

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

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# PHA Plans

5 Year Plan for Fiscal Years 2008 - 2012  
Annual Plan for Fiscal Year 2008

## **Washington County Housing Authority Washington, PA**

**Stephen K. Hall  
Executive Director**

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## PHA Plan Agency Identification

**PHA Name:** Washington County Housing Authority

**PHA Number:** PA-17

**PHA Fiscal Year Beginning:** 10/2007

**PHA Programs Administered:**

**Public Housing and Section 8**   
  **Section 8 Only**   
  **Public Housing Only**  
 Number of public housing units: 929   
 Number of S8 units:   
 Number of public housing units:  
 Number of S8 units: 944

**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  
*Washington County Housing Authority*  
*100 Crumrine Tower, Franklin Street*  
*Washington, PA 15301-6995*  
*Telephone 724-228-6060*  
*Web site: www.wacoha.com                      email: wcha@pulsenet.com*

- PHA development management offices
- PHA local offices

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2008 - 2012**  
[24 CFR Part 903.5]

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)  
*The mission of the Washington County Housing Authority is to develop, manage, and administer quality housing for low and moderate-income persons and to promote economic growth and quality living environments in our communities. We strive to pursue this mission within the context of limited government resources by providing assistance to our clients (residents) that results in (1) leveraging HUD resources with those of the private sector and other public agencies, (2) efficient program administration, and (3) creative approaches to problem solving.*

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:  
*The Housing Authority will apply for additional Section 8 - Housing Choice Vouchers based upon demand and the Authority's eligibility to apply.*
- Reduce public housing vacancies:  
*The Housing Authority will continue attempts to reduce vacancies within the constraints of the existing housing market and current limited demand for public housing in some of the communities served.*

Leverage private or other public funds to create additional housing opportunities:  
*The Housing Authority will explore the possibility of creating private/public partnerships or joint ventures with other public agencies based on demand. Continue to partner with the Washington County Redevelopment Authority and their use of CDBG funding in providing and supporting housing opportunities.*

Acquire or build units or developments

Other (list below)

*The Washington County Housing Authority acknowledges the need to comply with HUD performance expectations. To this end, the Authority will continue to examine and where necessary adopt strategies to address operations within the Authority where performance has resulted in low PHAS scores. The current emphasis will be based on strategies to increase Public Housing occupancy rates.*

PHA Goal: Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHAS score) 77 (7-2006)  
*The Housing Authority is committed to improving public housing management. The long-range goal of the Authority is to strive to increase the PHAS within the constraints of the current limited interest in public housing.*

Improve voucher management: (SEMAP score) 90

Increase customer satisfaction:

*Emphasis will be placed on timely response to requests for inspections and individual attention to inquiries.*

Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)

Renovate or modernize public housing units:

*The Housing Authority will continue its commitment to renovation, rehabilitation and modernization through implementation of the 5-Year Capital Fund planning process and the continued pursuit of alternate funding sources*

Demolish or dispose of obsolete public housing:

*The Housing Authority believes that demolition and disposition activities are useful and effective tools to reduce density and overcrowding, eliminate dangerous and obsolescent conditions, and put vacant buildings to a better use. The Authority will continue to evaluate demolition and disposition activities, principally in family developments, when necessary*

and warranted. Each Annual Plan will discuss demolition and/or disposition activities proposed or considered in the upcoming fiscal year (s).

Provide replacement public housing:

Provide replacement vouchers:

Other: (list below)

*The Housing Authority plans to promote greater resident involvement in matters that effect living conditions in our public housing communities and Section 8 programs. To this end, the Authority has established a goal of working closely with organized Resident Councils and the Resident Advisory Boards to formulate policies and procedures that will benefit both the residents and the Housing Authority. To achieve this goal, and if approved by the residents, the Authority will periodically send a staff representative to scheduled Resident Council and Resident Advisory Board meetings. Additionally, the PHA will encourage participation by the Resident Board member in matters affecting the residents that come before the Housing Authority Board.*

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:

*Based on funding availability and demand, initiate trial HCV homeownership program designated solely as a reasonable accommodation for disabled families.*

Implement public housing or other homeownership programs:

Implement public housing site-based waiting lists:

Convert public housing to vouchers:

Other: (list below)

*As funding allows, expand the Section 8 Project Based Voucher Program to areas in the County where needs are currently not being addressed.*

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

PHA Goal: Provide an improved living environment

Objectives:

Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

*The Housing Authority had developed a Deconcentration Policy that is reviewed and updated annually. This Policy provides mechanisms to bring higher income families into lower income developments. The Authority*

*will analyze project income annually to determine if changes are necessary to developments identified as targeted for economic deconcentration.*

- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:  
*The Deconcentration Policy identified above contains specific measures to allow lower income families to be placed in higher income developments.*
  
- Implement public housing security improvements:  
*The Housing Authority has established a long-range goal of enhancing the safety of residents in the public housing communities. Objectives will be to continue existing cooperative relationships and contracting with local police and PA Constables within the confines of budgetary constraints. As funding permits security cameras and recorders and additional lighting will be added.*
  
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)  
*Continue to work with the Redevelopment Authority and Community Action Southwest to identify sites/buildings where Head Start Programs or other tenant based services or training (i.e.: Family Development Programs) can be initiated.*

**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 employment opportunities as they become available in those areas where the PHA has played a role in establishing programs or services or as part of ongoing PHA operations. This would include the Head Start Programs, project maintenance activities and resident employment in assisting in preparing units for occupancy.*
  
  - Provide or attract supportive services to improve assistance recipients' employability:

*Provide meaningful community service opportunities that will encourage full time employment. Provide space for social service providers in one or more family developments.*

- 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:  
*The Housing Authority will continue all measures to insure access to assisted housing regardless of race. The Authority is not contemplating additional efforts in this regard since minorities and other target classes are not underrepresented in Authority units compared to the population as a whole.*
  - 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:  
*Continue to meet funding priorities established in the Capital Fund 5- Year Plan*
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:  
*Develop and implement a strategy and timetable to meet the requirements of Section 504 of the Rehabilitation Act of 1973 to ensure that at least 5% of all public housing units within each development are accessible to persons with mobility impairments.*
  - Other: (list below)

The Violence Against Women Act (VAWA) of 2005 (P.L. 109-162) supported by HUD Notice PIH 2006-23 require Housing Authorities to include in their 5-Year Plans “ a statement of the goals, objectives, policies, or programs that will enable the housing authority to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking”.

Toward meeting this requirement the Washington County Housing Authority has taken the following policy actions:

- The Section 8 Housing Choice Voucher Administrative Plan (HCV) has been amended to include language supporting the VAWA.
- The Public Housing Admission and Continued Occupancy Policy will be updated and revised during the 2008 PHA Plan year to include language supporting the VAWA.

When finalized these changes will guarantee the following:

1. The Housing Authority will not deny admission to any applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking if the applicant otherwise qualifies for admission or housing assistance.
2. Public Housing and Section 8 applicants and residents and who are victims of domestic violence will receive intake and referral services to social agencies equipped to deal with short term housing needs.
3. The Housing Authority through both the Section 8 HCV program and the public housing program will continue to provide an admission preference to victims of domestic violence.
4. The Housing Authority will continue to use a new (Jan. 2007) Section 8 Housing Assistance Payments (HAP) Contract (agreement between HUD, the owner and Section 8 tenant) that adds protections to victims of domestic violence.
5. Families may move to another jurisdiction if they hold a Section 8 housing voucher after leaving a unit in violation of the lease if the family moved to protect the safety of a domestic violence victim.
6. A household cannot be evicted from assisted housing for acts of domestic violence of which a member of the household is the victim. Even if the acts of domestic violence were committed by the household member's guest, another member of the household or other persons under the tenant's control. The Housing Authority has retained the right to terminate the tenancy of any tenant if it can demonstrate an actual and imminent threat to other tenants. The Housing Authority may evict only the wrongdoer and not the entire family in cases of domestic violence.
7. At the request of a tenant or owner (Section 8), the Housing Authority will provide form HUD-50066 Certification of Domestic Violence, Dating Violence or Stalking. On the form the individual certifies that he/she is a victim of domestic violence, dating violence, or stalking, and that the incident or incidences in question are bona fide incidences of such actual or threatened abuse. These forms must be signed and submitted within 14 business days of their request unless an extension is requested and granted and are necessary in determining whether the protections afforded to such individuals under VAWA are applicable. On the

certification form, the individual must provide the name of the perpetrator.  
(Tenants are reminded that the provisions of sections 606 and 607 of the VAWA  
will not pertain if the 14 business day requirement is not met).

The Housing Authority will provide each manager and Section 8 HCV owner with a  
brochure that will be distributed to each public housing and voucher household informing  
each household of the Violence Against Women Act (VAWA) of 2005 and the  
protections offered assisted housing residents.

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

**Annual PHA Plan**  
**PHA Fiscal Year 2008**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

*The Quality Housing and Work Responsibility Act of 1998 required all federally funded Housing Authorities to develop an Annual and a 5-year Plan. These Plans are the subject of annual Public Hearings and presentations before constituent Resident Advisory Boards.*

*The Plan is generally divided into 2 parts: The 5- Year Plan and the Annual Plan.*

*The 5-Year Plan contains a Mission Statement and broad based goals that the Authority hopes to accomplish over a five year period of time. As necessary, portions of the 5-year Plan have been updated to accommodate changes that have occurred over time.*

*The 2008 Annual Plan provides interested parties with an overview of Housing Authority operations, programs, projected capital budget expenditures, and other significant activities anticipated to take place over the upcoming fiscal year The Annual Plan covering the period October 1, 2007 to September 30, 2008 is the seventh Annual Plan that has been developed by the Washington County Housing Authority.*

*The Housing Authority's Annual and 5-Year Plans are coordinated with Washington County's Consolidated Plan.*

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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## Attachments

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

### Required Attachments:

- Admissions Policy for Deconcentration - *Attachment A*
- FY 2008 Capital Fund Program Annual Statement – *Attached (File attachment pa017a01).*
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members - *Attachment B*
- List of Resident Board Member- *Attachment C*
- Community Service Description of Implementation - *Attachment D*
- Information on Pet Policy - *Attachment E*
- Section 8 Homeownership Capacity Statement, if applicable - *Attachment F*
- Description of Homeownership Programs, if applicable – *Attachment M*

### Optional Attachments:

- PHA Management Organizational Chart
- FY 2008 Capital Fund Program 5 Year Action Plan – *Attached (File attachment pa017b01).*
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) – *Attachment G*
- Other (List below, providing each attachment name)
  - Section 8 Project Based Voucher Program- *Attachment H*
  - Criteria for Substantial Deviation and Significant Amendment or Modification *Attachment I*
  - Section 504 Implementation Plan - *Attachment J*
  - Identified Projects for Asset Management – *Attachment K*
  - Progress in Meeting the 5-Year Plan - *Attachment L*
  - Section 8 Homeownership Policies – *Attachment M*

### Supporting Documents Available for Review

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
		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 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
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	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	for any active grant year.	
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
X	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	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
X	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
X	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Chapter 15 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
X	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	Annual Plan:

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	other resident services grant) grant program reports for public housing.	Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Location
Income <= 30% of AMI	3,399	5	4	3	1	2	2
Income >30% but <=50% of AMI	2,132	5	3	3	1	2	2
Income >50% but <80% of AMI	2,926	3	3	3	1	2	2
Elderly	4,333	4	3	3	1	2	4
Families with Disabilities *	18,549	4			5		
Race/Ethnicity (White)	11,530						
Race/Ethnicity (Black)	970						
Race/Ethnicity (Hispanic)	98						
Race/Ethnicity (Other)							

\* *Low and Moderate Income Elderly and Non-elderly Households with Mobility and Self Care Limitations (2000)*

*The Washington County Five Year Consolidated Plan (2005-2010) provides a synopsis of the CHAS data tables (derived from the 2000 census) and indicates the following conclusions can be made relative to the affordability and adequacy of housing in Washington County for all income groups:*

- *Large family households, both renters and owners were more likely to experience the greatest degree of housing problems and cost burden than all other household groups.*

- *Elderly households, both owners and renters, were the least likely to experience the greatest degree of housing problems and cost burden.*
- *Overall, the rates of housing problems and cost burden were slightly higher among owners than renters across all income levels and household types.*
- *Black non-Hispanic households experienced greater degrees of housing problems and cost burden than white non-Hispanic households.*

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2005-2010
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset (*HUD Table 1C – HUD State of the Cities Data Base System; CHAS Data 2000*)
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	169		96
Extremely low income <=30% AMI	134	79.2	
Very low income (>30% but <=50% AMI)	27	15.9	
Low income (>50% but <80% AMI)	8	4.7	
Families with children	41	24.2	
Elderly families	29	17.1	
Families with Disabilities	27	15.9	
Race/ethnicity (White)	123	72.7	
Race/ethnicity (Black)	46	27.2	
Race/ethnicity (Hispanic)	0	0	
Race/ethnicity (Other)	0	0	
Characteristics by Bedroom Size (Public Housing Only)			

Housing Needs of Families on the Waiting List			
1BR	128	75.9	
2 BR	33	19.5	
3 BR	7	4.1	
4 BR	1	.6	
5 BR	0	0	
5+ BR	0		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<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	492		113
Extremely low income <=30% AMI	51	10.4%	
Very low income (>30% but <=50% AMI)	415	84.3%	
Low income (>50% but <80% AMI)	26	5.3%	
Families with children	255	51.8%	
Elderly families	128	26.1%	
Families with Disabilities	129	26.2%	
Race/ethnicity (White)	379	77%	
Race/ethnicity (Black)	105	21.3%	

<b>Housing Needs of Families on the Waiting List</b>			
Race/ethnicity (Hispanic)	1	.20%	
Race/ethnicity (Other)	7	1.4%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? Since June 2006			
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 type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

### **C. Strategy for Addressing Needs**

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

#### **(1) Strategies**

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

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

Select all that apply

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

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)
  - *Expand the use of Section 8 Project Based Assistance in cooperation with the Washington County Redevelopment Authority and private developers.*
  - *Consider use of PA tax credit financing combined with Section 8 assistance to create private low income housing opportunities.*

**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)  
*Expand the use of the Housing Choice Voucher Program, including the use of project based assistance to better serve the elderly residents of new developments that might occur in Claysville, McDonald and other areas.*

**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)  
*Based on availability the Housing Authority hopes to pursue special purpose Section 8 assistance for persons with disabilities. This would include scattered site housing and the use of PA tax credits if feasible.*

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2008 grants)</b>	7,131,624	Public Housing Operations, Capital Improvements and Section 8 Operations
a) Public Housing Operating Fund	2,233,484*	
b) Public Housing Capital Fund	1,270,929	
c) HOPE VI Revitalization		
d) HOPE VI Demolition	26,114	
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,601,097	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	899,910	
2005 Capital Fund	81,767	Public Housing Capital Improvements
2006 Capital Fund	818,143	Public Housing Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>	1,670,760	Public Housing Capital Improvements/Operation

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>4. Other income</b> (list below)	127,500	
Vending	60,000	Public Housing Capital Improvements/Operation
Public Housing Investments	42,500	Public Housing Capital Improvements/Operation
Non Dwelling Rental	25,000	Public Housing Capital Improvements/Operation
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>	9,829,794	

*\* It should be noted that the anticipated HUD annual operating fund grant is projected to be approximately 18% lower than Housing Authority needs. This reduction will necessitate lowering expenditures and other cost cutting efforts to balance fund accounts affected by this projected reduction.*

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

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

Other: (describe)  
*Eligibility is initially determined at the time of a preliminary application. Following the successful completion/passing of criminal, credit and landlord screening the applicant is invited to prepare a full application. Generally, within 30 days of the full application, an interview is conducted and full eligibility for admission is determined.*

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)  
*Credit check*  
*Making false statements*

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

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

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

*Applicant information is sent to the Washington County 911 Center for an original national criminal record report. If the applicant has a criminal record, the Authority requires the applicant to be fingerprinted and then obtains an FBI Report. Eligibility is determined following receipt and review of the FBI Report.*

*The Housing Authority also reviews public information available on the PA Appellate Court website to determine disposition of any outstanding criminal charge(s).*

**(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

*The Authority currently uses 5 sub-jurisdictional family waiting lists and 4 sub-jurisdictional elderly waiting lists.*

*Family*

*Elderly*

*1. California*

*1. Washington*

*2. Washington/Canonsburg*

*2. Bentleyville*

*3. Fredericktown*

*3. California*

*4. Donora*

*4. North Charleroi*

*5. Monongahela*

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)

*Applications are available through Connect Inc., a non-profit emergency housing provider, the Washington Hospital and the Washington County Human Services Agency. Persons with computer access may obtain an application over the Housing Authority's internet web site ( www.wacoha.com.).*

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

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

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

If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

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

**(4) Admissions Preferences**

- a. Income targeting:
- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:  
In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
  - Overhoused
  - Underhoused
  - Medical justification
  - Administrative reasons determined by the PHA (e.g., to permit modernization work)
  - Resident choice: (state circumstances below)
  - Other: (list below)

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

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

3 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
- (2) 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)
- (2) Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- (2) 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  
*The Authority distributes an updated version of the "Resident Handbook". A separate handbook is available for new family and elderly residents. These "Plain English" booklets explain the lease as well as the rules and regulations associated with living in public housing.*
- Other source (list)
  - *Flat Rent - Income Based Rent Option Form*
  - *"Things You Should Know" information sheet -Situations/reasons for eviction.*
  - *"Washington County Resource Guide" a listing of social and human services available to Washington County residents.*
  - *Packet of information on admission criteria, lead based paint, housekeeping and rental payments.*

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.

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

***Deconcentration Policy for Covered Developments***

Development Name:	Number of Units	Explanation (if any)	Deconcentration policy (if no explanation) (see step 5 at 903.2(c)(1)(v))

*The income analysis of covered family developments performed in April 2007 indicates the residents of Valley View Terrace have an average income outside (above) the established income range. The average income is however below 30% of the area median income of \$17,370 and therefore is not considered high income.*

*There are no covered family developments below the established income range.*

*The Authority’s Deconcentration Policy will be amended annually through the Resolution adopting the Annual Plan. The amendments, in addition to any policy changes, will allow for changes in the developments determined to be subject to the deconcentration and income mixing requirement.*

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

- Adoption of site-based waiting lists  
If selected, list targeted developments below:
- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

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

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

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

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

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

## **B. Section 8**

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

### **(1) Eligibility**

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

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

- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)
- Although primary responsibility for tenant screening rests with the owner, the PHA does provide prior address and former landlord's name.*

### **(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)
- Application can be made at any public housing site office. Application forms are available on the Housing Authority's web site ([www.wacoha.com](http://www.wacoha.com)) or can be requested by phone or mail.*

### **(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:

*The Housing Authority currently gives one extension of 30 days, an additional 30 day extension is granted for extreme situations and circumstances.*

**(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, Witness Protection Program See Chapter 4 of the HCV Administrative Plan for definition)
- 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)  
*Any family that has been terminated from the Housing Choice Voucher Program due to insufficient PHA funding*

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.

3 Date and Time

Former Federal preferences

- 2 Involuntary Displacement (Disaster, Government Action, Witness Protection Program See Chapter 4 of the HCV Administrative Plan for definition)
- 2 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
- (1) Other preference(s) (list below)  
*Any family that has been terminated from the Housing Choice Voucher Program due to insufficient PHA funding*

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**

*The Housing Authority does not currently administer a Special Purpose Section 8 Program. If funding becomes available during the 2008 Plan Year the Housing Authority will explore the use of Special Purpose Section 8 Assistance Programs.*

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

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

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

- Through published notices  
 Other (list below)

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

[24 CFR Part 903.7 9 (d)]

*The Housing Authority and HUD are concerned that all family income is not being properly reported. Public Housing and Section 8 tenants are reminded that HUD regulations, 24 CFR Parts 960.259 (c) and 982.516 (a) in addition to local Policy, require the Housing Authority to obtain and document in the tenant files, independent third party verification of reported family income, the value of assets, expenses related to deductions from income and other factors affecting adjusted income. The Housing Authority has also instituted third party verification procedures, including use of the Enterprise Income Verification System (EIV), to ensure that federal income reporting requirements are met at the time of recertification. All third party and EIV verifications will continue into the foreseeable future.*

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

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

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member (*earned income disallowance*)

For increases in earned income (*Until the time of the next Annual Reexamination and as long as the same income source as originally reported*)

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 (*Full time students, disabled, see Admissions and Continued Occupancy Policy*)

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 (*if a new source of income*)
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)  
*Family Composition*

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

## **(2) Flat Rents**

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

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

*As indicated in the 2007 PHA Plan the Housing Authority is currently undertaking an analysis of its flat rents schedule. The Authority may elect to adjust the rent schedule using an inflation index applied to the existing rents. These new flat rents will be in affect for the 2008 Plan Year.*

## **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)  
*Although the great majority of the County falls at or below 100% of the FMR, the Housing Authority does utilize a 3 - tier payment standard, based on community income/housing costs. The low payment standard (90% of FMR) applies to the Coal Center Borough area, The seldom used high payment standard (110% of FMR) applies to the Peters Township, North Strabane Township and the Greenhills Borough area. The third tier (100% of FMR) is the remainder of the County*

- 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) *(See Chapter 6 of the HCV Administrative Plan for complete discussion)*

1. *The family has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program*
2. *The family would be evicted because it is unable to pay the minimum rent.*
3. *Family income has decreased because of changed family circumstances, including the loss of employment*
4. *A death has occurred in the family.*

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

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

*(As of April 2007)*

*The Authority is divided into five Departments; Public Housing Management, Public Housing Maintenance, Section 8, Accounting, and Purchasing. The five Department heads report directly to the Executive Director or Deputy Executive Director. The Executive Director is responsible to the appointed Board of Directors. During the 2007/2008 PHA Plan Years the Housing Authority will organize around the Asset Management model required by HUD. This will affect the current organizational structure.*

### **B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	929	96
Section 8 Vouchers	936 (includes 33 units in John Lignelli Manor)	120
Section 8 Certificates		
Section 8 Mod Rehab	8	1
Special Purpose Section 8 Certificates/Vouchers		
Public Housing Drug Elimination Program (PHDEP)		
Section 8 Project Based	John Lignelli Manor 42 (33 Project Based) Burgettstown Senior Apartments (24 units)	3 1
Other Federal Programs(list individually)		

### **C. Management and Maintenance Policies**

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

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

*The 23 person Maintenance Division is under the overall supervision of a Superintendent who is responsible for the supervision of employees in receiving and completing work orders, annual inspections of the units, lawn care, snow removal and preventive maintenance functions. The Maintenance Division also provides inspection support to the Section 8 Office. All rules, standards and policies are maintained in the PHA's main office, with specific instructions at the maintenance offices. These documents include:*

*Washington County Housing Authority Personnel Policy  
Washington County PHA Maintenance Policies and Procedures Manual  
(located in all Field Maintenance Offices)  
PHA Housing Quality Standards  
Washington County Housing Authority Labor Management Agreement*

*Housing Authority Maintenance staff performs pest control. Annual and move-in/move-out pest control inspections are performed. Spraying and fumigating is performed every 4 months or as needed. Termite spraying is performed by a private contractor on a complaint basis.*

*As discussed in A above, the description of the organization of the maintenance portion of the Housing Authority is current as of April 2007. The organization is subject to change based on the required conversion to the Asset Management model.*

(2) Section 8 Management: (list below)

*Section 8 Administrative Plan  
Housing Quality Standards  
Packet of information containing:  
"A Good Place to Live" publication  
"Health Home" Publication  
"Housing Choices", a Guide Book on the Housing Choice Voucher Program by Nan McKay  
Family Obligations  
Discrimination - identifying and reporting Information  
Community Information and Amenities  
Protecting Your Family from Lead.*

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

### A. Public Housing

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

If yes, list additions to federal requirements below:

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

### B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) pa017a01 (*Also appears as an Attachment to this Annual Plan*)  
*The Housing Authority is reserving the right to use the maximum amount permitted under Part 1, Section 9 of the U.S. Housing Act, as amended (Section 519 (g) (1) of the QHWRRA) for Housing Authority operations, management improvement and program administration.*

-or-

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

#### **(2) Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) pa017b01 (*Also appears as an Attachment to this Annual Plan*)

-or-

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

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

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

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

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

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

*During the 2008 Plan Year the Housing Authority will explore the following demolition activities:*

- 1. In Valley View Terrace demolition of a building to allow for density reduction and better fire and safety access. The Authority has identified Building 5-B in Valley View Terrace as the structure to be demolition.*
- 2. With very limited interest in moving to and occupying public housing units in Frederick Terrace, due primarily to the lack of public transportation, few employment opportunities, and problems associated with the steep topography, the Housing Authority will explore the demolition of up to 5 buildings. Based on further site reviews/analysis, and building conditions the option of identifying additional units for demolition or disposition is possible. The Housing Authority would consider options from outside housing providers relative to total disposition of the entire development.*
- 3. The demolition or razing of the unoccupiable units above the mobility impaired units in Highland Terrace (5 units) and Maple Terrace (3 units) will again be explored in the 2008 Plan year. Appropriate applications will be developed as appropriate.*
- 4. During the 2008 Plan Year the Authority will evaluate and take action, if necessary, on the requests of residents, police, constables, and social service agencies for the disposition/conversion of space for non-dwelling purposes.*

*Application(s) to obtain HUD approval to undertake demolition in the above developments may be submitted to HUD following feasibility analysis and required resident consultation. If available, Hope VI applications used to secure funding for demolition may also be submitted to HUD following receipt of the authorization to demolish.*

*Lastly, the Housing Authority is reserving its option to demolish unspecified units under the de minimus exception for demolition provided by the QHWRA.*

### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Valley View Terrace	
1b. Development (project) number: PA02817005	
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>PHA Fiscal Year 2007/2008.</u>	
5. Number of units affected: 5	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: <u>Date not established</u> b. Projected end date of activity:	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Frederick Terrace	
1b. Development (project) number: PA02817003	
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>PHA Fiscal Year 2007/2008</u>	
5. Number of units affected: 28	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development (may be total demolition or total disposition based on further analysis) <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: <u>Date not established</u> b. Projected end date of activity:	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Highland Terrace
1b. Development (project) number:	PA02817004
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>PHA FY 2008</u>
5. Number of units affected:	5
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: <u>Date note established</u> b. Projected end date of activity:

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Maple Terrace
1b. Development (project) number:	PA02817001
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>PHA FY 2008</u>
5. Number of units affected:	3
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: <u>Date not established</u> b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

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

<input type="checkbox"/>	Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )
<input type="checkbox"/>	Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )
<input type="checkbox"/>	Requirements no longer applicable: vacancy rates are less than 10 percent
<input type="checkbox"/>	Requirements no longer applicable: site now has less than 300 units
<input type="checkbox"/>	Other: (describe below)

*24 CFR Part 972.200 Subpart B and HUD regulations required Housing Authorities to undertake a Required Initial Assessment of all family developments to determine if conversion was/is appropriate. Para.(e) requires that a Certification associated with the Initial Assessment be included in the PHA Plan following completion of the Assessment. The Washington County Housing Authority Certification appeared in the 2003 PHA Plan. The Assessment examined 11 Housing Authority developments, and found that conversion to Tenant Based Assistance would not be cost effective and was therefore considered inappropriate at the time.*

- a. How many of the PHA’s developments are subject to the Required Initial Assessments? 11
- b. How many of the PHA’ developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not generally occupancy projects)? 0
- c. How many assessments were conducted for the PHA’s covered developments? 11
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessment:

***No development was identified for conversion***

Development Name	Number of Units

- c. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:  
*The Required Initial analysis was completed on September 21, 2001.*

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

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

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

# 11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

## A. Public Housing

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

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

### 2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

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

2. Program Description:

*The Housing Choice Voucher (HCV) Homeownership Policy was rewritten and amended in June 2007 and has been included in the Section 8 Housing Choice Voucher Administrative Plan. A copy of the Homeownership Policy is included in this Annual Plan and appears as Attachment M. The Administrative Plan is a supporting document to this Annual Plan. The Homeownership Policy meets all HUD requirements as defined in 24 CFR Parts 5, 903 and 982.*

*Based on the availability of Section 8 funding and resident demand, the Housing Authority plans to initiate, on a trial basis, a HCV Homeownership Program specifically designated to serve low-income disabled families. The Housing Authority intends to use the homeownership option as mechanism to provide a reasonable accommodation to disabled families. A Housing Choice Voucher Homeownership Program available to non-disabled HCV participants will be implemented when a permanent financing source is identified.*

*The Housing Authority’s Housing Choice Voucher Homeownership Capacity Statement appears as part of Attachment M and as Attachment F to this Annual Plan*

a. Size of Program

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

Which statement best describes the number of participants? (select one)

- 25 or fewer participants - *up to 5 units*  
 26 - 50 participants  
 51 to 100 participants  
 more than 100 participants

b. PHA-established eligibility criteria

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

If yes, list criteria below: *Must meet federal disability criteria*

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

[24 CFR Part 903.7 9 (1)]

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

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

#### 1. Cooperative agreements:

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

If yes, what was the date that agreement was signed?

*September 30, 2003*

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

Client referrals  
*If appropriate and requested, clients are referred by the Authority to the TANF Agency at the time a housing application is received. Referrals from the TANF to the Authority usually take place at the time assistance is requested by the family from the TANF.*

Information sharing regarding mutual clients (for rent determinations and otherwise)

Coordinate the provision of specific social and self-sufficiency services and programs to eligible families  
*The Housing Authority has and will continue to serve as an intake and referral agency for all of the services provided by the TANF and other social service agencies.*

Jointly administer programs

Partner to administer a HUD Welfare-to-Work voucher program

Joint administration of other demonstration program

Other (describe)

### **B. Services and programs offered to residents and participants**

#### **(1) General**

##### a. Self-Sufficiency Policies

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

Public housing rent determination policies  
*The Housing Authority no longer automatically increases tenant rents when an unemployed person gains employment. Increases in income are disregarded for the first 12 months. For the following 12 months, only 50% of the increase in income is considered in calculating rent. Following this 24-month period, rent is calculated using the resident's income at that time. This disregard of income policy cannot exceed 48 months in total. When an employed resident receives an increase in income, the rent is increased only at the time of recertification, unless the income source has changed.*

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

b. Economic and Social self-sufficiency programs

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

*The Deputy Executive Director serves on the Community Action Southwest’s Early Head Start Policy Council. Through this Council comprehensive early child development programs throughout Washington and Greene counties are coordinated. In cooperation with the Housing Authority the Council has been responsible for the opening of the 3 Head Start Programs that currently operate on Housing Authority property.*

*The Supervisory Occupancy Specialist represents the Housing Authority on the Southwestern PA Area Agency on the Aging. This organization has established a Local Housing Options Team that is assessing the capabilities and programs of local service providers and identifying gaps in social and human service resources. The team hopes*

*to identify solutions that better address housing needs of older adults and persons with disabilities.*

*Washington County Human Services Agencies have recently developed a new publication dealing with social and human services available to County residents. The Washington County Resource Guide is now made available to all public housing and HCV residents prior to move-in. The Authority has begun distribution of this publication and will continue to use it into the foreseeable future. This document replaced a Directory of Social Services that was developed by the Housing Authority and had become outdated. The PHA serves in an intake and referral capacity for most of the programs identified in the Guide. In some situations, residents are encouraged or feel more comfortable in dealing directly with the service provider.*

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Aging Services: adult protective services, health insurance counseling, postal carrier alert, domiciliary care, family caregiver support, health promotion, legal services, respite care, senior employment, ombudsman, care management, home delivered meals, home support, personal care, attendant care, adult day care.	varies	specific criteria/need	development office/provider	both
Basic Subsistence Needs: cash assistance, medical assistance, energy assistance clothing, food, furniture, medical transportation.	varies	specific criteria/need	development office/provider	both
Disability Services: technology, employment training, life skills training, sheltered workshops, disability management, residential programs, social events, information, transportation, advocacy.	varies	specific criteria	development office/provider	both
Emergency Services: disaster, homelessness, housing, food, finances, shelter for victims of domestic violence	varies	specific criteria/need	development office/provider.	both
Independent Living Facilities: Apartments for elderly/disabled	varies	specific criteria/need	development office/provider	both

who meet HUD income guidelines, including PHA owned.				
Libraries: availability to tenants	varies	all	development office/provider	both
Medical Services: medical service providers and resources, medical information, evaluation, referrals, support groups.	varies	need	development office/provider	both
Mental Health/Mental Retardation Services: service providers and resources, housing resources, support groups.	varies	need	development office/provider	both
Transportation Services: air ambulance, medical, work related, elderly, handicapped transportation.	varies	need	development office/provider	both
Veterans Services: acute care, adult day care, mental health clinic, respite care, homeless chronically ill, domestic relations, Ex-POW, substance abuse treatment, disabled veterans, outreach, paralyzed veterans, financial assistance, support group, employment counseling, transportation.	varies	specific criteria	development office/provider	both
Volunteer Resources: senior volunteers, senior companionship, volunteer resources.	varies	all	development office/provider	both

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2008 Estimate)	Actual Number of Participants (As of: 04/01/2007)
Public Housing		
Section 8	19	1

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

If no, list steps the PHA will take below:

*During the 2008 Plan Year the Housing Authority will again attempt to generate interest in the FSS Program by taking the following actions:*

1. *A letter has been prepared and will be sent to all HCV program participants explaining the FSS program and inviting interested families to participate.*
2. *A Survey Form, with a self- addressed return envelope will accompany the letter. The Survey will attempt to determine initial interest in the FSS Program. Potential participants who respond to the Survey will be sent a full application form and a personal visit will then be scheduled.*
3. *The Authority entered into a no cost agreement with Community Action Southwest to assist with the implementation of the FSS Program. Through their "Life skills", parenting, budgeting and related courses it is hoped more residents will be interested in and the success rate will increase for FSS participants.*
4. *During the 2007 Plan Years the Authority had the number of HUD required FSS participants temporally reduced from 19 to 10.*

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
  - Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination.  
*When requested by the TANF*
  - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - Establishing a protocol for exchange of information with all appropriate TANF agencies
  - Other: (list below)

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

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

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

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

*To support the provisions of the 2005 Violence Against Women Act, the Housing Authority will continue to give victims of domestic violence an admission preference for both the public housing and housing choice voucher programs.*

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

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children  
*Varies significantly by development*
- Observed lower-level crime, vandalism and/or graffiti  
*Graffiti and other vandalism are generally aimed at vacant units. Maintenance Staff note a correlation between reduced graffiti/vandalism and reduced occupancy. This is particularly evident at Frederick Terrace.*
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

- Safety and security survey of residents  
*The Housing Authority uses the results and information from the HUD Resident Service and Satisfaction Survey that is sent annually to the resident.*
- Analysis of crime statistics over time for crimes committed “in and around” public Housing Authority

*The Authority receives and reviews Police Incident Reports from the Boroughs of Donora and Canonsburg and the City of Washington. In addition the Authority receives PA Constable Service Reports for incidents in the City of Washington. Crime and/or incident reports from other communities are requested as necessary.*

- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports  
*Resident Managers and Maintenance Staff.*

- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

*Lincoln Terrace  
Maple Terrace  
Maple Terrace View  
Jollick Manor-Crumrine Tower*

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention through Environmental Design  
*In prior years improvements designed to prevent crime were initiated and completed using both PHDEP and Capital funding. These improvements included increased illumination, selected reduction of trees and shrubbery; improved door locks and increased security at each development's Manager's Office, an upgrade to the entrance security card system in the elderly developments and others. The maintenance and upkeep of these improvements will continue as a priority into the foreseeable future.*

- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program  
*The Authority will continue to work with residents and Resident Councils to increase resident awareness by encouraging residents to be more alert to potential security problems such as open doors and unsecured valuables. "Courtesy Patrols", made up of development residents, that have been very successful in the elderly developments will be continued.*



Other (describe below)

- *The Housing Authority has and will continue its commitment to resident safety through the installation of security camera and upgraded digital recorders. Although a 2005 incident at Bassettown Manor indicated that resident vigilance is paramount in building safety, the Authority is continuing its program of video surveillance. Based on the availability of funds the following improvements are scheduled for the 2007/2008 Plan Years:*
  1. *Bentley Tower- additional cameras and digital recorder*
  2. *Maple Terrace – additional cameras*
  3. *Bassettown Manor- additional cameras*
  4. *Nathan Goff- additional cameras*
  5. *Valley View Terrace- cameras*
  
- *Beginning in 2006 the Director and Deputy Director of the Housing Authority were appointed to serve on the “Citizens Making a Difference” Board. This organization is an effort by the NAACP, the City of Washington and various public and private entities to curb crime and violence and provide a forum for dealing with issues that affect the minority communities. During the 2008 Plan Year the Housing Authority will begin sponsoring meetings of the Board at its central office facility. The PHA will also actively participate in forming neighborhood watches in cooperation with the Board.*
  
- *In its continuing efforts to increase security the Authority will continue the following:*
  - 1 *Strike and You Are Out Policy –Zero Tolerance.**Strict enforcement of NO TRESPASS NOTICE (on all PHA property).*
  
- *Implementation of above base level police patrols and the addition of patrol services through the PA Constable Service.*
  
- *During the 2007/2008 Plan Years the Authority will implement a new parking sticker system. This is designed to eliminate illegal parking and better identify potential trespassers.*
  
- *Interaction with tenants where credibility/confidentiality is established and submission of “Silent Complaint Forms” increases.*
  
- *In FY 2007 the Housing Authority Executive Director and key staff participated in a nighttime security meeting with residents of Valley View Terrace. This nighttime meeting was followed by a survey/walk through of the development with the residents. The survey focused on the adequacy of existing lighting and areas where additional illumination for safety and*

*security purposes is necessary. This approach in identifying lapses in security measures will be continued during the 2008 Plan Year.*

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

*Lincoln Terrace  
Maple Terrace  
Highland Terrace  
Valley View Terrace  
Jollick Manor/Crumrine Tower  
Bentley Tower  
Bassettown Manor  
Nathan Goff*

**C. Coordination between PHA and the police**

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents  
*Most meetings with PHA operations staff are informal and incident related.  
Meetings between police and Resident Councils are by request.*

- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services  
*Formal agreements with local law enforcement agencies have been established in the Boroughs of Donora (Jan. 1993) and Canonsburg (Sept. 1995).  
Projected FY 2008 funding allows for above base line funding only in Donora.*

*The Authority continues to have considerable success using the safety and security services provided by the Pennsylvania Constable Service. Based on the availability of funds, the use of constable patrols in the Housing Authority's developments in Canonsburg and the City of Washington will again be considered during the 2008 Plan Year.*

- Other activities (list below)

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

*Highland Terrace  
Bassettown Manor  
Lincoln Terrace*

Maple Terrace  
Maple Terrace View  
Highland Avenue Apartments  
Crumrine Tower/Jollick Manor  
Valley View Terrace

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

*PHDEP no longer applicable*

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

*A copy of the Washington County Housing Authority Pet Policy is included as part of this Plan as a Supporting Document Available for Review. A one page Statement (synopsis) of the Pet Policy is included as Attachment E to this Plan.*

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

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

*The Housing Authority will manage their properties according to the provisions of 24 CFR 990.255. This requires the Authority to establish a management model consistent with the management norms in the broader private multi-family management industry. To accomplish this, the Housing Authority will implement project-based management, project-based budgeting, and project-based accounting. With the identification and grouping of projects, Identified Projects for Asset Management (AMPs), the Housing Authority met the initial asset management targets required by PIH Notices 2006-10 and 2006-14 and related guides.*

*The Housing Authority fully intends to meet additional target dates in October 2007. A list of the newly identified Asset Management Projects is included as Attachment K*

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

*Recipients of Federal funding including the Housing Authority are obligated by federal law, specifically the Architectural Barriers Act of 1968, the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to comply with various provisions of those laws.*

*In Notice PIH 2002-01 HA published by HUD's Office of Public and Indian Housing on January 22, 2002, public housing agencies were reminded of their responsibilities under Section 504 of the Rehabilitation Act of 1973 and 24 CFR Part 8 to ensure that at least 5% of all public housing units within each development are accessible to persons with mobility impairments.*

*For the Housing Authority to meet it's statutory responsibility a Needs Assessment and specifically a Transition and Implementation Plan was developed that when fully implemented will bring the Housing Authority into compliance with the above mentioned Section 504 of the Rehabilitation Act of 1973*

*In an effort to assure that all public housing developments are handicap accessible, the Housing Authority contracted with Mavrovic Architects to undertake the Needs Assessment. The study, which included a photographic analysis of current conditions, was originally completed in FY 2003 and approved by HUD in December 2004.*

*Implementation of high priority deficiencies are underway or have been programmed into the Annual and 5-Year Capital Fund Plans. Based on a current total cost estimate of \$1.4 million, the Authority anticipates completion of all improvements by 2012. The 504 Transition Plan (as modified in Nov. 2006) appears as Attachment J to this Plan.*

*The Housing Authority currently has 55 handicapped units, not all of these units meet current federal accessibility standards (UFAS). Upon the completion of the accessibility improvements the number of accessible units will be increased by 3 to 58. All 58 units will meet the current UFAS requirements.*

*By combining existing adjacent vacant units and using other conversion techniques, new large family handicapped accessibility units are being created in California Terrace, Maple Terrace, Valley View Terrace, Highland Terrace, Jollick Manor, and Frederick Terrace. Other improvements that will be undertaken include installing lever door handles, lever type faucets and similar types of improvements throughout many of the developments. The Housing Authority is committing up to 20% its annual Capital Fund allocation toward these improvements.*

*The progress toward meeting the 504 requirements will continue during the 2008 Plan year. Improvements at Maple Terrace should be completed during the early part of FY 2008 and conversions to create 2 and 3 bedroom accessible units at Jollick Manor will get underway.*

*As mentioned in the 2007 Plan, construction of accessible units at Frederick Terrace will be delayed pending a decision on demolition activities.*

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)  
 Attached at Attachment (File name)  
 Provided below: (*Attachment G*)
  
3. In what manner did the PHA address those comments? (select all that apply)  
 Considered comments, but determined that no changes to the PHA Plan were necessary.  
 The PHA changed portions of the PHA Plan in response to comments  
List changes below:  
  
 Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
  
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
  
3. Description of Resident Election Process  
*The Housing Authority notified residents that an opportunity existed to serve on the Board of the Housing Authority. Three self-nominations were received. The three names were forwarded to the elected Board of Washington County Commissioners. The Commissioners appointed one of the residents to a four-year term on the Housing Authority Board effective January 2000. The term of the appointed resident board member has been extended.*
  - a. Nomination of candidates for place on the ballot: (select all that apply)  
 Candidates were nominated by resident and assisted family organizations  
 Candidates could be nominated by any adult recipient of PHA assistance  
 Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

### C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

*Washington County, Pennsylvania*

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)  
*(Underlined phrase taken from consolidated Plan priorities)*

*Assistance to the Elderly/Frail Elderly and Tenant Based Rental Assistance*

*The Housing Authority has committed through the Section 8 Project and Tenant Based Voucher Programs, interest in assisting with the development of senior housing in the communities of Burgettstown, Claysville and McDonald and others that might be identified. The 24 unit elderly development in Burgettstown, made possible with Section 8 project based assistance has been completed and is now occupied. As opportunities arise to obtain additional funding, including special purpose funding, the Authority will expand the*

*Housing Choice Voucher (Section 8) tenant and project based rental assistance programs to support Consolidated Plan initiatives.*

*Improving the Quality of Life of Residents of Public Housing.* - *Through the implementation of the Authority's Capital Fund Program and continued maintenance efforts, the overall livability and quality of life of residents has been positively impacted. The creation of Head Start Programs in Valley View Terrace, Maple Terrace and Highland Terrace, in buildings that were previously vacant, are positive examples of improved community life. The demolition of buildings at Frederick Terrace, Maple Terrace and Highland Terrace as well as additional demolition initiatives under consideration are aimed at reducing density and eliminating obsolete buildings. This will add to the quality of life of residents living in the effected developments as well as residents living in the contiguous neighborhoods. The Authority will also continue Housing Choice Voucher - Section 8 property inspections that support the County's objective of reducing lead based paint hazards.*

*Homebuyers Assistance* - *By establishing and offering a homeownership program for interested Section 8 disabled tenants the physically disabled will have an opportunity to explore homeownership.*

*Tenant Based Rental Assistance* – *Through the Housing Authority's continued administration of the Section 8 Housing Choice Voucher Program the objectives of Consolidated Plan objective of maximizing Tenant Based Assistance will be accomplished. The Housing Authority's Section 8-Housing Choice Voucher Program now serves 936 Washington County families.*

*Accessible Housing* - *The Authority's current program of expending \$1.4 million through 2012 to make public housing accessible to those who are mobility impaired supports the County's accessible housing efforts. The Housing Authority will meet federal standards requiring at least 5% of assisted public housing is handicapped accessible.*

Other: (list below)

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

*The Consolidated Plan supports the PHA's efforts in meeting low income housing needs through the support of the expanded use of the Section 8 Housing Choice Voucher tenant based rental assistance program.*

*The technical assistance and grantsmanship provided by the County Redevelopment Authority in assisting with the creation of the New Eagle*

*Housing Development Corporation and the development of 42 elderly housing units have created additional housing opportunities for low-income individuals. Similarly, additional low income housing opportunities have been expanded under the county's leadership by providing a sponsor and obtaining construction assistance for the recently completed 24 unit senior housing development in Burgettstown.*

*The County, through the Redevelopment Authority's Community Development Federal Block Grant , has a history of supporting PHA activities including establishing Head Start Programs at Valley View Terrace, Maple Terrace, and Highland Terrace, parking lot rehabilitation and elevator renewal at Monongahela Manor, air conditioning at Bassettown Manor, curb and sidewalk replacement at Lincoln Terrace and numerous other improvements that has positively affected livability at the Housing Authority's public housing developments.*

*The County plans to provide \$100,000 to replace a deteriorated retaining wall and improvements to an adjacent parking lot at Valley View Terrace during the 2008 Plan Year, are further tangible indications of the County's commitment to support Housing Authority operations.*

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

#### **D. Other Information Required by HUD**

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

## **Attachments**

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

### **Attachment A**

#### **Admission Policy for Deconcentration**

##### **Washington County Housing Authority Economic Deconcentration Program and Policy**

The Quality Housing and Work Responsibility Act (QHWRA) became law in October 1998. Many of the provisions of this Act are revisions to the United States Housing Act of 1937 (USHA) which has guided public housing policy for over 60 years.

One of the purposes of the QHWRA is to facilitate the balance of mixed income families in assisted communities in order to decrease the concentration of poverty in public housing. Section 513 of the QHWRA establishes, among other things, "annual requirements for admitting families with incomes below 30% of area median income, and related income targeting requirements."

In as much as the concentration of low-income families is now prohibited in public housing, Housing Authorities must develop an Admission Policy designed to provide for deconcentration of poverty and income mixing by bringing higher income tenants into lower income public housing projects and bringing lower income tenants into higher income public housing projects.

To further this objective the following rule has been established taking into account HUD's final rule published on this subject and dated December 22, 2000:

With respect to income targeting, the general rule is that in each fiscal year, at least 40% of families admitted to public housing by a PHA must have incomes that do not exceed 30% of area median. The "fungibility" provisions allow a PHA to admit less than 40% of families with incomes below 30% of median (very poor families) in a fiscal year, to the extent the PHA has provided more than 75% of newly available (Section 8) vouchers and certificates (including those resulting from turnover) to very poor families.

In August 2002 HUD's Deconcentration rules changed to indicate that developments with an average family income at or below 30% of the area median income should not be categorized as higher income.

PHAs are permitted to consider a number of approaches in designing an Admission Policy to achieve the goals of deconcentration and income mixing, included are the use of skipping over certain families on the waiting lists based on incomes; the

establishment of certain preferences such as worker preferences; appropriate affirmative marketing efforts; additional applicant consultation and information; provision of additional supportive services and amenities; and rent incentives authorized by the QHWRA. Site based waiting lists may also be used as an integral part of the Admissions Policy to promote deconcentration.

To implement these requirements Housing Authorities must:

Determine and compare the average tenant family incomes of each family development; and

Consider what Admission Policy measures or incentives, if any, will be needed to bring higher income families into lower income developments and lower income families into higher income developments. PHA policies must devote appropriate attention to both of these goals. PHA policies must affirmatively further fair housing

Following is the Washington County Deconcentration Policy as it appears in the newly adopted (February 2005) Admissions and Continued Occupancy Policy

### **DECONCENTRATION OF POVERTY AND INCOME-MIXING**

The PHA's admission policy is designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Nothing in the deconcentration policy relieves the PHA of the obligation to meet the income targeting requirement.

Gross annual income is used for income limits at admission and for income-mixing purposes.

### **Deconcentration and Income-Mixing Goals**

The PHA's deconcentration and income-mixing goal, in conjunction with the requirement to target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low-income families", will be to admit families above the PHA's Established Income Range (EIR) to developments below the EIR, and families below the PHA's EIR to developments above the EIR.

Deconcentration applies to transfer families as well as applicant families.

## **Deconcentration Applicability**

The PHA has covered developments (general occupancy, family developments) subject to the deconcentration requirement. These covered developments are described in the PHA Plan.

## **Project Designation Methodology**

Annually, the PHA will determine the average income of all families residing in general occupancy developments

The PHA will then determine the average income of all families residing in each general occupancy development.

The PHA will then determine whether each general occupancy development falls above, within or below the Established Income Range (EIR).

The EIR is 85 percent to 115 percent (inclusive of 85 percent and 115 percent) of the PHA-wide average income for general occupancy developments.

If a covered development is both below the 30 percent area-wide median and above the 115 percent income average for PHA-wide covered developments, it will be considered to be within the EIR.

The PHA will then determine whether or not developments outside the EIR are consistent with local goals and strategies in the PHA Plan. Any deconcentration policy as needed is described in the PHA Plan.

## **Deconcentration Policy**

If, at annual review, there are found to be development(s) with average income above or below the EIR, and where the income profile for a general occupancy development above or below the EIR is not explained or justified in the PHA Plan, the PHA shall list these covered developments in the PHA Annual Plan.

The PHA shall adhere to the following policies for deconcentration of poverty and income mixing in applicable developments:

Skipping a family on the waiting list or transfer list to reach another family in an effort to further the goals of the PHA's deconcentration policy:

If a unit becomes available at a development below the EIR, the first eligible family on the waiting list or transfer list with income above the EIR will be offered the unit. If that family refuses the unit, the next eligible family on the waiting list [or transfer list] with income above the EIR will be offered the unit. The process will continue in this order. For the available unit at the development below the EIR, if there is no family on the waiting list or transfer

list with income above the EIR, or no family with income above the EIR accepts the offer, then the unit will be offered to the first eligible family on the waiting list or transfer list in preference order regardless of income.

If a unit becomes available at a development above the EIR, the first eligible family on the waiting list or transfer list with income below the EIR will be offered the unit. If that family refuses the unit, the next eligible family on the waiting list or transfer list with income below the EIR will be offered the unit. The process will continue in this order. For the available unit at the development above the EIR, if there is no family on the waiting list or transfer list with income below the EIR, or no family with income below the EIR accepts the offer, then the unit will be offered to the first eligible family on the waiting list or transfer list in preference order regardless of income.

Skipping of families for deconcentration purposes will be applied uniformly to all families.

A family has the sole discretion whether to accept an offer of a unit made under the PHA's deconcentration policy. The PHA shall not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the PHA's deconcentration policy. However, the PHA shall uniformly limit the number of offers received by applicants and transfer families, described in this Chapter.

The PHA shall establish a preference for admission of working families in covered developments below the EIR.

### **Deconcentration Compliance**

If, at annual review, the average incomes at all general occupancy developments are within the Established Income Range, the PHA will be considered to be in compliance with the deconcentration requirement.

### **2008 Examination of Tenant Incomes**

Each year, as part of the Annual Plan Process, the Housing Authority reviews the average tenant family income of each family development and makes changes and adjustments to the targeted developments as the data indicates.

The Washington County Housing Authority has performed (April 2007) the required analysis and determined the average income of tenants in all occupied family units is \$11,451. The established income range was determined to be between \$9,733 and \$13,169. In comparing the average incomes for each individual family development against the established income range (and taking into consideration both the 100 unit development limitation and the August 6, 2002 "30%" rule), no development is categorized as higher income.

It should be noted the residents of Valley View Terrace have an average income outside (above) the established income range. The average income is however below 30% of the area median income of \$17,370 and therefore is not considered high income.

Effective Feb. 2007 the median income for Washington County is \$57,900.  
 $\$57,900 \times 30\% = \$17,370$

No development will be targeted for economic deconcentration or income mixing during the 2008 Plan Year.

## **Attachment B**

### **Resident Advisory Board Members -Washington County Housing Authority**

Ms. Jean Brown  
Ms. Rhonda Butler  
Ms. Pam Chechuck  
Ms. Dorothy Dawson  
Ms. Paula Galeta  
Ms. Elsie Jester  
Ms. Olive Krimm  
Ms. Diane Perkins  
Ms. Prestine Robinson  
Ms. Masami Stanley  
Ms. Jean Strauss  
Mr. Richard Sunday  
Ms. Judy Touville

## **Attachment C**

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

The resident member and the representative of the public housing population on the Washington County Housing Authority Board is Mrs. Olive M. Krimm.

## Attachment D

### Implementation of Public Housing Resident Community Service

#### COMMUNITY SERVICE AND SELF SUFFICIENCY POLICY

##### A. BACKGROUND

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

##### B. DEFINITIONS

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

- Work at a local institution including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.;
- Work with a non-profit organization that serves PHA residents or their children such as: Boy Scouts, Girl Scouts, Boys or Girls clubs, 4-H program, PAL, Garden Center, Community clean-up programs, beautification programs, other youth or senior organizations;
- Work at the Authority to help improve physical conditions;
- Work at the Authority to help with children's programs;
- Work at the Authority to help with senior programs;
- Helping neighborhood groups with special projects;
- Working through resident organization to help other residents with problems, serving as an officer in a Resident organization, serving on the Resident Advisory Board; and
- Caring for the children of other residents so they may volunteer.

**NOTE: Political activity is excluded.**

**Self Sufficiency Activities** – activities that include, but are not limited to:

- Job readiness programs;
- Job training programs;
- GED classes;
- Substance abuse or mental health counseling;
- English proficiency or literacy (reading) classes;
- Apprenticeships;
- Budgeting and credit counseling;
- Any kind of class that helps a person toward economic independence;
- Full time student status at any school, college or vocational school.

**Exempt Adult** – an adult member of the family who

- Is 62 years of age or older;
- Has a disability that prevents him/her from being gainfully employed;
- Is the caretaker of a disabled person;
- Is working at least 30 hours per week; or
- Is participating in a welfare to work program.

**C. REQUIREMENTS OF THE PROGRAM**

1. The eight (8) hours per month may be either volunteer work or self sufficiency program activity, or a combination of the two.
2. At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The Authority will make the determination of whether to allow or disallow a deviation from the schedule.
3. Activities must be performed within the community and not outside the jurisdictional area of the Authority.

4. Family obligations

- At lease execution or re-examination all adult members (18 or older) of a public housing resident family must;
  - a. provide documentation that they are exempt from Community Service requirement if they qualify for an exemption, and
  - b. sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the Community Service requirement will result in non-renewal of their lease.
- At each annual re-examination, non-exempt family members must present a completed documentation form (to be provided by the Authority) of activities performed over the previous twelve (12) months. This form will include places for signatures of supervisors, instructors, or counselors certifying to the number of hours contributed.
- If a family member is found to be non-compliant at re-examination, he/she and the Head of Household will sign an agreement with the Authority to make up the deficient hours over the next twelve (12) month period.

5. Change in exempt status:

- If, during the twelve (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the Authority and provide documentation of such.
- If, during the twelve (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the Authority. The Authority will provide the person with the Recording/Certification documentation form and a list of agencies in the community that provide volunteer and/or training opportunities.

**D. AUTHORITY OBLIGATIONS**

1. To the greatest extent possible and practicable, the Authority will:
  - provide names and contacts at agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations. (*According to the Quality Housing and Work Responsibility Act, a disabled person who is otherwise able to be gainfully employed is not necessarily exempt from the Community Service requirement*); and
  - provide in-house opportunities for volunteer work or self sufficiency programs.

2. The Authority will provide the family with exemption verification forms and Recording/Certification documentation forms and a copy of this policy at initial application and at lease execution.
3. The Authority will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the Authority's Grievance Procedure if they disagree with the Authority's determination.
4. Non-compliance of family member:
  - At least thirty (30) days prior to annual re-examination and/or lease expiration, the Authority will begin reviewing the exempt or non-exempt status and compliance of family members;
  - If the Authority finds a family member to be non-compliant, the Authority will enter into an agreement with the non-compliant member and the Head of Household to make up the deficient hours over the next twelve (12) month period;
  - If, at the next annual re-examination, the family member still is not compliant, the lease will not be renewed and the entire family will have to vacate, unless the non-compliant member agrees to move out of the unit;
  - The family may use the Authority's Grievance Procedure to protest the lease termination.

## **Attachment E**

### **Pet Policy Statement**

The Washington County Housing Authority has implemented a Pet Policy as required by 24 CFR Part 960.

The Pet Policy appears as Chapter 10 of the Washington County Housing Authority's Occupancy Policy and conforms to Section 526 of the QHWRA.

The Policy allows residents to own and keep pets under reasonable requirements. The requirements that have been imposed on residents keeping pets are: The imposition of a non-refundable fee to cover the reasonable operating costs of the Authority relating to the presence of pests; the payment of a refundable pet security deposit; limitation of the number and size of animals that can be kept in a unit; the prohibition of certain animals the Authority believes are dangerous or are not common household pets; the registration and photographing of any pet kept in public housing; and the requirement that all animals have the appropriate State license.

The Authority Pet Policy also requires pet owners to secure liability insurance to cover both property and personal injury as well as providing the name and telephone number of a person to be notified to take possession of the pet in the event the tenant's illness, vacation or death.

Also included in the Policy are provisions dealing with sick animals as well as the circumstances under which an animal will be removed by Housing Authority.

## Attachment F

### Housing Choice Voucher Homeownership Capacity Statement

**Following is the Section 8 Homeownership Capacity Statement. A complete copy of the Washington County Housing Authority Housing Choice Voucher Homeownership Policy appears as Attachment M and is included in Chapter 15 of the Housing Choice Voucher Administrative Plan.**

#### 15-VII.H. FINANCING [24 CFR 982.632]

The PHA may establish requirements for financing purchase of a home under the homeownership option. This may include requirements concerning qualification of lenders, terms of financing, restrictions concerning debt secured by the home, lender qualifications, loan terms, and affordability of the debt. The PHA must establish policies describing these requirements in the administrative plan.

A PHA may not require that families acquire financing from one or more specified lenders, thereby restricting the family's ability to secure favorable financing terms.

#### PHA Policy

The family is responsible for securing financing. The PHA has established the financing requirements, listed below, and may disapprove proposed financing if the PHA determines that the debt is an unreasonable burden for the family.

The PHA has established the financing requirements, listed below, and may disapprove proposed financing if it is determined that the debt is not affordable.

- Mortgage financing must be provided, insured or guaranteed by the State or Federal government, complying with secondary mortgage market-underwriting requirements or comply with generally accepted private sector underwriting standards.
- Down payment requirements: The PHA has established a minimum homeownership down payment requirement of at least 3% and requires that at least 1% of the down payment come from the family's resources.
  1. The family may use the following sources: FSS escrow account; individual savings account; assistance provided by government agencies; gifts from family members and friends; the seller may contribute to the down payment and closing cost requirements. Other sources should be discussed with the PHA.

2. The PHA anticipates that the secondary or private market will dictate credit worthiness.
  - If the purchase of the home is financed with FHA mortgage insurance, such financing is subject to FHA mortgage insurance requirements.
  - Families locating a home in a special flood zone area must obtain flood insurance on the home and agree to maintain this insurance.
  - Families locating a home in a know mine subsidence area, must obtain mine subsidence insurance and agree to maintain this insurance
  - As a check against predatory lending, the PHA will review the financing of each purchase transaction, including estimated closing costs. The PHA will review the loans for features, such as balloon payments, adjustable rate mortgages, and unusually high interest rates, all of which are prohibited. The PHA also will not approve “seller financing” or “owner-held” mortgages. Beyond these basic criteria, the PHA will rely on the lenders to determine that the loan will be affordable to program participants.

The PHA will not require a family to obtain financing from one or more specified lenders, thereby restricting the family’s ability to secure favorable financing terms.

## Attachment G

### Comments of Resident Advisory Board

**Minutes**  
**Meeting With the Washington County Housing Authority**  
**Resident Advisory Board (RAB)**  
**2008 Annual Plan and the 5-Year Plan**  
**June 7, 2007**  
**William E. Davis Community Room**  
**Jollick Manor - Washington, PA**

Mr. James Robinson a consultant assisting the Housing Authority with the preparation of the Annual and 5-Year Plans opened the meeting at 11:05 a.m. He thanked everyone for attending and explained this was the 8<sup>th</sup> annual meeting in the annual planning process.

Mr. Robinson then discussed the Fiscal Year 2008 Annual Plan (for the period October 1, 2007 to September 30, 2008) and the 5-Year Plan (2008-2012). This included a brief discussion of the organization of both the 5-Year and Annual Plans. He stated that the Annual Plan has 18 components including information on the Capital Fund. He then gave an overview of the contents and explained that the Capital Fund is used for repair and replacement at Housing Authority properties. He indicated that the Annual and 5-Year Plans are developed to tell the residents, the public and HUD the activities that are planned in the coming year. Mr. Robinson mentioned that all RAB members had been sent a copy of the Plan in early May 2006 and that the purpose of providing copies of the Plan and this meeting was to solicit RAB comments on the activities discussed in the Plan. He hoped that everyone had a chance to read the Plan and he and Mr. Hall were anxious to answer any questions. Mr. Robinson discussed the Plan schedule and indicated that the Plan is in draft form and has not been adopted by the Housing Authority. Comments from this meeting and an upcoming public hearing will be considered prior to the final adoption of the Plan. Mr. Robinson's final comment dealt with the coordination of the Annual and 5-Year Plans and the Washington County Consolidated Plan and the Housing Authority's recent receipt of a Certificate of Consistency.

Mr. Robinson introduced Mr. Steve Hall, Housing Authority Executive Director. Mr. Hall thanked everyone for attending and acknowledged that most persons were interested in the Capital Fund spending plan and the improvements that are created from these expenditures. He did caution that the Housing Authority is involved in a multi-year funding commitment to improve handicapped accessibility and that a large portion of the capital funds would be used for this purpose. Mr. Hall also mentioned that reduced funding in other areas (up to 20% of what is needed) has put a financial strain on all aspects of Housing Authority operations. He then highlighted the activities

in each public housing development that will be undertaken through the 2008 Capital Fund and some of the proposed 5-Year Plan expenditures. Mr. Hall explained a proposed energy performance contract that will initially affect Crumrine Tower and then asked if there were any questions.

A question was asked when residents would begin seeing results of the capital funding. This commenter also had a number of specific thoughts concerning the Donora Townhouse development. Mr. Hall discussed the contracting process, the development of specifications, how bids are solicited and awarded and how work is monitored through completion. Generally, if funding is received in October 2007 scheduled work would begin in the spring. The discussion then was directed toward previous work that had been done at Donors Townhouses. The gentleman commenting (and another RAB member) offered observations in the following areas:

1. Tradesmen doing the jobs outside of their areas of expertise.
2. Contractors bidding on jobs for which they are not qualified. (Example is new roof that leaks and the problems associated with a leaking roof)
3. Lack of contractor follow-up to repairs
4. Replacement doors that do not seal although contractor and Authority have twice replaced jams and other repairs.
5. Patio doors that are “screwed up”, unsafe and not designed for ground level housing

Mr. Hall, Mr. Robinson and Mr. James Mason, Housing Authority Maintenance Supervisor offered comments and explanations on contracting (contractor qualifications, references, subcontractors, qualified subcontractor staff, architects inspection, job conferences and work reviews, contractor and product warranties) .

Mr. Hall thanked these residents for their comments and agreed residents should not have to live with leaking roofs and doors that do not seal. He took the name of number of the problem units and would follow-up with Housing Authority maintenance.

Mr. Robinson asked that he be given time to explain highlights of the Plans before additional Capital Fund repair and maintenance items were discussed. He then discussed and explained the following:

#### Public Housing

1. Although the vacancy rate has remained about 15% some developments have seen a significant increase in occupancy-notably Maple Terrace
2. The number of persons on the Authority’s waiting list has increased by 25% over this time last year.
3. Demolition at Valley View Terrace is progressing. The Housing Authority recently met with residents to explain demolition and density reduction.
4. Asset Management will be a term used more frequently during 2008 and beyond

5. The Public Housing Admissions and Continued Occupancy will be updated and revised.

#### Section 8

1. Section 8 Homeownership program will be implemented on a trial basis. New policies have been developed and the program will be implemented later in FY 2007. Homeownership will be for disabled families only and used as a reasonable accommodation.
2. Based on funding availability the Housing Authority hopes to expand Section 8 project based assistance during 2008.
3. New Administrative Plan was reviewed by HUD in April and adopted by the Housing Authority Board in May 2007.

The Violence Against Women Act of 2005 will be implemented.

Mr. Hall indicated that he was surprised to hear the comments concerning Donora Townhouses. Generally comments are very favorable concerning capital fund improvements. But occasionally we do have a problem. Everything we do at the Housing Authority we do for the residents. If residents do experience a problem such as has been described at Donora Townhouses they should call him directly. Mr. Hall indicated he wants to work together with the residents to get the best for the funds expended.

O women commented on the air leakage around the sliding glass windows at Crumrine Towers. She looked forward to the improvements resulting from the proposed energy performance contract. Mr. Hall commented on the problems with the sliding glass balcony doors and the difficulties they create during the heating season.

Mr. Hall discussed how the capital improvements plan is developed each year. It is a combination of residents expressed needs and maintenance experience including a review of all operating systems. He then discussed resident safety and the priority he has placed on security cameras in high risk areas. He highlighted a situation at Bassettown Manor where a camera was used as part of a criminal prosecution.

A woman from Maple Terrace commented on the need to have the solid double pane window replaced in her handicapped unit. The gas barrier between the glasses has apparently been broken and the window is fogged. The solid window also prevents any air circulation. Mr. Mason indicated that all existing accessible units at Maple Terrace will undergo an upgrade and he would see if window replacement is part of that upgrade. Mr. Hall indicated that he was unaware of the problem; he took the women's unit number, and stated this is clearly a funding issue, where funds are not available for all improvements. Given sufficient funds he would like to make all reasonable improvements. The women also commented on a design problem associated with her front doors and the lack of support under her building causing rippled floors and squeaking noises.

Mr. Hall acknowledged that Maple Terrace has some floor issues and explained the Housing Authority is using modular units to convert an existing building into a fully accessible building. He commented that perhaps that is the future for 65 year old Maple Terrace.

Another woman from Maple Terrace commented on the imbalance of the air circulation system in her unit. In the winter time the lower level is cold and the upstairs registers are blowing hot air requiring windows to be opened. Mr. Hall and Mr. Mason mentioned these are newer furnaces and correct balancing should resolve the problem. Mr. Hall took the women's unit number and indicated he would have it correctly balanced in the heating season. He again stated that he likes persons to go through channels to have repairs undertaken, but he should be called if situations remain the same or get worse

Mr. Hall then discussed the Section 8 program. As with public housing Section 8 has funding problems. The monthly HUD allocation has been reduced from about \$305,000 to about \$295,000. No new persons have been accepted into the program and the Authority has developed procedures to remove persons from the program if funds are not available. He discussed his interest in the project based Section 8 program and gave examples of new housing that has been created working with the Redevelopment Authority.

Mr. Robinson asked if anyone had any question concerning the Plan other than the Capital Fund. One gentleman indicated he read the Plan and "seeing is believing" and he was anxious to see results. Mr. Hall mentioned that one of areas discussed in the Plan is constable service and extra police services. These are 2 areas where results have been very positive over the years.

A question was asked as to why there are persons on the waiting list and vacancies still exist. Mr. Hall commented that the waiting list is specific to each community. In some communities we have no waiting list and all eligible families get housing. In the City of Washington you are going to have to wait a long time if you are interested in a 1-bedroom unit. He discussed that public housing is inelastic and many times the demand for units differs from what is available. Given sufficient funding he would like to convert large 4-bedroom units for which there is little demand into 1 and 2 bedroom units for which there is a great demand. This has not always been the situation. At one time the demand was for large units.

Mr. Robinson commented on the improvements that have been made to some of the playground areas as part of a resident review by HUD.

A woman indicated there was a rumor that Washington and Jefferson College and the Housing Authority were having discussions concerning W&J purchasing the nearby Lincoln Terrace public housing development. Mr. Hall indicated that the rumor was

not true. Eight or ten years ago when Lincoln Terrace had many vacancies there was a conversation with W&J. However with Lincoln Terrace's turnaround no consideration for disposing has been given in many years. If the Authority should decide to undertake any type of action at Lincoln or anywhere else the residents and the Resident Advisory Board must be fully informed.

Another woman indicated that she heard a rumor that the Bassettown Manor public housing elderly development in downtown Washington had been sold. Mr. Hall indicated that his rumor also not true.

The gentleman from Donors Townhouses commented on spending good money and getting substandard work. Mr. Hall indicated he saw this as constructive criticism and again explained the contracting process and his reliance in the Housing Authority construction manager and the inspecting architects. He did give an example of hiring full time inspectors to monitor jobs performance when funds are available. Mr. Hall indicated that he would ask that when possible more frequent inspections be done.

A woman from Maple Terrace commented on the new GE gas stoves with self cleaning ovens that were recently installed and the need to use specific types of cookware, the poor cleaning done by the self clean ovens and the poor quality paint on the metal gates that sit above the flame. Otherwise the stoves cook very well.

Mr. Hall then introduced other members of the Housing Authority staff that were present and had not been involved in the discussions to this point. He asked if there were any further question or comments on the Annual or 5-Year Plans.

There being no additional questions the meeting was adjourned for a pizza/hoagie lunch at 12:25 p.m.

Following lunch Mr. Robinson reopened the meeting and asked if there were any additional questions or comments on either of the Plan or the Capital Fund. There being no additional comments or questions the meeting was adjourned at 1:10 p.m.

# WASHINGTON COUNTY HOUSING AUTHORITY

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Oliver M. Eriman  
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**STEPHEN K. DALI**  
Executive Director

**ERIC J. HILL**  
Sobito

## Sign-In Sheet

Resident Advisory Board Meeting for the Annual Plan  
Thursday, June 7, 2007 @ 11:00 a.m.

<i>Wanda Stewart</i>	_____
<i>Beverly Bell</i>	_____
<i>DAVID HOWARD</i>	_____
<i>LAURA HASKELL</i>	_____
<i>AUSTIN KALANSON</i>	_____
<i>JACK THORPE</i>	_____
<i>Jim Mason</i>	_____
<i>Chris Robinson</i>	_____
<i>Bob Stinch</i>	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## **Attachment H**

### **Project Based Voucher Program**

The Housing Authority provides project based assistance to two Washington County Developments: John Lignelli Manor located in the Borough of New Eagle and Burgettstown Senior Apartments located in the Borough of Burgettstown. John Lignelli Manor consists of 42 one-bedroom elderly units, 33 of which are project based. Burgettstown Senior Apartments consists of 24 one-bedroom units and was recently completed and is now being occupied.

The Housing Authority has developed a written set of policies and procedures applicable to the administration of the Project Based Program. These appear as Chapter 17 of the Washington County Housing Authority Section 8 Housing Choice Voucher Administrative Plan. This Plan is available as a supporting document to the Annual Plan. These policies deal with the general requirements of the program, criteria that owners must provide, overall dwelling unit requirements, how new and rehabilitated units are handled as part of the program, HAP contract, selection of tenants, rules concerning occupancy and how rents to owners are calculated. The policy has been modeled after the federal requirements appearing at 24 CFR Part 983.

Project Based Section 8 has proved to be an effective tool in assisting low income families. The Housing Authority will continue to explore with the Redevelopment Authority and other housing providers Section 8 housing opportunities, including project based assistance, in other locations where assisted housing is needed.

## **Attachment I**

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

#### **a. Substantial Deviation from the 5-year Plan:**

The 5-Year Plan is subject to adjustment and change. However, all changes will be incorporated in the subsequent Annual Plans and are subject to review by the Resident Advisory Board and the Public Hearing.

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

The PHA has established the following definition for Significant Amendment or Modification'. Changes other than those specified below will be undertaken by the PHA staff and reported in the 2008 Annual Plan.

Changes to rent or organization of the waiting list

Any change with regard to demolition, disposition, designation, homeownership programs or conversion activities (conversion as defined at 24 CFR Part 972.103).

Any change in the Capital Fund Annual Statement that is not in accordance with HUD's fungibility regulations

**Note:** Any changes permitted or required under specific program instructions or required because of a HUD operational review will not be considered Substantial Deviations or Significant Amendments.



## Attachment K

### Asset Management Projects

<b>Project Number</b>	<b>Asset Management Project</b>
<b>PA017000001</b>	<b>PA 17-1 A – Maple Terrace PA 17-1 B – Maple Terrace View PA 17-1 C – Lincoln Terrace PA 17-1 D – Highland Terrace</b>
<b>PA017000002</b>	<b>PA 17-2 A – Jollick/Crumrine PA 17-2 B – Bassetttown</b>
<b>PA017000003</b>	<b>PA 17-3 A – Valley View Terrace PA 17-3 B – Canonsburg Scattered Sites PA 17-3 C – Bentley Tower</b>
<b>PA017000004</b>	<b>PA 17-4 A - California Manor PA 17-4 B - California Apts. PA 17-4 C – Riverview Apts. PA 17-4 D – California Terrace PA 17-4 E – Frederick Terrace</b>
<b>PA017000005</b>	<b>PA 17-5 A – Highland Terrace PA 17-5 B – Donora Scattered Sites PA 17-5 C – Nathan Goff PA 17-5 D – Monongahela Townhouses</b>

## **Attachment L**

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

The Housing Authority's commitment to expand the supply of assisted housing has been limited to working with the Washington County Redevelopment Authority in providing senior housing through the project based voucher program. The 24 unit Burgettstown Senior Apartments has recently been completed and is now being occupied.

Vacancy reduction continues to hold a high priority with the Housing Authority. Despite ongoing marketing attempts, the Authority is plagued with an older housing stock that despite modernization has drawn little interest from the community. This is particularly evident in the family public housing communities. In an effort to eliminate some of these obsolete vacant units, the Authority has developed successful and ongoing demolition and disposition programs. Demolition activities have and will continue to play a significant roll in reducing vacant units.

As of April 2007, 18% of all public housing units are vacant. This represents a slight reduction in the overall vacancy rate from the same period in 2006. The Authority has experienced a 29% increase (over April of 2006) in the number of persons on the public housing waiting list. With more families expressing an interest in public housing the Housing Authority believes their on-going marketing and promotion efforts are proving successful.

The demand for Section 8 housing has been extraordinary. The Section 8 - Housing Choice Voucher (HCV) waiting list currently stands at 492 families. The waiting list was opened for a 60 day period in June/July 2006. During this time the PHA received over 500 HCV applications. The HCV waiting list is currently closed. The PHA anticipates reopening the list during the later portion of the 2008 Plan year. As in the past, a significant number of new applications are anticipated.

With the demolitions of public housing in Frederick Terrace, Highland Terrace and Maple Terrace all HUD approved demolition activities have been completed. During the 2008 Plan year demolition activities in Valley View terrace will be initiated. As discussed in the 5-Year Plan, the Authority continues to believe demolition is a useful and effective tool to reduce density and overcrowding, eliminate dangerous and obsolescent conditions, and put vacant buildings to a better use.

Concerning Housing Authority performance, it is noteworthy that the Section 8 Housing Choice Voucher Program is currently being scored by HUD in the "high performer" category. This performance category is reserved for those housing authorities that perform at an exceptionally high level.

A high performance score in the public housing area is hampered by a higher than desired vacancy rate. Public housing performance is currently rated in the standard performer category.

The annual analysis of tenant incomes from the Housing Authority's family public housing developments indicated that no covered family development is outside the established income range. Therefore no development(s) will be targeted for economic deconcentration during the 2008 Plan Year.

The Housing Authority continues to strive to meet its goal of providing space for social service providers. Family Development Centers have been established in PHA owner buildings in Valley View Terrace (Canonsburg) and California Terrace (California). In these Centers children and adults are offered programming in summer reading, in-home family literacy, adult education, kindergarten club, playgroups and others.

The Housing Authority's goal of Ensuring Equal Opportunity in Housing for all Americans has been positively affected by the updating and revising of all Section 8 HCV policies related to equal opportunity. These policies now meet current federal requirements. This includes provisions aimed at protection offered by the 2005 Violence Against Women Act.

The Housing Authority continues to move forward on its plan to meet federal accessibility requirements. With a commitment to allocate up to 20% on its annual Capital Fund allocation to handicapped accessibility the Authority hopes to complete all accessibility improvements within the next 6 years.

## Attachment M

### Description of the Homeownership Program

#### PART VII: HOMEOWNERSHIP

[24 CFR 982.625 through 982.643]

##### 15-VII.A. OVERVIEW [24 CFR 982.625]

The homeownership option is used to assist a family residing in a home purchased and owned by one or more members of the family. A family assisted under this option may be newly admitted or an existing participant in the HCV program. The PHA must have the capacity to operate a successful HCV homeownership program as defined by the regulations.

###### PHA Policy

The Washington County Housing Authority (PHA) promotes and supports homeownership as a reasonable accommodation for low income, disabled families. Based on current demand, the PHA has determined that it is reasonable to implement, on a trial basis, a homeownership program, consisting of up to 5 units, designed specifically as a reasonable accommodation for disabled families. To participate in the homeownership option a family must qualify as disabled as defined in Chapter 3.

A Housing Choice Voucher Homeownership Program available to non-disabled HCV participants may be implemented when a permanent financing source is identified.

There are two forms of homeownership assistance a PHA may offer under this option: monthly homeownership assistance payments, or a single down payment assistance grant. PHAs may choose to offer either or both forms of homeownership assistance, or choose not to offer either. If a PHA offers both forms of assistance, a family must choose which form of assistance to receive.

###### PHA Policy

As a general rule the PHA will offer the monthly homeownership assistance payments to qualified families.

The PHA will offer either form of homeownership assistance (the down payment assistance grant cannot be offered until HUD publishes a notice in the Federal Register) if necessary as a reasonable accommodation for a person with disabilities in accordance with 982.601(b) (3).

The PHA must offer either form of homeownership assistance if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities. It is the sole responsibility of the PHA to determine whether

it is reasonable to implement a homeownership program as a reasonable accommodation. The PHA must determine what is reasonable based on the specific circumstances and individual needs of the person with a disability. The PHA may determine that it is not reasonable to offer homeownership assistance as a reasonable accommodation in cases where the PHA has otherwise opted not to implement a homeownership program.

The PHA must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

## **15-VII.B. FAMILY ELIGIBILITY [24 CFR 982.627]**

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

- **Initial Requirements**

To be eligible to participate in the homeownership option, families must meet the following criteria:

The family has had no family-caused violations of HUD's Housing Quality standards within the past year.

The family is not within the initial one-year period of a HAP Contract. (If the family is within the initial 12 month period of the HAP Contract, a written agreement between both landlord and tenant must be provided to the PHA allowing the lease to be terminated).

The family does not owe money to the PHA.

The family has not committed any serious or repeated violations of a PHA-assisted lease within the past year.

- The family must have been admitted to the Housing Choice Voucher program.
- The family must qualify as a first-time homeowner, or may be a cooperative member.
- The family must meet the Federal minimum income requirement. The family must have a gross annual income equal to the Federal minimum wage multiplied by 2000, based on the income of adult family members who will own the home. The PHA may establish a higher income standard for families. However, a family that meets the federal minimum income requirement (but not the PHA's requirement) will be considered to meet the minimum income requirement if it can demonstrate that it has been pre-qualified or pre-approved for financing that is sufficient to purchase an eligible unit.
- For disabled families, the minimum income requirement is equal to the current SSI monthly payment for an individual living alone, multiplied by 12.

### PHA Policy

The PHA will not establish a higher minimum income standard for disabled and/or non-disabled families.

- For elderly or disabled families, welfare assistance payments for adult family members who will own the home will be included in determining whether the family meets the minimum income requirement. It will not be included for other families.
- The family must satisfy the employment requirements by demonstrating that one or more adult members of the family who will own the home at commencement of homeownership assistance is currently employed on a full-time basis (the term

'full-time employment' means not less than an average of 30 hours per week); and has been continuously so employed during the year before commencement of homeownership assistance for the family.

#### PHA Policy

Families will be considered “continuously employed” if the break in employment does not exceed four months.

The PHA will count self-employment in a business when determining whether the family meets the employment requirement.

- The employment requirement does not apply to elderly and disabled families. In addition, if a family, other than an elderly or disabled family includes a person with disabilities, the PHA must grant an exemption from the employment requirement if the PHA determines that it is needed as a reasonable accommodation.
- The family, including any family member, has not defaulted on a mortgage securing debt to purchase a home under the homeownership option
- Except for cooperative members who have acquired cooperative membership shares prior to commencement of homeownership assistance, no family member has a present ownership interest in a residence at the commencement of homeownership assistance for the purchase of any home.
- Except for cooperative members who have acquired cooperative membership shares prior to the commencement of homeownership assistance, the family has entered a contract of sale in accordance with 24 CFR 982.631(c).

### **15-VII.C. SELECTION OF FAMILIES [24 CFR 982.626]**

Unless otherwise provided (under the homeownership option), the PHA may limit homeownership assistance to families or purposes defined by the PHA, and may prescribe additional requirements for commencement of homeownership assistance for a family. Any such limits or additional requirements must be described in the PHA administrative plan.

If the PHA limits the number of families that may participate in the homeownership option, the PHA must establish a system by which to select families to participate.

#### PHA Policy

The PHA will administer up to 5 homeownership units at any one time. The PHA may exceed the number of units planned if it is necessary as a reasonable accommodation for a person with a disability. If this occurs, the PHA may reduce the number of homeownership units offered in subsequent years.

Families who have been participating in an economic self-sufficiency program for at least six months, or have graduated from such a program, will be given preference over other families. Elderly and disabled families will automatically be given this preference.

Within preference and non-preference categories, families will be selected according to the date and time their application for participation in the homeownership option is submitted to the PHA.

All families must meet eligibility requirements as defined in Section 15-VII.B of this plan.

### **15-VII.D. ELIGIBLE UNITS [24 CFR 982.628]**

In order for a unit to be eligible, the PHA must determine that the unit satisfies all of the following requirements:

- The unit must meet HUD's "eligible housing" requirements. This includes single family dwellings, condominiums, cooperatives, manufactured housing and others approved by the PHA as a reasonable accommodation.
- The unit may **not** be any of the following:
  - A public housing or Indian housing unit;
  - A unit receiving Section 8 project-based assistance;
  - A nursing home, board and care home, or facility providing continual psychiatric, medical or nursing services;
  - A college or other school dormitory;
  - On the grounds of penal, reformatory, medical, mental, or similar public or private institutions.

- The unit must be under construction or already exist at the time the family enters into the contract of sale.
- The unit must be a one-unit property or a single dwelling unit in a cooperative or condominium.
- The unit must have been inspected by the PHA and by an independent inspector designated and paid by the family.
- The unit must meet Housing Quality Standards (see Chapter 8).
- For a unit where the family will not own fee title to the real property (such as a manufactured home), the home must have a permanent foundation and the family must have the right to occupy the site for at least 40 years.
- For PHA-owned units all of the following conditions must be satisfied:
  - The PHA informs the family, both orally and in writing, that the family has the right to purchase any eligible unit and a PHA-owned unit is freely selected by the family without PHA pressure or steering;
  - The unit is not ineligible housing;
  - The PHA obtains the services of an independent agency to inspect the unit for compliance with HQS, review the independent inspection report, review the contract of sale, determine the reasonableness of the sales price and any PHA provided financing. All of these actions must be completed in accordance with program requirements.

The PHA must not approve the unit if the PHA has been informed that the seller is debarred, suspended, or subject to a limited denial of participation.

#### **15-VII.E. ADDITIONAL PHA REQUIREMENTS FOR SEARCH AND PURCHASE [24 CFR 982.629]**

It is the family's responsibility to find a home that meets the criteria for voucher homeownership assistance. The PHA may establish the maximum time that will be allowed for a family to locate and purchase a home, and may require the family to report on their progress in finding and purchasing a home. If the family is unable to purchase a home within the maximum time established by the PHA, the PHA may issue the family a voucher to lease a unit or place the family's name on the waiting list for a voucher.

#### PHA Policy

The family will be allowed 120 days to identify a unit and submit a sales contract to the PHA for review. The family will be allowed an additional 120 days to close on the home. PHAs may grant extensions to either of these periods for good cause. The length of the extension(s) will be determined on a case-by-case, but in no case will an extension exceed a total of 125 days. The maximum amount of time a family will be given to locate and complete the purchase of a home under the homeownership option is 365 days.

During these periods, the family will continue to receive HCV rental assistance in accordance with any applicable lease and HAP contract until the family vacates the rental unit for its purchased home.

All requests for extensions must be submitted in writing to the PHA prior to the expiration of the period for which the extension is being requested. The PHA will approve or disapprove the extension request within 10 business days. The family will be notified of the PHA's decision in writing.

The family will be required to report their progress on locating and purchasing a home to the PHA every 30 days until the home is purchased.

If the family cannot complete the purchase of a unit within the maximum required time frame, the family may request that the HCV be converted into a rental assistance voucher. Approval of the request will be at the discretion of the PHA with the decision being based on the effort exerted by the family and the condition of the market.

## **15-VILF. HOMEOWNERSHIP COUNSELING [24 CFR 982.630]**

Before commencement of homeownership assistance for a family, the family must attend and satisfactorily complete the pre-assistance homeownership and housing counseling program required by the PHA. HUD suggests the following topics for the PHA-required pre-assistance counseling:

- Home maintenance (including care of the grounds);
- Budgeting and money management;
- Credit counseling;
- How to negotiate the purchase price of a home;
- How to obtain homeownership financing and loan pre-approvals, including a description of types of financing that may be available, and the pros and cons of different types of financing;
- How to find a home, including information about homeownership opportunities, schools, and transportation in the PHA jurisdiction;
- Advantages of purchasing a home in an area that does not have a high concentration of low-income families and how to locate homes in such areas;
- Information on fair housing, including fair housing lending and local fair housing enforcement agencies; and
- Information about the Real Estate Settlement Procedures Act (12 U.S.C. 2601 et seq.) (RESPA), state and Federal truth-in-lending laws, and how to identify and avoid loans with oppressive terms and conditions.
- If required by the PHA, families must attend and complete post-purchase ongoing homeownership counseling.

The PHA may adapt the subjects covered in pre-assistance counseling (as listed) to local circumstances and the needs of individual families.

The PHA may also offer additional counseling after commencement of homeownership assistance (ongoing counseling). If the PHA offers a program of ongoing counseling for participants in the homeownership option, the PHA shall have discretion to determine whether the family is required to participate in the ongoing counseling.

If the PHA does not use a HUD-approved housing counseling agency to provide the counseling, the PHA should ensure that its counseling program is consistent with the counseling provided under HUD's Housing Counseling program.

## **15-VILG. HOME INSPECTIONS, CONTRACT OF SALE, AND PHA DISAPPROVAL OF SELLER [24 CFR 982.631]**

### **Home Inspections**

The PHA may not commence monthly homeownership assistance payments or provide down payment assistance grants for a family until the PHA has inspected the unit and has determined that the unit passes HQS.

#### PHA Policy

When the family locates a home they wish to purchase and submits a copy of their purchase offer/contract, the PHA will conduct a housing quality standards (HQS) inspection within 10 business days. Any items found not to meet HQS must be repaired before the unit can be determined eligible for the homeownership program.

An independent professional inspector selected by and paid for by the family must also inspect the unit. The independent inspection must cover major building systems and components, including foundation and structure, housing interior and exterior, and the roofing, plumbing, electrical, and heating systems. The independent inspector must be qualified to report on property conditions, including major building systems and components.

The PHA may not require the family to use an independent inspector selected by the PHA. The independent inspector may not be a PHA employee or contractor, or other person under control of the PHA. However, the PHA may establish standards for qualification of inspectors selected by families under the homeownership option.

#### PHA Policy

The family must hire an independent professional inspector, whose report must be submitted to the PHA for review. This inspector must be a member of the American Society of Home Inspectors (ASHI) or other recognized professional society, or a licensed engineer. The inspector may not be a PHA employee.

The independent inspector must provide copies of the independent inspection report to the family and the PHA. Based on the information in this report, the family and the PHA will determine whether any pre-purchase repairs are necessary.

#### PHA Policy

The PHA will review the professional report in a timely fashion and, based on the presence of major physical problems, may disapprove the purchase of the home.

If the PHA disapproves the purchase of a home, the family will be notified in writing of the reasons for the disapproval.

The PHA may disapprove a unit for assistance based on information in the independent inspector's report, even if the unit was found to comply with HQS.

PHA Policy

The PHA will not conduct HQS inspections while the family is receiving homeownership assistance.

**Contract of Sale**

Before commencement of monthly homeownership assistance payments or receipt of a down payment assistance grant, a member or members of the family must enter into a contract of sale with the seller of the unit to be acquired by the family. The family must give the PHA a copy of the contract of sale. The contract of sale must:

- Specify the price and other terms of sale by the seller to the purchaser;
- Provide that the purchaser will arrange for a pre-purchase inspection of the dwelling unit by an independent inspector selected by the purchaser;
- Provide that the purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser;
- Provide that the purchaser is not obligated to pay for any necessary repairs; and
- Contain a certification from the seller that the seller has not been debarred, suspended, or subject to a limited denial of participation under CFR part 24.

**Disapproval of a Seller**

In its administrative discretion, the PHA may deny approval of a seller for the same reasons a PHA may disapprove an owner under the regular HCV program [see 24 CFR 982.306(c)].

## **15-VII.H. FINANCING [24 CFR 982.632]**

The PHA may establish requirements for financing purchase of a home under the homeownership option. This may include requirements concerning qualification of lenders, terms of financing, restrictions concerning debt secured by the home, lender qualifications, loan terms, and affordability of the debt. The PHA must establish policies describing these requirements in the administrative plan.

A PHA may not require that families acquire financing from one or more specified lenders, thereby restricting the family's ability to secure favorable financing terms.

### PHA Policy

The family is responsible for securing financing. The PHA has established the financing requirements, listed below, and may disapprove proposed financing if the PHA determines that the debt is an unreasonable burden for the family.

The PHA has established the financing requirements, listed below, and may disapprove proposed financing if it is determined that the debt is not affordable.

- Mortgage financing must be provided, insured or guaranteed by the State or Federal government, complying with secondary mortgage market-underwriting requirements or comply with generally accepted private sector underwriting standards.
- Down payment requirements: The PHA has established a minimum homeownership down payment requirement of at least 3% and requires that at least 1% of the down payment come from the family's resources.
  1. The family may use the following sources: FSS escrow account; individual savings account; assistance provided by government agencies; gifts from family members and friends; the seller may contribute to the down payment and closing cost requirements. Other sources should be discussed with the PHA.
  2. The PHA anticipates that the secondary or private market will dictate credit worthiness.
- If the purchase of the home is financed with FHA mortgage insurance, such financing is subject to FHA mortgage insurance requirements.
- Families locating a home in a special flood zone area must obtain flood insurance on the home and agree to maintain this insurance.
- Families locating a home in a know mine subsidence area, must obtain mine subsidence insurance and agree to maintain this insurance

- As a check against predatory lending, the PHA will review the financing of each purchase transaction, including estimated closing costs. The PHA will review the loans for features, such as balloon payments, adjustable rate mortgages, and unusually high interest rates, all of which are prohibited. The PHA also will not approve “seller financing” or “owner-held” mortgages. The PHA will not require a family to obtain financing from one or more specified lenders, thereby restricting the family’s ability to secure favorable financing terms.

### **15-VII.I. CONTINUED ASSISTANCE REQUIREMENTS; FAMILY OBLIGATIONS [24 CFR 982.633]**

Homeownership assistance may only be paid while the family is residing in the home. If the family moves out of the home, the PHA may not continue homeownership assistance after the month when the family moves out. The family or lender is not required to refund to the PHA the homeownership assistance for the month when the family moves out.

Before commencement of homeownership assistance, the family must execute a statement in which the family agrees to comply with all family obligations under the homeownership option.

The family must comply with the following obligations:

- The family must sign and comply with the obligations (Housing Choice Voucher Homeownership Family Obligations) of a participant family described in 24 CFR 982.551, except for the following provisions which do not apply to assistance under the homeownership option: 24 CFR 982.551(c), (d), (e), (f), (g) and (j).
  - The family must supply any information that the PHA or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. “Information” includes any requested certification, release or other documentation.
  - The family must supply any information requested by the PHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.
  - The family must disclose and verify social security numbers and must sign and submit consent forms for obtaining information in accordance with 24 CFR 982.551.
  - Any information supplied by the family must be true and complete.
  - The composition of the assisted family residing in the unit must be approved by the PHA. The family must promptly inform the PHA of the birth, adoption or court-awarded custody of a child. The family must request PHA approval to add any other family member as an occupant of the unit. No other person [i.e.,

nobody but members of the assisted family] may reside in the unit (except for a foster child or live-in aide).

- The family must promptly notify the PHA if any family member no longer resides in the unit.
- If the PHA has given approval, a foster child or a live-in-aide may reside in the unit.
- Members of the household may engage in legal profitmaking activities in the unit, but only if such activities are incidental to primary use of the unit for residence by members of the family.
- The family must not sublease or let the unit.
- The family must not assign the lease or transfer the unit.
- The family must supply any information or certification requested by the PHA to verify that the family is living in the unit, or relating to family absence from the unit, including any PHA-requested information or certification on the purposes of family absences. The family must cooperate with the PHA for this purpose. The family must promptly notify the PHA of absence from the unit.
- The members of the family must not commit fraud, bribery or any other corrupt or criminal act in connection with the programs.
- The members of the household must not abuse alcohol in a way that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.
- An assisted family, or members of the family, may not receive Section 8 tenant-based assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicative (as determined by HUD or in accordance with HUD requirements) federal, State or local housing assistance program.
- The family must comply with the terms of the mortgage securing debt incurred to purchase the home, or any refinancing of such debt.
- All taxes and insurance must be included in the mortgage payment.
- The family may not convey or transfer ownership of the home, except for purposes of financing, refinancing, or pending settlement of the estate of a deceased family member. Use and occupancy of the home are subject to 24 CFR 982.551 (h) and (i).
  - a. The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
  - b. The members of the household may not engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other

residents and persons residing in the immediate vicinity of the premises.  
(see 24 CFR 982.553).

- The family must supply any information required by the PHA or HUD concerning mortgage financing or refinancing, sale or transfer of any interest in the home, or homeownership expenses. PHA approval is required for all refinancing.
- The family must notify the PHA before moving out of the home.
- The family must notify the PHA if the family defaults on the mortgage used to purchase the home.
- No family member may have any ownership interest in any other residential property.
- The PHA recommends the family open and maintain a savings account to deposit maintenance and repair allowances. The savings account would be used for future maintenance and repairs to the residence.
- Upon death of a family member who holds, in whole or in part, title to the home or ownership of cooperative membership shares for the home, homeownership assistance may continue pending settlement of the decedent's estate, notwithstanding transfer of title by operation of law to the decedent's executor or legal representative, so long as the home is solely occupied by remaining family members in accordance with 24 CFR 982.551(h).

### **15-VII.J. MAXIMUM TERM OF HOMEOWNER ASSISTANCE [24 CFR 982.634]**

Except in the case of a family that qualifies as an elderly or disabled family, other family members (described below) shall not receive homeownership assistance for more than:

- Fifteen years, if the initial mortgage incurred to finance purchase of the home has a term of 20 years or longer; or
- Ten years, in all other cases.

The maximum term described above applies to any member of the family who:

- Has an ownership interest in the unit during the time that homeownership payments are made; or
- Is the spouse of any member of the household who has an ownership interest in the unit during the time homeownership payments are made.

In the case of an elderly family, the exception only applies if the family qualifies as an elderly family at the start of homeownership assistance. In the case of a disabled family, the exception applies if at any time during receipt of homeownership assistance the family qualifies as a disabled family.

If, during the course of homeownership assistance, the family ceases to qualify as a disabled or elderly family, the maximum term becomes applicable from the date homeownership assistance commenced. However, such a family must be provided at least 6 months of homeownership assistance after the maximum term becomes applicable (provided the family is otherwise eligible to receive homeownership assistance).

If the family has received such assistance for different homes, or from different PHAs, the total of such assistance terms is subject to the maximum term described in this part.

### **15-VII.K. HOMEOWNERSHIP ASSISTANCE PAYMENTS AND HOMEOWNERSHIP EXPENSES [24 CFR 982.635]**

The monthly amount of homeownership assistance payment is the lower of: the voucher payment standard minus the total tenant payment, or the family's monthly homeownership expenses minus the total tenant payment.

In determining the amount of the homeownership assistance payment, the PHA will use the same payment standard schedule, payment standard amounts, and subsidy standards as those described elsewhere in this plan for the Housing Choice Voucher program.

**Payment standard for family.** The payment standard for a family is the lower of:

- The payment standard for the family unit size; or
- The payment standard for the size of the home.

If the home is located in an exception payment standard area, the PHA must use the appropriate payment standard for the exception payment standard area.

The payment standard for a family is the greater of:

- The payment standard (as determined above) at the commencement of homeownership assistance for occupancy of the home; or
- The payment standard (as determined above) at the most recent regular reexamination of family income and composition since the commencement of homeownership assistance for occupancy of the home.

The PHA may pay the homeownership assistance payments directly to the family, or at the PHA's discretion, to a lender on behalf of the family. If the assistance payment exceeds the amount due to the lender, the PHA must pay the excess directly to the family.

#### PHA Policy

The PHA's housing assistance payment will be paid directly to the lender unless the mortgage company refuses to accept payments from more than one source. In such case, the PHA's housing assistance payment will be paid directly to the family. If the assistance payment exceeds the amount due to the lender, the PHA must pay the excess directly to the family.

Homeownership assistance for a family terminates automatically 180 calendar days after the last homeownership assistance payment on behalf of the family. However, a PHA may grant relief from this requirement in those cases where automatic termination would result in extreme hardship for the family.

#### PHA Policy

The PHA will not grant relief from the requirement to automatically terminate homeownership assistance 180 calendar days after the PHA makes the last housing assistance payment on behalf of the family.

The PHA must adopt policies for determining the amount of homeownership expenses to be allowed by the PHA in accordance with HUD requirements.

Homeownership expenses (not including cooperatives) only include amounts allowed by the PHA to cover:

- **Monthly homeownership payment** Principal and interest on initial mortgage debt, any refinancing of such debt, and any mortgage insurance premium incurred to finance purchase of the home;
- Real estate taxes and public assessments on the home;
- Home insurance;
- **Monthly maintenance allowance.** The PHA monthly allowance for routine maintenance costs is \$50.00.

- **Monthly major repair/replacement allowance.** The PHA monthly allowance for major repairs and replacement is \$50.00.
- **Utility allowance** The PHA utility allowance for the home;
- **Monthly principal and interest on debt for improvements.** Principal and interest on mortgage debt incurred to finance costs for major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the PHA determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person;
- Land lease payments where a family does not own fee title to the real property on which the home is located; [see 24 CFR 982.628(b)].
- **Monthly co-op/condominium assessments.** For a condominium unit, condominium operating charges or maintenance fees assessed by the condominium homeowner association.

Homeownership expenses for a cooperative member may only include amounts allowed by the PHA to cover:

- The cooperative charge under the cooperative occupancy agreement including payment for real estate taxes and public assessments on the home;
- Principal and interest on initial debt incurred to finance purchase of cooperative membership shares and any refinancing of such debt;
- Home insurance;
- The PHA allowance for maintenance expenses;
- The PHA allowance for costs of major repairs and replacements;
- The PHA utility allowance for the home; and
- Principal and interest on debt incurred to finance major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the PHA determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person.
- Cooperative operating charges or maintenance fees assessed by the cooperative homeowner association.

**15-VIII. PORTABILITY [24 CFR 982.636, 982.637, 982.353(b) and (c), 982.552, 982.553]**

Subject to the restrictions on portability included in HUD regulations and PHA policies, a family may exercise portability if the receiving PHA is administering a voucher homeownership program and accepting new homeownership families. The receiving PHA may absorb the family into its voucher program, or bill the initial PHA.

The family must attend the briefing and counseling sessions required by the receiving PHA. The receiving PHA will determine whether the financing for, and the physical condition of the unit, are acceptable. The receiving PHA must promptly notify the initial PHA if the family has purchased an eligible unit under the program, or if the family is unable to purchase a home within the maximum time established by the PHA.

**15-VII.M. MOVING WITH CONTINUED ASSISTANCE [24 CFR 982.637]**

A family receiving homeownership assistance may move with continued tenant-based assistance. The family may move with voucher rental assistance or with voucher homeownership assistance. Continued tenant-based assistance for a new unit cannot begin so long as any family member holds title to the prior home.

The PHA may deny permission to move to a new unit with continued voucher assistance as follows:

- **Maximum term of assistance.** Except in the case of a family that qualifies as an elderly or disabled family, the family members shall not receive homeownership assistance for more than: (1) Fifteen years, if the initial mortgage incurred to finance purchase of the home has a term of 20 years or longer; or 2) Ten years, in all other cases.
- Lack of funding to provide continued assistance.
- At any time, the PHA may deny permission to move with continued rental or homeownership assistance in accordance with 24 CFR 982.638, regarding denial or termination of assistance.
- In accordance with the PHA's policy regarding number of moves within a 12-month period.

PHA Policy

For families participating in the homeownership option, requests to move will be approved and/or denied in accordance with PHA policies in Chapter 10. Which prohibits more than 1 move by the family during a 12 month period.

The PHA will not require additional counseling of any families who move with continued assistance.

The PHA must deny the family permission to move to a new unit with continued voucher rental assistance if:

- The family defaulted on an FHA-insured mortgage; and
- The family fails to demonstrate that the family has conveyed, or will convey, title to the home, as required by HUD, to HUD or HUD's designee; and the family has moved, or will move, from the home within the period established or approved by HUD.
- The PHA may deny the family permission to move to a new unit with continued rental or homeownership assistance if the PHA determines that it does not have sufficient funding to provide continued assistance.

#### **15-VII.N. DENIAL OR TERMINATION OF ASSISTANCE [24 CFR 982.638]**

At any time, the PHA may deny or terminate homeownership assistance in accordance with HCV program requirements in 24 CFR 982.552 (Grounds for denial or termination of assistance) or 24 CFR 982.553 (Crime by family members).

The PHA may also deny or terminate assistance for violation of participant obligations described in 24 CFR Parts 982.551 or 982.633 and in accordance with its own policy.

The PHA must terminate voucher homeownership assistance for any member of family receiving homeownership assistance that is dispossessed from the home pursuant to a judgment or order of foreclosure on any mortgage (whether FHA insured or non-FHA) securing debt incurred to purchase the home, or any refinancing of such debt.

##### PHA Policy

The PHA will terminate a family's homeownership assistance if the family violates any of the homeowner obligations listed in Section 1, as well as for any of the reasons listed in Section 2 of form HUD-52649, Statement of Homeowner Obligations Housing Choice Homeownership Voucher Program.

In making its decision to terminate homeownership assistance, the PHA will consider alternatives as described in Section 12-II.C and other factors described in Section 12-II.D. Upon consideration of such alternatives and factors, the PHA may, on a case-by-case basis, choose not to terminate assistance.

Termination notices will be sent in accordance with the requirements and policies set forth in Section 12-II.F.

#### **15-VII.O. RECAPTURE OF HOMEOWNERSHIP ASSISTANCE [24 CFR 982.625(2)(h)]**

The PHA will not impose or enforce any requirement for the recapture of voucher homeownership assistance on the sale or refinancing of a home purchased with assistance under this Housing Choice Voucher Homeownership Policy.

**Insert File Attachment pa017a01 – FFY 2007 Capital Fund Program Original Annual Statement.**

**Insert File Attachment pa017b01 – Capital Fund Program 5-Year Action Plan.**

**Insert File Attachments pa017c01 thru pa017e01 – Performance and Evaluation Reports.**











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

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

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

**Optional Public Housing Asset Management Table**

See Technical Guidance for instructions on the use of this table, including information to be provided.

**CAPITAL FUND PROGRAM TABLES START HERE**

**Annual Statement/Performance and Evaluation Report**

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

PHA Name: Washington County Housing Authority  
100 Crumrine Tower, Franklin Street  
Washington, PA 15301-6995

Grant Type and Number  
Capital Fund Program Grant No: PA28PO1750107  
Replacement Housing Factor Grant No:

Federal FY of Grant: 2007

**X Original Annual Statement**

**Reserve for Disasters/ Emergencies:**

**Performance and Evaluation Report for Period Ending:**

**Final Performance and Evaluation Report:**

Line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$150,000.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$130,000.00	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$130,000.00	\$0.00	\$0.00	\$0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$90,000.00	\$0.00	\$0.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$125,000.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$622,000.00	\$0.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$38,000.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$10,000.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$5,000.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	<b>Amount of Annual Grant: (sum of lines 2 – 20)</b>	\$1,300,000.00	\$0.00	\$0.00	\$0.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$360,000.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995				Grant Type and Number: Capital Fund Program Grant No: PA28PO1750107 Replacement Housing Factor Grant No:		Federal FY of Grant: 2007		
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>PROJECT 17-1</b> Maple Terrace Maple Terr. View Lincoln Terrace Highland Ave Apts								
PA17-01 Maple Terrace	Vacancy Reduction	1460	as req'd	\$1,000.00				
	Replace water heaters	1460	100 units	\$25,000.00				
PA17-15 Maple Terrace View	Vacancy Reduction	1460	as req'd	\$1,000.00				
	HC Unit Re-Hab (2-1BR)	504	2 units	\$65,000.00				
PA17-02 Lincoln Terrace	Vacancy Reduction	1460	as req'd	\$1,000.00				
	Replace water heaters	1460	46 units	\$15,000.00				
PA17-14 Highland Avenue Apt	Vacancy Reduction	1460	as req'd	\$1,000.00				

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995				Grant Type and Number: Capital Fund Program Grant No: PA28PO1750107 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007	
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>PROJECT 17-2</b> <b>Jollick Manor</b> <b>Crumrine Tower</b> <b>Bassettown Manor</b>								
PA17-08 Jollick Manor	Vacancy Reduction	1460	as reqd	\$1,500.00				
	Replace siding and trim/Repoint brick	1460	as reqd	\$80,000.00				
	H/C Unit Conversion (1-2BR; 1-3BR) 504	1460	2 units	\$250,000.00				
	H/C Unit Conversion (1-2BR; 1-3BR) 504	1450	2 units	\$45,000.00				
	Replace Stoves	1465	100 units	\$38,000.00				
PA17-08 Crumrine Towers	Vacancy Reduction	1460	as reqd	\$1,500.00				
	Remodel Lobby/Entrance	1460	as reqd					
	Asbestos Abatement	1460	as reqd					
PA17-21 Bassettown Manor	Vacancy Reduction	1460	as reqd	\$1,000.00				



Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995				Grant Type and Number: Capital Fund Program Grant No: PA28PO1750107 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007	
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>PROJECT 17-4</b> California Manor California Apartments Riverview Apartments California Terrace Frederick Terrace								
PA17-10A California Manor	Vacancy Reduction	1460	as reqd	\$1,000.00				
PA17-10B California Apartment	Vacancy Reduction	1460	as reqd	\$1,000.00				
PA17-09A Riverview Apartment	Vacancy Reduction	1460	as reqd	\$1,000.00				
PA17-09B California Terrace	Vacancy Reduction	1460	as reqd	\$1,000.00				
		1460						
		1460						
PA17-03 Frederick Terrace	Vacancy Reduction	1460	as reqd					
	Replace Roofs and Trim	1460	6 bldgs	\$167,000.00				

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995				Grant Type and Number: Capital Fund Program Grant No: PA28PO1750107 Replacement Housing Factor Grant No:		Federal FY of Grant: 2007		
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>PROJECT 17-5</b> <b>Highland Terrace</b> <b>Donora Scattered Sites</b> <b>Nathan Goff Apartments</b> <b>Monongahela Twnhse</b>								
PA17-04 Highland Terrace	Vacancy Reduction	1460	as reqd	\$1,000.00				
PA17-16 Donora Scat'd Sites	Vacancy Reduction	1460	as reqd	\$1,000.00				
PA17-17 Nathan Goff Apts	Vacancy Reduction	1460	as reqd	\$1,000.00				
	Reconstruct Paved Parking Areas	1450	as reqd	\$35,000.00				
PA17-19 Monongahela Townhse	Vacancy Reduction	1460	as reqd	\$1,000.00				
	Reconstruct Paved Parking Areas	1450	as reqd	\$25,000.00				

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995				Grant Type and Number Capital Fund Program Grant No: PA28PO1750107 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007	
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Activities								
1406 Operations	General Operations	1406		\$150,000.00				
1408 Mgmt. Improvements	Communications Support	1	1408					
	Development Coordinator	2	1408					
	Computer Software	3	1408					
	Computer Training	4	1408					
	Management Update Consultant	5	1408					
	Computer Consultant	6	1408					
	Vacancy Reduction	7	1408					
	Inventory Review	8	1408					
	Computer Maintenance Agreement	9	1408					
	Constable Patrol	10	1408					
	Police Patrol	11	1408					
	Other	12	1408	\$130,000.00				
			TOTAL	\$130,000.00	\$0.00	\$0.00	\$0.00	
1410 Administration	Salaries		1410	\$100,000.00				
	Fringe Benefits		1410	\$30,000.00				
			TOTAL	\$130,000.00	\$0.00	\$0.00	\$0.00	
1430 A& E Costs and Fees	A/E Fees		1430	\$75,000.00				
	Sundry Expenses		1430	\$10,000.00				
	Surevey Fees		1430	\$5,000.00				
			TOTAL	\$90,000.00	\$0.00	\$0.00	\$0.00	
Non-Dwelling Equipment	Computer/Security hardware		1475	\$10,000.00	\$0.00	\$0.00	\$0.00	
1495 Relocation	Relocation Expense		1495	\$5,000.00	\$0.00	\$0.00	\$0.00	

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
PHA Name: Washington County Housing Authority				Grant Type and Number		Federal FY of Grant: 2007	
				Capital Fund Program Grant No: PA28PO1750107			
				Replacement Housing Factor Grant No:			
Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PA17-01	7/17/2009			7/17/2011			
PA17-02	7/17/2009			7/17/2011			
PA17-03	7/17/2009			7/17/2011			
PA17-04	7/17/2009			7/17/2011			
PA17-05	7/17/2009			7/17/2011			
1406 Operations	7/17/2009			7/17/2011			
1408 Mgmt. Improvements	7/17/2009			7/17/2011			
1410 Administration	7/17/2009			7/17/2011			
1430 Fees and Costs	7/17/2009			7/17/2011			
1475 Nondwelling Equipment	7/17/2009			7/17/2011			
1495 Relocation	7/17/2009			7/17/2011			

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name: Washington County Housing Authority				X Original 5-Year Plan	
				Revision No.	
Development Number / Name HA-Wide Activities	Year 1 Annual Stmt	Work Statement for Year 2 FFY Grant: 2008 PHA FY: 2009	Work Statement for Year 3 FFY Grant: 2009 PHA FY: 2010	Work Statement for Year 4 FFY Grant: 2010 PHA FY: 2011	Work Statement for Year 5 FFY Grant: 2011 PHA FY: 2012
<b>Project PA17-01</b>		\$630,000.00	\$200,000.00	\$460,000.00	\$385,000.00
<b>Project PA17-02</b>		\$610,000.00	\$475,000.00	\$175,000.00	\$220,000.00
<b>Project PA17-03</b>		\$425,000.00	\$50,000.00	\$435,000.00	\$50,000.00
<b>Project PA17-04</b>		\$150,000.00	\$175,000.00	\$175,000.00	\$290,000.00
<b>Project PA17-05</b>		\$425,000.00	\$375,000.00	\$430,000.00	\$275,000.00
<b>Project PA17-08A/B</b>		\$75,000.00	\$325,000.00	\$510,000.00	\$500,000.00
<b>Project PA17-09A/B</b>		\$75,000.00	\$175,000.00	\$150,000.00	\$200,000.00
<b>Project PA17-10A/B</b>		\$0.00	\$40,000.00	\$120,000.00	\$175,000.00
<b>Project PA17-12</b>		\$50,000.00	\$75,000.00	\$230,000.00	\$60,000.00
<b>Project PA17-14</b>		\$25,000.00	\$115,000.00	\$55,000.00	\$35,000.00
<b>Project PA17-15</b>		\$175,000.00	\$110,000.00	\$210,000.00	\$75,000.00
<b>Project PA17-16</b>		\$100,000.00	\$200,000.00	\$100,000.00	\$35,000.00
<b>Project PA17-17</b>		\$330,000.00	\$225,000.00	\$100,000.00	\$105,000.00
<b>Project PA17-19</b>		\$200,000.00	\$125,000.00	\$115,000.00	\$125,000.00
<b>Project PA17-20</b>		\$225,000.00	\$250,000.00	\$50,000.00	\$50,000.00
<b>Project PA17-21</b>		\$255,000.00	\$105,000.00	\$0.00	\$85,000.00
HA-Wide 1406 Account		\$160,000.00	\$160,000.00	\$160,000.00	\$160,000.00
HA-Wide 1408 Account		\$180,000.00	\$180,000.00	\$180,000.00	\$180,000.00
HA-Wide 1410 Account		\$130,000.00	\$130,000.00	\$130,000.00	\$130,000.00
HA-Wide 1430 Account		\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00
HA-Wide 1475 Account		\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
HA-Wide 1495 Account		\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
<b>CFP Funds Listed for 5-year planning</b>		\$4,335,000.00	\$3,605,000.00	\$3,900,000.00	\$3,250,000.00
Replacement Housing Factor Funds		\$0.00	\$0.00	\$0.00	\$0.00



Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year: 2 FFY Grant: 2008 PHA FY: 2009			Activities for Year: 3 FFY Grant: 2009 PHA FY:2010		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	<b>PA17-03</b>	Acquire/Develop new properties		<b>PA17-03</b>	Acquire/Develop new properties	
	<b>Frederick Terrace</b>	Demolish/Depose Existing Stock	\$50,000.00	<b>Frederick Terrace</b>	Demolish/Depose Existing Stock	\$50,000.00
		Replace Site Utilities (gas, wtr, sewers,elect, etc)	\$150,000.00		Replace Site Utilities (gas, wtr, sewers,elect, etc)	
See		Install/Replace site Structures			Install/Replace site Structures	
Annual		(drive roads, lights, walks, fences, walls etc)			(drive roads, lights, walks, fences, walls etc)	
Statement		Install/Replace Playground Equip			Install/Replace Playground Equip	
		Regrade/Landscape Site Areas	\$75,000.00		Regrade/Landscape Site Areas	
		Repair/Replace Bldg Envelope Components	\$150,000.00		Repair/Replace Bldg Envelope Components	
		Replace Bldg Utilities/Mech&Elec Systems			Replace Bldg Utilities/Mech&Elec Systems	
		Replace Finishes, Fixtures and Equip			Replace Finishes, Fixtures and Equip	
		Install Life/Fire Safety Improvements			Install Life/Fire Safety Improvements	
		Develop/Convert/Re-Hab Accessible Units			Develop/Convert/Re-Hab Accessible Units	
	<b>PA17-04</b>	Acquire/Develop new properties		<b>PA17-04</b>	Acquire/Develop new properties	
	<b>Highland Terrace</b>	Demolish/Depose Existing Stock		<b>Highland Terrace</b>	Demolish/Depose Existing Stock	
		Replace Site Utilities (gas, wtr, sewers,elect, etc)	\$100,000.00		Replace Site Utilities (gas, wtr, sewers,elect, etc)	
		Install/Replace site Structures (drive roads, lights, walks, fences, walls etc)			Install/Replace site Structures (drive roads, lights, walks, fences, walls etc)	\$75,000.00
		Install/Replace Playground Equip	\$50,000.00		Install/Replace Playground Equip	
		Regrade/Landscape Site Areas			Regrade/Landscape Site Areas	
		Repair/Replace Bldg Envelope Components			Repair/Replace Bldg Envelope Components	
		Replace Bldg Utilities/Mech&Elec Systems			Replace Bldg Utilities/Mech&Elec Systems	
		Replace Finishes, Fixtures and Equip			Replace Finishes, Fixtures and Equip	
		Install Life/Fire Safety Improvements			Install Life/Fire Safety Improvements	
		Develop/Convert/Re-Hab Accessible Units			Develop/Convert/Re-Hab Accessible Units	\$100,000.00
		<b>Sub-Total CFP Est Cost:</b>	\$575,000.00		<b>Sub-Total CFP EstCost:</b>	\$225,000.00



<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year: 2 FFY Grant: 2008 PHA FY: 2009			Activities for Year: 3 FFY Grant: 2009 PHA FY:2010		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	<b>PA17-09</b>	Acquire/Develop new properties		<b>PA17-09</b>	Acquire/Develop new properties	
	<b>Riverview Apts/</b>	Demolish/Depose Existing Stock		<b>Riverview Apts/</b>	Demolish/Depose Existing Stock	
	<b>California Terrace</b>	Replace Site Utilities	\$50,000.00	<b>California Terrace</b>	Replace Site Utilities	
		(gas, wtr, sewers,elect, etc)			(gas, wtr, sewers,elect, etc)	
See		Install/Replace site Structures			Install/Replace site Structures	\$25,000.00
Annual		(drive roads, lights, walks, fences, walls etc)			(drive roads, lights, walks, fences, walls etc)	
Statement		Install/Replace Playground Equip			Install/Replace Playground Equip	
		Regrade/Landscape Site Areas			Regrade/Landscape Site Areas	\$25,000.00
		Repair/Replace Bldg Envelope Components			Repair/Replace Bldg Envelope Components	
		Replace Bldg Utilities/Mech&Elec Systems	\$25,000.00		Replace Bldg Utilities/Mech&Elec Systems	
		Replace Finishes, Fixtures and Equip			Replace Finishes, Fixtures and Equip	\$15,000.00
		Install Life/Fire Safety Improvements			Install Life/Fire Safety Improvements	\$10,000.00
		Develop/Convert/Re-Hab Accessible Units			Develop/Convert/Re-Hab Accessible Units	\$100,000.00
	<b>PA17-10</b>	Acquire/Develop new properties		<b>PA17-10</b>	Acquire/Develop new properties	
	<b>California Manor/</b>	Demolish/Depose Existing Stock		<b>California Manor/</b>	Demolish/Depose Existing Stock	
	<b>California Apts.</b>	Replace Site Utilities		<b>California Apts.</b>	Replace Site Utilities	
		(gas, wtr, sewers,elect, etc)			(gas, wtr, sewers,elect, etc)	
		Install/Replace site Structures			Install/Replace site Structures	\$25,000.00
		(drive roads, lights, walks, fences, walls etc)			(drive roads, lights, walks, fences, walls etc)	
		Install/Replace Playground Equip			Install/Replace Playground Equip	
		Regrade/Landscape Site Areas			Regrade/Landscape Site Areas	\$15,000.00
		Repair/Replace Bldg Envelope Components			Repair/Replace Bldg Envelope Components	
		Replace Bldg Utilities/Mech&Elec Systems			Replace Bldg Utilities/Mech&Elec Systems	
		Replace Finishes, Fixtures and Equip			Replace Finishes, Fixtures and Equip	
		Install Life/Fire Safety Improvements			Install Life/Fire Safety Improvements	
		Develop/Convert/Re-Hab Accessible Units			Develop/Convert/Re-Hab Accessible Units	
		<b>Sub-Total CFP Est Cost:</b>	\$75,000.00		<b>Sub-Total CFP EstCost:</b>	\$215,000.00











Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year: 4 FFY Grant: 2010 PHA FY: 2011			Activities for Year: 5 FFY Grant: 2011 PHA FY:2012		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	<b>PA17-03</b>	Acquire/Develop new properties		<b>PA17-03</b>	Acquire/Develop new properties	
	<b>Frederick Terrace</b>	Demolish/Depose Existing Stock		<b>Frederick Terrace</b>	Demolish/Depose Existing Stock	
		Replace Site Utilities (gas, wtr, sewers,elect, etc)			Replace Site Utilities (gas, wtr, sewers,elect, etc)	
See		Install/Replace site Structures			Install/Replace site Structures	
Annual		(drive roads, lights, walks, fences, walls etc)			(drive roads, lights, walks, fences, walls etc)	
Statement		Install/Replace Playground Equip			Install/Replace Playground Equip	
		Regrade/Landscape Site Areas			Regrade/Landscape Site Areas	
		Repair/Replace Bldg Envelope Components	\$200,000.00		Repair/Replace Bldg Envelope Components	
		Replace Bldg Utilities/Mech&Elec Systems	\$25,000.00		Replace Bldg Utilities/Mech&Elec Systems	
		Replace Finishes, Fixtures and Equip			Replace Finishes, Fixtures and Equip	\$50,000.00
		Install Life/Fire Safety Improvements	\$10,000.00		Install Life/Fire Safety Improvements	
		Develop/Convert/Re-Hab Accessible Units	\$200,000.00		Develop/Convert/Re-Hab Accessible Units	
	<b>PA17-04</b>	Acquire/Develop new properties		<b>PA17-04</b>	Acquire/Develop new properties	
	<b>Highland Terrace</b>	Demolish/Depose Existing Stock	\$50,000.00	<b>Highland Terrace</b>	Demolish/Depose Existing Stock	
		Replace Site Utilities (gas, wtr, sewers,elect, etc)	\$100,000.00		Replace Site Utilities (gas, wtr, sewers,elect, etc)	
		Install/Replace site Structures			Install/Replace site Structures	
		(drive roads, lights, walks, fences, walls etc)			(drive roads, lights, walks, fences, walls etc)	
		Install/Replace Playground Equip			Install/Replace Playground Equip	
		Regrade/Landscape Site Areas			Regrade/Landscape Site Areas	\$40,000.00
		Repair/Replace Bldg Envelope Components			Repair/Replace Bldg Envelope Components	\$100,000.00
		Replace Bldg Utilities/Mech&Elec Systems			Replace Bldg Utilities/Mech&Elec Systems	\$50,000.00
		Replace Finishes, Fixtures and Equip			Replace Finishes, Fixtures and Equip	\$100,000.00
		Install Life/Fire Safety Improvements	\$25,000.00		Install Life/Fire Safety Improvements	
		Develop/Convert/Re-Hab Accessible Units			Develop/Convert/Re-Hab Accessible Units	
		<b>Sub-Total CFP Est Cost:</b>	\$610,000.00		<b>Sub-Total CFP EstCost:</b>	\$340,000.00



<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year: 4 FFY Grant: 2010 PHA FY: 2011			Activities for Year: 5 FFY Grant: 2011 PHA FY: 2012		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	<b>PA17-09</b>	Acquire/Develop new properties		<b>PA17-09</b>	Acquire/Develop new properties	\$50,000.00
	<b>Riverview Apts/</b>	Demolish/Depose Existing Stock		<b>Riverview Apts/</b>	Demolish/Depose Existing Stock	
	<b>California Terrace</b>	Replace Site Utilities	\$50,000.00	<b>California Terrace</b>	Replace Site Utilities	
		(gas, wtr, sewers,elect, etc)			(gas, wtr, sewers,elect, etc)	
See		Install/Replace site Structures			Install/Replace site Structures	
Annual		(drive roads, lights, walks, fences, walls etc)			(drive roads, lights, walks, fences, walls etc)	
Statement		Install/Replace Playground Equip			Install/Replace Playground Equip	
		Regrade/Landscape Site Areas			Regrade/Landscape Site Areas	
		Repair/Replace Bldg Envelope Components	\$75,000.00		Repair/Replace Bldg Envelope Components	\$100,000.00
		Replace Bldg Utilities/Mech&Elec Systems			Replace Bldg Utilities/Mech&Elec Systems	
		Replace Finishes, Fixtures and Equip	\$25,000.00		Replace Finishes, Fixtures and Equip	
		Install Life/Fire Safety Improvements			Install Life/Fire Safety Improvements	\$50,000.00
		Develop/Convert/Re-Hab Accessible Units			Develop/Convert/Re-Hab Accessible Units	
	<b>PA17-10</b>	Acquire/Develop new properties		<b>PA17-10</b>	Acquire/Develop new properties	\$50,000.00
	<b>California Manor/</b>	Demolish/Depose Existing Stock	\$25,000.00	<b>California Manor/</b>	Demolish/Depose Existing Stock	
	<b>California Apts.</b>	Replace Site Utilities	\$25,000.00	<b>California Apts.</b>	Replace Site Utilities	
		(gas, wtr, sewers,elect, etc)			(gas, wtr, sewers,elect, etc)	
		Install/Replace site Structures			Install/Replace site Structures	
		(drive roads, lights, walks, fences, walls etc)			(drive roads, lights, walks, fences, walls etc)	
		Install/Replace Playground Equip			Install/Replace Playground Equip	
		Regrade/Landscape Site Areas			Regrade/Landscape Site Areas	
		Repair/Replace Bldg Envelope Components			Repair/Replace Bldg Envelope Components	\$75,000.00
		Replace Bldg Utilities/Mech&Elec Systems	\$50,000.00		Replace Bldg Utilities/Mech&Elec Systems	
		Replace Finishes, Fixtures and Equip	\$20,000.00		Replace Finishes, Fixtures and Equip	
		Install Life/Fire Safety Improvements			Install Life/Fire Safety Improvements	\$50,000.00
		Develop/Convert/Re-Hab Accessible Units			Develop/Convert/Re-Hab Accessible Units	
		<b>Sub-Total CFP Est Cost:</b>	\$270,000.00		<b>Sub-Total CFP EstCost:</b>	\$375,000.00









**CAPITAL FUND PROGRAM TABLES START HERE**

**Annual Statement/Performance and Evaluation Report**

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

PHA Name: Washington County Housing Authority  
100 Crumrine Tower, Franklin Street  
Washington, PA 15301-6995

Grant Type and Number  
Capital Fund Program Grant No: PA28PO1750106  
Replacement Housing Factor Grant No:

Federal FY of Grant: 2006

**Original Annual Statement**

**Reserve for Disasters/ Emergencies:**

**X Revised Annual Statement (rev: 5 3/31/07)**

**Performance and Evaluation Report for Period Ending:**

**Final Performance and Evaluation Report:**

Line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$105,000.00	\$105,000.00	\$105,000.00	\$32,742.00
3	1408 Management Improvements	\$124,000.00	\$130,000.00	\$126,186.00	\$32,361.00
4	1410 Administration	\$123,000.00	\$123,000.00	\$123,000.00	\$61,220.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$90,000.00	\$90,000.00	\$46,692.00	\$25,474.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$144,500.00	\$144,500.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$556,500.00	\$606,985.00	\$15,908.00	\$0.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$26,929.00	\$26,929.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$40,000.00	\$20,000.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$10,000.00	\$10,000.00	\$0.00	\$0.00
14	1485 Demolition	\$10,000.00	\$10,000.00	\$0.00	\$0.00
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$5,000.00	\$5,000.00	\$0.00	\$0.00
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	<b>Amount of Annual Grant: (sum of lines 2 – 20)</b>	\$1,234,929.00	\$1,271,414.00	\$416,786.00	\$151,797.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$111,000.00	\$111,000.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995				Grant Type and Number: Capital Fund Program Grant No: PA28PO1750106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006	
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>PROJECT 17-1</b> Maple Terrace Maple Terr. View Lincoln Terrace Highland Ave Apts								
PA17-01 Maple Terrace	Vacancy Reduction	1460	as req'd	\$1,000.00	\$1,000.00			
	H C Unit Re-Hab (3-2BR)	504	1450	1 bldg	\$18,500.00	\$18,500.00		
	HC Unit Re-Hab (3-2BR)	504	1460	3 units	\$69,500.00	\$69,500.00		
PA17-15 Maple Terrace	Vacancy Reduction	1460	as req'd	\$1,000.00	\$1,000.00			
	Reconstruct paved parking areas	1450	as req'd	\$20,000.00	\$20,000.00			
PA17-02 Lincoln Terrace	Vacancy Reduction	1460	as req'd	\$1,000.00	\$1,000.00			
	Replace siding and trim	1460	3 bldgs	\$45,000.00	\$65,000.00			
	Replace roofs, gutters,spouts & Trim	1460	6 bldgs	\$95,000.00	\$95,000.00			
	Replace roofs, gutters,spouts & Trim-Admin Bldg	1470	1 bldg	\$20,000.00	\$20,000.00			
	Replace siding and trim-Admin Bldg	1470	1 bldgs	\$20,000.00	\$0.00			
PA17-14 Highland Avenue Apt	Vacancy Reduction	1460	as req'd	\$1,000.00	\$1,000.00			
	Replace siding and trim	1460	2 bldgs	\$31,000.00	\$30,485.00	\$15,908.00		FUNGIBILITY 2005

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995				Grant Type and Number: Capital Fund Program Grant No: PA28PO1750106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006	
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>PROJECT 17-2</b> <b>Jollick Manor</b> <b>Crumrine Tower</b> <b>Bassetstown Manor</b>								
PA17-08 Jollick Manor	Vacancy Reduction	1460	as reqd	\$2,000.00	\$2,000.00			
	Replace siding and trim	1460	as reqd	\$80,000.00	\$100,000.00			
	Repoint brick	1460	as reqd	\$61,000.00	\$72,000.00			
PA17-08 Crumrine Towers	Vacancy Reduction	1460	as reqd	\$1,000.00	\$1,000.00			
PA17-21 Bassetstown Manor	Vacancy Reduction	1460	as reqd	\$1,000.00	\$1,000.00			
	Replace HC Ramp and Railing	504	one	\$23,000.00	\$23,000.00			
	Reconstruct paved parking areas	1450	as reqd	\$20,000.00	\$20,000.00			

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995				Grant Type and Number: Capital Fund Program Grant No: PA28PO1750106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006	
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>PROJECT 17-3</b> Valley View Terrace C'burg Scattered Sites Bentley Tower								
PA17-05 Valley View Terrace	Vacancy Reduction	1460	as reqd	\$2,000.00	\$2,000.00			
	Reconstruct Paved Parking Areas	1450	as reqd	\$18,000.00	\$18,000.00			
	Demolish Building B-5 (Parking Lot)	1485	one bldg	\$10,000.00	\$10,000.00			
	Construct Parking Lot at former B-5 site	1450	one	\$10,000.00	\$10,000.00			
PA17-12 C'burg Scattered Sites	Vacancy Reduction	1460	as reqd	\$1,000.00	\$1,000.00			
PA17-20 Bentley Towers	Vacancy Reduction	1460	as reqd	\$1,000.00	\$1,000.00			
	Replace fire alarm system	1460	one	\$65,000.00	\$65,000.00			

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995				Grant Type and Number: Capital Fund Program Grant No: PA28PO1750106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006	
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>PROJECT 17-4</b>								
California Manor								
California Apartments								
Riverview Apartments								
California Terrace								
Frederick Terrace								
PA17-10A California Manor	Vacancy Reduction	1460	as reqd	\$1,000.00	\$1,000.00			
PA17-10B California Apartment	Vacancy Reduction	1460	as reqd	\$1,000.00	\$1,000.00			
PA17-09A Riverview Apartment	Vacancy Reduction	1460	as reqd	\$0.00				
PA17-09B California Terrace	Vacancy Reduction	1460	as reqd	\$1,000.00	\$1,000.00			
	Replace Front and Rear stoops/porch (10-3BR)	1460	10 units	\$45,000.00	\$45,000.00			
	Replace Front Porch Roofs	1460	9 bldgs	\$45,000.00	\$45,000.00			
PA17-03 Frederick Terrace	Vacancy Reduction	1460	as reqd	\$1,000.00	\$1,000.00			
	Replace Stoves	1465	30 units	\$10,929.00	\$10,929.00			

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995				Grant Type and Number: Capital Fund Program Grant No: PA28PO1750106 Replacement Housing Factor Grant No:		Federal FY of Grant: 2006		
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>PROJECT 17-5</b> <b>Highland Terrace</b> <b>Donora Scattered Sites</b> <b>Nathan Goff Apartments</b> <b>Monongahela Twnhse</b>								
PA17-04 Highland Terrace	Vacancy Reduction	1460	as reqd	\$1,000.00	\$1,000.00			
PA17-16 Donora Scat'd Sites	Vacancy Reduction	1460	as reqd	\$1,000.00	\$1,000.00			
	Reconstruct Paved Parking Areas	1450	as reqd	\$23,000.00	\$23,000.00			
	Replace Stoves	1465	17 units	\$7,000.00	\$7,000.00			
	Replace Refrigerators	1465	17 units	\$9,000.00	\$9,000.00			
PA17-17 Nathan Goff Apts	Vacancy Reduction	1460	as reqd	\$1,000.00	\$1,000.00			
	Replace Heating Pumps	1460	two	\$0.00	0			
	Replace Patio and Planter Boxes	1450	as reqd	\$12,000.00	\$12,000.00			
PA17-19 Monongahela Townhse	Vacancy Reduction	1460	as reqd	\$1,000.00	\$1,000.00			

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995				Grant Type and Number Capital Fund Program Grant No: PA28PO1750106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006	
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Activities								
1406 Operations	General Operations	1406		\$105,000.00	\$105,000.00	\$105,000.00	\$32,742.00	
1408 Mgmt. Improvements	Communications Support	1	1408	\$0.00	\$0.00			
	Development Coordinator	2	1408	\$0.00	\$50,000.00	\$50,000.00	\$0.00	
	Computer Software	3	1408	\$5,000.00	\$0.00			
	Computer Training	4	1408	\$5,000.00	\$0.00			
	Management Update Consultant	5	1408	\$30,000.00	\$5,600.00	\$5,600.00	\$1,700.00	
	Constable Patrol	6	1408	\$28,000.00	\$32,000.00	\$32,000.00	\$9,075.00	
	Computer Consultant	7	1408	\$20,000.00	\$3,814.00			
		8	1408	\$0.00	\$0.00			
	Computer Maintenance Agreement	9	1408	\$21,000.00	\$21,586.00	\$21,586.00	\$21,586.00	
		10	1408	\$0.00	\$0.00	\$0.00	\$0.00	
	Police Patrol	11	1408	\$15,000.00	\$17,000.00	\$17,000.00		
	Other	12	1408	0				
			TOTAL	\$124,000.00	\$130,000.00	\$126,186.00	\$32,361.00	
1410 Administration	Salaries		1410	\$87,000.00	\$87,000.00	\$87,000.00	\$45,145.00	
	Fringe Benefits		1410	\$36,000.00	\$36,000.00	\$36,000.00	\$16,075.00	
			TOTAL	\$123,000.00	\$123,000.00	\$123,000.00	\$61,220.00	
1430 A& E Costs and Fees	A/E Fees		1430	\$75,000.00	\$75,000.00	\$45,160.00	\$23,942.00	
	Sundry Expenses		1430	\$10,000.00	\$10,000.00	\$1,532.00	\$1,532.00	
	Surevey Fees		1430	\$5,000.00	\$5,000.00			
			TOTAL	\$90,000.00	\$90,000.00	\$46,692.00	\$25,474.00	
Non-Dwelling Equipment	Computer/Security hardware		1475	\$10,000.00	\$10,000.00			
1495 Relocation	Relocation Expense		1495	\$5,000.00	\$5,000.00			

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
PHA Name: Washington County Housing Authority				Grant Type and Number		Federal FY of Grant: 2006	
				Capital Fund Program Grant No: PA28PO1750106			
				Replacement Housing Factor Grant No:			
Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PA17-01	7/17/2008			7/17/2010			
PA17-02	7/17/2008			7/17/2010			
PA17-03	7/17/2008			7/17/2010			
PA17-04	7/17/2008			7/17/2010			
PA17-05	7/17/2008			7/17/2010			
1406 Operations	7/17/2008			7/17/2010			
1408 Mgmt. Improvements	7/17/2008			7/17/2010			
1410 Administration	7/17/2008			7/17/2010			
1430 Fees and Costs	7/17/2008			7/17/2010			
1475 Nondwelling Equipment	7/17/2008			7/17/2010			
1495 Relocation	7/17/2008			7/17/2010			

**CAPITAL FUND PROGRAM TABLES START HERE**

**Annual Statement/Performance and Evaluation Report**

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

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995	Grant Type and Number Capital Fund Program Grant No: PA28PO1750105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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**Original Annual Statement**

**Reserve for Disasters/ Emergencies:**

**X Revised Annual Statement (rev: 17 3/31/07)**

**Performance and Evaluation Report for Period Ending:**

**Final Performance and Evaluation Report:**

Line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$255,000.00	\$255,000.00	\$255,000.00	\$227,228.00
3	1408 Management Improvements	\$232,000.00	\$195,000.00	\$151,958.00	\$83,215.00
4	1410 Administration	\$129,000.00	\$129,000.00	\$129,000.00	\$119,328.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$75,000.00	\$70,000.00	\$59,273.00	\$39,106.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$71,000.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$520,956.00	\$616,456.00	\$596,478.00	\$139,964.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$0.00	\$17,500.00	\$17,500.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$15,000.00	\$15,000.00	\$6,980.00	\$6,980.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	<b>Amount of Annual Grant: (sum of lines 2 – 20)</b>	\$1,297,956.00	\$1,297,956.00	\$1,216,189.00	\$615,821.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$321,000.00	\$380,000.00	\$369,100.00	\$0.00
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995				Grant Type and Number: Capital Fund Program Grant No: PA28PO1750105 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	
PA17-01 Maple Terrace	H.C. Unit Conversion (1-2BR;1-4BR )	504	3 units	\$65,000.00	\$380,000.00	\$369,100.00		
		504	1 bldg	\$0.00				
					\$0.00			EGCY REPL 1/07
PA17-02 Lincoln Terrace	Replace Siding - Clean/Re-point Brick		3 bldg	\$13,000.00	\$0.00			fungibility 2006
	Replace Front Canopies		3 bldg	\$18,000.00	\$0.00			fungibility 2006
	H. C. Accessibility -Re-hab Community Room	504	1 bldg	\$10,000.00	\$0.00			
PA17-03 Frederick Terrace	H. C. Unit Conversion (1-3BR)	504	1 unit	\$65,000.00	\$0.00			
	H.C. Unit Re-Hab (2-1BR )	504	2 units	\$10,000.00	\$0.00			
PA17-04 Highland Terrace								
PA17-05 Valley View Terrace								
PA17-08 Jollick Manor and Crumrine Tower	Replace Access Control System		2 bldgs	\$7,000.00	\$0.00			
	Replace Siding - Clean/Re-point Brick		as req'd	\$40,000.00	\$38,000.00	\$35,922.00		
	Replace Balcony Doors and Windows		10 units	\$98,956.00	\$0.00			
	Improve H. C. Accessibility-Crumrine Twr	504	as req'd	\$50,000.00	\$0.00			
	Replace Stairwell/Exit Doors		2 ea	\$1,000.00	\$0.00			
PA17-09 Calif Terrace and	Replace Roofs		24 Units	\$0.00	\$0.00			
	Replace Front/Rear Canopies		24 Units	\$0.00	\$0.00			
	Replace Front/Rear Stoops		24 Units	\$0.00	\$0.00			
	H. C. Unit Conversion (1-3BR)	504	1 unit	\$65,000.00	\$0.00			
	H. C. Unit Re-hab (1-1BR)	504	1 unit	\$5,000.00	\$0.00			
Riverview Apts	Replace Stairwell/Exit Doors		5 ea	\$1,000.00	\$0.00			
	H. C. Unit Re-hab (2-1BR)	504	2 units	\$10,000.00	\$0.00			
	Replace Access Control System		1 bldg	\$3,500.00	\$0.00			

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

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995			Grant Type and Number Capital Fund Program Grant No: PA28PO1750105 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	
PA17-10 Calif Manor and California Apts.	H. C. Unit Re-hab (3-1BR) Replace Access Control System	504 1460 1460	3 units 2 bldg	\$40,000.00 \$7,000.00	\$0.00 \$7,000.00			
PA17-12 Canonsburg Sites	Reconstruct Paved Parking Areas	1450	as req'd	\$25,000.00	\$0.00			
PA17-14 Highland Ave Apts	Replace Siding	1460	2 bldgs	\$0.00	\$51,492.00	\$51,492.00		fungibility 2006
PA17-15 Maple Terrace View	Reconstruct Paved Parking Areas Replace storm doors	1450 1460	as req'd 35 units	\$23,000.00	\$0.00			
PA17-16 Donora Townhouses	Reconstruct Paved Parking Areas	1450	as req'd	\$22,000.00	\$0.00			
PA17-17 Nathan Goff, Jr Apts.	Replace Stairwell/Exit Doors Replace Stoves Replace Access Control System	1460 1465 1460	3 ea 12 units 1 bldg	\$1,000.00 \$0.00 \$3,500.00	\$0.00 \$0.00 \$0.00			move to ???
PA17-19 Monongahela Thse								
PA17-20 Bentley Towers	Replace Access Control System Replace Air Make-Up System Fire Pump Connection to Air Handler Replace pipe insulation	1460 1460 1460 1460	1 bldg 1 bldg 1 bldg 1 bldg	\$3,500.00 \$0.00 \$0.00 \$0.00	\$0.00 \$130,124.00 \$640.00 \$9,200.00	\$130,124.00 \$640.00 \$9,200.00	\$130,124.00 \$640.00 \$9,200.00	EGCY Replacement EGCY Replacement
PA17-21 Bassettown Manor	Replace Access Control System Replace H. C. Ramp and Railings Replace Stoves	1460 504 1465	1 bldg as req'd 46 units	\$3,500.00 \$1,000.00 \$0.00	\$0.00 \$0.00 \$17,500.00	\$17,500.00		fungibility 2004

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

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995		Grant Type and Number Capital Fund Program Grant No: PA28PO1750105 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	
HA-Wide Activities								
1406 Operations	General Operations	1406		\$255,000.00	\$252,120.00	\$252,120.00	\$224,348.00	
	Extraordinary Maintenance	1406		\$0.00	\$2,880.00	\$2,880.00	\$2,880.00	
		Total		\$255,000.00	\$255,000.00	\$255,000.00	\$227,228.00	
1408 Mgmt. Improvements	Communications Support	1	1408	\$30,000.00	\$14,713.00			
	Development Coordinator	2	1408	\$65,000.00	\$65,000.00	\$65,000.00	\$42,820.00	
	Computer Software	3	1408	\$10,000.00	\$20,000.00			
	Computer Training	4	1408	\$5,000.00	\$5,000.00	\$1,500.00		
	Management Update Consultant	5	1408	\$10,000.00	\$5,400.00	\$5,400.00	\$3,450.00	
	Constable Patrol	6	1408	\$12,000.00	\$16,387.00	\$16,387.00	\$16,387.00	
	Computer Consultant	7	1408	\$25,000.00	\$32,500.00	\$31,113.00	\$0.00	
	Computer Maintenance Agreement	9	1408	\$20,000.00	\$21,000.00	\$20,558.00	\$20,558.00	
	Other	10	1408	0				
	Police Patrol	11	1408	\$12,000.00	\$12,000.00	\$12,000.00		
	Vacancy Reduction		1408	\$40,000.00	\$0.00			
	Inventory Review		1408	\$3,000.00	\$3,000.00			
			TOTAL	\$232,000.00	\$195,000.00	\$151,958.00	\$83,215.00	
1410 Administration	Salaries		1410	\$91,000.00	\$91,000.00	\$91,000.00	\$81,730.00	
	Fringe Benefits		1410	\$38,000.00	\$38,000.00	\$38,000.00	\$37,598.00	
			TOTAL	\$129,000.00	\$129,000.00	\$129,000.00	\$119,328.00	
1430 A& E Costs and Fees	A/E Fees		1430	\$50,000.00	\$50,000.00	\$47,625.00	\$34,234.00	
	Sundry Expenses		1430	\$15,000.00	\$10,000.00	\$9,998.00	\$4,872.00	
	Surevey Fees		1430	\$10,000.00	\$10,000.00	\$1,650.00		
			TOTAL	\$75,000.00	\$70,000.00	\$59,273.00	\$39,106.00	
Non-Dwelling Equipment	Computer/Security hardware		1475	\$15,000.00	\$15,000.00	\$6,980.00	\$6,980.00	
1495 Relocation	Relocation Expense		1495	\$0.00	\$0.00			

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
PHA Name: Washington County Housing Authority				Grant Type and Number Capital Fund Program Grant No: PA28PO1750105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005
Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PA17-01 Maple Terrace	9/30/2007		3/31/2007	9/30/2009			
PA17-02 Lincoln Terrace	9/30/2007		3/31/2007	9/30/2009			
PA17-04 Highland Terrace	9/30/2007		3/31/2007	9/30/2009			
PA17-05 Valley View Terrace	9/30/2007		3/31/2007	9/30/2009			
PA17-08 Crumrine Tower	9/30/2007		3/31/2007	9/30/2009			
PA17-09 California Terrace	9/30/2007		3/31/2007	9/30/2009			
PA17-17 Nathan Goff Jr. Apts	9/30/2007		3/31/2007	9/30/2009			
1406 Operations	9/30/2007		3/31/2007	9/30/2009			
1408 Mgmt. Improvements	9/30/2007		3/31/2007	9/30/2009			
1410 Administration	9/30/2007		3/31/2007	9/30/2009			
1430 Fees and Costs	9/30/2007		3/31/2007	9/30/2009			
1475 Nondwelling Equipment	9/30/2007		3/31/2007	9/30/2009			
1495 Relocation	9/30/2007		3/31/2007	9/30/2009			

**CAPITAL FUND PROGRAM TABLES START HERE**

**Annual Statement/Performance and Evaluation Report**

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

<b>PHA Name:</b> Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995	<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28P01750104 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2004
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<b>Original Annual Statement</b>	<b>Reserve for Disasters/ Emergencies:</b>	<b>X Revised Annual Statement (rev: 30 3/31/07)</b>
<b>Performance and Evaluation Report for Period Ending:</b>	<b>Final Performance and Evaluation Report:</b>	

Line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$290,000.00	\$244,000.00	\$244,000.00	\$206,038.00
3	1408 Management Improvements	\$120,000.00	\$105,300.00	\$105,300.00	\$79,478.00
4	1410 Administration	\$145,000.00	\$145,000.00	\$145,000.00	\$141,408.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$95,000.00	\$43,178.00	\$43,178.00	\$43,178.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$100,000.00	\$55,000.00	\$55,000.00	\$53,000.00
10	1460 Dwelling Structures	\$641,000.00	\$801,801.00	\$801,801.00	\$788,366.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$20,000.00	\$9,798.00	\$9,798.00	\$9,798.00
12	1470 Nondwelling Structures	\$7,000.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$35,000.00	\$38,142.00	\$38,142.00	\$38,142.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$1,122.00	\$11,903.00	\$11,903.00	\$11,903.00
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	<b>Amount of Annual Grant: (sum of lines 2 – 20)</b>	\$1,454,122.00	\$1,454,122.00	\$1,454,122.00	\$1,371,311.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00		
23	Amount of line 21 Related to Section 504 compliance	\$217,000.00	\$379,995.00	\$379,995.00	\$364,560.00
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995				Grant Type and Number: Capital Fund Program Grant No: PA28P01750104 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	
PA17-01 Maple Terrace	Security Upgrade - Office Entrance	1470		\$7,000.00	\$0.00			
	H.C. Unit Conversion (1-4BR) 504	1460	1 unit	\$60,000.00	\$0.00			
	Replace Stoves	1465	12 units	\$0.00	\$7,144.00	\$7,144.00	\$7,144.00	fungibility 2002
PA17-02 Lincoln Terrace								
PA17-03 Frederick Terrace	Replace Sewer Piping	1450	as reqd	\$33,000.00	\$0.00			
	Relocation	1495	as reqd	\$0.00	\$1,171.00	\$1,171.00	\$1,171.00	
PA17-04 Highland Terrace				\$0.00	\$0.00			
PA17-05 Valley View Terrace	H.C. Unit Conversion (1-2BR & 1-4BR) 504	1460	2 units	\$135,000.00	\$321,512.00	\$321,512.00	\$308,077.00	
	H.C. Unit Conversion 504	1450	as req'd	\$22,000.00	\$55,000.00	\$55,000.00	\$53,000.00	
	Relocation 504	1495	as req'd	0	\$3,483.00	\$3,483.00	\$3,483.00	
PA17-08 Jollick Manor and Crumrine Tower	Replace Siding/Repoint Brick	1460	as req'd	\$50,000.00	\$21,555.00	\$21,555.00	\$21,555.00	FUNGIBILITY 2005
	Elevator Modernization - Cabs and Controls	1460	2 cars	\$163,000.00	\$110,403.00	\$110,403.00	\$110,403.00	
	Replace Balcony Doors and Windows	1460	10 units	\$90,000.00	\$0.00			Energy Perf Contract
	Water Line Replacement	1450	1	\$10,000.00	\$0.00			
	Replace Fire Alarm System	1460	100%	\$35,000.00	\$57,031.00	\$57,031.00	\$57,031.00	Emergency Replacement
	Relocation	1495	as req'd	0	\$88.00	\$88.00	\$88.00	
PA17-09 Calif Terrace and Riverview Apts	Elevator Modernization	1460	1 car	\$10,000.00	\$15,500.00	\$15,500.00	\$15,500.00	
	Telephone System Upgrade	1460	1	\$8,000.00	\$6,195.00	\$6,195.00	\$6,195.00	
	Replace Sidewalks/Upgrade Landscaping	1450	as needed	\$35,000.00	\$0.00			MOVE TO 2003
	Replace H-C stoves	1465	5 reqd	\$0.00	\$2,654.00	\$2,654.00	\$2,654.00	
PA17-10 Calif Manor and California Apts.	Elevator Modernization	1460	2 cars	\$20,000.00	\$30,500.00	\$30,500.00	\$30,500.00	
	Replace Fire Alarm System	1460	1	\$30,000.00	\$45,665.00	\$45,665.00	\$45,665.00	
	Relocation	1495	as req'd	\$0.00	\$613.00	\$613.00	\$613.00	

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

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995		Grant Type and Number Capital Fund Program Grant No: PA28P01750104 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	
PA17-12 Canonsburg Sites				\$0.00	\$0.00			
PA17-14 Highland Ave Apts				\$0.00	\$0.00			
PA17-15 Maple Terrace View				\$0.00	\$0.00			
PA17-16 Donora Townhouses				\$0.00	\$0.00			
PA17-17 Nathan Goff Apartment	Refurbish Community Room	1460	1	\$0.00	\$0.00			
PA17-19 Monongahela Townho				\$0.00	\$0.00			
PA17-20 Bentley Towers	Façade Replacement	1460		\$30,000.00	\$38,896.00	\$38,896.00	\$38,896.00	carry-over 2003
	Environmental (Mold) Remediation	1460		\$0.00	\$37,595.00	\$37,595.00	\$37,595.00	EMERGENCY CLEAN-UP
	Restoration of Interior Finishes	1460		\$0.00	\$101,441.00	\$101,441.00	\$101,441.00	EMERGENCY CLEAN-UP
	Relocation	1495		\$1,122.00	\$6,548.00	\$6,548.00	\$6,548.00	Mold Remediation
PA17-21 Bassettown Manor	Elevator Modernization	1460	1 car	\$10,000.00	\$15,508.00	\$15,508.00	\$15,508.00	
	Replace Stoves	1465	50	\$20,000.00	\$0.00			

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

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995		Grant Type and Number Capital Fund Program Grant No: PA28P01750104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Activities								
1406 Operations	General Operations	1406		\$240,000.00	\$136,133.00	\$136,133.00	\$98,172.00	
	Extraordinary Maintenance	1406		\$50,000.00	\$107,867.00	\$107,867.00	\$107,866.00	
			Total	\$290,000.00	\$244,000.00	\$244,000.00	\$206,038.00	
1408 Mgmt. Improvements								
	Development Coordinator	2	1408	\$60,000.00	\$65,136.00	\$65,136.00	\$65,136.00	
	Computer Software	3	1408	\$7,000.00	\$6,428.00	\$6,428.00	\$6,428.00	
	Computer Training	4	1408	\$4,000.00	\$0.00			
	Management Update Consultant	5	1408	\$7,000.00	\$5,664.00	\$5,664.00	\$5,664.00	
	Computer Consultant	7	1408	\$34,000.00	\$28,072.00	\$28,072.00	\$2,250.00	
	Computer Maintenance Agreement	9	1408	\$8,000.00	\$0.00			
			Total	\$120,000.00	\$105,300.00	\$105,300.00	\$79,478.00	
1410 Administration	Salaries	1410		\$96,750.00	\$96,750.00	\$96,750.00	\$91,823.00	
	Fringe Benefits	1410		\$48,250.00	\$48,250.00	\$48,250.00	\$49,585.00	
			TOTAL	\$145,000.00	\$145,000.00	\$145,000.00	\$141,408.00	
A& E Costs and Fees	A/E Fees	1430		\$70,000.00	\$29,898.00	\$29,898.00	\$29,898.00	
	Sundry Expenses	1430		\$15,000.00	\$9,830.00	\$9,830.00	\$9,830.00	
	Surevey Fees	1430		\$10,000.00	\$3,450.00	\$3,450.00	\$3,450.00	
			Total	\$95,000.00	\$43,178.00	\$43,178.00	\$43,178.00	
Non-Dwelling Equipment	Computer hardware	1475		\$5,000.00	\$8,213.00	\$8,213.00	\$8,213.00	
	Office Equip (i.e. copier, FAX, phones)	1475		\$30,000.00	\$29,929.00	\$29,929.00	\$29,929.00	
			Total	\$35,000.00	\$38,142.00	\$38,142.00	\$38,142.00	

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

PHA Name: Washington County Housing Authority

**Grant Type and Number****Federal FY of Grant:****2004**

Capital Fund Program Grant No: PA28P01750104

Replacement Housing Factor Grant No:

Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PA17-01 Maple Terrace	9/30/2006		9/30/2006	9/30/2008			
PA17-02 Lincoln Terrace	9/30/2006		9/30/2006	9/30/2008			
PA17-03 Frederick Terrace	9/30/2006		9/30/2006	9/30/2008			
PA17-04 Highland Terrace	9/30/2006		9/30/2006	9/30/2008			
PA17-05 Valley View Terrace	9/30/2006		9/30/2006	9/30/2008			
PA17-08 Crumrine Tower	9/30/2006		9/30/2006	9/30/2008			
PA17-09 Cal Terr/Riverview	9/30/2006		9/30/2006	9/30/2008			
PA17-10 Calif Apts/Manor	9/30/2006		9/30/2006	9/30/2008			
PA17-12 C'burg Scattered Sites	9/30/2006		9/30/2006	9/30/2008			
PA17-14 Highland Ave Apts	9/30/2006		9/30/2006	9/30/2008			
PA17-15 Maple Terr View	9/30/2006		9/30/2006	9/30/2008			
PA17-16 Donora Scatt Sites	9/30/2006		9/30/2006	9/30/2008			
PA17-17 Nathan Goff Jr. Apts	9/30/2006		9/30/2006	9/30/2008			
PA17-19 Monongahela TwnHse	9/30/2006		9/30/2006	9/30/2008			
PA17-20 Bentley Tower	9/30/2006		9/30/2006	9/30/2008			
PA17-21 Bassettown Manor	9/30/2006		9/30/2006	9/30/2008			
1406 Operations	9/30/2006		9/30/2006	9/30/2008			
1408 Mgmnt. Improvements	9/30/2006		9/30/2006	9/30/2008			
1410 Administration	9/30/2006		9/30/2006	9/30/2008			
1430 Fees and Costs	9/30/2006		9/30/2006	9/30/2008			
1475 Nondwelling Equipment	9/30/2006		9/30/2006	9/30/2008			
1495 Relocation	9/30/2006		9/30/2006	9/30/2008			