EQUAL OPPORTUNITY AND FAIR HOUSING LAWS**

Objectives:

1. PMHA will continue to have a working relationship with local representatives of the Fair Housing Program to maintain assurance of compliance with Fair Housing Standards and the Ohio Tenant-Landlord Act.
2. PMHA will apply the terms and conditions of its Leasing and Occupancy Policy evenhandedly.
3. PMHA will continue to observe each individual's civil and equal opportunity rights.
4. PMHA will observe the Fair Labor Standards Act as well as all other employment laws and will comply with the terms and conditions of its labor agreement with AFSCME.
5. PMHA will continue the observance of the procurement standards of the United States Department of Housing and Urban Development and the State of Ohio.
6. PMHA will continue to employ seven live-in employees to provide 24-hour emergency maintenance needs and to notify local safety forces of other emergencies.

**Goal: ENHANCE THE IMAGE OF PMHA IN THE COMMUNITY**

Objectives:

1. PMHA will continue to develop public relations in the community and work with the media to promote a positive image. PMHA will take advantage of every opportunity to educate the public about the housing authority's services.
2. PMHA will improve the physical appearance of the public housing sites by

- installing at least one new playground, controlling litter and garbage removal.
3. Strengthen new tenant orientations to educate new residents on the importance of community and neighborhood appearance.
  4. PMHA will continue to provide housekeeping classes working with residents on how to keep their units sanitary with the goal of eliminating pests, rodents and stray animals and for a general good appearance.
  5. PMHA will continue to provide regular pest control applications at all sites.

**Goal: PROVIDE SUPPORTIVE SERVICES TO RESIDENTS**

Objectives:

1. PMHA will continue to provide a Family Self Sufficiency Program to Section 8 residents and to those remaining in the public housing program.
2. PMHA will continue to organize and support tenant councils and resident advisory boards to provide for on-going communications.
3. PMHA will continue to work with outside agencies that provide services for the housing authority's residents.
4. PMHA will, when possible, continue to assist residents who request assistance or refer them to an outside source, if available.
5. PMHA will continue to coordinate and track residents who are fulfilling their responsibilities under the federal Community Service requirement.
6. PMHA will partner with the United Tenant Corporation of Scioto County to improve communications between residents and public housing management.

**Goal: PHYSICAL IMPROVEMENTS**

Objectives:

1. The physical improvements by the maintenance department will continue with their work in and around the units as provided by the operating budget.
2. The physical improvements by the capital fund are listed in sections 12 & 13.

**Goal: EXPANSION OF HOUSING OPPORTUNITIES**

Objectives:

1. PMHA will add 20 landlords to its Section 8 program.

**Streamlined Annual PHA Plan**

# PHA Fiscal Year 2005

[24 CFR Part 903.12(b)]

## Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

### **A. ANNUAL STREAMLINED PHA PLAN COMPONENTS**

<input checked="" type="checkbox"/>	1. Housing Needs	12
<input checked="" type="checkbox"/>	2. Financial Resources	16
<input checked="" type="checkbox"/>	3. Policies on Eligibility, Selection and Admissions	17
<input checked="" type="checkbox"/>	4. Rent Determination Policies	25
<input checked="" type="checkbox"/>	5. Capital Improvements Needs	29
<input checked="" type="checkbox"/>	6. Demolition and Disposition	30
<input checked="" type="checkbox"/>	7. Homeownership	31
<input checked="" type="checkbox"/>	8. Civil Rights Certifications (included with PHA Certifications of Compliance)	32
<input checked="" type="checkbox"/>	9. Additional Information	32
	a. PHA Progress on Meeting 5-Year Mission and Goals	32
	b. Criteria for Substantial Deviations and Significant Amendments	37
	c. Other Information Requested by HUD	37
	i. Resident Advisory Board Membership and Consultation Process	37
	ii. Resident Membership on the PHA Governing Board	39
	iii. PHA Statement of Consistency with Consolidated Plan	40
	iv. (Reserved)	40
<input checked="" type="checkbox"/>	10. Project-Based Voucher Program	40
<input checked="" type="checkbox"/>	11. Supporting Documents Available for Review	42
<input checked="" type="checkbox"/>	12. FY 2005 Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report	45
<input checked="" type="checkbox"/>	13. Capital Fund Program 5-Year Action Plan	68
<input checked="" type="checkbox"/>	14. Other (List below, providing name for each item) Information Requested by HUD Field Office	74

### **B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE**

**Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;**

**Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.**

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

**Form HUD-50070, Certification for a Drug-Free Workplace;**

**Form HUD-50071, Certification of Payments to Influence Federal Transactions;**

**Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.**

### **Executive Summary (optional)**

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

**1. Statement of Housing Needs** [24 CFR Part 903.12 (b), 903.7(a)]

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

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

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	68		98
Extremely low income <=30% AMI	56	82	
Very low income (>30% but <=50% AMI)	12	17	
Low income (>50% but <80% AMI)	0	0	
Families with children	37	54	
Elderly families	0	0	
Families with Disabilities	9	13	
Race/ethnicity (White)	65	96	
Race/ethnicity (Black)	2	3	
Race/ethnicity (didn't mark)	1		
Race/ethnicity			
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 type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 24			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

**Housing Needs of Families on the PHA's Waiting Lists**

Housing Needs of Families on the PHA's Waiting Lists			
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	370		284
Extremely low income <=30% AMI	318	86	
Very low income (>30% but <=50% AMI)	45	12	
Low income (>50% but <80% AMI)	7	2	
Families with children	207	56	
Elderly families	107	29	
Families with Disabilities	15	4	
Race/ethnicity (White)	355	96	
Race/ethnicity (Black)	15	4	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
0BR	13	3	
1 BR	158	43	
2 BR	133	36	
3 BR	63	17	
4 BR	3	1	
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			

## B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its**

**current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority

- concentrations
- Other: (list below)

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.12 (b), 903.7 (c)]

List on the following table 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.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2005 grants)</b>		
a) Public Housing Operating Fund	2,488,354	PH Operations
b) Public Housing Capital Fund	1,359,177	PH Improvements
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,356,308	HAP/S8 Operations
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
New Construction	243,433	HAP/S8 Operations

<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>		
CFP 501-03	131,392	PH Improvements
CFP 502-03	218,459	PH Improvements
CFP 501-04	1,359,177	PH Improvements
<b>3. Public Housing Dwelling Rental Income</b>	1,362,016	PH Operations
<b>4. Other income (list below)</b>		
Interest	25,000	PH Operations
Miscellaneous	20,000	PH Operations
<b>4. Non-federal sources (list below)</b>		
Contract Administration	200,000	Invest for future operations
<b>Total resources</b>	9,763,316	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.12 (b), 903.7 (b)]

#### **A. Public Housing**

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

##### **(1) Eligibility**

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)  
After the application is complete

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

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

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

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

e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening

purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

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

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

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to d. Yes

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics
OH010P001	8/99	95% - 5%	95% - 5%	0%
OH010P002	8/99	73% - 27%	88% - 12%	15%
OH010P003	8/99	96% - 4%	97% - 3%	1%
OH010P004	8/99	96% - 4%	95% - 5%	1%
OH010P005	8/99	100% - 0%	97% - 3%	3%
OH010P006A & 14A	8/99	100% - 0%	100% - 0%	0%
OH010P006B & 14B	8/99	100% - 0%	100% - 0%	0%
OH010P007, 8 & 9	8/99	94% - 6%	94% - 6%	0%

2. What is the number of site based waiting list developments to which families may apply at one time? 8

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? 1

4.  Yes  No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent

with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

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

1. How many site-based waiting lists will the PHA operate in the coming year? 8
2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists? 8
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
  - PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
  - One
  - Two
  - Three or More
- b.  Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

### **(5) Occupancy**

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

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

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

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

### **(6) Deconcentration and Income Mixing**

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

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

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

## 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):
  - Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
  - Other (describe below)
- The family's current address
  - The name and address of the current landlord
  - The name and address of the prior landlord if known
  - Information about the tenancy history of family members
  - Drug trafficking by family members
  - Information about rent and tenant damage history

**(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)

Wait list to open this year

**(3) Search Time**

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

If yes, state circumstances below:

Units are hard to find

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

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

Other preferences (select all that apply)

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

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

- Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

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

- Date and time of application

Drawing (lottery) or other random choice technique

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

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

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

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

#### **(5) Special Purpose Section 8 Assistance Programs**

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

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

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

- Through published notices  
 Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.12(b), 903.7(d)]

##### **A. Public Housing**

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

##### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one of the following two)

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 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)

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**

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood

Other (list/describe below)

## B. Section 8 Tenant-Based Assistance

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

### (1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually  
 Other (list below)

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

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

### (2) Minimum Rent

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

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

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Capital Improvement Needs**

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

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

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

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

- a.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability of sub-component 5B: 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.

#### **(1) Hope VI Revitalization**

- a.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below 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)  
Development name:

Development (project) number:

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

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

## **6. Demolition and Disposition**

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

- a.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)

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

## **7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

- (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 the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

### **(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, what is the maximum number of participants this fiscal year? \_\_\_

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:

- c. What actions will the PHA undertake to implement the program this year (list)?

### **(3) Capacity of the PHA to Administer a Section 8 Homeownership Program**

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

- a.  Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family’s resources.
- b.  Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c.  Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d.  Demonstrating that it has other relevant experience (list experience below).

## **8. Civil Rights Certifications**

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

## **9. Additional Information**

[24 CFR Part 903.12 (b), 903.7 (r)]

### **A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan**

*(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2000 - 2004.*

#### A. Management Issues

1. PMHA has maintained its status as a high performing housing authority.
2. PMHA continues to train its employees and board members in order to educate new personnel and to stay abreast of new rules and regulations.
3. PMHA has a source of income under contract with a state-wide pilot program conducting Section 8 management and occupancy reviews in 13 counties in southeastern Ohio.
4. PMHA continues to seek maximum investment opportunities under state and federal guidelines.
5. PMHA is strengthening internal controls.
  - a. In the recent audit management letter it was recommended that PMHA's procurement policy be updated to coincide with HUD's regulations for procurement. PMHA will be reviewing all of its policies and updating them as required.
  - b. PMHA has reported all procurement activities to the assigned HUD Engineer from July 1, 2003 to June 30, 2004 for all budgets. PMHA will submit the same annual report at the end of each year or when requested.
  - c. PMHA will be incorporating a "Conflict of Interest Disclosure" statement into the bidding documents of all plans and specifications for the Authority.
  - d. PMHA will be revising its Uniform Policy as it relates to the Union and administrative staff. The Union personnel shall wear a uniform as provided under the Union contract and these uniforms shall be purchased by the operating budget of PMHA. The administrative staff shall not be required to wear a uniform, but dress accordingly for their job or position. PMHA shall not

purchase any clothing for administrative staff.

B. Expansion of Stock Issues

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

C. Marketing Issues

PMHA has improved the marketability of its developments by:

1. Improving security.
2. Improving site appearance.
3. PMHA will be installing air conditioning in three family sites as well as replacing the existing central gas furnace. This increases the marketability of the units making them easier to rent, reduces the costly turnover rate and maintains occupancy of the development. This also eliminates the ingress and egress issues during HUD REAC inspections and reduces physical damage caused by window air conditioners. Since these apartments are tenant paid utilities, A/C surcharges are not an issue.
4. Strengthening tenant relations and building tenant councils.

D. Security Issues

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

1. PMHA has a full-time Security Director a Deputy Security Director and two part-time assistants who are all experienced in law-enforcement.
2. Strengthened public housing policies with respect to admissions and evictions.
3. Created and implemented a three-member Screening Committee to review applicants for public housing prior to admission.
4. Conducts criminal background checks on all public housing and Section 8 applicants.
5. Developed an on-going relationship with three local law enforcement agencies and the local drug task force and made drug arrests, evicted abusers from the premises and barred them from coming onto the property.
6. PMHA reviews crime reports daily and follows up on convictions of public housing residents and non-residents who commit crime on the property.
7. Contracted with local law enforcement for foot patrol of developments.
8. Successfully building cases on eviction of illegal "live-ins".
9. Added the LEADS program for background checks and follow-up with fingerprinting of applicants for housing for possible history of felony.

10. Maintaining and monitoring a barred list.
11. Added outdoor security cameras with monitoring equipment at two family sites which has caused a dramatic improvement in the elimination of loitering, noise and drug trafficking in the area.
12. Installed security cameras at rental offices.
13. Installed security cameras at entrances/exits on the ground floors of three high-rises.
14. PMHA has trained maintenance personnel for emergency response for gas pipeline safety.
15. Installed new safety-lock windows at seventy-five apartments at one family development.

E. Tenant-Based Housing Issues

1. PMHA advertises its Housing Choice Voucher Program to landlords and potential applicants.
2. PMHA will be opening the wait list this year to interested applicants in order to maintain a high percentage of occupancy.

F. Maintenance Issues

1. PMHA is meeting adequate response time in addressing work orders and uses quality materials and supplies. The required response time for routine work orders is 30 days, the vacant unit turnaround is 15 days and emergency work orders is 24 hours. PMHA's PHAS score was 2.00 from a possible 2.00 for emergency work orders; 2.00 from a possible 2.00 for non-emergency work orders; 3.40 from a possible 4.00 for vacant unit turnaround. Our goal is to maintain our perfect scores on work orders and raise our vacant unit turnaround score to a perfect 4.00. We are streamlining the reporting of work orders between housing management and maintenance by entering all work orders directly into the manager's computer and then they are transmitted electronically versus hand written and hand carried to the maintenance department. This improves our applied time and makes reporting more accurate.
2. 689 new Amana air conditioners were installed under contract. Each air conditioner has a warranty of 10 years parts and 5 years labor. To maintain the warranty, all work must be performed by Amana Certified Service Technicians. The installation contract required the contractor to train and certify PMHA maintenance staff to be Amana Certified Service Technicians; therefore, PMHA's staff certified as Amana Service Technicians could work on our equipment and maintain the manufacturer's warranty. Amana supplies the parts at no cost and pays PMHA \$50.00/hr. to perform the work. This is not a problem; it is a method of maintaining our warranty with Amana. This is a total electric system. No gas company is part of this installation.

3. PMHA's maintenance activities received high score of 9 from a possible score of 10 in the resident survey. It is our goal to achieve a perfect score of 10.
4. If a housing authority is a "High Performer", HUD REAC Inspectors only inspect every other year. Since PMHA is a "High Performer" we are inspected every other year.
5. PMHA has trained seven maintenance employees as qualified operators in all aspects of natural gas pipeline maintenance standards in accordance with the Public Utilities Commission of Ohio.

G. Equal Opportunity Issues

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

H. Fiscal Issues

1. PMHA has completed the assessment for conversion from public housing to Section 8 housing and concludes that there is no need for conversion.
2. PMHA has successfully converted to GAAP accounting procedures.
3. PMHA has entered into an energy performance contract and embarked on a program to conserve energy and dollars.
4. PMHA has developed a more comprehensive asset management plan.
5. PMHA has a source of income as a Local Contract Administrator that conducts Section 8 Management and Occupancy reviews.
6. PMHA re-financed the energy performance loan to a lower rate.
7. PMHA has received training on NAHRO's e-procurement system.
8. PMHA has adopted internal controls and the practice of internal audits.
9. PMHA has revamped our cash management procedures to more aggressively track our resources and maximize our investments.
10. PMHA has designated an employee (Director of Modernization and Energy Management) to track and update utility allowances as needed.

I. Public Image Issues

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

J. Supportive Services Issues

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

K. Physical Improvements

1. The maintenance department using operating funds maintained PMHA's commitment of painting the interior of apartments every five years at all developments.
2. The maintenance department using operating funds maintained the grounds by cutting grass, trimming trees and performing general landscaping at all developments.
3. The maintenance department using operating funds completed drainage work to eliminate pooling of surface water at Miller Manor.
4. Installed all new windows in the 1701 building at Wayne Hills.
5. Upgraded two HVAC systems at 1130 Kinker Drive. The community building for Miller Manor apartments is at 1130 Kinker Drive. This building houses the Community Room, Laundromat, maintenance shop and manager's office. The maintenance department, using operating budget funds replaced two HVAC units that were old and problematic.
6. Replaced hot water tank at Alexandria House and removed asbestos. The Alexandria House is an 8-story building with a Laundromat in the basement. An electric water heater for the Laundromat failed and needed replaced. The holding tank was insulated with asbestos, so maintenance contracted out the replacement of the tank and the abatement of the asbestos.
7. Installed a new roof in the Alexandria House lobby. The rubber roof over the building lobby of the Alexandria House was replaced by a contractor and paid for by the operating budget.
8. Activated a new trash system at all sites making sites cleaner and more organized. The City of Portsmouth changed the method of trash collection in the City. This changed PMHA from dumpsters to special large trash cans for each apartment. The result of this made our sites cleaner; more organized and better curb appeal.
9. Repaired bad concrete throughout many developments. In an effort to remove trip hazards at our sites, PMHA identified uneven sidewalks at our sites and replaced bad areas.

## **B. Criteria for Substantial Deviations and Significant Amendments**

### **(1) Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

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

#### a. Substantial Deviation from the 5-Year Plan

A “Substantial Deviation” from the five-year plan includes any action that would materially differ from PMHA’s mission statement.

#### b. Significant Amendment or Modification to the Annual Plan

A “Significant Amendment or Modification” to the annual plan is any decision or action that would materially change PMHA’s goals, administrative policy, or budget procedure with the exception of HUD mandates.

## **C. Other Information**

[24 CFR Part 903.13, 903.15]

### **(1) Resident Advisory Board Recommendations**

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

If yes, provide the comments below:

#### **Wayne Hills**

1. Replace roofs of units
2. Resurface parks with new mulch
3. New floor coverings in bathroom
4. Emergency generator

#### **Farley Square**

1. Upgrade water system
2. Resurface park next to maintenance shop
3. Emergency generator

#### **Alexandria House**

1. Locks or security for side gates
2. New tables and chairs
3. Drapes and windows cleaned
4. Need a different way to rid water from the air conditioners

**Hudson House**

1. Upgrade handicap area for the back door area
2. Drapes and windows cleaned
3. Money changer added to laundry rooms

**Cliffside House**

1. New closet doors
2. New drapes in apartments
3. Security camera for back entry door

**Miller Manor**

1. Repair water that is pooling in the yards
2. Emergency generator
3. Develop vacant field into park area
4. Need larger storage area in the community room with locks

**Lett Terrace**

1. Emergency generator
2. Need benches near the school bus pick-up

**Scattered Sites**

1. Add central air to all apartments/houses
2. Re-seed bare areas

b. 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.

Requested items are addressed in future 5 year plans or will be addressed under routine maintenance

- The PHA changed portions of the PHA Plan in response to comments  
List changes below:

- Other: (list below)

**(2) Resident Membership on PHA Governing Board**

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes  No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: William Bower

Method of Selection:

Appointment

**The term of appointment is (include the date term expires):**

Election by Residents (if checked, complete next section--Description of Resident Election Process)

**Description of Resident Election Process**

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)

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)

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)

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

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

Date of next term expiration of a governing board member: June 30, 2005

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position): Scioto County Commissioners

Skip Riffe  
Mike Crabtree  
Tom Reiser

**(3) PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

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

**Consolidated Plan jurisdiction: (provide name here)**

a. 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 on its waiting list on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

**(4) (Reserved)**

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

**10. Project-Based Voucher Program**

a.  Yes  No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.

b.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

Low utilization rate for vouchers due to lack of suitable rental units

Access to neighborhoods outside of high poverty areas

Other (describe below:)

c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

## 11. List of Supporting Documents Available for Review for Streamlined Five-Year/ 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.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
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>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
	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
	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] and the Site-Based Waiting List Procedure.	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 checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
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
	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
	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
	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual 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
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	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.	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
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: 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 PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

## 12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
<b>PHA Name:</b>  Portsmouth Metropolitan Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: OH16-P010-501-05 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2005
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	135,917.00			
3	1408 Management Improvements	2,000.00			
4	1410 Administration	101,581.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	50,000.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	0.00			
10	1460 Dwelling Structures	959,979.00			
11	1465.1 Dwelling Equipment—Nonexpendable	0.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	0.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	1,000.00			
18	1499 Development Activities	0.00			
19	1501 Collateralization or Debt Service	0.00			
20	1502 Contingency	108,700.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,359,177.00			
22	Amount of line 21 Related to LBP Activities	0.00			
23	Amount of line 21 Related to Section 504 compliance	0.00			
24	Amount of line 21 Related to Security – Soft Costs	0.00			
25	Amount of Line 21 Related to Security – Hard Costs	0.00			
26	Amount of line 21 Related to Energy Conservation Measures	0.00			

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16-P010-501-05 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005			
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	
PMHA Wide	Director of Mod. Training	1408	LOT	2,000				
	Director of Mod. Travel	1410	LOT	4,616				
	<b><u>SALARIES</u></b>							
	Executive Director 20%	1410	LOT	12,576				
	Director of Modernization 95%	1410	LOT	43,318				
	Director of Maintenance 5%	1410	LOT	2,295				
	Director of Finance 20%	1410	LOT	9,177				
	Office Manager 5%	1410	LOT	2,295				
	Finance Assistant 20%	1410	LOT	6,980				
	Administrative Secretary 5%	1410	LOT	1,487				
	Information Receptionist 15%	1410	LOT	<u>3,340</u>				
	<b>TOTAL SALARIES</b>			81,468				
PMHA Wide	<b><u>BENEFITS</u></b>							
	Executive Director 20%	1410	LOT	2,215				

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16-P010-501-05 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005			
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	
	Director of Modernization 95%	1410	LOT	8,719				
	Director of Maintenance 5%	1410	LOT	367				
	Director of Finance 20%	1410	LOT	1,835				
	Office Manager 5%	1410	LOT	367				
	Finance Assistant 20%	1410	LOT	1,397				
	Administrative Secretary 5%	1410	LOT	349				
	Information Receptionist 15%	1410	LOT	<u>248</u>				
	<b>TOTAL BENEFITS</b>			15,497				
Wayne Hills 10-1	Replace windows	1460	5 bldgs	172,711				
Wayne Hills 10-1	Replace windows (fungible 2006)	1460	7 bldgs	260,553				
Alexandria House 10-3	Convert fish pond to fountain	1460	LOT	4,500				
Portsmouth Homes 10-9	Replace furnace & add A/C (fungible 1005)	1460	LOT	107,215				
Portsmouth Homes 10-9	Replace kitchens (fungible 2005)	1460	LOT	55,000				
Portsmouth Homes 10-9	Replace windows (fungible 2005)	1460	LOT	360,000				

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

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

PHA Name: Portsmouth Metropolitan Housing Authority	Grant Type and Number Capital Fund Program No: OH16-P010-501-05 Replacement Housing Factor No:	Federal FY of Grant: 2005
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PMHA Wide	09/13/07			09/13/09			
Wayne Hills 10-1	09/13/07			09/13/09			
Alexandria House 10-3	09/13/07			09/13/09			
Portsmouth Homes 10-9	09/13/07			09/13/09			

## 12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
<b>PHA Name:</b>  Portsmouth Metropolitan Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	0.00	0.00	0.00	0.00
3	1408 Management Improvements	7,953.00	7,953.00	7,953.00	7,953.00
4	1410 Administration	131,005.00	131,005.00	131,005.00	120,849.38
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	75,581.61	65,241.61	65,241.61	60,050.67
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	224,083.23	284,049.83	284,049.83	280,222.94
10	1460 Dwelling Structures	1,043,086.47	1,115,592.87	1,115,592.87	1,115,592.87
11	1465.1 Dwelling Equipment—Nonexpendable	11,340.00	11,340.00	11,340.00	11,340.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	35,737.69	35,737.69	35,737.69	35,737.69
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	1,000.00	1,000.00	1,000.00	1,000.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	122,133.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,651,920.00	1,651,920.00	1,651,920.00	1,632,746.55
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	81,000.00	104,214.00	104,214.00	104,214.00
24	Amount of line 21 Related to Security – Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs	95,250.00	95,250.00	95,250.00	95,250.00
26	Amount of line 21 Related to Energy Conservation Measures	447,973.60	447,973.60	447,973.60	447,973.60

## 12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PMHA Wide	Computer software	1408	LOT	2,553.00	2,553.00	2,553.00	2,553.00	Complete
	Staff training	1408	LOT	5,400.00	5,400.00	5,400.00	5,400.00	Complete
	Administrative salaries	1410	LOT	108,074.00	108,074.00	108,074.00	97,420.57	In Process
	Administrative benefits	1410	LOT	21,641.00	21,641.00	21,641.00	21,641.00	In Process
	Stor.-Mod. (fungible 2003)	1410	LOT	290.00	290.00	290.00	290.00	Complete
	Dir. Mod. Travel (fungible 2003)	1410	LOT	1,000.00	1,000.00	1,000.00	414.30	In Process
	A&E Fees & Cost	1430	LOT	75,581.61	65,241.61	65,241.61	60,050.67	In Process
	Energy Performance Contract	1460	LOT	447,973.60	447,973.60	447,973.60	447,973.60	Complete
	Ranges & refrigerators to upgrade appliances at the Farley Square site & H/C units	1465	LOT	11,340.00	11,340.00	11,340.00	11,340.00	Complete
	Computer hardware	1475	LOT	30,269.75	30,269.75	30,269.75	30,269.75	Complete
	Office equipment (fungible 2003)	1475	LOT	5,467.94	5,467.94	5,467.94	5,467.94	Complete
	Relocation costs	1495	LOT	1,000.00	1,000.00	1,000.00	1,000.00	Complete
	Contingency (moved to Wayne Hills Security Cameras & Hudson House generator)	1502	LOT	122,133.00	0.00	0.00	0.00	Moved
Wayne Hills 10-1	Fence and sidewalks	1450	LOT	91,800.00	98,386.60	98,386.60	98,386.60	Complete
	Bal. of parking lot (fungible 2001)	1450	LOT	2,283.23	2,283.23	2,283.23	2,283.23	Complete
	Replace windows (fungible 2003)	1460	LOT	37,266.72	37,266.72	37,266.72	37,266.72	Complete
Wayne Hills 10-1	Security cameras-½ development moved up from FY 2003 (fungible from 2003 & 2004) this is funded by the remaining funds in contingency	1460	LOT	0.00	92,830.40	92,830.40	92,830.40	Complete

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Farley Square 10-2	Mod. Apartments (fungible 2003)	1460	2	7,480.00	7,480.00	7,480.00	7,480.00	Complete
Alexandria House 10-3	Security camera (fungible 2003)	1460	LOT	3,500.00	3,500.00	3,500.00	3,500.00	Complete
Hudson House 10-4	Emergency generator	1450	1	130,000.00	183,380.00	183,380.00	179,553.11	
	Security camera (fungible 2003)	1460	LOT	3,250.00	3,250.00	3,250.00	3,250.00	Complete
Cliffside House 10-5	Hot water sys. & balconies(Emerg)	1460	LOT	92,015.87	93,844.87	93,844.87	93,844.87	Complete
	Security camera (fungible 2003)	1460	LOT	3,500.00	3,500.00	3,500.00	3,500.00	Complete
Lett Terrace 10-6B	Window repl. (fungible 2003)	1460	LOT	301,121.28	291,101.28	291,101.28	291,101.28	Complete
Ports. Townhouses I 10-7	Stabilize foundation (fungible 2003)	1460	LOT	1,332.00	1,332.00	1,332.00	1,332.00	Complete
Ports. Townhouses II 10-8	H/C accessibility (fungible 2003)	1460	LOT	25,000.00	35,340.00	35,340.00	35,340.00	Complete
	Repl. Furn. incl. A/C (fungible 2003)	1460	20	63,000.00	36,800.00	36,800.00	34,960.00	Complete
Portsmouth Homes 10-9	Upgrade 2509 Thoms (fungible 2003)	1460	LOT	57,647.00	61,374.00	61,374.00	61,374.00	Complete

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

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program No: 501 Replacement Housing Factor No:					Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
OH10-1	09/30/04	06/30/04	06/30/04	06/30/06	12/31/03	12/31/04	Complete	
OH10-2	09/30/04	06/30/04	04/30/04	06/30/06	09/30/05	04/30/04	Complete	
OH10-3	09/30/04	06/30/04	12/31/03	06/30/06	12/31/03	12/31/03	Complete	
OH10-4	09/30/04	06/30/04	06/30/04	06/30/06	06/30/06			
OH10-5	09/30/04	06/30/04	12/31/03	06/30/06	12/31/03	12/31/03	Complete	
OH10-6A	09/30/04	06/30/04	12/31/03	06/30/06	12/31/03	12/31/03	Complete	
OH10-6B	09/30/04	06/30/04	12/31/03	06/30/06	12/31/03	12/31/03	Complete	
OH10-7	09/30/04	06/30/04	12/31/03	06/30/06	12/31/03	12/31/03	Complete	
OH10-8	09/30/04	06/30/04	06/30/04	06/30/06	06/30/06	12/31/04	Complete	
OH10-9	09/30/04	06/30/04	12/31/03	06/30/06	06/30/06	04/30/04	Complete	
OH10-14A	09/30/04	06/30/04	12/31/03	06/30/06	12/31/03	12/31/03	Complete	
OH10-14B	09/30/04	06/30/04	12/31/03	06/30/06	12/31/03	12/31/03	Complete	
PMHA Wide	09/30/04	06/30/04	06/30/04	06/30/06	06/30/06			

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

## 12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

<b>PHA Name:</b>  Portsmouth Metropolitan Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:	<b>Federal FY of Grant: 2003</b>
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 2004  
  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	0.00	0.00	0.00	0.00
3	1408 Management Improvements	2,000.00	2,000.00	2,000.00	0.00
4	1410 Administration	92,982.00	92,982.00	92,982.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	70,000.00	70,523.80	70,314.80	70,314.80
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	15,000.00	15,000.00	0.00	0.00
10	1460 Dwelling Structures	1,138,495.00	1,151,775.62	1,061,743.41	725,763.21
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	1,200.00	1,200.00	125.99	125.99
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	1,000.00	1,000.00	618.80	618.80
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	38,500.00	24,695.58	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,359,177.00	1,359,177.00	1,227,785.00	796,822.80
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security – Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs	92,830.40	92,642.81	72,110.60	72,110.60
26	Amount of line 21 Related to Energy Conservation Measures	448,161.19	448,161.19	448,161.19	112,180.99

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PMHA Wide	<b>RELOCATED FROM CGP-707</b>							
	Purchase of house @ 1309 Union	1440	1	0.00	3,770.00			
	<b>RELOCATED FROM CGP-708</b>							
	Training	1408	LOT	0.00	72.49			
	Purchase house @ 1310 Union	1440	1	0.00	13,263.72			
	Office copier	1475	1	0.00	17,002.25			
	<b>RELOCATED FROM CFP 2000</b>							
	Training	1408	LOT	0.00	379.01			
	Office equipment storage	1410	LOT	0.00	4,800.00			
	Carpet cleaning	1410	LOT	0.00	265.00			
	Relocation of office furniture	1410	LOT	0.00	3,707.50			
	Demo houses @ 1309 & 1310 Union	1450	LOT	0.00	7,500.00			
	Clear lot @ 1309 Union St.	1450	LOT	0.00	2,600.00			
	Repl. chain link fence @ 1309 Union	1450	LOT	0.00	637.00			
	Office copier	1475	1	0.00	6,117.75			
	Utility trailer	1475	1	0.00	760.00			
	Lawn mowing equipment	1475	LOT	0.00	9,562.76			
	Fax machine	1475	1	0.00	950.00			
	<b>RELOCATED FROM CFP 2001</b>							
	Training	1408	LOT	0.00	56.01			
	Stor. of office equip. during mod.	1410	LOT	0.00	4,085.00			
	Furniture for 10-5 elevator rms.	1475	LOT	0.00	12,965.34			
	<b>TOTAL OF RELOCATED FUNDS</b>				<b>88,493.83</b>			

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PMHA Wide	Dir. of Modernization training	1408	LOT	2,000.00	2,000.00	2,000.00	0.00	
	Dir. of Modernization travel	1410	LOT	1,000.00	1,000.00	1,000.00	0.00	
	<b><u>SALARIES</u></b>							
	Executive Director	1410	20%	11,854.00	11,854.00	11,854.00	0.00	
	Director of Modernization	1410	95%	41,086.00	41,086.00	41,086.00	0.00	
	Director of Maintenance	1410	5%	2,163.00	2,163.00	2,163.00	0.00	
	Director of Finance	1410	20%	8,650.00	8,650.00	8,650.00	0.00	
	Office Manager	1410	5%	2,163.00	2,163.00	2,163.00	0.00	
	Finance Assistant	1410	20%	6,579.00	6,579.00	6,579.00	0.00	
	Administrative Secretary	1410	5%	1,402.00	1,402.00	1,402.00	0.00	
	Information Receptionist	1410	15%	3,149.00	3,149.00	3,149.00	0.00	
	<b>TOTAL</b>			<b>77,046.00</b>	<b>77,046.00</b>	<b>77,046.00</b>	<b>0.00</b>	



**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Wayne Hills 10-1	Playground	1450	1	15,000.00	15,000.00	0.00	0.00	
	Security cameras ½ the development (moved to FFY 2002 to obligate 1502 contingency)	1460	LOT	92,830.00	0.00	0.00	0.00	Move to FFY 2002
	Lighting (fungible 2004)	1460	LOT	120,176.40	125,270.37	125,270.37	125,270.37	2,770.62(1502)
	Security cameras ½ development Fungible 2004 (2003 PHA Plan)	1460	LOT	0.00	92,642.81	72,110.60	72,110.60	Moved from FFY 2004
Farley Square 10-2	Lighting (fungible 2004)	1460	LOT	84,105.00	87,615.00	87,615.00	87,615.00	
Alexandria House 10-3	Replace exterior doors	1460	LOT	44,500.00	44,500.00	0.00	0.00	
	Replace storm doors	1460	LOT	25,000.00	25,000.00	0.00	0.00	
	Lighting (fungible 2004)	1460	LOT	87,443.00	92,119.25	92,119.25	92,119.25	
Hudson House 10-4	Lighting (fungible 2004)	1460	LOT	22,058.00	22,058.00	22,058.00	22,058.00	
Cliffside House 10-5	Lighting (fungible 2004)	1460	LOT	12,410.00	12,410.00	12,410.00	12,410.00	
Miller Manor 10-6A	Lighting (fungible 2004)	1460	LOT	100,999.50	100,999.50	100,999.50	100,999.50	
Lett Terrace 10-6B	Lighting (fungible 2004) reduced \$88,493.83 per Sook Reid for remote review	1460	LOT	100,999.50	12,505.67	12,505.67	12,505.67	

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Portsmouth Homes 10-9	Modernize 4 houses (remote review) (fungible 2005)	1460	4	0.00	60,553.00	60,553.00	60,553.00	
	Replace kitchens (remote review) (fungible 2005)	1460	10	0.00	27,940.83	27,940.83	27,940.83	

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program No: 501 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
OH10-1	07/01/05	09/16/05		07/01/07	09/16/07			
OH10-2	07/01/05	09/16/05	12/31/04	07/01/07	09/16/07	12/31/04		
OH10-3	07/01/05	09/16/05		07/01/07	09/16/07			
OH10-4	07/01/05	09/16/05	12/31/04	07/01/07	09/16/07	12/31/04		
OH10-5	07/01/05	09/16/05	12/31/04	07/01/07	09/16/07	12/31/04		
OH10-6A	07/01/05	09/16/05	12/31/04	07/01/07	09/16/07	12/31/04		
OH10-6B	07/01/05	09/16/05	12/31/04	07/01/07	09/16/07	12/31/04		
OH10-8	07/01/05	09/16/05	12/31/04	07/01/07	09/16/07	12/31/04		
PMHA Wide	07/01/05	09/16/05		07/01/07	09/16/07			

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

## 12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

<b>PHA Name:</b>  Portsmouth Metropolitan Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: 502 Replacement Housing Factor Grant No:	<b>Federal FY of Grant: 2003</b>
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 2004  
  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	0.00	0.00	0.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration	0.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	0.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	249,879.00	256,398.65	52,419.65	43,563.05
10	1460 Dwelling Structures	0.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	21,000.00	14,480.35	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	270,879.00	270,879.00	52,419.65	43,563.05
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security – Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs	45,900.00	52,419.65	52,419.65	43,563.05
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00





## 12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
<b>PHA Name:</b>  Portsmouth Metropolitan Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2004</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	135,917.00	135,917.00	0.00	0.00
3	1408 Management Improvements	2,000.00	2,000.00	0.00	0.00
4	1410 Administration	98,741.00	98,741.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	89,219.00	89,219.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	91,800.00	91,800.00	0.00	0.00
10	1460 Dwelling Structures	934,783.00	1,149,680.00	0.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	1,000.00	1,000.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collaterization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	5,717.00	5,717.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,359,177.00	1,574,074.00	0.00	0.00
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security – Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs	191,800.00	191,800.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00



**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Director of Maintenance	1410	5%	356.00	356.00	0.00	0.00	
	Director of Finance	1410	20%	1,782.00	1,782.00	0.00	0.00	
	Office Manager	1410	5%	356.00	356.00	0.00	0.00	
	Finance Assistant	1410	20%	1,356.00	1,356.00	0.00	0.00	
	Administrative Secretary	1410	5%	339.00	339.00	0.00	0.00	
	Information Receptionist	1410	15%	288.00	288.00	0.00	0.00	
	<b>TOTAL</b>			<b>15,384.00</b>	<b>15,384.00</b>			
	Fees and costs	1406	LOT	89,219.00	89,219.00			
	Director of Modernization Computer	1475	LOT	1,200.00	1,200.00	0.00	0.00	
	Relocation costs	1495	LOT	1,000.00	1,000.00	0.00	0.00	
Wayne Hills 10-1	Security fencing	1450	LOT	91,800.00	91,800.00	0.00	0.00	
	Replace sewer line risers	1460	LOT	195,783.00	195,783.00	0.00	0.00	
	Security cameras ½ development	1460	LOT	100,000.00	100,000.00	0.00	0.00	
Alexandria House 10-3	Replace heating and cooling (moved to FFY 2007)	1460	86 apt.	264,000.00	0.00	0.00	0.00	Moved
Cliffside House 10-5	Replace roof	1460	1	75,000.00	75,000.00	0.00	0.00	
Miller Manor 10-6A	Replace windows	1460	LOT	300,000.00	300,000.00	0.00	0.00	
Townhouse I 10-7	Replace furnaces & A/C (fungible 2005)	1460	50 apt.	0.00	214,897.00	0.00	0.00	
Wayne Hills 10-1	Replace floor tile in bath (fungible 2007)	1460	243	0.00	37,000.00	0.00	0.00	

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Replace exh. fan in bath (fungible 2007)	1460	243	0.00	24,300.00	0.00	0.00	
	Replace radiator valves 2 <sup>nd</sup> floor (fungible 2007)	1460	243	0.00	72,900.00	0.00	0.00	
	Replace floor tile & baseboards 1 <sup>st</sup> floor (fungible 2007)	1460	24	0.00	65,451.00	0.00	0.00	
	Replace floor tile & baseboards 1 <sup>st</sup> floor (fungible 2008)	1460	23	0.00	64,349.00	0.00	0.00	

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

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program No: 501 Replacement Housing Factor No:					Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
OH10-1	09/30/06	09/13/06		09/30/08	09/13/08			
OH10-3	09/30/06	09/13/06		09/30/08	09/13/08			
OH10-5	09/30/06	09/13/06		09/30/08	09/13/08			
OH10-6A	09/30/06	09/13/06		09/30/08	09/13/08			
OH10-7	09/30/06	09/13/06		09/30/08	09/13/08			
PMHA Wide	09/30/06	09/13/06		09/30/08	09/13/08			

### **13. Capital Fund Program Five-Year Action Plan**

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name Portsmouth Metropolitan Housing Authority				<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY: 2006	Work Statement for Year 3 FFY Grant: PHA FY: 2007	Work Statement for Year 4 FFY Grant: PHA FY: 2008	Work Statement for Year 5 FFY Grant: PHA FY: 2009
	Annual Statement				
Wayne Hills 10-1		277,050.00	210,083.00	425,798.00	391,000.00
Farley Square 10-2		300,000.00	479,951.00	101,499.00	151,000.00
Alexandria House 10-3		0.00	264,000.00	25,000.00	230,000.00
Hudson House 10-4		0.00	0.00	25,000.00	40,000.00
Cliffside House 10-5		0.00	0.00	25,000.00	40,000.00
Miller & Lett 10-6		360,000.00	0.00	50,000.00	95,612.00
Townhouses I 10-7		20,000.00	0.00	210,306.00	0.00
Townhouses II 10-8		0.00	0.00	88,328.00	0.00
Portsmouth Homes 10-9		0.00	0.00	0.00	0.00
Miller & Lett Homes 10-14		0.00	0.00	0.00	0.00
HA Wide		402,127.00	405,143.00	408,246.00	411,565.00
CFP Funds Listed for 5-year planning		1,359,177.00	1,359,177.00	1,359,177.00	1,359,177.00
Replacement Housing Factor Funds		0.00	0.00	0.00	0.00











## **14. Other**

### **INFORMATION REQUESTED BY HUD FIELD OFFICE**

#### **1. Utility Allowances**

PMHA hired a consultant to determine the utility allowances for tenant paid utilities using the engineering model as required by the HUD Engineer. These allowances shall be reviewed annually. The consultant hired by PMHA will not provide back-up calculations for air conditioning surcharges as requested from the HUD Engineer. However, PMHA has hired a new engineer to provide engineering calculations as a third party verification for the air conditioning surcharges and PMHA shall supply these calculations to the HUD Engineer as soon as they are completed. The A/C surcharges shall be applied so that 100% of electrical consumption shall be recovered.

PMHA has been and shall continue to evaluate the utilities that are paid by PMHA and their residents.

Gas Meters. In the past year, PMHA has stopped paying the gas utility cost at its 21 units in the Portsmouth Townhouses II development since the apartments had existing meters. The residents now pay their gas bill and PMHA gives them a utility allowance.

The Miller Manor apartments and the Portsmouth Townhouses I apartments currently have one gas meter for each building at the developments. This is a total of 125 units that PMHA pays the gas bill. PMHA is currently studying the cost of the installation of gas meters at each apartment. If this is a cost effective project, it will become part of next year's plan and paid for by the Capital Fund.

Water Meters. PMHA pays the water at all developments master metered or individually metered. The reason for this is that in the City of Portsmouth, the water bill is always the responsibility of the property owner. If the resident doesn't pay the bill, the late charges and the penalties become the responsibility of the property owner. The sewer bill and the garbage collection are included in the water bill. To protect our property and to prevent extra charges against PMHA, we will continue our policy of paying the water bill as do private landlords in the area.

#### **2. CFP-50103 – Compliances & Consistency**

During a remote review, there were expenditures that were declared ineligible cost by HUD Engineer and PMHA was directed to reimburse those funds and show the reimbursement by listing them in an open grant.

PMHA has reimbursed all funds and has documented bank transfers to the Cleveland HUD Field Office as a corrective action. The P&E report of this

## **14. Other**

Annual Plan reflects the reimbursement and corrective action.

PMHA also understands the reason for the declaration of ineligible cost is because PMHA did not submit to the HUD Field Office an Application for Acquisition and Demolition and receive HUD's approval before proceeding. This shall not be repeated.

### **3. EPC (fungible 2004) (\$448,161.19), CFP-50102 (\$447,973.60)**

Both of these items are approved work items in approved Annual Statements for their respective year of funding. A brief history was provided to the HUD Engineer and documentation on the project in Cleveland on May 4, 2005.

### **4. Wayne Hills Replacement Windows**

Wayne Hills is our largest development and the windows are in need of replacement. The estimated cost is \$984,530.00 which PMHA cannot afford in one year's Capital Fund Program. Therefore, the cost has been distributed into each year of our PHA Five-Year Action Plan.

PMHA has received bonus money over the years allowing some work to be completed ahead of schedule. This allows work items to move up in our Plan and therefore having two dollar amounts (for purposes of tracking) in the same year.

The \$37,266.72 is an actual cost from a competitive bid for one building and was paid for from the FFY 2003 CFP. The remaining dollar amounts shall be expended in phases each year until all windows have been replaced at the development.

### **5. Farley Square Replacement Windows**

Farley Square apartments has buildings similar to Wayne Hills and the windows are in need of replacement. The cost estimate is \$544,160.00 and the work shall be completed in two phases in 2007 and 2008.

### **6. "Conversion of Public Housing", "Pets" and "Audit"**

PMHA has completed all components of the "Streamlined" submission HUD-50075-SF and the downloaded template did not contain "Conversion of Public Housing", "Pets" or "Audit" in the Table of Contents.

### **7. Resident Advisory Board Recommendations**

PMHA has addressed the recommendations of the residents and have already established the method of implementation.

## **14. Other**

- A. Yes, we received resident comments on the PHA Plan.
- B. Yes, we considered the comments, but determined that no changes were necessary to the PHA Plan since their comments were already included in the Capital Fund Program or would be addressed by routine maintenance work.

### **8. Preventive Maintenance Program**

PMHA's program has been on-going since 1991 with the development of a manual for each development. A copy of one development shall be provided to the Field Office Engineer for file. All manuals shall be provided upon request.

### **9. Environmental Assessment**

PMHA has submitted its Annual Statement and Five-Year Action Plan to the City of Portsmouth and Scioto County for review. The HUD Field Office has been copied on this correspondence.

### **10. 504 Accessible Units**

PMHA has supplied this information to the HUD Field Office and are as follows:

Wayne Hills: 0

Farley Square: 0

Alexandria House: 2, 0-bedroom; 2, 1-bedroom; 1, 2-bedroom

Hudson House: 4, 0-bedroom; 2, 1-bedroom

Cliffside House: 2

Miller Manor: 5, 2-bedroom

Lett Terrace: 5, 2-bedroom

Portsmouth Townhouses I: 2, 2-bedroom

Portsmouth Townhouses II: 2, 3-bedroom

Portsmouth Homes: 1, 3-bedroom

Miller Manor Homes: 0

Lett Terrace Homes: 1, 3-bedroom