

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

---

# PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2008

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

## PHA Plan Agency Identification

**PHA Name:** Portsmouth Metropolitan Housing Authority **PHA Number:** OH010

**PHA Fiscal Year Beginning:** 07/2008

**PHA Programs Administered:**

**Public Housing and Section 8**   
  **Section 8 Only**   
  **Public Housing Only**  
 Number of public housing units: 886   
 Number of S8 units:   
 Number of public housing units:  
 Number of S8 units: 616

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

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

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

**A. Mission**

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

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

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

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

- PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)

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

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

Objectives:

1. PMHA in its effort to eliminate crime in public and assisted housing, will continue to conduct pre-admission criminal background checks on potential public housing and Section 8 residents and deny occupancy to those with a serious history of criminal activity within the past 5 years.
2. PMHA will continue to utilize the Ohio LEADS (Law Enforcement Automated Data System) and the new automated National Webcheck fingerprint system to assist in performing criminal background checks on housing applicants.
3. PMHA employ's a full-time Security Director and a Deputy Security Director and two part-time investigators to carry out effective activities that reduce crime on PMHA properties. The Security Department for PMHA was established in April, 2001 as a result of public outcry to HUD and the local Commissioners of PMHA. This was due to high incidents of

- criminal activity such as shootings, open air drug dealing, crimes of violence, illegal live-ins and no process in place to screen housing applicants at PMHA sites.
4. PMHA will continue to contract with off-duty police officers and sheriff's deputies (with full arrest powers) to provide foot patrol over and above routine police patrol.
  5. PMHA will continue to use a three-member screening committee to evaluate applicants for the conventional public housing program based on criminal background and other past histories.
  6. PMHA will continue to explore opportunities to strengthen its Leasing and Occupancy Policy with respect to practices on screening, enforcement of rules and evictions.
  7. PMHA will continue to make use of security cameras (indoors and outdoors) as a tool for the protection of its lawful residents and employees. A policy for proper use of security/surveillance cameras has been adopted and approved by the Board of Commissioners.
  8. PMHA will continue to remove disabled and abandoned vehicles from its properties when the owner cannot be found.
  9. PMHA will continue to provide appropriate training for security personnel, board members, employees and residents with respect to security measures and timely, accurate reporting of suspected criminal activity.
  10. PMHA will continue to gather and compile criminal activity statistics in its effort to assess the effectiveness of its security programs and to use as support data for obtaining future grants.
  11. PMHA will continue to meet with tenants, community groups, local law enforcement, public officials and related agencies in an on-going effort to communicate security issues and progress on addressing crime.
  12. PMHA will continue to use a barred list which informs law enforcement agencies of individuals who are non-residents that have committed criminal activity on PMHA properties and are no longer permitted on PMHA property.

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

Objectives:

1. Promote a motivating and safe work environment by enforcing safety and effective work rules.
2. Provide training for employees and board members.
3. Strengthen internal controls as a safeguard against errors and omissions, over-or-under payments, or fraud.
4. Maintain an occupancy rate of 97%.

5. Maintain a response time of 24 hours in responding to emergency work orders.
6. Maintain an average response time of 10 days to responding to routine work orders.
7. Maintain an average turn-around of 15 days in preparing vacated units for occupancy.
8. Enforce the agency's Asset Management Plan for maintaining the physical inventory.
9. Continuously explore investment opportunities to maximize financial resources.
10. Monitor and update operations manuals for each department.
11. Maintain communications with residents. Encourage and facilitate educational opportunities for strengthening resident organizations.
12. Continue to enforce the timelines for expenditure of capital funds.
13. Strengthen inspections on contracted work by modernization.
14. Enforce the agency's fiscal policies to ensure sound financial and full disclosure of all audits.
15. Hold regular departmental meetings to open communications between management and employees.

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

Objectives:

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

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

Objectives:

1. PMHA will continue to develop public relations in the community and work with the media to promote a positive image. PMHA will take advantage of every opportunity to educate the public about the housing authority's services.
2. PMHA will improve the physical appearance of the public housing sites by installing at least one new playground, controlling litter and garbage removal.
3. Strengthen new tenant orientations to educate new residents on the importance of community and neighborhood appearance.
4. PMHA will continue working with new residents on how to keep their units sanitary with the goal of eliminating pests, rodents and stray animals and for a general good appearance.
5. PMHA will continue to provide regular pest control applications at all sites.

**Goal: PROVIDE SUPPORTIVE SERVICES TO RESIDENTS**

Objectives:

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

**Goal: PHYSICAL IMPROVEMENTS**

Objectives:

1. The physical improvements by the maintenance department will continue with their work in and around the units as provided by the operating budget.
2. The physical improvements by the capital fund are listed following the attachments (Capital Fund Program pages 1-37).

**Goal: EXPANSION OF HOUSING OPPORTUNITIES**

Objectives:

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

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

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

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

**Objectives:**

1. Promote a motivating and safe work environment by enforcing safety and effective work rules.
2. Provide training for employees and board members.
3. Strengthen internal controls as a safeguard against errors and omissions, over-or-under payments, or fraud.
4. Maintain an occupancy rate of 97%.
5. Maintain a response rate of 24 hours in responding to emergency work orders.
6. Maintain an average response time of 10 days to responding to routine work orders.
7. Maintain an average turn-around of 15 days in preparing vacated units for occupancy.
8. Enforce the agency's Asset Management Plan for maintaining the physical inventory.
9. Continuously explore investment opportunities to maximize financial resources.
10. Maintain communications with residents. Encourage and facilitation educational opportunities for strengthening resident organizations.
11. Continue to enforce the timeliness for expenditures of capital funds.

12. Strengthen inspections on contracted work by modernization.
13. Enforce the agencies fiscal policies to ensure sound financial and full disclosure of all audits.
14. Hold regular departmental meetings to open communications between management and employees.
15. Hold weekly meetings with the Executive Director and department heads to exchange information and stay up-to-date on current activities at the agency.
16. PMHA has revised the Admissions and Continued Occupancy Policy, the Public Housing Lease Agreement and the Section 8 Administrative Plan to comply with the requirement of the recently adopted Violence Against Women Act (VAWA). Under this new law, incidents of domestic violence, dating violence or stalking in which the tenant is a victim shall not be considered good cause for terminating the assistance, tenancy or occupancy rights of the victim of such violence.

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

Objectives:

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

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

Objectives:

1. PMHA in its efforts to eliminate crime in public housing and assisted housing, will continue to conduct pre-admission criminal background checks on potential public housing and Section 8 residents and deny occupancy to those with convictions of serious criminal activity within the past five years.

2. PMHA will continue to employ a full-time security director and deputy security director and two part-time assistants to carry out effective activities that reduce crime on PMHA properties.
3. PMHA will continue to contract with off-duty police officers and sheriff's deputies (with full powers of arrest) to provide foot patrol over and above routine police control.
4. PMHA will continue to use a three-member screening committee to evaluate applicants for public housing occupancy based on criminal background and other past histories.
5. PMHA will continue to explore opportunities to strengthen its Leasing and Occupancy Policy with respect to practices on screening, enforcement of rules and evictions.
6. PMHA will continue to make use of security cameras (indoors and outdoors) as a tool for the protection of its lawful residents and employees. Additional cameras are to be installed at Farley Square and Wayne Hills. A policy for proper use of security/surveillance cameras has been adopted and approved by the Board of Commissioners.
7. PMHA will continue to remove disabled and abandoned vehicles from its premises when the owner cannot be found.
8. PMHA will continue to provide appropriate training for security personnel, board members, employees and residents with respect to security measures and timely, accurate reporting of suspected criminal activity.
9. PMHA will continue to gather and compile statistics in its continuing efforts to assess the effectiveness of its security programs and to use as support data for obtaining future grants. All PMHA properties within the City of Portsmouth are directly identified in the Emergency 911 System which allows for PMHA to track every police call for service at any PMHA property.
10. PMHA will continue to meet with tenants, community groups, local law enforcement, public officials and related agencies in an on-going effort to communicate security issues and progress on addressing crime.
11. PMHA will continue to utilize the Ohio LEADS (Law Enforcement Automated Data System) and the new automated National Webcheck fingerprint system to assist in performing criminal background checks on housing applicants.
12. PMHA will continue to use upgraded exterior lighting to enhance outdoor illumination to increase safety and security for residents.
13. PMHA will continue to use a barred list which informs law enforcement agencies of individuals who are non-residents that have committed criminal activity on PMHA properties and are no longer permitted on PMHA property.

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

Objectives:

1. PMHA will continue to develop public relations in the community and work with the media to promote a positive image. PMHA will take advantage of every opportunity to educate the public about the housing authority's services.
2. PMHA will improve the physical appearance of the public housing sites by controlling litter and garbage removal, trimming trees and has replaced windows at most of its developments.
3. Strengthen new tenant orientations to educate new residents on the importance of community, neighborhood "curb-appeal" and housekeeping standards for a general overall good appearance.
4. PMHA will continue to provide regular pest control applications at all sites.

**GOAL #5 PROVIDE SUPPORTIVE SERVICES TO RESIDENTS**

Objectives:

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

**GOAL #6 PHYSICAL IMPROVEMENTS**

Objectives:

1. Wayne Hills  
Replace bath and bedroom doors  
Replace sidewalks
2. Farley Square  
Replace kitchens  
Replace bath and bedroom doors
3. Alexandria House  
Security gates  
Replace intercom system  
Upgrade patio  
Replace fire alarm system

4. Hudson House  
Replace intercom system  
Upgrade patio
5. Cliffside House  
Replace intercom system  
Upgrade patio
6. Miller Manor  
New Playground
7. Lett Terrace  
New playground
8. Portsmouth Townhouses I  
Replace exterior doors
9. Portsmouth Townhouses II  
Replace exterior doors

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

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

[24 CFR Part 903.7 9 (r)]

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

#### **Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	6
1. Housing Needs	9
2. Financial Resources	16
3. Policies on Eligibility, Selection and Admissions	17
4. Rent Determination Policies	26
5. Operations and Management Policies	31
6. Grievance Procedures	32
7. Capital Improvement Needs	33
8. Demolition and Disposition	35
9. Designation of Housing	36
10. Conversions of Public Housing	37
11. Homeownership	38
12. Community Service Programs	40
13. Crime and Safety	43
14. Pets (Inactive for January 1 PHAs)	45
15. Civil Rights Certifications (included with PHA Plan Certifications)	45
16. Audit	45
17. Asset Management	46
18. Other Information	46
19. Definition of "Substantial Deviation" and Significant Amendment Or Modification"	48

#### **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 2005 Capital Fund Program Annual Statement
- 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
- Description of Homeownership Programs, if applicable
- VAWA Statement– Attachment “H”

Optional Attachments:

- PHA Management Organizational Chart – Attachment “G”
- FY 2005 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**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>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation:	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>Applicable Plan Component</b>
X	1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership	Annual Plan:

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	programs/plans	Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

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

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: 2001-2008
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

National Low Income Housing Coalition "Out of Reach"  
Housing Affordability October 15, 1999 Study by the National Land Advisory Group

## 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 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	701		101
Extremely low income <=30% AMI	497	71	
Very low income (>30% but <=50% AMI)	189	27	
Low income (>50% but <80% AMI)	15	2	
Families with children	382	54	
Elderly families	31		
Families with Disabilities	17	2	
White	634	90	
Black	37	5	
American Indian	3		
Alaskan	1	1	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			

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

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	895		281
Extremely low income <=30% AMI	721	81	
Very low income (>30% but <=50% AMI)	141	16	
Low income (>50% but <80% AMI)	32	4	
Families with children	410	46	
Elderly families	50	6	
Families with Disabilities	196	22	
White	823	92	
Black	70	8	
American Indian	1		
Multi-Racial	1		
Characteristics by Bedroom Size			

Housing Needs of Families on the Waiting List			
(Public Housing Only)			
1BR	395	44	
2 BR	359	40	
3 BR	132	15	
4 BR	10	1	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

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

[24 CFR Part 903.7 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>		
a) Public Housing Operating Fund	2,303,292.00	
b) Public Housing Capital Fund	1,362,975.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,215,690.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
CFP 2006	561,073.06	PH Capital Improvements
CFP 2007	967,883.00	PH Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>	1,427,938.00	PH Operations
<b>4. Other income (list below)</b>		
Interest	100,000.00	PH Operations
Excess Utilities	15,000.00	PH Operations
<b>5. Non-federal sources (list below)</b>		
Contract Administration	200,000.00	CA Operations
<b>Total resources</b>	9,153,851.06	

### **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)

At the time of application

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

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

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

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

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

## **(2)Waiting List Organization**

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year? 8

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

If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously

If yes, how many lists? 8

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

#### **(5) Occupancy**

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

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

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

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

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

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

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

If yes, list these developments as follows:

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

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

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

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

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

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

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

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

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

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

## **B. Section 8**

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

### **(1) Eligibility**

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

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

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity  
 Other (describe below)

1. The family's current address
2. The name and address of the current landlord

3. The name and address of the prior landlord if known
4. Information about the tenancy history of family members
5. Drug trafficking by family members
6. Information about rent and tenant damage history of family members

**(2) Waiting List Organization**

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

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

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

- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

Units are hard to find

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families

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

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

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

[24 CFR Part 903.7 9 (d)]

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

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

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

f. Rent re-determinations:

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

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

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

## **(2) Flat Rents**

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

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

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

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

**(2) Minimum Rent**

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

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

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

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**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. See Attachment “G”
- A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers	600	80
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program		

(PHDEP)		
Other Federal Programs(list individually)		

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

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

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

- Admissions and Continued Occupancy Policy
- Department Manual
- Vehicle Policy
- Procurement Policy
- Invoice Handling Procedures
- Herbicide Spraying Policy
- Pest Control Policy
- Uniform Policy
- Training Policy
- Union Contract
- Uniform Physical Conditions Standard

(2) Section 8 Management: (list below)

- Section 8 Administrative Plan
- Department Manual

### **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)

-or-

The Capital Fund Program Annual Statement is:

Provided on CFP pages 1 - 31

### **(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)

-or-

The Capital Fund Program 5-Year Action Plan is:

Provided on CFP pages 32-36

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

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

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

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

If yes, list development name/s below:

Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/>

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

**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: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:

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

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

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

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

<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:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (l)]

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

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

#### 1. Cooperative agreements:

- Yes  No: Has the PHA 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? 03/11/2008

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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



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

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

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

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports

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

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

All developments:

Wayne Hills, Farley Square, Alexandria House, Hudson House, Cliffside House,  
Miller Manor, Miller Homes, Lett Terrace, Lett Homes and Scattered Sites

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

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

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

Police foot patrol above baseline services

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

All developments:

Wayne Hills, Farley Square, Alexandria House, Hudson House, Cliffside House,  
Miller Manor, Miller Homes, Lett Terrace, Lett Homes and Scattered Sites

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

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action

- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

Wayne Hills, Farley Square, Lett Terrace and Miller Manor

**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.

- 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)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?

If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
  
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
  
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - Attached at Attachment (File name)
  - Provided below:

Replace baseboards at Farley Square  
New playground at Lett Terrace  
Install privacy fence Court Street side of Hudson House  
New closet doors at Cliffside House

Apartments need painting

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

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

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

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

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

**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**

#### **ADMISSIONS POLICY FOR DECONCENTRATION**

*From Admissions and Continued Occupancy Policy.....*

##### **9.4 DECONCENTRATION POLICY**

It is Portsmouth Metropolitan Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Portsmouth Metropolitan Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

## Attachment B

### RESIDENT ADVISORY BOARD MEMBERS

Nancy Windsor	Alexandria House
Brenda Buffington	Cliffside House
William Day	Cliffside House
Audrey Roe	Cliffside House
Emma Dudding	Hudson House
Mary Bower	Miller Manor
William Bower	Miller Manor
Carl Spiess	Miller Manor
Gilbert Hayes	Hudson House
Mary Hayes	Hudson House
Thelma Newton	Hudson House
Peggy Skaggs	Farley Square
Cleo Taylor	Farley Square
Evelyn Reeder	Wayne Hills
Cathy Hurt	Wayne Hills
Brian and Sherri Winn	Lett Terrace

## **Attachment C**

### **RESIDENT BOARD MEMBER OF PMHA GOVERNING BOARD**

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

Mr. Bower was appointed August 16, 2005 by the Mayor of the City of Portsmouth (Mayor James D. Kalb). He fills the unexpired term of Merilee Duncan who stepped down to pursue other interests. Mr. Bower's term expires December 20, 2008.

## **Attachment D**

## COMMUNITY SERVICE REQUIREMENT

Portsmouth Metropolitan Housing Authority has adopted a Community Service Plan in accordance with 24CFR 960.600 – 609 (Subpart F) summarized as follows:

### I. GENERAL

Community Service is a volunteer service. Adult residents must:

- A. Contribute 8 hours per month of community service, or
- B. Participate in an economic self-sufficiency program for 8 hours per month.

### II. EXEMPTIONS

Age 62 or older

- A. Elderly, blind or disabled; caretaker of blind or disabled; engaged in work activities; exempted from work activities under part A, Title IV of the Social Security Act or under any other state welfare program, including the welfare-to-work program, or receiving assistance and in compliance with the program.

### III. NOTIFICATION OF THE REQUIREMENT

- A. PMHA will give notice to residents with opportunity for family members to claim exempt status. PMHA will verify exemptions and notify exempt individuals.
- B. PMHA will notify family members who are subject to the requirement and of the start date.

### IV. OPPORTUNITIES

- A. PMHA will provide residents with a list of volunteer opportunities and/or self-sufficiency opportunities.
- B. PMHA will track the service requirements via time sheets.

### V. NOTIFICATION OF NON-COMPLIANCE

- A. PMHA will notify family members of non-compliance (subject to the grievance procedure).

### VI. OPPORTUNITY FOR CURE

- A. PMHA will permit non-compliant residents to enter into agreement with housing authority to make-up lost time or terminate the lease.

### VII. PROHIBITION AGAINST REPLACEMENT OF AGENCY EMPLOYEES

- A. Volunteer or self-sufficiency service will not replace regular work performed by PMHA employees.

## **Attachment E**

## **Pet Ownership in Public Housing**

The Portsmouth Metropolitan Housing Authority has adopted a PET POLICY in accordance with 24CFR903.79 (n) which provides rules for pet ownership in public housing summarized as follows:

1. Defines allowable pets which limits size and weight of a pet and the number of furbearing animals to a unit.
2. Requires leaseholder to file an application with Housing Management.
3. Approval is subject to local licensing, certification of inoculations and certification that pet has been spayed or neutered.
4. Deposit required (subject to refund)
5. Miscellaneous rules:
  - a. Rule does not apply to assistance animals.
  - b. Indoor common areas are off limits.
  - c. Tenant must control pet.
  - d. Waste deposits must be removed by owner.
  - e. Pets are to be fed inside dwelling.
  - f. Staking or tying to building prohibited.
  - g. Potentially harmful animals prohibited.
  - h. Refuse/litter boxes must be kept sanitary.
  - i. Housing Authority not liable for injury or illness caused by pets.
  - j. Owners required to observe all laws and rules.
  - k. Pet owner controls disturbances caused by pets.
  - l. Removal of deceased pets responsibility of owner.
  - m. Owner responsible for damages and infestation.
  - n. Limits time in which pets can be left alone. PMHA reserves right to enter if over time limit.
  - o. Pet bedding shall not be washed at common laundry facilities.
  - p. Dogs required to wear tags.
  - q. Pets must be secured inside the unit when PMHA or other agent enters.
  - r. Resident may not alter dwelling (inside or out) to accommodate pet.
  - s. Pet approval may be revoked if rules are not observed. (subject to grievance procedures).

## **Attachment F**

### **STATEMENT OF PROGRESS IN MEETING**

## **FIVE-YEAR PLAN MISSION AND GOALS**

### **A. Management Issues**

1. PMHA is a standard housing authority under the Public Housing Assessment System. We have undertaken the following measures to increase our score and to bring our standing with REAC back to “High-Performer”:
  - a. Educating maintenance employees on the REAC process and UPCS standards and what to look for when making repairs to a unit, building or the site.
  - b. We are focusing our maintenance efforts to address the deficiencies found during inspections.
2. PMHA continues to train its employees and board members in order to educate new personnel and to stay abreast of new rules and regulations.
3. PMHA has a source of income under contract with Assisted Housing Services Corporation conducting Section 8 management and occupancy reviews in 13 counties in southeastern Ohio at 64 multifamily sites.
4. PMHA continues to seek maximum investment opportunities under State and federal guidelines.
5. PMHA has strengthened internal controls.

### **B. Expansion of Stock Issues**

1. PMHA has added 59 landlords to the Section 8 Housing Choice Voucher Program and 94 new units.

### **C. Marketing Issues**

PMHA has improved the marketability of its developments by:

1. Improving security. (See section D – Security Issues)
2. Improving site appearance.
3. Adding air conditioning at several family sites including the three high rises.
4. Installing new windows.
5. Strengthening tenant relations and building tenant councils.

### **D. Security Issues**

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

1. PMHA has a full-time Security Director and a Deputy Security Director and two part-time assistants who are all experienced in law-enforcement.
2. Strengthened public housing policies with respect to admissions and evictions.
3. Created and implemented a three-member Screening Committee to review applicants for public housing prior to admission.
4. Conducts criminal background checks on all public housing and Section 8 applicants.
5. Continue an on-going relationship with three local law enforcement agencies and the local drug task force and made drug arrests, evicted abusers from the premises and barred them from coming onto the property.
6. PMHA reviews crime reports daily and follows up on convictions of public housing residents and non-residents who commit crime on the property.
7. Contract with local law enforcement for foot patrol of developments.
8. Successfully building cases on eviction of illegal “live-ins”.
9. PMHA will continue to utilize the Ohio LEADS (Law Enforcement Automated Data System) and the new automated National Webcheck fingerprint system to assist in performing criminal background checks on housing applicants.
10. Maintaining and monitoring a barred list.
11. PMHA will continue to make use of security cameras (indoors and outdoors) as a tool for the protection of its lawful residents and employees. Additional cameras are to be installed at Farley Square and Wayne Hills. The cameras have caused a dramatic improvement in the elimination of loitering, noise and drug trafficking in the areas with existing cameras.
12. Installed security cameras at rental offices.
13. Installed security cameras at entrances/exits on the ground floors of three high-rises.
14. PMHA has trained maintenance personnel for emergency response for gas pipeline safety.
15. Installed new safety-lock windows at two family developments.

E. Tenant-Based Housing Issues

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

F. Maintenance Issues

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

G. Equal Opportunity Issues

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

H. Fiscal Issues

1. PMHA has completed the assessment for conversion from public housing to Section 8 housing and concludes that there is no need for conversion.
2. PMHA has successfully converted to GAAP accounting procedures.
3. PMHA has entered into an energy performance contract and embarked on a program to conserve energy and dollars.
4. PMHA has developed a more comprehensive asset management plan and AMP (Asset Management Project) numbers have been assigned. We have revamped our chart of accounts and prepared for site-based budgeting and reporting.
5. PMHA has a source of income as a Local Contract Administrator that conducts Section 8 Management and Occupancy reviews at 64 multifamily sites.
6. PMHA re-financed the energy performance loan to a lower rate.
7. PMHA has received training on the e-procurement system.
8. PMHA has adopted internal controls and the practice of internal audits.
9. PMHA has upgraded its accounting software to assist with asset management requirements.
10. Due to asset management and reduced funding we will continue to search for cost saving measures.

I. Public Image Issues

1. PMHA continues to work with community groups, television newscasts, radio broadcasts and in coordination with public officials.
2. PMHA has eliminated loitering, littering and noise at one family development by use of outdoor security cameras.

3. PMHA sends members of its staff to serve on community boards and committees. (Mental Health Board, Community Action Board, Senior Citizen Security Group, Cultural Affairs Committee, Southern Ohio Safety Council, Red Cross and etc.)

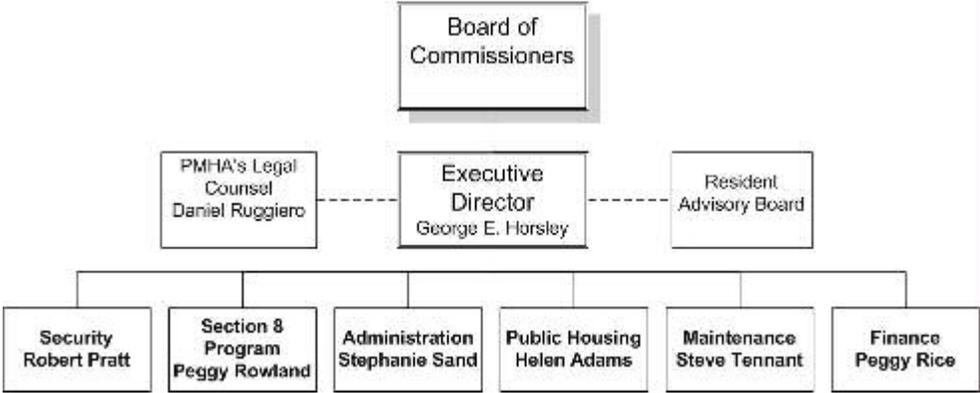
J. Supportive Services Issues

1. PMHA maintains the Family Self Sufficiency Program in Section 8.
2. PMHA is working with individual tenant councils and United Tenant Council which has attained corporate status.
3. PMHA has established a Resident Advisory Board.

K. Physical Improvements

1. Security fencing at Wayne Hills.
2. New doors and A/C replacement at Alexandria House.
3. Installed new windows at Miller Manor, Wayne Hills and Farley Square.
4. Replaced draperies at Hudson House and Cliffside House.
5. New computers for administrative employees.
6. Converted fish pond to a fountain at Alexandria House.
7. Replaced furnaces and added A/C at Portsmouth Townhouses I and Portsmouth Homes.
8. Upgraded lighting at Wayne Hills, Farley Square, Alexandria House, Hudson House, Cliffside House, Miller Manor and Lett Terrace.
9. Installed security cameras at Wayne Hills.
10. New kitchens, bathrooms and flooring for Portsmouth Homes.
11. Replaced interior sewer lines, bathrooms, kitchens, flooring and bathroom exhaust fans at Wayne Hills.

# Portsmouth Metropolitan Housing Authority Organization Chart



## Attachment H

## LEASE ADDENDUM

### VIOLENCE AGAINST WOMEN ACT LEASE PROVISION

If a member of a tenant's household, or their guest or other person under their control engages in criminal activity directly relating to domestic violence, dating violence, or stalking, such conduct shall not be cause for termination of the lease or occupancy rights of the victim, if the tenant or an immediate member of the tenant's family is the victim or threatened victim of domestic violence, dating violence or stalking.

One or more incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as a serious or repeated violation of the lease by the victim or threatened victim of that violence and shall not be good cause for terminating the assistance, tenancy or occupancy right of the victim of such violence.

Nothing in this lease revision prohibits the housing authority from evicting the member of the household who has engaged in actual or threatened actions of domestic violence, dating violence, or stalking.

A resident who claims as a defense to an eviction action that the eviction action is brought because of criminal activity directly relating to domestic violence, dating violence or stalking, must provide a written certification in a form provided by the housing authority or substantially similar thereto, that they are a victim of domestic violence, dating violence, or stalking and that the incident or incidents which are the subject of the eviction notice are bona fide incidents of actual or threatened abuse. This written certification must be provided within fourteen days after the housing authority requests the certification in writing, which may be the date of the termination of lease letter. It may also be the date of any other written communication from the housing authority stating that the tenant is subject eviction due to the incident which the tenant then wishes to allege was a bona fide instance of actual or threatened abuse. The certification requirement may be complied with by completing the certification form which is available from the housing authority office. Information provided in the certification form shall be retained in confidence, shall not be entered into a shared database, and shall not be provided to a related entity unless the tenant consents in writing, the information is required for use in eviction proceedings, or its use is otherwise required by law.

The housing authority may bifurcate the lease in order to evict, remove, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant.

The housing authority may evict a tenant for any violation of a lease not premised on the act or acts of violence in question against the tenant or a member of the tenant's household, provided that the housing authority does not subject an individual who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking to a more demanding standard than other tenants in determining whether to evict or terminate. A victim tenant who allows a perpetrator to violate a court order relating to the act or acts of violence is subject to eviction.

The housing authority may terminate the tenancy of any tenant if the public housing authority can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the housing authority if the tenant's tenancy is not terminated.

None of these provisions shall be construed to supersede any provisions of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, sexual assault, or stalking.

# Annual Statement/Performance and Evaluation Report

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

<b>PHA Name:</b> Portsmouth Metropolitan Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  2003
---	--	---

Original Annual Statement 
  Reserve for Disasters/ Emergencies 
  Revised Annual Statement (revision no: ) 
  Performance and Evaluation Report for Period Ending: 12/2007 
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	0.00	0.00	0.00	0.00
3	1408 Management Improvements	2,000.00	2,000.00	2,000.00	2,000.00
4	1410 Administration	137,223.13	137,223.13	137,223.13	137,223.13
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	70,394.74	70,394.74	70,394.74	70,394.74
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	33,706.23	33,706.23	33,706.23	33,706.23
10	1460 Dwelling Structures	1,113,295.41	1,113,295.41	1,113,295.41	1,083,626.29
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	1,938.69	1,938.69	1,938.69	1,938.69
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	618.80	618.80	618.80	618.80
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,359,177.00	1,359,177.00	1,359,177.00	1,329,507.88
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security – Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs	72,110.60	72,110.60	72,110.60	72,110.60
26	Amount of line 21 Related to Energy Conservation Measures	448,161.19	448,161.19	448,161.19	448,161.19

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PMHA Wide	Director of Modernization - training	1408	Lot	2,000.00	2,000.00	2,000.00	2,000.00	
	Director of Modernization – travel	1410	Lot	1,000.00	1,000.00	1,000.00	1,000.00	
	<b>Salaries</b>							
	Executive Director	1410	20%	16,278.00	16,278.00	16,278.00	16,278.00	
	Director of Modernization	1410	95%	45,510.00	45,510.00	45,510.00	45,510.00	
	Director of Maintenance	1410	5%	6,587.00	6,587.00	6,587.00	6,587.00	
	Director of Finance	1410	20%	13,074.00	13,074.00	13,074.00	13,074.00	
	Office Manager	1410	5%	6,587.00	6,587.00	6,587.00	6,587.00	
	Finance Assistant	1410	20%	11,003.00	11,003.00	11,003.00	11,003.00	
	Administrative Secretary	1410	5%	5,826.00	5,826.00	5,826.00	5,826.00	
	Information Receptionist	1410	15%	7,573.00	7,573.00	7,573.00	7,573.00	
	<b>Total</b>			112,438.00	112,438.00	112,438.00	112,438.00	Complete
	<b>Benefits</b>							
	Executive Director	1410	20%	3,769.89	3,769.89	3,769.89	3,769.89	
	Director of Modernization	1410	95%	13,066.62	13,066.62	13,066.62	13,066.62	
	Director of Maintenance	1410	5%	550.14	550.14	550.14	550.14	
	Director of Finance	1410	20%	2,750.70	2,750.70	2,750.70	2,750.70	
	Office Manager	1410	5%	550.14	550.14	550.14	550.14	
	Finance Assistant	1410	20%	2,092.44	2,092.44	2,092.44	2,092.44	
	Administrative Secretary	1410	5%	523.11	523.11	523.11	523.11	
	Information Receptionist	1410	15%	482.09	482.09	482.09	482.09	
	<b>Total</b>			23,785.13	23,785.13	23,785.13	23,785.13	Complete
PMHA Wide	A&E Fees & Cost	1430	Lot	70,394.74	70,394.74	70,394.74	70,394.74	Complete

# Annual Statement/Performance and Evaluation Report

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

### Part II: Supporting Pages

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	E.P.C. (Fungible FY 2004)	1460	Lot	448,161.19	448,161.19	448,161.19	448,161.19	Complete
	Director of Modernization computer	1475	Lot	1,200.00	1,938.69	1,938.69	1,938.69	Complete
	Relocation costs	1495	Lot	1,000.00	618.80	618.80	618.80	Complete
	Contingency	1502	Lot	0.00	0.00	0.00	0.00	Complete
Wayne Hills 10-1	Playground	1450	1	18,276.23	18,276.23	18,276.23	18,276.23	Complete
	Lighting (Fungible FY 2004)	1460	Lot	125,270.37	125,270.37	125,270.37	125,270.37	Complete
	Security Cameras ½ development (Fungible FFY 2004 [2003 PHA Plan])		Lot	72,110.60	72,110.60	72,110.60	72,110.60	Complete
Farley Square 10-2	Lighting (Fungible FY 2004)	1460	Lot	87,615.00	87,615.00	87,615.00	87,615.00	Complete
Alexandria House 10-3	Replace exterior doors	1460	Lot	0.00	0.00	0.00	0.00	to 502-503
	Replace storm doors	1460	Lot	0.00	0.00	0.00	0.00	to 502-503
	Lighting (Fungible FY 2004)	1460	Lot	92,119.25	92,119.25	92,119.25	92,119.25	Complete
Hudson House 10-4	Remaining balance-emerg. generator	1450	Lot	15,430.00	15,430.00	15,430.00	15,430.00	Complete
	Lighting (Fungible FY 2004)	1460	Lot	22,058.00	22,058.00	22,058.00	22,058.00	Complete
Cliffside House 10-5	Lighting (Fungible FY 2004)	1460	Lot	12,410.00	12,410.00	12,410.00	12,410.00	Complete
Miller Manor 10-6A	Lighting (Fungible FY 2004)	1460	Lot	100,999.50	100,999.50	100,999.50	100,999.50	Complete
Lett Terrace 10-6B	Lighting (Fungible FFY 2004)	1460	Lot	100,999.50	100,999.50	100,999.50	100,999.50	Complete
Portsmouth Homes 10-9	Replace kitchens (Fungible FY 2005)	1460	10	0.00	0.00	0.00	0.00	Complete
	Modernize 4 houses (Fungible FY 2004)	1460	4	51,552.00	51,552.00	51,552.00	51,552.00	Complete

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Townhouses I 10-7	A/C furnaces (Fungible FY 2008)	1460	32	0.00	88,493.83	88,493.83	58,824.71	Complete

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program No: 501 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
OH10-1	07/01/05	09/16/05	09/15/05	07/01/07	09/16/07	12/31/05	Complete	
OH10-2	07/01/05	09/16/05	12/31/05	07/01/07	09/16/07	12/31/04	Complete	
OH10-3	07/01/05	09/16/05	09/15/05	07/01/05	07/01/07	12/31/05	Complete	
OH10-4	07/01/05	09/16/05	12/31/04	07/01/07	09/16/07	12/31/04	Complete	
OH10-5	07/01/05	09/16/05	12/31/04	07/01/07	09/16/07	12/31/04	Complete	
OH10-6A	07/01/05	09/16/05	12/31/04	07/01/07	09/16/07	12/31/04	Complete	
OH10-6B	07/01/05	09/16/05	12/31/04	07/01/07	09/16/07	12/31/04	Complete	
OH10-7	N/A	09/16/05	09/16/05	N/A	09/16/07	07/31/07	Complete	
OH10-8	07/01/05	09/16/05	12/31/04	07/01/07	09/16/07	12/31/04	Complete	
OH10-9	N/A	09/16/05	09/15/05	N/A	09/16/07	12/31/06	Complete	
PMHA Wide	07/01/05	09/16/05	09/15/05	07/01/07	09/16/07	07/31/07	Complete	

<b>Annual Statement/Performance and Evaluation Report</b>		
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>		
PHA Name: Portsmouth Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: 502 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )		
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/2007 <input type="checkbox"/> Final Performance and Evaluation Report		

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	0.00	0.00	0.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration	0.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	0.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	52,419.65	52,419.65	52,419.65	52,419.65
10	1460 Dwelling Structures	218,459.35	218,459.35	218,459.35	218,459.35
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	270,879.00	270,879.00	270,879.00	270,879.00
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security – Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs	52,419.65	52,419.65	52,419.65	52,419.65
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

<b>Annual Statement/Performance and Evaluation Report</b>						
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>						
<b>Part II: Supporting Pages</b>						
PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 502 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work

				Original	Revised	Funds Obligated	Funds Expended	
Wayne Hills 10-1	Security fencing	1450	Lot	52,419.65	52,419.65	52,419.65	52,419.65	Complete
	Kendall Ave. dumpsters & sidewalks	1450	Lot	0.00	0.00	0.00	0.00	Moved to 2009
Alexandria House 10-3	Door & A/C replacement (Fungible FY 2003 & 2007)	1460	Lot	218,459.35	218,459.35	218,459.35	218,459.35	Complete
	Contingency (moved \$6,519.65 to security fencing #1450 – this page)	1502	Lot	0.00	0.00	0.00	0.00	Complete
	Contingency (moved \$14,480.35 to door replacement #1460 – this page)							

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program No: 502 Replacement Housing Factor No:			Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
OH10-1	09/16/2005	02/12/2006	06/16/2004	09/16/2007	02/12/2008	01/05/2005	Complete
OH10-3	N/A	02/12/2006	11/01/2005	N/A	02/12/2008	12/31/2006	Complete



Original Annual Statement
  Reserve for Disasters/ Emergencies
  Revised Annual Statement (revision no: )

Performance and Evaluation Report for Period Ending: 12/2007
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	157,407.00	157,407.00	157,407.00	157,407.00
3	1408 Management Improvements	2,000.00	2,000.00	2,000.00	2,000.00
4	1410 Administration	98,741.00	98,741.00	98,741.00	80,247.81
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	24,078.96	24,078.96	24,078.96	24,078.96
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	1,291,847.04	1,291,847.04	1,291,847.04	1,265,973.16
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,574,074.00	1,574,074.00	1,574,074.00	1,529,706.93
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security – Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PMHA Wide	Operations	1406	Lot	157,407.00	157,407.00	157,407.00	157,407.00	
	Director of Modernization - training	1408	Lot	2,000.00	2,000.00	2,000.00	2,000.00	
	Director of Modernization - travel	1410	Lot	4,000.00	4,000.00	4,000.00	468.36	
	<b>Salaries</b>							
	Executive Director	1410	20%	12,210.00	12,210.00	21,210.00	21,210.00	
	Director of Modernization	1410	95%	42,318.00	42,318.00	42,318.00	42,318.00	
	Director of Maintenance	1410	5%	2,228.00	2,228.00	2,228.00	867.45	
	Director of Finance	1410	20%	8,910.00	8,910.00	8,910.00	0.00	
	Office Manager	1410	5%	2,228.00	2,228.00	2,228.00	0.00	
	Finance Assistant	1410	20%	6,776.00	6,776.00	6,776.00	0.00	
	Administrative Secretary	1410	5%	1,444.00	1,444.00	1,444.00	0.00	
	Information Receptionist	1410	15%	3,243.00	3,243.00	3,243.00	0.00	
	<b>Total</b>			79,357.00	79,357.00	79,357.00	64,395.45	
	<b>Benefits</b>							
	Executive Director	1410	20%	2,442.00	2,442.00	2,442.00	2,442.00	
	Director of Modernization	1410	95%	8,465.00	8,465.00	8,465.00	8,465.00	
	Director of Maintenance	1410	5%	356.00	356.00	356.00	356.00	
	Director of Finance	1410	20%	1,782.00	1,782.00	1,782.00	1,782.00	
	Office Manager	1410	5%	356.00	356.00	356.00	356.00	
	Finance Assistant	1410	20%	1,356.00	1,356.00	1,356.00	1,356.00	
	Administrative Secretary	1410	5%	339.00	339.00	339.00	339.00	
	Information Receptionist	1410	15%	288.00	288.00	288.00	288.00	
	<b>Total</b>			15,384.00	15,384.00	15,384.00	15,384.00	
PMHA Wide	Fees and costs	1430	Lot	24,078.96	24,078.96	24,078.96	24,078.96	
	Relocation costs	1495	Lot	0.00	0.00	0.00	0.00	
	Contingency	1502	Lot	0.00	0.00	0.00	0.00	

# Annual Statement/Performance and Evaluation Report

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

### Part II: Supporting Pages

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Wayne Hills 10-1	Security fencing	1450	Lot	0.00	0.00	0.00	0.00	Moved 2007
	Replace sewer line risers	1460	Lot	94,030.49	86,330.49	86,330.49	68,156.61	In progress
	Security cameras ½ development	1460	Lot	0.00	0.00	0.00	0.00	Moved 2007
	Replace exhaust fan in bath	1460	11	0.00	5,500.00	5,500.00	0.00	
	Replace radiator valve 2 <sup>nd</sup> floor	1460	11	0.00	2,200.00	2,200.00	0.00	
Alexandria House 10-3	Door & A/C replacement (Part of contract in 502 – 2003 and fungible FY 2003 & FY 2007)	1460	86 Apt.	109,308.65	118,727.55	118,727.55	118,727.55	Complete
Miller Manor 10-6A	Replace windows	1460	Lot	300,000.00	314,625.00	314,625.00	314,625.00	Complete
Ports. Homes 10-9	Bal. of contract 1529 Linden (2003)	1460	Lot	1,106.00	1,106.00	1,106.00	1,106.00	Complete
Wayne Hills 10-1	Replace floor tile & baseboards 1 <sup>st</sup> floor (fungible FY 2007)	1460	Lot	0.00	4,425.00	4,425.00	4,425.00	Complete
	Replace windows (fungible 2006)	1460	7 bldg.	260,553.00	260,553.00	260,553.00	260,553.00	Complete
	Replace windows (fungible 2006)	1460	3 bldg.	127,129.00	127,129.00	127,129.00	127,129.00	Complete
	Replace windows including admin. building (fungible 2007)	1460	7 bldg.	268,582.96	268,582.96	268,582.96	268,582.96	Complete
Wayne Hills	Replace windows (fungible 2005)	1460	1 bldg.	0.00	60,610.04	60,610.04	60,610.04	Complete
	Lighting (fungible 2004 & 2005)	1460	Lot	0.00	1,680.00	1,680.00	1,680.00	Complete
Hudson House 10-4 & Cliffside House 10-5	Draperies (fungible 2010)	1460	Lot	0.00	40,378.00	40,378.00	40,378.00	Complete



Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
OH10-1	09/30/06	09/13/06	09/13/06	09/30/08	09/13/08		
OH10-3	09/30/06	09/13/06	09/13/06	09/30/08	09/13/08	12/31/06	Complete
OH10-4	09/30/06	09/13/06	09/13/06	09/30/08	09/13/08		
OH10-5	09/30/06	09/13/06	09/13/06	09/30/06	09/13/08		
OH10-6A	09/30/06	09/13/06	09/13/06	09/30/08	19/13/08	12/31/06	Complete
OH10-7	09/30/06	09/13/06	09/13/06	09/30/06	09/13/08	12/31/06	Complete
OH10-9	09/30/06	09/13/06	09/13/06	09/30/08	09/13/08	12/31/06	Complete
PMHA Wide	09/30/06	09/13/06	09/13/06	09/30/08	09/13/08		

<b>Annual Statement/Performance and Evaluation Report</b>			
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>			
PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:	
		Federal FY of Grant: 2005	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )			
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/2007 <input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost	Total Actual Cost

		<b>Original</b>	<b>Revised</b>	<b>Obligated</b>	<b>Expended</b>
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	148,630.00	148,630.00	148,630.00	148,630.00
3	1408 Management Improvements	2,000.00	290,510.80	290,510.80	2,000.00
4	1410 Administration	101,581.00	101,581.00	101,581.00	16,206.04
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	50,000.00	56,397.49	56,397.49	49,433.12
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	91,800.00	0.00	0.00	0.00
10	1460 Dwelling Structures	983,595.00	779,543.42	779,543.42	749,231.48
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	37,000.00	37,000.00	37,000.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	0.00	70,000.00	70,000.00	57,345.92
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	3,000.00	2,643.29	2,643.29	2,643.29
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	105,700.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,486,306.00	1,486,306.00	1,486,306.00	1,062,489.85
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security – Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

## Annual Statement/Performance and Evaluation Report

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

#### Part II: Supporting Pages

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work

				Original	Revised	Funds Obligated	Funds Expended	
PMHA Wide	Operations	1406	Lot	135,917.00	148,630.00	148,630.00	148,630.00	
	Director of Modernization - training	1408	Lot	2,000.00	2,000.00	2,000.00	2,000.00	Complete
	Director of Modernization - travel	1410	Lot	4,000.00	4,000.00	4,000.00	0.00	
	<b>Salaries</b>							
	Executive Director	1410	20%	12,576.00	12,844.00	12,844.00	0.00	
	Director of Modernization	1410	95%	43,318.00	43,318.00	4,318.00	0.00	
	Director of Maintenance	1410	5%	2,295.00	2,295.00	2,295.00	0.00	
	Director of Finance	1410	20%	9,177.00	9,177.00	9,177.00	0.00	
	Office Manager	1410	5%	2,295.00	2,295.00	2,295.00	0.00	
	Finance Assistant	1410	20%	6,980.00	6,980.00	6,980.00	0.00	
	Administrative Secretary	1410	5%	1,487.00	1,487.00	1,487.00	0.00	
	Information Receptionist	1410	15%	3,340.00	3,340.00	3,340.00	0.00	
	<b>Total</b>			81,468.00	81,736.00	81,736.00	0.00	
	<b>Benefits</b>							
	Executive Director	1410	20%	2,215.00	2,215.00	2,215.00	2,215.00	
	Director of Modernization	1410	95%	8,719.00	8,719.00	8,719.00	8,719.00	
	Director of Maintenance	1410	5%	367.00	715.00	715.00	715.00	
	Director of Finance	1410	20%	1,835.00	1,835.00	1,835.00	1,835.00	
	Office Manager	1410	5%	367.00	367.00	367.00	367.00	
	Finance Assistant	1410	20%	1,397.00	1,397.00	1,397.00	1,397.00	
	Administrative Secretary	1410	5%	349.00	349.00	349.00	349.00	
	Information Receptionist	1410	15%	248.00	248.00	248.00	248.00	
	<b>Total</b>			15,497.00	15,845.00	15,845.00	15,845.00	Complete
PMHA Wide	Fees and costs	1406	Lot	50,000.00	56,397.49	56,397.49	49,433.12	
	Refrigerators & PTAC Units	1465	Lot	0.00	37,000.00	37,000.00	37,000.00	Complete
	Computers (fungible 2006)	1475	Lot	0.00	70,000.00	70,000.00	57,345.92	
	Relocation Costs	1495	Lot	1,000.00	2,643.00	2,643.29	2,643.29	
	Contingency	1502	Lot	108,700.00	0.00	0.00	0.00	
Wayne Hills 10-1	Replace windows	1460	5 bldgs.	0.00	0.00	0.00	0.00	Moved 2004
	Replace windows (fungible 2006)	1460	7 bldgs.	0.00	0.00	0.00	0.00	Moved 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: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 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	
	Replace roofing (fungible 2006)	1460	Lot	0.00	0.00	0.00	0.00	Moved 2006
	Security cameras ½ dev. (fungible 2004)	1460	Lot	100,000.00	0.00	0.00	0.00	Moved 2006
	Security fencing (fungible 2004)	1450	Lot	91,000.00	0.00	0.00	0.00	Moved 2006
	Replace sanitary line (fungible 2004)	1460	Lot	0.00	142,218.81	142,218.81	142,218.81	Complete
	Replace floor tile & baseboard (fungible 2007 & 2008)	1460	Lot	0.00	30,000.00	30,000.00	30,000.00	Complete
	Replace radiator valves (fungible 2004)	1460	Lot	0.00	5,000.00	5,000.00	5,000.00	Complete
	Replace bath exh. fan (fungible 2007)	1460	Lot	0.00	3,000.00	3,000.00	3,000.00	Complete
	Replace bath floor tile (fungible 2007)	1460	Lot	0.00	3,000.00	3,000.00	3,000.00	Complete
	Replace kitchens (fungible 2009)	1460	Lot	0.00	40,000.00	40,000.00	9,688.06	Complete
Farley Square 10-2	Replace windows (fungible 2006 & 08)	1460	Lot	544,150.00	306,865.00	306,865.00	306,865.00	Complete
	Replace bathroom exhaust fans (fungible 07)	1460	Lot	0.00	12,833.00	0.00	0.00	
Alexandria House 10-3	Convert fish pond to fountain	1460	Lot	4,500.00	4,714.44	4,714.44	4,714.44	Complete
	New door locks (fungible 2004)	1460	Lot	0.00	3,520.00	3,520.00	3,520.00	Complete
Townhouses I 10-7	Replace furnace & A/C (fungible 2006)	1460	Lot	214,897.00	49,036.17	49,036.17	49,036.17	
	Replace windows (fungible 2008)	1460	Lot	210,306.00	124,740.00	124,740.00	124,740.00	Complete
Townhouses II 10-8	Replace windows (fungible 2008)	1460	Lot	88,328.00	52,395.00	52,395.00	52,395.00	Complete
Ports. Homes 10-9	Replace furnace & add A/C (fungible 2005)	1460	Lot	7,215.00	7,054.00	7,054.00	7,054.00	Moved 2006 \$100,000
	Replace kitchens (fungible 2005)	1460	Lot	55,000.00	4,800.00	4,800.00	4,800.00	Move 2006
	Replace windows (fungible 2005)	1460	Lot	360,000.00	3,200.00	3,200.00	3,200.00	Move 2006

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

PHA Name: Portsmouth Metropolitan Housing Authority	<b>Grant Type and Number</b> Capital Fund Program No: 501 Replacement Housing Factor No:	<b>Federal FY of Grant:</b> 2005
--	--	-------------------------------------

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
OH10-1	09/13/07	09/13/07	09/13/07	09/13/09	09/13/09	09/13/09	
OH10-2	N/A	09/13/07	09/13/07	N/A	09/13/09	12/31/07	
OH10-3	09/13/07	09/13/07	09/13/07	09/13/09	09/13/09	09/13/09	
OH10-7	N/A	09/13/07	09/13/07	N/A	09/13/09	12/31/07	
OH10-8	N/A	09/13/07	09/13/07	N/A	09/13/09	12/31/07	
OH10-9	09/13/07	09/13/07	09/13/07	09/13/09	09/13/09	12/31/07	
PMHA Wide	09/13/07	09/13/07	09/13/07	09/13/09	09/13/09	09/13/09	

## Annual Statement/Performance and Evaluation Report

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

#### Part III: Implementation Schedule

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program No: 501 Replacement Housing Factor No:				Federal FY of Grant: 2005	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	

## Annual Statement/Performance and Evaluation Report

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/2007 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds	0.00	0.00	0.00	0.00	
2	1406 Operations	134,561.00	134,561.00	134,561.00	134,561.00	
3	1408 Management Improvements	2,000.00	41,755.00	41,755.00	344.79	
4	1410 Administration	123,258.00	123,258.00	123,258.00	0.00	
5	1411 Audit	0.00	0.00	0.00	0.00	

## Annual Statement/Performance and Evaluation Report

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:		Federal FY of Grant:  2006	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/2007 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	32,746.00	37,897.67	37,580.53	6,126.21
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	957,050.00	978,460.51	596,403.80	60,756.14
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	95,000.00	28,682.82	28,682.82	28,682.82
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	1,000.00	1,000.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,345,615.00	1,345,615.00	962,241.15	230,470.96
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	20,000.00	123,348.00	0.00	0.00
24	Amount of line 21 Related to Security – Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs	360,000.00	360,000.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

## Annual Statement/Performance and Evaluation Report

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

#### Part II: Supporting Pages

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:		Federal FY of Grant:  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	
PMHA Wide	Operations	1406	Lot	134,561.00	134,561.00	134,561.00	134,561.00	
	Director of Modernization - training	1408	Lot	2,000.00	2,000.00	2,000.00	344.79	
	Security background checks	1408	Lot	2,000.00	39,755.00	39,755.00	0.00	
	Director of Modernization - travel	1410	Lot	4,000.00	4,000.00	4,000.00	0.00	
	<b>Salaries</b>							
	Executive Director/Director of Mod.	1410	80%	58,000.00	58,000.00	58,000.00	0.00	
	Director of Maintenance	1410	20%	9,300.00	9,300.00	9,300.00	0.00	
	Director of Finance	1410	20%	9,300.00	9,300.00	9,300.00	0.00	
	Office Manager	1410	5%	2,300.00	2,300.00	2,300.00	0.00	
	Inventory/Procurement Specialist	1410	30%	11,000.00	11,000.00	11,000.00	0.00	
	Administrative Secretary	1410	10%	3,000.00	3,000.00	3,000.00	0.00	
	Information Receptionist	1410	15%	3,340.00	3,340.00	3,340.00	0.00	
	<b>Total</b>			96,240.00	96,240.00	96,240.00	0.00	
	<b>Benefits</b>							
	Executive Director/Director of Mod.	1410	80%	11,600.00	11,600.00	11,600.00	0.00	
	Director of Maintenance	1410	20%	3,780.00	3,780.00	3,780.00	0.00	
	Director of Finance	1410	20%	3,780.00	3,780.00	3,780.00	0.00	
	Office Manager	1410	5%	464.00	464.00	464.00	0.00	
	Inventory/Procurement Specialist	1410	30%	2,040.00	2,040.00	2,040.00	0.00	
	Administrative Secretary	1410	10%	554.00	554.00	554.00	0.00	
	Information Receptionist	1410	15%	800.00	800.00	800.00	0.00	
	<b>Total</b>			23,018.00	23,018.00	23,018.00	0.00	
PMHA Wide	Fees and costs	1430	Lot	32,746.00	37,897.67	37,897.67	6,443.35	
	Vehicle Director of Modernization	1475	1	25,000.00	28,332.77	28,332.77	28,332.77	Complete
PMHA Wide	Computers	1475	Lot	350.05	350.05	350.05	350.05	Moved bal. to 2005
	Relocation costs	1495	Lot	1,000.00	1,000.00	0.00	0.00	
	Contingency	1502	Lot	0.00	0.00	0.00	0.00	
Wayne Hills 10-1	Convert 4 apt. to fully H/C accessible	1460	4	103,848.00	0.00	0.00	0.00	Moved 2007

# Annual Statement/Performance and Evaluation Report

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

### Part II: Supporting Pages

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:				Federal FY of Grant: 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	
	Replace roofs	1460	Lot	173,202.00	0.00	0.00	0.00	Moved 2007
	Replace laundromat roof (fungible 2008)	1460	1	0.00	29,166.00	29,166.00	0.00	
	Security cameras	1460	Lot	0.00	96,315.00	0.00	0.00	
	Sanitary, kitchens, flooring	1460	Lot	0.00	100,452.66	100,452.66	0.00	
Farley Square 10-2	Replace sanitary lines	1460	Lot	266,317.18	0.00	0.00	0.00	Moved 2007
	Replace kitchens	1460	Lot	0.00	4,796.93	4,796.93	4,796.93	
	Sanitary lines	1460	Lot	9,132.05	9,132.05	9,132.05	9,132.05	
Alexandria House 10-3	Upgrade elevator	1460	Lot	0.00	242,000.00	242,000.00	15,300.00	
Hudson House 10-4	Upgrade elevator (fungible 2010)	1460	Lot	0.00	200,000.00	0.00	0.00	
Cliffside House 10-5	Upgrade elevator (fungible 2011)	1460	Lot	0.00	53,741.71	0.00	0.00	
	Replace closet doors (fungible 2009)	1460	Lot	0.00	32,000.00	0.00	0.00	
	Roof replacement (fungible 2004)	1460	Lot	0.00	87,499.00	87,499.00	0.00	
Miller Manor 10-6A	Security cameras	1460	Lot	180,000.00	180,000.00	0.00	0.00	Moved 2007
Lett Terrace 10-6B	Security cameras	1460	Lot	180,000.00	180,000.00	0.00	0.00	Moved 2007
Townhouses I 10-7	Upgrade ADA fixtures 1505 Kinney & 1037-A 15 <sup>th</sup> Street	1460	Lot	20,000.00	4,500.00	4,500.00	4,500.00	Moved 15,500 2007
Portsmouth Homes 10-9	Replace furnaces & A/C (fungible 2005)	1460	Lot	100,000.00	3,685.00	3,685.00	3,685.00	Moved 2007/08
	Replace windows (fungible 2005)	1460	Lot	0.00	13,994.16	13,994.16	13,994.16	Complete
	Replace furnace & A/C (fungible 2005)	1460	Lot	0.00	3,548.00	3,548.00	3,548.00	Complete
	Replace kitchens (fungible 2005)	1460	Lot	0.00	5,800.00	5,800.00	5,800.00	Complete

**Annual Statement/Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 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	
Miller Homes 10-14A	Replace windows (fungible 2011)	1460	Lot	0.00	47,514.00	0.00	0.00	
Lett Homes 10-14B	Replace windows (fungible 2011)	1460	Lot	0.00	44,346.00	0.00	0.00	

**Annual Statement/Performance and Evaluation Report**

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

**Part III: Implementation Schedule**

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program No: 501 Replacement Housing Factor No:				Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
OH10-1	09/13/08	09/13/08		09/13/10	09/13/10			

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program No: 501 Replacement Housing Factor No:				Federal FY of Grant: 2006	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
OH10-2	09/13/08	09/13/08		09/13/10	09/13/10		
OH10-6A	09/13/08	09/13/08		09/13/10	09/13/10		
OH10-6B	09/13/08	09/13/08		09/13/10	09/13/10		
OH10-7	09/13/08	09/13/08		09/13/10	09/13/10		
OH10-9	N/A	09/13/08		N/A	09/13/10		
PMHA Wide	09/13/08	09/13/08		09/13/10	09/13/10		

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

<b>PHA Name:</b> Portsmouth Metropolitan Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2007
---	--	-------------------------------------

Original Annual Statement  
 Reserve for Disasters/ Emergencies  
 Revised Annual Statement (revision no:    )  
 Performance and Evaluation Report for Period Ending: 12/2007  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	135,917.00	136,297.00	136,297.00	0.00
3	1408 Management Improvements	135,917.00	139,335.00	139,335.00	0.00
4	1410 Administration	123,258.00	123,258.00	123,258.00	0.00
5	1411 Audit	0.00	.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	50,000.00	50,000.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	704,385.00	813,085.00	0.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	100,000.00	100,000.00	0.00	0.00
13	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	1,000.00	1,000.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	108,700.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,359,177.00	1,362,975.00	398,890.00	0.00
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security – Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs	75,000.00	435,000.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:				Federal FY of Grant: 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	
PMHA Wide	Operations	1406	Lot	135,917.00	136,297.00	136,297.00	0.00	
	Security at devel. & resident screening	1408	Lot	133,917.00	137,395.00	137,395.00	0.00	
	Director of Modernization - training	1408	Lot	2,000.00	2,000.00	2,000.00	0.00	
	Director of Modernization - travel	1410	Lot	4,000.00	4,000.00	4,000.00	0.00	
	<b>Salaries</b>							
	Executive Director/Director of Mod.	1410	80%	58,000.00	58,000.00	58,000.00	0.00	
	Director of Maintenance	1410	20%	9,300.00	9,300.00	9,300.00	0.00	
	Director of Finance	1410	20%	9,300.00	9,300.00	9,300.00	0.00	
	Office Manager	1410	5%	2,300.00	2,300.00	2,300.00	0.00	
	Inventory/Procurement Specialist	1410	30%	11,000.00	11,000.00	11,000.00	0.00	
	Administrative Secretary	1410	10%	3,000.00	3,000.00	3,000.00	0.00	
	Information Receptionist	1410	15%	3,340.00	3,340.00	3,340.00	0.00	
	<b>Total</b>			96,240.00	96,240.00	96,240.00	0.00	
	<b>Benefits</b>							
	Executive Director/Director of Mod.	1410	80%	11,600.00	11,600.00	11,600.00	0.00	
	Director of Maintenance	1410	20%	3,780.00	3,780.00	3,780.00	0.00	
	Director of Finance	1410	20%	3,780.00	3,780.00	3,780.00	0.00	
	Office Manager	1410	5%	464.00	464.00	464.00	0.00	
	Inventory/Procurement Specialist	1410	30%	2,040.00	2,040.00	2,040.00	0.00	
	Administrative Secretary	1410	10%	554.00	554.00	554.00	0.00	
	Information Receptionist	1410	15%	800.00	800.00	800.00	0.00	
	<b>Total</b>			23,018.00	23,018.00	23,018.00	0.00	
	Fees and costs	1430	Lot	50,000.00	50,000.00	50,000.00	0.00	
PMHA Wide	Relocation costs	1495	Lot	1,000.00	1,000.00	0.00	0.00	
	Contingency	1502	Lot	108,700.00	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 II: Supporting Pages

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:				Federal FY of Grant: 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	
Wayne Hills 10-1	Emerg. generator community bldg. (fungible 2008)	1470	1	25,000.00	25,000.00	0.00	0.00	
	Replace kitchens (fungible 2009)	1460	Lot	330,751.00	258,737.00	0.00	0.00	
	Convert 4 apt. to full handicap access.	1460	4	0.00	103,848.00	0.00	0.00	
Farley Square 10-2	Emerg. Generator community bldg. (fungible 2008)	1470	1	25,000.00	25,000.00	0.00	0.00	
Alexandria House 10-3	Security cameras (fungible 2008)	1460	Lot	25,000.00	25,000.00	0.00	0.00	
Hudson House 10-4	Security cameras (fungible 2008)	1460	Lot	25,000.00	25,000.00	0.00	0.00	
Cliffside House 10-5	Security cameras (fungible 2008)	1460	Lot	25,000.00	25,000.00	0.00	0.00	
Miller Manor 10-6A	Emerg. generator community bldg. (fungible 2008)	1470	1	25,000.00	25,000.00	0.00	0.00	
	Security cameras	1460	Lot	0.00	180,000.00	0.00	0.00	
Lett Terrace 10-6B	Emerg. generator community bldg. (fungible 2008)	1470	1	25,000.00	25,000.00	0.00	0.00	
	Security cameras	1460	Lot	0.00	180,000.00	0.00	0.00	
Townhouse I 10-7	Repl. windows & doors (fungible 2008)	1460	Lot	0.00	0.00	0.00	0.00	Moved 2005
	ADA 1505 Kinney & 15 <sup>th</sup> St.			0.00				Fungible 2005
Townhouses II 10-8	Repl. windows & doors (fungible 2008)	1460	Lot	0.00	0.00	0.00	0.00	Moved 2005

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program No: 501 Replacement Housing Factor No:				Federal FY of Grant: 2007	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
OH10-1	09/13/09	09/13/09		09/13/11	09/13/11		
OH10-2	09/13/09	09/13/09		09/13/11	09/13/11		
OH10-3	09/13/09	09/13/09		09/13/11	09/13/11		
OH10-4	09/13/09	09/13/09		09/13/11	09/13/11		
OH10-5	09/13/09	09/13/09		09/13/11	09/13/11		
OH10-6A	09/13/09	09/13/09		09/13/11	09/13/11		
OH10-6B	09/13/09	09/13/09		09/13/11	09/13/11		
OH10-7	09/13/09	09/13/09		09/13/11	09/13/11		
OH10-9	09/13/09	09/13/09		09/13/11	09/13/11		
PMHA Wide	09/13/09	09/13/09		09/13/11	09/13/11		

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

<b>PHA Name:</b> Portsmouth Metropolitan Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2008
---	--	-------------------------------------

**Original Annual Statement**  **Reserve for Disasters/ Emergencies**  **Revised Annual Statement (revision no: )**  
 **Performance and Evaluation Report for Period Ending:**  **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	135,917.00	0.00	0.00	0.00
3	1408 Management Improvements	135,917.00	0.00	0.00	0.00
4	1410 Administration	123,258.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	50,000.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	704,385.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	100,000.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	1,000.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	108,700.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,359,177.00	0.00	0.00	0.00
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security – Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs	75,000.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

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

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PMHA Wide	Operations	1406	Lot	135,917.00	0.00	0.00	0.00	
	Security at devel. & resident screening	1408	Lot	133,917.00	0.00	0.00	0.00	
	Director of Modernization - training	1408	Lot	2,000.00	2,000.00	0.00	0.00	
	Director of Modernization - travel	1410	Lot	4,000.00	4,000.00	0.00	0.00	
	<b>Salaries</b>							
	Executive Director/Director of Mod.	1410	80%	58,000.00	0.00	0.00	0.00	
	Director of Maintenance	1410	20%	9,300.00	0.00	0.00	0.00	
	Director of Finance	1410	20%	9,300.00	0.00	0.00	0.00	
	Office Manager	1410	5%	2,300.00	0.00	0.00	0.00	
	Inventory/Procurement Specialist	1410	30%	11,000.00	0.00	0.00	0.00	
	Administrative Secretary	1410	10%	3,000.00	0.00	0.00	0.00	
	Information Receptionist	1410	15%	3,340.00	0.00	0.00	0.00	
	<b>Total</b>			96,240.00	0.00	0.00	0.00	
	<b>Benefits</b>							
	Executive Director/Director of Mod.	1410	80%	11,600.00	0.00	0.00	0.00	
	Director of Maintenance	1410	20%	3,780.00	0.00	0.00	0.00	
	Director of Finance	1410	20%	3,780.00	0.00	0.00	0.00	
	Office Manager	1410	5%	464.00	0.00	0.00	0.00	
	Inventory/Procurement Specialist	1410	30%	2,040.00	0.00	0.00	0.00	
	Administrative Secretary	1410	10%	554.00	0.00	0.00	0.00	
	Information Receptionist	1410	15%	800.00	0.00	0.00	0.00	
	<b>Total</b>			23,018.00	0.00	0.00	0.00	
	Fees and costs	1430	Lot	50,000.00	0.00	0.00	0.00	
PMHA Wide	Relocation costs	1495	Lot	1,000.00	1,000.00	0.00	0.00	
	Contingency	1502	Lot	108,700.00	0.00	0.00	0.00	
Wayne Hills 10-1	Bath & bedroom doors	1460	Lot	110,000.00	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 II: Supporting Pages

PHA Name: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008			
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	
	New sidewalks	1460	Lot	6,000.00	0.00	0.00	0.00	
Farley Square 10-2	Replace kitchens	1460	Lot	151,000.00	0.00	0.00	0.00	
	Bath & bedroom doors	1460	Lot	106,371.00	0.00	0.00	0.00	
Alexandria House 10-3	Security gates	1460	Lot	10,000.00	0.00	0.00	0.00	
	Replace intercom system	1460	Lot	10,000.00	0.00	0.00	0.00	
	Upgrade patio	1460	Lot	30,000.00	0.00	0.00	0.00	
	Replace fire alarm/nurse call system	1460	Lot	134,402.00	0.00	0.00	0.00	
Hudson House 10-4	Replace intercom system	1460	Lot	10,000.00	0.00	0.00	0.00	
	Upgrade patio	1460	Lot	30,000.00	0.00	0.00	0.00	
Cliffside House 10-5	Replace intercom system	1460	Lot	10,000.00	0.00	0.00	0.00	
	Upgrade patio	1460	Lot	30,000.00	0.00	0.00	0.00	
Miller Manor 10-6A	Playground	1460	1	47,806.00	0.00	0.00	0.00	
Lett Terrace 10-6B	Playground	1460	1	47,806.00	0.00	0.00	0.00	
Townhouse I 10-7	Replace doors	1460	Lot	50,000.00	0.00	0.00	0.00	
Townhouses II 10-8	Replace doors	1460	Lot	21,000.00	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: Portsmouth Metropolitan Housing Authority		Grant Type and Number Capital Fund Program No: 501 Replacement Housing Factor No:				Federal FY of Grant: 2008	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
OH10-1	09/13/10			09/13/12			
OH10-2	09/13/10			09/13/12			
OH10-3	09/13/10			09/13/12			
OH10-4	09/13/10			09/13/12			
OH10-5	09/13/10			09/13/12			
OH10-6A	09/13/10			09/13/12			
OH10-6B	09/13/10			09/13/12			
OH10-7	09/13/10			09/13/12			
OH10-8	09/13/10			09/13/12			
PMHA Wide	09/13/10			09/13/12			

### Capital Fund Program Five-Year Action Plan

#### Part I: Summary

PHA Name: Portsmouth Metropolitan Housing Authority	<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:
--	---

Development Number/Name/ HA-Wide	Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5
		FFY Grant: PHA FY: 2009	FFY Grant: PHA FY: 2010	FFY Grant: PHA FY: 2011	FFY Grant: PHA FY: 2012
	Annual Statement				
Wayne Hills 10-1		0.00	180,000.00	90,000.00	655,000.00
Farley Square 10-2		260,000.00	15,000.00	180,000.00	188,085.00
Alexandria House 10-3		0.00	70,000.00	0.00	0.00
Hudson House 10-4		350,000.00	230,000.00	145,000.00	0.00
Cliffside House 10-5		42,000.00	0.00	108,643.00	0.00
Miller Manor 10-6A		70,000.00	75,000.00	0.00	0.00
Lett Terrace 10-6B		50,000.00	25,000.00	0.00	0.00
Ports. Townhouses I 10-7		41,695.00	138,085.00	112,700.00	0.00
Ports. Townhouses II 10-8		0.00	50,000.00	70,000.00	0.00
Ports. Homes 10-9		0.00	60,000.00	0.00	0.00
Miller Homes 10-14A		0.00	0.00	60,000.00	0.00
Lett Homes 10-14B		0.00	0.00	56,000.00	0.00
PMHA Wide		545,482.00	516,092.00	536,834.00	516,092.00
CFP Funds Listed for 5- year planning		1,359,177.00	1,359,177.00	1,359,177.00	1,359,177.00
Replacement Housing Factor Funds					



	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>	Townhouses I 10-7	Patio fence & shed doors	41,695.00	Hudson House 10-4	Replace lobby furniture	15,000.00
<b>Annual</b>					Upgrade security office	15,000.00
<b>Statement</b>	PMHA Wide	Operating budget	135,917.00		Upgrade elevator sys & cars	200,000.00
		Mgmt. improvements	135,917.00			
		A&E fee	50,000.00	Miller Manor 10-6A	Property line fence	25,000.00
		Relocation costs	1,000.00		Upgrade sidewalks	25,000.00
		Contingency	108,700.00		Drainage tile/retaining wall 1142 bldg.	25,000.00
		Administration	113,948.00			
				Lett Terrace 10-6B	Upgrade sidewalks	25,000.00
				Townhouses I 10-7	Replace patio fence	63,085.00
					Upgrade trim & handrails	25,000.00
					Replace outdoor lighting	25,000.00
					Replace concrete sidewalks	25,000.00
				Townhouses II 10-8	Roofing	50,000.00
				Portsmouth Homes 10-9	Roofing	60,000.00
				PMHA Wide	Operating budget	135,917.00
					Mgmt. improvements	135,917.00
					Administration	123,258.00
					A&E fees	50,000.00
					Relocation costs	1,000.00
					Contingency	43,000.00
					Non-dwelling equipment	27,000.00
	Total CFP Estimated Cost		587,177.00			1,094,177.00

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

Activities for Year 1	Activities for Year : <u>4</u> FFY Grant: PHA FY: 2011			Activities for Year: <u>5</u> FFY Grant: PHA FY: 2012		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>	Wayne Hills 10-1	Replace shrubs & upgrade landscaping	25,000.00	Wayne Hills 10-1	Foundation vents and crawl space doors	25,000.00
<b>Annual</b>		Replace sidewalks	45,000.00		Tuck point brick & foundation cracks	50,000.00
<b>Statement</b>		5-year paint upgrade	20,000.00		Sheds fence & paint	250,000.00
					Brick 4 cottages, siding & windows	100,000.00
	Farley Square 10-2	Replace curbs & sidewalks	60,000.00		Upgrade steps, add clay tile to entrance	200,000.00
		Replace fencing	100,000.00		Replace sewer line at bldg. 1819 to street	30,000.00
		5-year paint upgrade	20,000.00			
				Farley Square	Sheds fence & paint	125,000.00
	Hudson House 10-4	Fire alarm & nurse call sys	135,000.00		Employee parking	63,085.00
		5-year paint upgrade	10,000.00			
				PMHA Wide	Operating budget	135,917.00
	Cliffside House 10-5	Upgrade elevator system	98,643.00		Mgmt. improvements	135,917.00
		5-year paint upgrade	10,000.00		Administration	123,258.00
					A&E fees	50,000.00
					Relocation costs	1,000.00
					Contingency	43,000.00
					Non-dwelling equipment	27,000.00
	Total CFP Estimated Cost		523,643.00			1,359,177.00



