

# PHA Plans

5 Year Plan for Years 2010 - 2014  
Annual Plan for Year 2010

**Westmoreland County Housing Authority**  
**Greensburg, Pennsylvania**

Michael L. Washowich  
Executive Director

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FFY 2010 Capital Fund Program Annual Statement  
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<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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1.0	<b>PHA Information</b> PHA Name: <u>Westmoreland County Housing Authority</u> PHA Code: <u>PA-18</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>10/2010</u>												
2.0	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>1886</u> Number of HCV units: <u>1929 (includes 125 Mod Rehab. units)</u>												
3.0	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only												
4.0	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)												
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program <table border="1"> <thead> <tr> <th>PH</th> <th>H C V</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> </tr> </tbody> </table>	PH	H C V	PHA 1:		PHA 2:		PHA 3:	
PH	H C V												
PHA 1:													
PHA 2:													
PHA 3:													
5.0	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.												
5.1	<b>Mission.</b> 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 for the next five years: The Westmoreland County Housing Authority is committed to providing, preserving, managing and maintaining quality, affordable housing. We strive to make the best use of all available resources, enabling our residents to live in an environment that is clean, well maintained, safe and attractive. Our goal is to manage our Authority units in a manner that is consistent with good, financially sound property management practices. By taking advantage of available community and government resources, we intend to provide our residents with as many opportunities for economic self-sufficiency as we can identify. We endeavor to instill pride and a desire for an enhanced quality of life for our residents and their families. We are committed to serving Westmoreland County residents with professionalism, courtesy, respect and caring.												

5.2

**Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

- The Housing Authority will attempt to expand the supply of assisted housing by applying for additional Section 8 vouchers based on availability, demand and the Authority's eligibility to apply.
- The Housing Authority will continue efforts to reduce public housing vacancies and maintain an occupancy rate of 95% or greater at all AMPs.
- Special emphasis will be focused on reducing the vacancy rate at selected "non-performing" AMPs by 2%-3% annually.
- The Housing Authority will continue to leverage private and other public funds to create additional housing opportunities by applying for additional Section 8 project based units if they become available. A target of applying for 100 or less new project based units has been established.
- Using various federal and/or state financing programs, the Housing Authority will explore the expansion of assisted housing into communities not currently served or underserved.
- The Housing Authority will undertake a feasibility analysis to determine the development options (public and private) available on its 56 acre site along South Greengate Road. Senior assisted, mixed income, and private housing as well as commercial/retail development will be considered.
- The Housing Authority is currently designated a SEMAP (Section 8) "High Performer" and will continue efforts to maintain a score/rating of 95 or greater.
- The Authority will continue to evaluate and implement management strategies designed to attain/regain the high performer PHAS designation and score of 95 or above.
- The Housing Authority will continue to emphasize timely response to maintenance requests and take actions on tenant concerns and recommendations in an effort to increase customer satisfaction.
- The Housing Authority is committed to improving the quality of assisted public housing by examining all elderly high-rise developments and identifying those buildings and units where conversion from efficiency units to accessible one-bedroom units can economically be undertaken.
- Improvements to the quality of life will be explored in assisted elderly developments by determining the feasibility and desirability of designating certain elderly buildings as "Elderly Only".
- The Housing Authority is committed to offering homeownership opportunities to public housing and Section 8 tenants who are interested and financially capable.
- The Housing Authority will increase assisted housing choices by exploring the voluntary conversion of up to 156 units of scattered site public housing units to Section 8 voucher based assistance.

	<ul style="list-style-type: none"> <li>• The Housing Authority will continue its commitment to increasing the number of employed residents. The Authority promotes self-sufficiency through the Family Self-Sufficiency (FSS) Program and other resident programs. The FSS Coordinator develops training and employment goals with Sec. 8 and Public Housing tenants and provides job search assistance or connects tenants with agencies that provide job search activities. The Authority plans to increase the number of employed tenants by continuing to offer FSS and other resident programs.</li> <li>• In October 2003 the Housing Authority contracted with Accessibility Development Associates, Inc (ADA) to undertake an analysis of all public housing developments and determine the steps that should be taken to bring these developments into compliance with national accessibility standards. Accessibility improvements identified by ADA and approved by HUD began in 2004 and will continue through 2013. The Housing Authority is committing up to 25% of its Annual Capital Fund allocation toward accessibility improvement. Most of the renovation and modernization undertaken by the Housing Authority will continue to involve mobility related improvements.</li> <li>• The Housing Authority is committed to maintaining compliance with the requirements of the Violence Against Women Act of 2005. Toward meeting these requirements the Authority has and will continue to adopt policies and explore activities to guarantee resident victims of domestic violence, dating violence, sexual assault or stalking (1) continued access to the housing opportunities available through the Housing Authority and (2) a living environment that protects the safety of victims of these crimes. In addition the Authority will continue to serve as resource for victims in need of emergency housing and permanent Section 8 housing as a result of actual or threatened abuse.</li> <li>• The Housing Authority will meet the shortened Capital Fund “obligation and expenditure” time frames established for public housing modernization and other improvements funded by the American Recovery and Reinvestment Act of 2009.</li> </ul>
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6.0	<p><b>PHA Plan Update</b></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:  (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>See Attached 6.0</p>
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7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <p>See Attached 7.0</p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>

8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>The Capital Fund Annual Statement and Applicable Performance and Evaluation Reports are Attached.</p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>The Capital Fund Five-Year Action Plan is Attached.</p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b></p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>See Attached 9.0</p>
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9.1	<p><b>Strategy for Addressing Housing Needs.</b> 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. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p>See Attached 9.1</p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>See Attached 10.0</p>

11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>
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## WESTMORELAND COUNTY HOUSING AUTHORITY

### 6.0 PHA PLAN UPDATE

**(a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.**

- 6.0 Eligibility, Selection and Admission Policies.... SNN added, 29<sup>th</sup> Site-Based Waiting List added, Deconcentration and Income mixing analysis undertaken/updated, Financial Resources updated, HCVP discussion updated, Designated Housing for Elderly... updated, Community Service and Self-Sufficiency updated/clarified, Safety and Crime Prevention updated, Civil Rights Certification updated, Fiscal Year Audit updated, Asset Management clarified.
- 7.0 Hope VI, Mixed Financing Modernization or Development... Discussion on Derry Garden Apartments and other items updated  
Demolition..... list updated, Homeownership updated
- 8.1 Capital Fund Program Annual Statement... (new), discussion updated
- 8.2 Capital Fund 5-Year Action Plan (updated)
- 9.0 Housing Needs rewritten and updated to coincide with County 2010-2014 Strategic Plan
- 10.0 Additional Information - Progress in Meeting Mission and Goals (updated)
- Attachment B - List of Resident Advisory Board Members (updated)
- Attachment D –Site Based Waiting Lists (Derry Garden Apartments added and Demographic Characteristics Assessment of Site-Based Waiting list (updated)
- Attachment E – AMP list updated (Derry Garden Apartments added)
- Attachment F – Community Service and Self-Sufficiency Policy (updated)
- Attachment G -Comments of Resident Advisory Board (updated)
- Attachment I. Civil Rights Certification (new)

**(b) Display locations for PHA Plans.**

The PHA Plans (including attachments) are available for public inspection at the Housing Authority Main Administrative Office:

Westmoreland County Housing Authority  
154 South Greengate Road  
Greensburg, PA 15601-6392  
Telephone: 724-832-7248  
Website: [www.wchaonline.com](http://www.wchaonline.com)

Copies of the Plans are also available at each Asset Management Project office.

## PHA Plan Elements (24 CFR 903.7)

### 1. ELIGIBILITY, SELECTION AND ADMISSION POLICIES, INCLUDING DECONCENTRATION AND WAITING LIST PROCEDURES

Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

#### A. PUBLIC HOUSING PROGRAM

##### **PHA Policies that govern resident or tenant eligibility, selection and admission.**

The Housing Authority policies related to eligibility for admission to public housing are contained in the Westmoreland County Housing Authority Admissions and Continued Occupancy Policy (ACOP) – Chapter 3.

- Basic eligibility for public housing is determined by income. HUD sets income limits that determine the eligibility of applicants for HUD's assisted housing programs, including the public housing program. The income limits are published annually and are based on HUD estimates of median family income in a particular area or county, with adjustments for family size.
- Public housing assistance is available only to individuals who are U.S. citizens, U.S. nationals or noncitizens that have eligible immigration status. At least one family member must be a citizen, national, or noncitizen with eligible immigration status in order for the family to qualify for any level of assistance.
- Except as provided by in 24 CFR 5.216 **ALL** applicants and participants for public housing assistance (including each member of the household) are required to disclose his/her assigned SSN. HUD Notice 2010-3 Guidance-Verification of Social Security Numbers (SSNs), Social Security (SS) and Supplemental Security Income (SSI) Benefits will be followed.
- The Housing Authority establishes a waiting list for each of its 29 site based developments.
- The Housing Authority determines eligibility for admission to public housing at the time the applicant reaches the top of the waiting list
- The Housing Authority uses prior criminal and drug related activity, previous behavior, prior rental history, and prior housekeeping record in determining eligibility.
- The Housing Authority obtains criminal records from local law enforcement agencies and accesses FBI records for non-income (screening) purposes to establish eligibility. Applicant information is sent to the Westmoreland County Sheriff's Department for an original national criminal record report. If the applicant has a criminal record, the Authority requires the applicant to be fingerprinted and then obtains an FBI Report. Eligibility for admission is determined following receipt and review of the FBI Report.

## **Admission preferences**

Information dealing with admission preferences are contained in Chapter 4 of the ACOP.

- Families of federally declared disasters who are public housing residents or Section 8 Housing Choice Voucher (HCV) holders in another jurisdiction will receive preference over other waiting list placeholders. New applicants to the public housing program must meet the federally declared disaster preference and be income eligible.
- Elderly applicants (62 or older and/or disabled or handicapped) have preference over near elderly applicants (50 to 62).

## **Unit assignment policies**

Unit assignment policies are contained in Chapters 4 and 5 of the ACOP.

- Families will be selected from the waiting list based on preference. Among applicants with the same preference, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the Housing Authority.
- When selecting applicants from the waiting list the Housing Authority will match the characteristics of the available unit (unit size, accessibility features, unit type) to the applicants on the waiting lists. The Authority will offer the unit to the highest ranking applicant who qualifies for that unit size or type, or that requires the accessibility features.
- By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application or higher preference status.
- Factors such as deconcentration or income mixing and income targeting will also be considered in accordance with HUD requirements and Housing Authority policy.
- Applicants will be given one vacant unit choice before they fall to the bottom of or are removed from the waiting list. This policy is consistent across all site based waiting lists
- The Housing Authority's occupancy standards are as follows:
  - The Housing Authority will assign one bedroom for each two persons within the household, except in the following circumstances:
    - Persons of the opposite sex (other than spouses, and children under age 5) will not be required to share a bedroom.
    - Persons of different generations will not be required to share a bedroom.

Live-in aides will be allocated a separate bedroom. No additional bedrooms will be provided for the live-in aide's family.

Single person families will be allocated a zero or one bedroom.

Foster children will be included in determining unit size.

#### **Procedures for maintaining waiting lists for admission (ACOP Chapter 4)**

- The waiting list will be updated as needed to ensure that all applicants and applicant information is current and timely.
- To update the waiting list, the Housing Authority will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the Authority has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.
- The family's response must be in writing and may be delivered in person or by mail. Responses should be postmarked or received by the Housing Authority not later than 10 business days from the date of the letter.
- If the family fails to respond within 10 business days, the family will be removed from the waiting list without further notice.
- If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.
- If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 10 business days to respond from the date the letter was re-sent. If the family fails to respond within this time frame, the family will be removed from the waiting list without further notice.
- When a family is removed from the waiting list during the update process for failure to respond, no informal hearing will be offered. Such failures to act on the part of the applicant prevent the Housing Authority from making an eligibility determination; therefore no informal hearing is required.
- If a family is removed from the waiting list for failure to respond, the Executive Director may reinstate the family if he determines the lack of a response was due to Authority error, or to circumstances beyond the family's control.

#### **Site based waiting lists**

The Westmoreland County Housing Authority operates 29 site-based waiting lists. Families may be on more than one waiting list simultaneously. Attached to this document is a list of the site-based waiting lists.

**Deconcentration and Income mixing**

The concentration of low-income families into a public housing development(s) is prohibited. The deconcentration of poverty and income mixing is promoted by a policy that brings higher income tenants into lower income developments and lower income tenants into higher income developments. A copy of that Authority’s Deconcentration Plan appears as an attachment to this Plan.

To implement the statutory requirement to deconcentrate poverty and provide for income mixing in covered public housing developments, the Housing Authority as part of the Annual Plan process, and in compliance with 24 CFR 903 Subpart A, undertakes a required multi-step income analysis to determine if any covered development(s) are outside(above or below) an established income range (EIR). If outside the EIR the Authority must implement the deconcentration strategy(s) in the policy. Following are the results of the most recent (March 2010) analysis:

The Housing Authority has general occupancy (family) public housing developments covered by the deconcentration rule.

Of the covered developments [24 CFR 903.2 (b)(2)(i)], (using the bedroom adjustment factor provided in Notice 2001-4) only the residents of East Ken Manor have average incomes above the established EIR.

Although outside (above) the established income range, the average income of the residents at East Ken Manor is below 30% of the area median income of \$18,750, (AMI \$62,500 – April 2009) and therefore is not considered high income. (24CFR Part 903) Therefore, no covered development(s) has been targeted for economic deconcentration for the fiscal year beginning 10/01/2010.

Deconcentration Policy for Covered Developments

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

The Authority’s Deconcentration Policy is amended annually through the Resolution adopting the Annual Plan. This amendment allow for changes in the developments determined to be subject to the deconcentration and income mixing requirement.

To achieve deconcentration of poverty or income mixing goals at targeted developments the Authority will employ waiting list “skipping” at N/A.

Based on the results of the required analysis, the Authority will make special efforts to attract or retain higher-income families at  N/A .

Based on the results of the required analysis, the Authority will make special efforts to assure access for lower-income families at  N/A .

The Westmoreland County Housing Authority Admissions and Continued Occupancy Policy (ACOP) is reviewed annually and updated periodically.

## **B. HOUSING CHOICE VOUCHER PROGRAM (Section 8)**

### **PHA Policies that govern resident or tenant eligibility, selection and admission.**

Policies governing Section 8 Eligibility, Selection and Admission are contained in the Westmoreland County Housing Choice Voucher Administrative Plan (Admin Plan) – Chapters 3 and 4

- Section 8 participants and applicants are reminded that effective immediately, (except as provided by in 24 CFR 5.216) **ALL** applicants and participants in the Section 8 Housing Choice Voucher Program, including each member of the household, are required to disclose his/her assigned Social Security Number.
- As with public housing, basic eligibility for Section 8 assistance is determined by income. HUD sets income limits that determine the eligibility of applicants for all HUD's assisted housing programs. The income limits are published annually and are based on HUD estimates of median family income in a particular area or county, with adjustments for family size.
- Applications for admission are available by phone request; at the main administrative office, all asset management project developments and at various agencies including the PA Dept. of Welfare, Welcome Home Shelter, HOPE Center, Westmoreland Case Management, Domestic Abuse Center, and others.
- The Section 8 waiting list is not merged with any other waiting list.
- The Housing Authority undertakes screening of applicants for criminal or drug related activity only to the extent required by law or regulation
- If the Housing Authority determines the applicant has an unsatisfied financial obligation with the WCHA or with any other assisted housing development, additional screening is conducted.
- The Housing Authority requests criminal information on applicants from local and state law enforcement agencies and the FBI.
- The Housing Authority screens landlords against 2007 established criteria that exclude participation in the HCV program for drug or violent criminal related activity, registered sex offenders, and others.
- Prospective landlords, upon request, are given the prospective tenant's prior address and authorization to contact (including a home visit) and determine previous tenancy history. The PHA will also share other documented non-sensitive information they might have available.
- Voucher holders are given a 120-day period to search for an acceptable unit. Families with disabled members or those with special circumstances or needs are given additional search time.

### **Admission preferences**

A detailed explanation of Admission Preferences can be found in Chapter 4 of the Admin Plan.

- Victims of domestic violence.
- Residents of homeless, public or private shelters.
- Victims of disasters (fire, flood, earthquake, etc.).
- Federal, State or local code enforcement, public improvement or development.
- Graduates or active participants in educational and training programs designed to prepare the individual for the job market.
- Over-crowded or under-occupied Moderate Rehabilitation Units
- Transitional housing program participants.
- Family Unification Program referrals exceeding target program allocations.
- Public Housing Family Self-Sufficiency Program participants maintaining full-time employment for 12 consecutive months while under FSS Contract (limit of 5 families per year).
- Current members of the U.S. Armed Forces; veterans who were discharged under circumstances other than dishonorable; spouses; surviving spouses of veterans; dependent parent or child of a veteran; or divorced spouse of a veteran who is the legal guardian of a child of a veteran.
- Targeted Voucher Programs (TVP).
  - Enhanced Vouchers
  - Project-Based Assistance
  - Moderate Rehabilitation Program
  - HOME Tenant-Based Rental Assistance
  - Family Unification Program: Family Unification in conjunction with the Westmoreland County Children's Bureau. 105 units are currently set-aside for the Family Unification Program. This number may be increased if more applications are received. As of 03/01/2010, 89 families are being served through this targeted program.

Among applicants on the waiting list with equal preference status, the date and time of the application is used for selection.

The Westmoreland County Housing Authority Housing Choice Voucher Administrative Plan (Admin Plan) is reviewed annually and updated periodically.

## 2. FINANCIAL RESOURCES:

A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA operating, Capital and other anticipated Federal resources available to the PHA, as well a statement rents and other income available to support public housing or tenant based assistance. The statement also should include the non-federal sources of funds supporting each Federal program, and state the planned use for the resource.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY beginning 10-01-2010)</b>	18,407,363	Public Housing Operations, Capital Improvements and Section 8 Operations
a) Public Housing Operating Fund	5,700,000	
b) Public Housing Capital Fund	2,308,454	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	10,340,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
Other Federal Grants (list below)		
Public Housing FSS (4/2010-4/2011)	58,909	Family Self Sufficiency
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	2,093,199	
2009 Capital Fund	1,458,658	Public Housing Capital Improvements
American Recovery and Reinvestment Act of 2009 (completed)	634,541	Public Housing Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>	4,780,000	Public Housing Capital Improvements/Operation
<b>4. Other income (list below)</b>	70,000	
Public Housing Investments Interest	30,000	Public Housing Capital Improvements/Operation
Section 8 Investments	40,000	Section 8 Operations

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>	\$25,350,562	All Program Operations

All amounts appearing above are estimates based on information available on April 15, 2010.

### **3. RENT DETERMINATION**

A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

#### **A. PUBLIC HOUSING PROGRAM**

##### **Statement of the policies of the PHA governing rents charged for dwelling units**

- The amount of rent charged is determined by family income.
- In accordance with 24 CFR Part 960.253 the Housing Authority gives families occupying public housing the opportunity to choose between two methods of determining the amount of tenant rent payable monthly by the family. The family may choose to pay either a flat rent or an income-based rent. In addition, the Housing Authority will continue to offer a discretionary ceiling rent.
- The Housing Authority has a minimum rent of \$25.00 monthly.
- The Housing Authority has adopted discretionary minimum rent hardship exemption policies.
- The Housing Authority will recognize the amount paid for child and/or alimony support of a person(s) not residing in the household as a permissive deduction. Permissive deductions are additional, optional deductions applied to annual income. This deduction is granted to all families that qualify.
- Utility reimbursement occurs when any applicable utility allowance for tenant-paid utilities exceeds the total tenant payment (TTP). In some developments the Authority will make utility reimbursements to the family.

**Westmoreland County Housing Authority**  
**FLAT RENT SCHEDULE**

Following is the Flat Rent Schedule currently in affect.

EFF	\$335.00
1 BR	\$400.00
2 BR	\$425.00
3 BR	\$450.00
4 BR	\$475.00
5 BR	\$500.00

**B. HOUSING CHOICE VOUCHER PROGRAM (Section 8)**

**Statement of the policies of the PHA governing rents charged for dwelling units**

- A family's income determines eligibility for assistance and is also used to calculate the family's payment and the Housing Authority's subsidy. The policies in Chapter 6 of the Admin Plan are used to determine the family's share of the monthly rent and ensure that only eligible families receive assistance and that no family pays more or less than its obligation under the regulations.
- The minimum rent charged to Section 8 participants is \$50.00. An exemption from the minimum rent can be made if a family is unable to pay the minimum rent because of financial hardship.
- The Housing Authority establishes payment standards that are used to determine the rents for various types of units. These payment standards are reviewed annually.
- The Authority will make a utility reimbursement to a family when the subsidy for the family exceeds the rent to owner
- In determining the types of income that can or cannot not be excluded from annual income the Authority has determined that regular financial support from parents or guardians to students for food, clothing personal items, and entertainment **is not** considered student financial assistance and is included **in** annual income.

#### **4. OPERATIONS AND MANAGEMENT**

A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of PHA programs of the PHA.

The following pertains to all housing owned, assisted or operated by the Housing Authority.

The Maintenance operations of the Housing Authority are under the direction of 3 Regional Maintenance Supervisors. Each Supervisor is responsible for all maintenance activities within a specified geographical area. The Maintenance Supervisors report to a Physical Operations Director. The Physical Operations Director and the Regional Maintenance Supervisors coordinate public housing maintenance through the Asset Management Property Managers. Twice monthly meetings achieve coordination. Each Asset Management Property Manager is responsible for the supervision of employees, receiving and completing work-orders, annual inspections of the units, lawn care, snow removal and preventive maintenance functions.

This organizational structure was created in 2008-2009 to accommodate transition to the HUD required Asset Management model and has been in operation for about one year. Considered a “work in progress”, changes or modifications may be necessary following additional operational experience.

Specific written rules and standards exist on the handling of work-orders. Long standing operational policy and past practices are followed in other areas. Copies of existing policies as well as overall administrative rules and regulations, including civil service and union rules are maintained at the offices of the Regional Supervisors as well as the Main Administrative Offices.

The Housing Authority maintenance staff performs all pest control services including cockroach infestation.

Following is a list of the programs administered by the Housing Authority: Federally Assisted Public Housing Program, Section 8 Housing Choice Voucher Program, a Section 8 Moderate Rehabilitation Program, a Section 8 Family Unification Program, a Section 8 Family Self-Sufficiency Program, and a Public Housing Family Self-Sufficiency Program. The Authority also provides administrative, management and maintenance support to three Section 8 New Construction developments.

## 5. GRIEVANCE PROCEDURE

A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants

### A. PUBLIC HOUSING PROGRAM

The Housing Authority has established policies and maintains procedures that are available to applicants, noncitizens and residents occupying public housing who disagree with a PHA decision. It is the policy of the PHA to ensure that all families have the benefit of all protections due to them under the law.

The Housing Authority provides 3 separate Grievance Procedures:

- An Informal Hearings for Public Housing Applicants
- Informal Hearings with Regard to Noncitizens.
- Grievance Procedures for Public Housing Residents.

When the Housing Authority makes a decision that has a negative impact on an applicant family, the family is often entitled to appeal the decision. For applicants, the appeal takes the form of an informal hearing. The Housing Authority maintains policies explaining the conduct of the informal hearing. These Policies appear in Chapter 14 of the ACOP.

The Housing Authority has a grievance procedure in place through which residents of public housing are provided an opportunity to grieve any PHA action or failure to act involving the lease or Authority policies which adversely affect their rights, duties, welfare, or status. The Housing Authority grievance procedure is incorporated by reference in the lease.

The grievance procedure is applicable only to individual tenant issues relating to the Housing Authority. It is not applicable to disputes between tenants not involving the Authority. Class grievances are not subject to the grievance procedure and the grievance procedure is not to be used as a forum for initiating or negotiating policy changes.

### B. HOUSING CHOICE VOUCHER PROGRAM (Section 8)

When the Housing Authority makes a decision that has a negative impact on a family applying or receiving Section 8 assistance, the family is often entitled to appeal the decision. For applicants, the appeal takes the form of an informal review; for participants, or for applicants denied admission because of citizenship issues, the appeal takes the form of an informal hearing. The policies dealing with the review procedure and the types of issues that can and cannot be brought for review are contained in Chapter 16 of the Admin Plan.

**6. DESIGNATED HOUSING FOR ELDERLY AND DISABLED FAMILIES**

With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.

Describe any public housing projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following:

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

With the exception of newly acquired Derry Garden Apartments (elderly only), the Housing Authority has not designated nor applied for designation. The Housing Authority will however study the need and feasibility of designating certain additional developments as “Elderly Only” during the upcoming fiscal year.

The Housing Authority is actively considering designating selected developments as elderly only. The Housing Opportunity Program Extension Act of 1996 requires Housing Authorities considering designating certain housing for specific populations to develop and have a HUD approved Designation Housing Plan. The preparation of such Plan would have to be explored prior to any designation activities. If the analysis determines designation to be a viable approach to deal with tenant concerns, specific development(s) will be identified and a proposal(s) will be prepared and submitted to HUD.

If determined feasible, designation priority would be placed on creating elderly only units in the City of Monessen.

## 7. COMMUNITY SERVICE AND SELF SUFFICIENCY

A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**

### **Any programs relating to services and amenities provided or offered to assisted families**

- In June of 2003 the Housing Authority entered into a cooperative agreement with the Commonwealth's Welfare (TANF) Agency to share information, target supportive services and assist with client referrals. The Housing Authority has direct on-line access to TANF data bases to perform income verifications of public housing and Section 8 applicants and recipients. A TANF Agency representative sits on the Housing Authority's 18 member Family Self Sufficiency and Rental Services/Case Management Advisory Board and provides letters of support when needed.
- The Authority has and will continue to coordinate social and self-sufficiency services and programs to eligible families offered by Westmoreland Community Action (WCA), the Community College, PIC, PA Career Link, Child Care Assistance and others.
- The Housing Authority continues to administer The Homeless Assistance Program (funded through the PA Department of Welfare) and the Emergency Shelter Grant (ESG) Program (funded by HUD through the Westmoreland County Redevelopment Authority). The Housing Authority's administration of the ESG assists in meeting priorities appearing the County's Five-Year Strategic Plan.

### **Any policies or programs of the PHA for the enhancement of the economic and self sufficiency of assisted families, including programs under Section 3 and FSS**

- The Housing Authority has adopted and employs the following discretionary policies to enhance the economic and social self-sufficiency of assisted families:
  - 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.
- The Housing Authority actively participates in and continues to meet the numeric thresholds for Section 8 compliance.

<b>Family Self Sufficiency (FSS) Participation</b>	
Program	Number of Participants (As of March 25, 2010)
Section 8	96
Public Housing	37

The Housing Authority will continue to coordinate, promote and provide the following programs to enhance the economic and social self-sufficiency of residents

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name) See Below	Eligibility (public housing or section 8 participants or both)
Family Unification Program	89 March 2010	Specific Criteria	Main Office/ Westmoreland Co. Children's Bureau.	Section 8
Child Care Assistance Project	Varies	Specific Criteria	Development Office/Child Care Assistance Agency	Both
Mental Health - Mental Retardation	Varies	Need based	Development Office/Westmoreland County MH - MR	Both
Income -Food stamps - Medical - Job Search	Varies	Specific criteria	Development Office/PA Welfare Dept.	Both
Domestic and Sexual Violence	Varies	Need based	Development Office/Center Against Domestic and Sexual Violence/ Alle-Kiski Area Hope Center/ Blackburn Center	Both
Job Search - Career Counseling - Job Training - GED Preparation	Varies	Need based	Development Office/Private Industry Council/ PA Career Links	Both
Post High School Education	Varies	Specific criteria - testing	Development Office/Westmoreland County Community College	Both
Head Start - Housing Counseling - Home Ownership - Job Search - Transportation Aid to Employment	Varies	Specific criteria	Development Office/Westmoreland County Community Action / Seton Hill Child Care Services	Both
Resident Opportunities and Self Sufficiency Program (ROSS)	Varies	Specific Criteria	Main Office/ Development Offices.	Public Housing Residents

In a majority of the above programs, the Housing Authority is the initial contact for the assistance provided. The Authority's Social Service staff has found that program results are significantly improved when the family/person in need makes the contact with the social service agency rather than the Authority. PHA staff follows up on their referrals as needed.

**How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare requirements.  
(Applies to public housing only)**

The Housing Authority has and will continue to complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by:

- Adopting changes to the public housing rent determination policies and train staff to carry out those policies
- Informing residents and providing an opportunity to comment on new policies on admission and reexamination
- Establishing a cooperative agreement with the appropriate TANF agency regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with the TANF agency

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

In November 2009 HUD issued Notice PIH-2009-48. This notice restated existing policy and provided additional guidance on the administration of the Community Service and Self- Sufficiency Requirement. The Housing Authority revised its Community Service and Self- Sufficiency Policy based on advice provided in Notice 2009-48. A copy of the updated Policy appears as an Attachment to this Plan.

## **8. SAFETY AND CRIME PREVENTION**

For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

### **A description of the need for measures to ensure the safety of public housing residents**

- The Housing Authority believes the high incidence of violent and/or drug-related crime in the areas surrounding or adjacent to Authority developments and the observed lower-level crime, vandalism and/or graffiti, together with the perceived levels of violent and/or drug-related crime in public housing developments are indications of needs that must be addresses.
- Information obtained from HUD's Resident Services and Satisfaction Survey is used to assess resident's perception of safety concerns.
- Resident and maintenance staff reports as well as police reports are used to determine safety and security measures that should be addressed.
- The Housing Authority believes its Hope-In-Life Drug Prevention Program, funded through the Capital fund, is a demonstrable success story that should be continued.

### **A description of any crime prevention activities conducted or to be conducted by the PHA**

- During the upcoming Plan Year, the Housing Authority will continue to operate 9 established drug prevention centers (East Ken Manor, East Ken Manor Annex, Park Manor, Highland Manor, Kensington Manor, Pleasant Manor, Derry Townhouses, West Hempfield Townhouses, and St. Clair Manor). Additional drug prevention centers will be considered based on need. The Authority will also continue to provide drug prevention activities at 8 elderly developments (Eastgate Manor, Valley Manor, Westgate Manor, Scottdale Manor, Irwin Manor, Jeanette Manor, Parnassus Manor, and Lower Burrell Manor).
- The Authority Plans to continue to use temporary security cameras in areas where criminal or nuisance complaints have spiked.
- The computerized security access systems (card key system) installed in all public housing high-rise developments has proven to be very successful. Similarly, the monitoring system that allows front door entrances to be monitored from tenant's TV's has been effective and will continue to be maintained and enhanced.
- Capital fund expenditures have and will continue to emphasize crime prevention through environmental design. This has included tree and shrub removal and increased lighting. As opportunities develop design techniques aimed at crime reduction/prevention will be incorporated into future Capital Fund projects.

## **A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities**

- The Housing Authority will continue to involve City and Borough police in the development, implementation, and/or ongoing evaluation of drug-elimination plans.
- The Authority will continue to receive and analyze crime data from the various police departments.
- The Housing Authority will continue to accommodate and assist local police with maintaining a physical presence on Housing Authority property. Police substations have been established in 5 public housing developments. They are: Park Manor (Monessen), St. Clair Manor (Seward), New Florence Manor (New Florence), Arnold Townhouses (Arnold), East Ken Annex (New Kensington).
- Local police and housing management staff will continue to communicate regularly with residents in Monessen and other communities as needed.
- Local police regularly testify in and otherwise support eviction cases
- An agreement to provide above baseline law enforcement services for family and elderly developments will continue in the City of Monessen. With one-time funding provided through the American Recovery and Reinvestment Act of 2009 additional police services were provided (funded) to Monessen with targeted emphasis on Highland Manor. Based on funding the Housing Authority will consider negotiating agreements with additional municipalities during the upcoming fiscal year.

## **9. PETS**

**A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.**

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

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

The Pet Policy contains general requirements concerning license, age, size, and Veterinary certifications. There are also specific requirements regarding the owner's

control and handling of the pets. There are also standards for keeping birds and fish, as well as a list of animals and breeds that are prohibited.

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

## **10. CIVIL RIGHTS CERTIFICATION**

A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

All Housing Authority admission, occupancy, and other policies for public housing and Section 8 tenant-based housing programs comply with Fair Housing Act requirements and with regulations to affirmatively further fair housing.

- The Authority is committed to carrying out its PHA plan in conformity with the nondiscrimination requirements in federal civil rights laws, including Title VI of the Civil Rights Act of 1964 and the Fair Housing Act.
- Authority policies governing eligibility, selection, and admissions under its PHA Plan have taken into consideration and have been designed to reduce racial and national origin concentrations.
- The PHA Plan addresses the reasonable measures the Housing Authority has taken and will take to ensure that adoption of site-based waiting lists is consistent with affirmatively furthering fair housing requirements.
- The Housing Authority regularly examines its programs or proposed programs to identify any impediments to fair housing choice within these programs, addresses those impediments in a reasonable fashion in view of the resources available, and works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing
  - In addition to maintaining a Fair Housing Policy, the Housing Authority recently adopted procedures to further Fair Housing applicable to program grant applications.
- The required Civil Rights Certification is attached to this Plan.

## 11. FISCAL YEAR AUDIT

The results of the of the most recent fiscal year audit for the PHA

### **Date most recent audit was completed**

A “No Findings” audit report for the fiscal year ending 9/30/2009 was completed in May 2010. This most recently completed audit report was submitted to HUD in late June 2010.

## 12. ASSET MANAGEMENT

A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

- The Housing Authority will manage their properties according to the provisions of 24 CFR 990.255. This requires the Authority to establish a management model consistent with the management norms in the private multi-family management industry. To accomplish this, the Housing Authority has implemented project-based management, project-based budgeting, and project-based accounting (development-based accounting). Westmoreland County is a HUD approved “stop loss” Housing Authority. As such the Housing Authority has adopted the full range of required asset management policies including the identification and grouping of its public housing inventory into Identified Projects for Asset Management (AMPs), the creation of a new organizational structure and implemented a sophisticated financial system to implement project base budgeting and accounting. The Housing Authority has met all asset management requirements contained in current PIH Notices and related guides and is fully compliant in all aspects of Asset Management.
- A list of the Asset Management Projects is included as an Attachment to this Annual Plan.

### **13. VIOLENCE AGAINST WOMEN ACT (VAWA)**

A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

#### **The Violence Against Women Act Initiatives**

To comply with the provisions of the Violence Against Women Act (VAWA) of 2005 (P.L. 109-162), HUD has required Housing Authorities to include in their 5-Year Plans “a statement of the goals, objectives, policies, or programs that will enable the housing authority to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking”.

Further, HUD Federal Register Notice dated March 16, 2007 (Docket No. FR 5056-N-01) requires a PHA to include in their Annual Plans: (1) Any activities, services, or programs provided or offered by any agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; (2) Any activities, services, or programs provided or offered that helps child or adult victims of domestic violence, dating violence, sexual assault, or stalking to obtain or maintain housing; and (3) any activities, services, or programs provided or offered to prevent domestic violence, dating violence, sexual assault, or stalking, or to enhance victim safety in assisted families.

Toward meeting the requirements contained in the VAWA the Westmoreland County Housing Authority has taken the following policy actions:

- The Section 8 Housing Choice Voucher (HCV) Administrative Plan has been amended to include language supporting the VAWA.
- The Public Housing Admission and Continued Occupancy Policy has been amended to include language supporting the VAWA.

These policy changes pledge the following:

1. The Housing Authority will not deny admission to any applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking if the applicant otherwise qualifies for admission or housing assistance.
2. Public Housing applicants and residents who are victims of domestic violence will receive intake and referral services to social agencies equipped to deal with short term housing needs. Through the Emergency Shelter Grant Program the Housing Authority will continue to financially support victims of homelessness and domestic violence through annual funding to the Alle-Kiski Area Hope Center, Blackburn Center, Welcome Home Shelter and Union Mission.
3. The Housing Authority will consider as high priority a transfer request to another unit by a public housing family member who is the actual or potential victim of a

criminal attack, retaliation for testimony, a hate crime, or domestic violence, dating violence, sexual assault, or stalking.

4. The Housing Authority through the Section 8 HCV Program will provide an admission preference to victims of domestic violence.
5. The Housing Authority will continue to use a Section 8 Housing Assistance Payments (HAP) Contract (agreement between HUD, the owner and Section 8 tenant) adding protections to victims of domestic violence.
6. Families may move to another jurisdiction if they hold a Section 8 housing voucher after leaving a unit in violation of the lease if the family moved to protect the safety of a domestic violence victim.
7. A household cannot be evicted from assisted housing for acts of domestic violence of which a member of the household is the victim. Even if the acts of domestic violence were committed by the household member's guest, another member of the household or other persons under the tenant's control. The Housing Authority has retained the right to terminate the tenancy of any tenant if it can demonstrate an actual and imminent threat to other tenants. The Housing Authority may evict only the wrongdoer and not the entire family in cases of domestic violence.
8. At the request of a tenant or owner (Section 8), the Housing Authority will provide form HUD-50066 Certification of Domestic Violence, Dating Violence or Stalking. On the form the individual certifies that he/she is a victim of domestic violence, dating violence, or stalking, and that the incident or incidences in question are bona fide incidences of such actual or threatened abuse. These forms must be signed and submitted within 14 business days of their request unless an extension is requested and granted and are necessary in determining whether the protections afforded to such individuals under VAWA are applicable. On the certification form, the individual must provide the name of the perpetrator. (Tenants are reminded that the provisions of sections 606 and 607 of the VAWA will not pertain if the 14 business day requirement is not met).
9. In responding to incidents of actual or threatened domestic violence, dating violence, or stalking, if the Housing Authority has reason to suspect that the notice might place a victim of domestic violence at risk, it will attempt to deliver the notice by hand directly to the victim. The Housing Authority will use the same caution if it decides to deliver VAWA information to a victim at any other time following an incident of domestic violence.
10. As a further accommodation, in lieu of the HUD-50066 certification form, the Housing Authority will also accept the following forms of documentation:
  - a. A police or court record documenting the actual or threatened abuse signed by a person who has assisted the victim in addressing domestic

violence, dating violence, or stalking, or the effects of such abuse. This person may be an employee, agent, or volunteer of a victim service provider; an attorney; or a medical or other knowledgeable professional. The person signing the documentation must attest under penalty of perjury to the person's belief that the incidents in question are bona fide incidents of abuse. The victim must also sign the documentation

Notwithstanding its title, Violence Against Women Act, all Housing Authority policies in this area are gender neutral, and its protections are available to males who are victims of domestic violence, dating violence or stalking as well as female victims of such violence.

The Housing Authority has provided each public housing development household and all Section 8 HCV owners and tenants with a brochure explaining the Violence Against Women Act (VAWA) of 2005 and the protections offered assisted housing residents. Residents will again be notified of these protections at the time of reexamination.

## **7.0 HOPE VI, MIXED FINANCING MODERNIZATION OR DEVELOPMENT, DEMOLITION AND/OR DISPOSITION, CONVERSION OF PUBLIC HOUSING, HOMEOWNERSHIP PROGRAMS, AND PROJECT BASED VOUCHERS**

### **a. HOPE VI OR MIXED FINANCING MODERNIZATION OR DEVELOPMENT**

1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>

1. A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development

- Although the Housing Authority has not received a HOPE VI revitalization grant, based on the availability of funding and eligibility, the Housing Authority will consider applying for a HOPE VI Revitalization grant in the upcoming fiscal year. Various developments are under consideration for revitalization including those in New Kensington and Monessen.
- As discussed in the 5-Year Plan, the Housing Authority will in the mid-2010 to the mid-2011 period solicit and evaluate proposals from various developers on the purchase/use of a 56 acre site currently owned by the Housing Authority. The Authority maintains its Administrative Offices on a portion of this property. The request for concepts and proposals envisions a mixed use development including new construction senior housing and commercial development. The vehicle to finance any development has not yet been determined.

Mixed-Finance public housing allows for the development or modernization of mix public, private, and non-profit funds to develop and operate housing developments. New developments, built for families with a wide range of incomes, may be made-up of a variety of housing types: rental, homeownership, private, subsidized, and public housing. The Housing Authority will consider mixed financing when evaluating proposals for its 56 acre site as well as other opportunities that may develop. Participation in any mixed financing activity is contingent on the availability of funding and favorable financing.

- In past years, the Housing Authority and Westmoreland County have discussed the potential of using the administrative and management skills of the Housing Authority related to County and not-for-profit owned low-income housing. These discussions have reached the point where 4 existing developments have been identified for purchase by the Housing Authority. Yet to be determined are the mechanisms that will be used to subsidize these developments following acquisition. Now being discussed are (1) converting these developments to public housing units, (2) using the Section 8 project or tenant based assistance programs or (3) undertaking the purchase with an associated Non-Profit organization that

could generate both subsidized and conventional financing. At this point the Housing Authority is making current public housing and Section 8 tenants and the public aware of its intent to purchase and manage additional units while leaving open the mechanism that will be used to subsidize these developments. No specific dates have been established for any activity.

- As discussed in the 2009 PHA Plan, in October 2009 the Housing Authority purchased the 18 unit (all one-bedroom) low-income senior development of Derry Garden Apartments in Derry Twp. Following the acquisition the Authority (and approval by HUD) converted this development to federally assisted public housing. This purchase is identified as a priority objective in the Westmoreland County Five-Year Strategic Plan.
2. A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process.

No specific dates have been established concerning the submission of applications or proposals. Only at the time of the NOFA can the eligibility of the Authority and applicability of the funding as it relates to the need in Westmoreland County be determined.

The timing of a submission for any mixed financing is similarly difficult to estimate based on program and financial options offered and available.

## **b. DEMOLITION AND/OR DISPOSITION**

With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm)

**Note:** This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.

1. A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and
  - The Housing Authority currently has not applied nor has pending a demolition or disposition application or proposal.
  - The Housing Authority has established a policy relative to the disposition and/or demolition of public housing. Generally, this policy calls for the exposure and sale of any excess units to the outside market, including any capable tenant organization, prior to initiating demolition activity.
  - The Housing Authority will explore the possibility of submitting either a disposition or demolition proposal to HUD concerning units in East Ken Manor Annex and Highland Manor. Consideration of demolition activity at Park Manor, discussed in the 2009 PHA Plan, has been eliminated as a short term activity but will continue in the Authority's long term plans. If a demolition proposal(s) is developed, a corresponding Hope VI demolition application(s) (or any funding vehicle available at the time), used to secure funding for demolition, will be considered. If demolition should proceed the Housing Authority will propose new construction homeownership programs on the cleared land at East Ken Manor Annex and Highland Manor.
  - Should the need develop; the Housing Authority is reserving its option to demolish units at any public housing site under the de minimis exception for demolition provided by the QHWRA.
2. A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process.

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: East Ken Manor Annex	
1b. Development (project) number: PA018000001 (PA18-16)	
2. Activity type: Demolition <input checked="" type="checkbox"/>	
Disposition <input checked="" type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or <u>planned</u> for submission: During the upcoming Plan Year.	
5. Number of units affected: Not to exceed 52	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity: Not yet determined - within the scope of the 5-Year Plan	
b. Projected end date of activity:	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Highland Manor	
1b. Development (project) number: PA018000008B (PA 18-8)	
2. Activity type: Demolition <input checked="" type="checkbox"/>	
Disposition <input checked="" type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or <u>planned</u> for submission: During the upcoming Plan Year.	
5. Number of units affected: Not to exceed 50	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity: Not yet determined - within the scope of the 5-Year Plan	
b. Projected end date of activity:	

**c. CONVERSION OF PUBLIC HOUSING**

With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

1. A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert;
  - The Housing Authority does not have a development or portions of a development identified by HUD or the Housing Authority that is required to be converted to tenant based housing.
2. An analysis of the projects or buildings required to be converted; and
3. A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion.
4. Voluntary Conversion Initial Assessments

- 24 CFR Part 972.200 Subpart B and HUD regulations required Housing Authorities to undertake a Required Initial Assessment of all family developments to determine if conversion is appropriate. Para.(e) requires that a Certification associated with the Initial Assessment be included in the PHA Plan following completion of the Assessment. The Westmoreland County Housing Authority Certification appeared in the 2003 PHA Plan. The Required Initial Assessment examined 30 Housing Authority (covered) developments, and found conversion to Tenant Based Assistance would not be cost effective and was therefore considered inappropriate at the time.
- Although the results of the Initial Assessment remain valid, The Housing Authority will reassess the implications of voluntarily converting its scattered site developments (156 units) to voucher or project based assistance. Rising management costs associated with scattered site housing makes a revaluation appropriate. The following sites will be reassessed:

Development	Number of Units
18-17 Latrobe Townhouses	20
18-18 Arnold Townhouses	20
18-19 Greensburg Townhouses	20
18-20 Vandergrift Townhouses	20
18-23 Jeannette Townhouses	30
18-24 Lower Burrell Townhouses	30
18-43 Penn Manor	16

The timing of any conversion activity is dependent on the availability of additional Section 8 vouchers.

**d. HOMEOWNERSHIP**

A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.

**Public Housing:**

Although the Housing Authority currently does not administer an approved section 5(h) homeownership program (42 U.S.C. 1437c (h)), nor an approved HOPE I program (42 U.S.C. 1437aaa), or a section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4) homeownership program, it is the intent of the Housing Authority to explore the application process (contingent on the availability of a site made available through demolition) for these programs during the upcoming fiscal year.

<b>Public Housing Homeownership Activity Description</b>
1a. Development name: East Ken Manor Annex 1b. Development (project) number: PA018000001P (PA 18-16)
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99) Other resources that might be available will be explored.
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: Not yet determined
5. Number of units affected: 52 units to be demolished -Site Plan for new units not developed
6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

**Section 8 Tenant Based Homeownership:**

The Housing Authority currently administers a Section 8 Housing Choice Voucher Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR, part 982.

The Authority’s Section 8 Housing Choice Voucher Homeownership Policy was rewritten/updated in December 2006 and has been included as Chapter 15 in the Section 8 Housing Choice Voucher Administrative Plan.

This Policy meets all HUD requirements as defined in 24 CFR Parts 5, 903 and 982. The Authority currently (March 2010) has 11 families receiving HCV homeownership assistance. Additional families are undergoing credit and homeownership counseling.

The Authority hopes to expand the number of participants in the HCV Homeownership program by 1 to 3 annually. The Housing Authority currently limits participation in this program to not more than 30 families.

The Westmoreland County Housing Authority's Homeownership Policy appears as an Attachment to this Plan.

#### **e. PROJECT-BASED VOUCHERS**

If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

The Westmoreland County Housing Authority has implemented the Section 8 Project Based Program and currently provides funding to one development -the 70 unit development of the Village of Easton is located in the Borough of Irwin. The Project Based Program is viewed by the Housing Authority as a method to meet the housing needs of those persons currently on the Section 8 waiting list as well as those low income families not served by the Housing Choice Voucher Program.

The Housing Authority has developed a written set of policies and procedures applicable to the administration of the Project Based Program. These appear as Chapter 17 of the Section 8 Administrative Plan. The policies and procedures deal with the general requirements of the program, criteria that owners must provide, overall dwelling unit requirements, how new and rehabilitated units are handled as part of the program, HAP contract, selection of tenants, rules concerning occupancy and how rents to owners are calculated. The Project Based Program policy has been modeled after the federal requirements appearing at 24 CFR Part 983. These policy and procedures, as well as applicable deconcentration requirements (used in the site selection process) will be followed in implementing all phases of any project based activity.

Although currently only in the planning stage the Housing Authority anticipates using up to an additional 200 units of project based assistance during the coming PHA Plan year to project base units at all or a portion of the public housing scattered site developments and other underserved areas. These plans are subject to change and modification based on the availability of existing and additional Section 8 units, the Housing Authority's eligibility to apply for any new units that may become available and other factors. As discussed previously, the project based program will be considered as a subsidy mechanism for existing development to be acquired from the county or local non-profit organizations (similar to Derry Garden Apartments).

The 2009 PHA Plan indicated that project based assistance (18 units) would be considered as the subsidy vehicle for the (then) soon to be acquired Derry Garden Apartment. At the time of purchase (October 2009), issues associated with the incomes of the existing residents of Derry Gardens, as well as timing and advertising requirements, prevented the use of the Section 8 program. Following the purchase, the 18 elderly units were converted to public housing units. A development proposal,

required as part of the conversion to public housing, was approved by HUD in October 2009.

## 8.0 CAPITAL IMPROVEMENTS

This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

### 8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report (form HUD-50075.1)

PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes: (a) To submit the initial budget for a new grant or CFFP; (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times: 1. At the end of the program year; until the program is completed or all funds are expended; 2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and 3. Upon completion or termination of the activities funded in a specific capital fund program year.

- The Housing Authority believes the long term physical and social viability of the public housing developments managed and administered by the Housing Authority can be maintained through the continued federal funding and Housing Authority implementation of the capital improvements identified in the Annual Statement, the P&E Reports and the Five-Year Action Plan.
- Capital Fund Program Annual Statement for the fiscal year beginning 10/01/2010 and the Performance and Evaluation Reports (March 2010) are attached.
- In February 2009 HUD advised the Housing Authority of its eligibility to receive \$2,938,001 (formula share) in recovery funding provided by the American Recovery and Reinvestment Act of 2009. All Recovery funds were successfully obligated in February 2010. The Housing Authority anticipates meeting all required expenditure dates: (expend at least 60 % of funds within two years of the date on which funds become available and expend 100 percent of the funds within three years).

## **8.2 Capital Fund Program Five-Year Action Plan (form HUD-50075.2)**

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

The Capital Fund Program Five-Year Action Plan is attached.

## **8.3 Capital Fund Financing Program (CFFP)**

Separate, written HUD approval is required if the PHA proposes to pledge any portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

The Housing Authority does not have a CFFP

## 9.0 HOUSING NEEDS

Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs.

(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

In February 2010 Westmoreland County produced a FY 2010-2014 Five-Year Strategic Plan and a FY 2010 Annual Action Plan. These Plans, part of the Consolidated Plan process, are required by the U.S. Department of Housing and Urban Development as part of the Community Development Block Grant (and other programs) application process.

In the 2010-2014 Five-Year Strategic Plan (pages 24-60) the County has taken extensive efforts to identify and evaluate the housing needs of residents (various populations) of Westmoreland County and established a series of priorities, goals and objectives to meet those needs. In an effort to better coordinate information and services the Housing Authority has incorporated relevant portions of the housing needs analysis into this Annual Plan and has provided the County's priorities, goals and objectives.

The following Housing Needs information and charts have been extracted from the Westmoreland County Five-Year Strategic Plan and relate to families that potentially could be served by the Housing Authority. Also provided below is Waiting List information on families who have applied for public housing or Section 8 assistance and are at some point in the application/screening/admission process.

The eligibility and occupancy of public housing and the receipt of Section 8 housing choice voucher assistance is primarily income based and is directed toward extremely low, very low and low-income families including the disabled and elderly.

### **Estimated Housing Needs of Extremely Low, Very Low, and Low Income Households**

The following table reports on households with any housing problem for renters and owners. As defined by CHAS Data 2000, any housing problem includes 1) cost burden greater than 30% of income, and/or 2) overcrowding, and/or 3) without complete kitchen or plumbing facilities. The table also identifies cost burdened households. Cost burden is distinguished by households paying from 30% to 50% of their income on housing and households paying more than 50%. Households paying more than 50% are classified as severe cost burdened.

### Households with Housing Problems by Household Income, 2000

Income Category of Household	Total	Cost Burden							
		Any Housing Problem*		More than 30%		More than 50% (Severe)		Other Housing Problems**	
		Total	%	Total	%	Total	%	Total	%
<b>Renters (Households)</b>									
Extremely Low (≤20% MFI)	7,822	5,723	73.2%	2,100	64.7%	3,577	44.7%	63	1.0%
Very Low (20 to 30% MFI)	8,734	7,992	91.5%	3,809	43.5%	610	6.9%	27	0.3%
Low (30 to 40% MFI)	7,574	4,177	55.0%	1,068	14.1%	86	1.1%	14	0.2%
Below 40% MFI	10,770	443	4.1%	51	0.5%	58	0.5%	29	0.3%
<b>Total Renters</b>	<b>32,956</b>	<b>10,215</b>	<b>30.9%</b>	<b>3,028</b>	<b>9.2%</b>	<b>4,251</b>	<b>12.9%</b>	<b>131</b>	<b>0.4%</b>
<b>Owners (Households)</b>									
Extremely Low (≤20% MFI)	7,574	6,512	85.9%	1,923	25.3%	3,724	49.0%	45	0.6%
Very Low (20 to 30% MFI)	12,452	6,113	49.1%	1,819	14.6%	2,332	18.7%	82	0.7%
Low (30 to 40% MFI)	22,424	8,242	36.8%	5,733	25.6%	1,514	6.7%	31	0.1%
Above 40% MFI	74,667	6,414	8.6%	3,572	4.8%	220	0.3%	222	0.3%
<b>Total Owners</b>	<b>116,861</b>	<b>23,438</b>	<b>19.9%</b>	<b>20,222</b>	<b>17.3%</b>	<b>11,024</b>	<b>9.4%</b>	<b>479</b>	<b>0.4%</b>
<b>All Households</b>	<b>149,817</b>	<b>33,656</b>	<b>22.4%</b>	<b>31,724</b>	<b>21.2%</b>	<b>12,734</b>	<b>8.5%</b>	<b>1,425</b>	<b>1.0%</b>

Source: 2000 HUD Census of Housing, Westmoreland County, Pennsylvania

\* Any housing problem: Cost burden: more than 30 percent of income, and/or overcrowding, and/or without complete kitchen or bathroom

\*\* Other housing problems: Unsanitary, public school complete kitchen or bathroom

As shown in the table above, CHAS Data 2000 reports 149,817 households in Westmoreland County with 33,956 (22%) renters and 116,861 (78%) owners.

Notably:

- 33,259 households (22.2%) have housing problems.
- 26,658 households with any housing problems are low income, with annual incomes at or below 80% of the MFI. Lower income households are most likely to have housing needs due to limited resources.
- 10,019 renter households (30.4%) have a housing problem. Renters comprise 30.1 % of the 33,259 households with a housing problem.
- Of the 32,956 renter households, 22,170 (62.0%) have incomes classified as low, very low or extremely low. Of the 10,019 renter households with a housing problem, 9,577 (95.6%) have incomes at or below 80% of MFI.
- 23,138 owner households (19.8%) have a housing problem.
- Owners comprise 69.6% of the 33,259 households with a housing problem.
- Of the 116,861 owner households, 42,296 (36.2%) have incomes classified as low, very low or extremely low. Of the 23,138 owner households with a housing problem, 17,024 (73.6%) are low income.

The table above also provides information regarding cost burden by income category. According to the table, 31,761 households (21.2%) pay 30% or more of their income for housing. Of the cost burdened households, 12,734 (8.5% of total households) pay more than 50% of their income for housing.

Notably:

- 9,425 (28.6%) of the 32,956 renter households are cost burdened. Renters make up 29.7% of the 31,761 cost burdened homes.
- 22,320 (19.1%) of the 116,861 owner households are cost burdened. Owners make up 70.3% of the 31,761 cost burdened homes.

- In total, Westmoreland County has 15,570 extremely low income households. 10,726 (68.9%) are cost burdened. 7,297 (68.0%) of the 10,726 pay 50% or more of their income for housing costs.
- In total, the County has 19,191 very low income households. 8,624 (44.9%) are cost burdened. 2,945 (34.1%) of the 8,624 pay 50% or more of their income for housing costs.
- In total, Westmoreland County has 29,705 low income households. 6,595 (22.2%) are cost burdened. 1,617 (24.5%) of the 6,595 pay 50% or more of their income for housing costs.
- Finally, the County has 85,351 households with income above 80% of MFI. 5,743 (6.7%) are cost burdened. 874 (15.2%) of the 5,743 pay 50% or more of their income for housing costs.

### **Estimated Housing Needs of Elderly Households, Small Households, Large Households, and All Other Households**

This section considers housing needs based on type of households. For the purposes of this section, elderly households are one- or two-person households, either person 62 years old or older. Small households consist of two to four persons. Large households have 5 or more persons. All other households are those that do not fall into one of the three previous categories.

The following table shows the 32,956 renter households reported in Westmoreland County by CHAS Data 2000. The households are distinguished by household type and income category. The table also shows the 9,831 renter households with a housing problem, as previously reported, by household type and income category. The following characteristics emerge from the table:

- There are 8,255 elderly households, which is 25% percent of the total renters. 7,091 (85.9%) are low income. 3,071 (37.2%) of the total elderly households have a housing problem. 2,967 (41.8%) of the low income elderly households have a housing problem.
- 12,114 (36.8%) are small households. 7,101 (58.6%) are low income. 3,150 (26%) of the total small households have a housing problem. 3,040 (42.8%) of the low income small households have a housing problem.
- 1,766 (5.4%) are large households. 1,132 (64%) are low income. 537 (30.4%) of the total large households have a housing problem. 398 (34.6%) of the low income large households have a housing problem.
- The remaining 10,821 (32.8%) are all other households. 6,846 (63.3%) of all other renter households are low income. 3,073 (28.4%) have a housing problem. 2,982 (43.5%) of all other low income households have a housing problem.

Small households and all-other households represent the largest groups of renters with housing problems, but a greater percentage of elderly households (37.2%) have a housing problem, particularly among those that are low income. Low income elderly households

often live on fixed incomes and need assistance, as housing costs easily can exceed their ability to pay.

### Renter Households by Type and Income with Any Housing Problems, 2000

	Total	Tiny Households			Small Households (2-4)			Large Households (5-9)			All Other Households		
		Total	With a Problem	%	Total	With a Problem	%	Total	With a Problem	%	Total	With a Problem	%
Extremely Low (0% to 30% MFI)	7,888	2,406	1,443	59.8%	2,215	1,212	54.7%	3,079	2,009	65.3%	2,602	1,750	67.3%
Very Low (30 to 50% MFI)	8,104	2,593	1,220	47.0%	2,003	1,136	56.7%	3,544	2,144	60.5%	1,727	917	53.1%
Low (50 to 80% MFI)	7,574	1,883	258	13.8%	3,724	288	7.7%	4,697	825	17.6%	2,368	353	14.9%
Above 80% MFI	16,028	1,124	104	9.2%	8,075	110	1.4%	17,000	434	2.5%	3,375	91	2.7%
<b>Total Renters</b>	<b>32,594</b>	<b>8,206</b>	<b>3,071</b>	<b>37.4%</b>	<b>12,117</b>	<b>3,160</b>	<b>26.1%</b>	<b>17,280</b>	<b>3,372</b>	<b>19.5%</b>	<b>10,072</b>	<b>3,372</b>	<b>33.5%</b>

Source: 2000 HUD Comprehensive Housing Affordability Strategy data

### Estimated Housing Needs for Persons with Disabilities

The Census Bureau reports disability status for non-institutionalized persons age 5 and over. As defined by the Census Bureau, a disability is a long-lasting physical, mental or emotional condition. This condition can make it difficult for a person to do activities such as walking, climbing stairs, dressing, bathing, learning or remembering. This condition can also impede a person from being able to go outside the home or to work at a job or business.

In Westmoreland County, there were 345,621 non-institutionalized persons age 5 years and older in 2000. Of these, 33,672 (10%) had at least one disability. There is no source of data that enumerates the number of persons with disabilities with housing needs, as local providers do not keep waiting lists, and the only existing inventory of disabled persons is a statewide list of those who qualify for Community Integrated Living Arrangement (CILA) placement. The County's 5-year Strategic Plan provides a list of persons with at least one disability by municipality.

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

Housing Needs of Families on the Section 8 Tenant Based Waiting List March 25, 2010		
(The numbers/percentages appearing in parentheses are those contained in the 2010-2014 Westmoreland County Strategic Plan – they are provided for reference)		
	# of families	% of total families
Waiting list total	1341 (1438)	100%
Extremely low income <=30% AMI	1163 (1243)	86.7% (86%)
Very low income (>30% but <=50% AMI)	157 (172)	11.7% (12%)
Low income (>50% but <80% AMI)	21 (23)	1.5% (2%)

<b>Housing Needs of Families on the Section 8 Tenant Based Waiting List March 25, 2010</b>		
Families with children (non-elderly)	855 (912)	63.7% (63.4%)
Elderly families (62 or older)	68 (78)	5% (5.4%)
Families with Disabilities	418 (448)	31.1% (31%)
Race/ethnicity (White)	1061 (1137)	79.1% (79%)
Race/ethnicity (Black)	243 (264)	18.1% (18%)
Race/ethnicity (Hispanic)	15 (14)	1.1% (1%)
Race/ethnicity (Other)	37 (37)	2.7% (2.%)
Sex of Head of Household Male	355	26.4%
Sex of Head of Household Female	942	73.2%

As of March 25, 2010 the Section 8 Waiting list is opened

<b>Housing Needs of Families on the Public Housing Waiting List March 25, 2010</b>		
(The numbers/percentages appearing in parentheses are those contained in the 2010-2014 Westmoreland County Strategic Plan – they are provided for reference)		
	# of families	% of total families
Waiting list total	766 (729)	
Extremely low income <=30% AMI	507 (488)	66.1% (67%)
Very low income (>30% but <=50% AMI)	122 (112)	15.9% (15%)
Low income (>50% but <80% AMI)	137 (129)	17.8% (18%)
Families with children (non-elderly)	258 (591)	33.6% (81%)
Elderly families (62 or older)	171 (138)	22.3% (19%)
Families with Disabilities	152 (130)	19.8% (18%)
Race/ethnicity (White)	551 (518)	71.9% (71%)
Race/ethnicity (Black)	64 (70)	8.3% (10%)
Race/ethnicity (Hispanic)	16 (15)	2% (2%)
Race/ethnicity (Other)	(2)	
Sex of Head of Household Male		
Sex of Head of Household Female		

Housing Needs of Families on the Public Housing Waiting List March 25, 2010		
Female		

Characteristics by Bedroom Size (Public Housing Only)		
Efficiency	517 (470)	67.4% (64%)
1BR	87 (89)	11.3% (12%)
2 BR	104 (99)	13.5% (14%)
3 BR	51 (62)	6.6% (8%)
4 BR	6 (6)	.7% (1%)
5 BR	1 (1)	
5+ BR	0 (2)	

As of March 25, 2010 the Public Housing Waiting List is opened. The Housing Authority anticipates the Public Housing Waiting List will remain open throughout the Plan Year.

To meet the housing needs discussed in the FY 2010-2014 Five-Year Strategic Plan, the County has established the following 7 Priorities and identified Goals and Objectives to meet those priorities. Projected activities of the Housing Authority have been incorporated into the Objectives:

- ❖ Priority #1: Expanding the availability of rental housing stock for LMI households
  - Goal: To increase the supply of decent, affordable rental housing opportunities available for the County's lowest-income households through coordination with WCHA, CHDOs, non-profit, and for-profit agencies and private developers.
    - Objective: To construct new rental units affordable to LMI households located in the areas of the County where the need is greatest.
    - Planned Accomplishments over the next five years:
      - WCHA will construct 18 new units of senior housing in Derry Township.
      - The County will facilitate construction of at least 40 additional units of decent rental housing affordable to LMI households. This includes 18 rental units in Jeannette, 20 units of senior rental housing in Scottdale, and four three-bedroom family rental units in Scottdale.
  
- ❖ Priority #2: Affordable rental assistance for LMI families and seniors
  - Goal: To allow decent, safe, affordable rental housing more affordable for more low-income families and seniors, particularly those most affected by the recent foreclosure crisis.
    - Objective: Alleviate the housing cost burden of its low-income renters via the Section 8 Housing Choice Voucher Program administered by WCHA.

- Objective: Support applications to HUD for Section 8 project-based assistance under a variety of programs, including the Low Income Housing Preservation Program, Shelter Plus Care, the Homeless Prevention and Rapid Re-housing program, Section 8 Moderate Rehabilitation and Housing Opportunities for Persons with AIDS.
  - Planned Accomplishments over the next five years:
    - While demand for Section 8 rental assistance and other subsidized rental units continues to greatly outpace supply, the County will continue to support WCHA's service to 1,804 current voucher holders and seek to help to expand capacity where possible.
- ❖ Priority #3: Housing rehabilitation for LMI homeowners
- Goal: To support families and individuals who already own their homes but, due to economic hardship or excessive cost-burden, are not able to make repairs necessary for critical upkeep and value retention. This includes emergency repair provisions that will enable LMI homeowners to make immediately required repairs to their homes.
    - Objective: Provide owner-occupied housing rehabilitation assistance to LMI households with income up to 80% of MFI to provide livable environments and retain affordability.
    - Planned Accomplishments over the next five years:
      - Emergency housing rehabilitation funds will help replace 90 deteriorated furnaces and roofs for very low-income households countywide each year.
      - Westmoreland County will evaluate the feasibility of redesigning and reintroducing its now-defunct owner-occupied housing rehabilitation program.
- ❖ Priority #4: Increasing homeownership opportunities
- Goal: To facilitate increased homeownership opportunities for LMI families and individuals in Westmoreland County and expand the options available to these groups.
    - Objective: To provide homeownership assistance to potential homeowner households
    - Objective: To increase the supply of decent, affordable owner homes available for the County's lowest-income households through coordination with WCHA, CHDOs, non-profit and for-profit agencies and private developers.
    - Planned Accomplishments over the next five years:
      - The County's Homeownership Assistance program will assist 810 households with down payment assistance.
      - The County will facilitate construction of additional units of decent for-sale housing affordable to LMI households, including 19 units in the City of Jeannette as part of WCA's new homeownership construction project.
      -
- ❖ Priority #5: Rehabilitation of rental housing stock
- Goal: To restore and preserve existing affordable rental housing units for low-income tenant households, including those with special needs.
    - Objective: Provide funding to private rental property owners and/or non-profit agencies who will agree to rehabilitate their units up to code standards for lease and occupancy by LMI renter households.
    - Planned Accomplishments over the next five years:
      - WCHA, in accordance with its 2007 Section 504 Needs Assessment, will increase the number of public housing units that are accessible to persons with disabilities.

- ❖ Priority #6: Assisting homeless populations
  - Goal: To provide stability and opportunity to the County's homeless populations through work with non-profit organizations and other public agencies.
    - Objective: To provide operating support and other necessary assistance to local homeless service providers.
    - Planned Accomplishments over the next five years:
      - Through its support of local homelessness agencies, including facilities for victims of domestic violence and persons with substance abuse issues, the County will provide supportive services, emergency shelter and transitional housing to more than 1,000 persons annually.
  
- ❖ Priority #7: Mitigating blight
  - Goal: To remove the tangible and intangible negative impacts of abandoned and dilapidated properties on the viability of neighborhoods throughout the County.
    - Objective: To facilitate the County Redevelopment Authority's demolition of vacant, dilapidated structures.
    - Planned Accomplishments over the next five years:
      - The Redevelopment Authority will demolish 30 structures per year across the County.

## 9.1 Strategy for Addressing Housing Needs

Provide a 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.

(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

To meet and continue to support the Housing Needs -7 Priorities, Goals and Objectives contained in the Westmoreland County FY 2010-2014 Five-Year Strategic Plan as well as the Goals and Objectives established by the Housing Authority, the following needs and strategies have been developed:

**Need:** Shortage of Affordable Housing for Low Income Populations

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

- Employing effective maintenance and management policies to minimize the number of public housing units off-line
- Reducing turnover time for vacated public housing units
- Maintaining or increasing Section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintaining or increasing Section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participating in the Consolidated Plan development process to ensure coordination with broader community strategies
- Expand access to Section 8 assistance. Section 8 Satellite Offices have been established in New Kensington and Monessen. These offices, staffed on an as needed basis, establish a community presence and provide a location for interviews, recertification meetings, landlord briefings and application pick-up and return. As needed, additional Satellite Offices in other locations will be considered.

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

- Applying for additional Section 8 units should they become available
- Expanding the use of Section 8 Project Based Assistance
- Purchase/acquire existing units/developments when opportunities develop
- Leveraging affordable housing resources in the community through the creation of mixed - finance housing
- Pursuing housing resources other than public housing or Section 8 tenant-based assistance.

**Need:** Assistance to Families at or Below 30% and 50% of Median)

**Strategy:** Target assistance by:

- Adopting rent policies that support and encourage work

**Need:** Assist Elderly Families

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

- Seeking designation of public housing for the elderly (The Housing Authority will research the feasibility of designating certain elderly developments as “Elderly Only”).

**Need:** Assist Families with Disabilities

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

- Carrying out the modifications needed in public housing based on the section 504 Needs Assessment.
- Applying for special-purpose vouchers targeted to families with disabilities, should they become available

**Need:** Assist Races or Ethnicities with Disproportionate Housing Needs

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

- 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

## 10.0 ADDITIONAL INFORMATION

Describe the following, as well as any additional information requested by HUD:

**a. Progress in Meeting Mission and Goals.** PHA's must include (i) a statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. (Note: Standard and Troubled PHA's complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

The Housing Authority continues efforts to meet goals established in the Five-Year Plan:

1. During the 2009 Plan year, the Housing Authority applied for and received an additional 50 units of Section 8 assistance targeted for the Family Unification Program. The Authority is committed to applying for additional (targeted and general assistance) Section 8 vouchers if/when they become available. The commitment to expand the supply of assisted units will continue.
2. 2009 public housing occupancy rates increased over 1% from 2008 rates. For the period ending 2008 the average adjusted occupancy rate, as calculated by the Housing Authority was 92.30%. For the calendar year 2009 the adjusted occupancy rate increased to 93.39%. A significant increase of 1.3%. The Housing Authority will continue to work toward an occupancy rate of 95% while continuing to increase rent collection.
3. Numerous marketing efforts aimed at reducing the vacancy rate at selected "non-performing" AMPs have been initiated. This includes creation of sample apartments, "Now Leasing" banners, mini-bus service, radio, newspaper outreach and others.
4. The acquisition of the 18 unit Derry Twp. development is a significant step toward meeting the goals of creating additional housing opportunities and acquiring additional units in underserved areas.
5. The Housing Authority will continue efforts aimed at developing its 56 acre site along South Greensburg Road. This is a multi-year effort. Requests for proposals and development concepts will be received and evaluated between mid-2010 and mid-2011. Senior housing and commercial development will be targeted.
6. The Section 8 program has again gained the high performer status. The commendable score of 99% was attained for the period ending 9-30-2009. The public housing program has been designated a standard performer with a score of 87%.
7. There has been no increase in the number or percentage of customer complaints. The additional improvements projected to be undertaken with the Recovery Funding will accelerate planned improvements and should increase customer satisfaction. Obligation timeframes established for Recovery Funding have been met.
8. Disposition and/or demolition objectives continue to be refined. Park Manor has been eliminated from the proposed demolition for the short term.
9. 504 implementations continue with the conversion of efficiency units into accessible units and is on-target for scheduled completion. The Housing Authority schedule calls for 504 conversions to be undertaken in Arnold Manor during the upcoming Plan Year. Conversion (non-504) of efficiency units into larger

standard “tenant friendly” one-bedroom units also continues with work soon to be completed in Scottdale Manor. Additional non-504 conversions may be scheduled.

10. Section 8 program staff continues to meet commitments on mobility counseling and outreach. The establishment of Section 8 Satellite Offices brings services directly to areas heavily involved in the program.
11. The Section 8 homeownership program continues to meet targeted participation. Conversion of existing scattered site public housing to Section 8 will be determined by the availability of additional Section 8 units.
12. With the addition of Derry Garden Apartments, the Housing Authority has increased the number of site-based waiting lists to 29. The demographic characteristics of each AMP are monitored on a regular basis.
13. Efforts to meet deconcentration goals continue. The limited application pool and the unwillingness of residents to consider other developments outside of their home communities continue to be problems faced by occupancy staff.
14. The cooperation between the Housing Authority and the TANF continues. Providing increased employment opportunities within current economic conditions is difficult.
15. The goals established by the Housing Authority to further fair housing and equal housing opportunity continue to be met. The Housing Authority recently adopted steps to further Fair Housing applicable to program grant applications. The initiatives established to deal with violence against women and accessible housing continue to take a more prominent role in operations.

**b. Significant Amendment and Substantial Deviation/Modification.**

PHA must provide the definition of “significant amendment” and “substantial deviation/modification”. (Note: Standard and Troubled PHA’s complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)

The definitions established in prior years remain unchanged.

**Substantial Deviation and Significant Amendment or Modification Definitions**

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

The 5-Year Plan is subject to modification and change. A change to the 5-Year Plan may be considered a substantial deviation if it is inconsistent with or fundamentally changes the Housing Authority’s Mission Statement. Changes will be incorporated in subsequent Plans and will be subject to review by the residents, the Resident Advisory Board (RAB) and the Public Hearing.

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

The Annual Plan is subject to modification and change during the Plan year. A change to the Annual Plan may be considered a Significant Amendment or Modification if it represents a shift in policies or a major change of strategy or work activities enumerated in the Annual Plan. Changes other than those specified below will be undertaken by the PHA staff and reported in the subsequent Annual Plan that is subject to full public disclosure.

A significant change in policy with regard to demolition, disposition, designation, homeownership programs or conversion activities (conversion as defined at 24 CFR Part 972.3). The submission of an application or proposal to HUD in any of these areas requiring disclosure to the public/residents, the RAB and action by the PHA Board prior to submission, that may contain minor changes to the Annual Plan, will not be considered a Significant Amendment or Modification.

A change or addition to the Capital Fund Annual Statement (non-emergency work item) or 5-Year Action Plan that is outside of HUD’s fungibility regulations and/or represents a change of use of more than 50% of the current HUD grant award.

Any program or policy change or modification (including the implementation of new program activities) permitted or required under federal program instructions or regulations, or required by HUD based on an operational review or implemented as a result of a national or local emergency will not be considered a Substantial Deviation or Significant Amendment or Modification.

**c. Agreements**

PHA's must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. (Note: Standard and Troubled PHAs complete annually).

There is no outstanding memorandum of agreement with HUD.

## 11.0 REQUIRED SUBMISSION FOR HUD FIELD OFFICE REVIEW

In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations (Attached)*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments. **(Attached)**
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

## **Attachment A**

### **Deconcentration and Income Mixing**

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

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

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

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

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

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

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

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

Housing Authorities are permitted to consider a number of approaches in designing an Admission Policy to achieve the goals of deconcentration and income mixing, included are the use of skipping over certain families on the waiting lists based on incomes; the establishment of certain preferences such as worker preferences; appropriate affirmative marketing efforts; additional applicant consultation and information; provision of

additional supportive services and amenities; and rent incentives authorized by the QHWRA. Site based waiting lists may also be used as an integral part of the Admissions Policy to promote deconcentration.

To implement these requirements Housing Authorities must:

Determine and compare the average tenant family incomes of each family development; and consider what Admissions and Continued Occupancy Policy measures or incentives, if any, will be needed to bring higher income families into lower income developments and lower income families into higher income developments. PHA policies must devote appropriate attention to both of these goals. PHA policies must affirmatively further fair housing.

The Westmoreland County Housing Authority Admissions and Continued Occupancy Policy include provisions for deconcentration and income mixing and contains this Admission Policy for Deconcentration. Admission to public housing will include at least 40% of eligible applicants having incomes that do not exceed 30% of median income of the area. (Subject to “fungibility” provisions cited above).

The Housing Authority will strive for economic deconcentration and income mixing in all of its communities by doing the following:

1. The Authority will skip over a lower income applicant on the waiting list to a higher income applicant if the higher income applicant is needed to deconcentrate a lower income development. The reverse will also apply; the Housing Authority will skip over a higher income applicant if a lower income applicant is needed to deconcentrate a higher income community.
2. As part of the Public Housing Agency Plan, the Authority will research the possibility and if appropriate consider providing rent incentives to applicants agreeing to move into targeted deconcentration developments.
3. The Housing Authority will continue to allow those on the waiting list to request to be included on any of the PHA’s 29 site-based waiting lists.
4. The Housing Authority will employ positive and affirmative advertising methods in local newspaper and other media outlets.
5. Applicants who are interested will be supplied with appropriate information regarding income and developments that may be available because of deconcentration efforts.

### Project Designation Methodology

Annually, the PHA will determine the average income of all families residing in general occupancy developments. Gross annual income is used for income limits at admission and for income-mixing purposes.

Deconcentration applies to transfer families as well as applicant families.

The PHA will then determine the average income of all families residing in each general occupancy development. The PHA will determine whether each general occupancy development falls above, within or below the Established Income Range (EIR).

The EIR is 85 percent to 115 percent (inclusive of 85 percent and 115 percent) of the PHA-wide average income for general occupancy developments. If a covered development is both below the 30 percent area-wide median and above the 115 percent income average for PHA-wide covered developments, it will be considered to be within the EIR.

The methodology will comply with the requirements contained at 24 CFR 903.2 (i): public housing developments operated by a PHA with fewer than 100 public housing units, are not subject to deconcentration of poverty and income mixing requirements.

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

### Implementation

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

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

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

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

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

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

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

#### Deconcentration Applicability

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

#### Deconcentration Compliance

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

## Attachment B

### Members of the Resident Advisory Board -2010

<b>Irwin Manor</b> Phyliss Thiem 709 Eva Gibbs 203	<b>Scottdale Manor</b> Bob Leeper 504 Donna Swank 413
<b>Trafford Manor</b> Margaret Ivkovich 604 Betty Caldarelli 501	<b>McMurtry Towers</b> Twila Cleaver 508 Cathy Gibbon 215
<b>Jeannette Manor:</b> Dorothy Barbish 506 Betty Rish 710	<b>Pleasant Manor:</b> Tony Colon 401 Terry Nangle 313
<b>Westgate Manor:</b> Nancy Layton 1007 Olive Staley 907 Audrey Cunningham 804 Hilda Troth 1001 Shirley Ayres 701	<b>Parnassus Manor:</b> Jean Brill 707 Donna Seaman 215 Emily Heckman 705 Richard Rosak 507 Mary Ann Fiscus 712 Patty Arnold 305
<b>Lower Burrell Manor:</b> Carol Persinski 313 Violet Hepler 701 Sandra Choltco 417 Patricia Mullen 401	<b>Valley Manor:</b> Ruth Bradley 413 Stephanie Martin 410 Vera Barton 607
<b>Eastgate Manor:</b> Ramona Ewing 608 Doris Smith 704 Delores Burgess 504 Marion Adamcheck 305	<b>New Stanton Manor:</b> Nancy Modar 25-B Raymond Kish 37-B
<b>Highland Manor:</b> Norronda Windom 314 Carla Asbury 1005 Tanzie Barkley 1025	<b>Arnold Manor:</b> Mary Beth Kirkman 407 Thomas Louvioux 303 Maryann Christopher 305

## **Attachment C**

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

Ms. Debbie Doverspike, a participant in the Section 8 tenant based Housing Choice Voucher Program, is the appointed resident member representing assisted housing residents on the Board of Commissioners of the Westmoreland County Housing Authority.

## Attachment D

### Site-Based Waiting Lists

Site Based Waiting Lists as authorized by section 6(s) of the 1937 Housing Act.

As discussed in the 2009 PHA Plan, the Housing Authority purchased the 18 units (all one- bedroom units) development of Derry Garden Apartments in October 2009. Following the acquisition a development proposal was submitted and approved by HUD allowing Derry Garden Apartments to receive a federal public housing subsidy. At the time of acquisition the Housing Authority established a 29<sup>th</sup> Site-Based Waiting List: Derry Garden Apartments.

1. East Ken Manor (18-1) and East Ken Manor Annex (18-16)
2. Kensington Manor (18-4)
3. Arnold Manor (18-9)
4. Parnassus Manor (18-15)
5. Arnold Townhouses (18-18)
6. Vandergrift Townhouses (18-20)
7. Lower Burrell Townhouses (18-24)
8. Lower Burrell Manor ((18-28)
9. Park Manor (18-2)
10. Highland Manor (18-8)
11. Eastgate Manor (18-5)
12. Valley Manor (18-6)
13. Westgate Manor (18-8A)
14. Pleasant Manor (18-7)
15. Scottdale Manor (18-10)
16. Irwin Manor (18-12)
17. Latrobe Manor (18-13)
18. Jeannette Manor (18-14)
19. Latrobe Townhouses (18-17)
20. Greensburg Townhouses (18-19)
21. Jeannette Townhouses (18-23)
22. New Florence Manor (18-25) and St. Clair Manor (18-26)
23. New Stanton Manor (18-27)
24. Trafford Manor (18-29)
25. Derry Townhouses (18-40)
26. West Hempfield Townhouses (18-39)
27. Penn Manor (18-43)
28. McMurtry Towers (18-11)
29. Derry Garden Apartments (18-44)

The Housing Authority continues to maintain public housing site-based waiting lists. The Authority has experienced no known incidents of discrimination related to these lists. The racial, ethnic and disability related tenant composition of each site has remained relatively unchanged over the years.

The Housing Authority provides a full disclosure list to each applicant of all options available to the applicant in the selection of a development in which to reside, including basic information about available sites (location, occupancy, number and size of accessible units and amenities such) and when requested an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types (e.g., regular or accessible) at each site.

The Housing Authority regularly undertakes marketing initiatives to attract applicants to all site based sites regardless of race or ethnicity or disability status.

Authority staff regularly reviews the demographic makeup of the 29 waiting list sites to identify and remedy any trend toward discrimination. The Director of Public Housing Management Operations downloads and reviews, on a monthly basis, information from the Multifamily Tenant Characteristics System (MTCS). This information identifies the racial, ethnic and disability related characteristics of the households currently residing in the 29 site-based developments identified above.

As part of the Annual Plan process, the Director of Public Housing Management Operations undertakes a full analysis of the monthly data to determine if trends or patterns of significant change are developing that might indicate households with similar racial, ethnic and disability related characteristics are locating in one or some specific development(s).

If a problem is identified the Authority will take appropriate action including marketing targeted at families disproportionately represented, testing, or other steps to ensure the site-based waiting lists are being managed in a non-discrimination basis.

**Assessment of Site-Based Waiting Lists  
Development Demographic Characteristics**

<b>Development Information:</b> (Name, number, location)	<b>Date Initiated</b>	<b>Initial mix of Racial, Ethnic or Disability Demographics</b> (HOH - % mix – occupied units)	<b>Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL</b> (HOH - % mix – occupied units) <b>(As of Feb. 2010)</b>	<b>Percent change between initial and current mix of Racial, Ethnic, or Disability demographics</b>
AMP 1  East Ken Manor East Ken Manor Annex (178 units)	5/31/1963 7/31/1973	White 75 Black 25 Hispanic 1 American Indian Asian Other W/Disability 31%	White 75 Black 25 Hispanic 1 American Indian Asian Other W/Disabilities 28%	N/C N/C N/C    -3%
AMP 2  Park Manor Highland Manor (152 units)	3/31/1957 8/31/1973	White 46 Black 54 Hispanic 3 American Indian Asian Other W/Disability 30%	White 42 Black 57 Hispanic 2 American Indian 1 Asian Other W/Disabilities 21%	-4% +3% -1% +1%   -9%
AMP 3  Eastgate Manor Valley Manor (117 units)	1/31/1965 3/31/1967	White 71 Black 27 Hispanic 2 American Indian 1 Asian 1 Other W/Disability 67%	White 70 Black 28 Hispanic 2 American Indian 1 Asian 1 Other W/Disabilities 66%	-1% +1% N/C N/C N/C  -1%
AMP 4  Westgate Manor (68 units)	8/31/1973	White 79 Black 21 Hispanic American Indian Asian Other W/Disability 52%	White 76 Black 24 Hispanic American Indian Asian Other W/Disabilities 55%	-3% +3%     +3%
AMP 5  Pleasant Manor Scottdale Manor (110 units)	1/31/1968 9/30/1969	White 97 Black 3 Hispanic American Indian Asian Other W/Disability 60%	White 97 Black 3 Hispanic American Indian Asian Other W/Disabilities 56%	N/C N/C     -4%

AMP 6 Arnold Manor (80 units)	6/30/1968	White 93 Black 7 Hispanic American Indian Asian Other W/Disability 68%	White 84 Black 14 Hispanic American Indian Asian Other W/Disabilities 69%	-9% +7%     +1%
AMP 7 Kensington Manor Arnold Townhouses (119 units)	4/30/1967 11/30/1982	White 57 Black 42 Hispanic 1 American Indian Asian 1 Other W/Disability 45%	White 54 Black 45 Hispanic 2 American Indian Asian 1 Other W/Disabilities 45%	-3% +3% +1%  N/C N/C
AMP 8 McMurtry Towers Vandergrift Twns. Lower Burrell Twns. (150 units)	11/30/1969 8/31/1984 12/30/1984	White 97 Black 3 Hispanic 1 American Indian Asian Other W/Disability 23%	White 95 Black 5 Hispanic 1 American Indian Asian Other W/Disabilities 25%	-2% +2% N/C   +2%
AMP 9 Irwin Manor New Stanton Manor (142 units)	7/31/1972 6/30/1979	White 96 Black 2 Hispanic 1 American Indian Asian 1 Other W/Disability 31%	White 98 Black 2 Hispanic 4 American Indian Asian 0 Other W/Disabilities 35%	+2% N/C +3%  -1% +4%
AMP 10 Jeanette Manor Trafford Manor (195 units)	10/31/1971 11/30/1982	White 95 Black 4 Hispanic 1 American Indian Asian 1 Other W/Disability 21%	White 96 Black 4 Hispanic 1 American Indian Asian 1 Other 1 W/Disabilities 30%	+1% N/C N/C  N/C +1% +9%
AMP 11 Parnassus Manor Lower Burrell Manor (229 units)	3/31/1973 9/30/1983	White 96 Black 4 Hispanic 1 American Indian Asian Other W/Disability 35%	White 95 Black 5 Hispanic 0 American Indian Asian Other W/Disabilities 38%	-1% +1% -1%   +3%
AMP 12 Latrobe Manor (79 units)	8/31/1972	White 99 Black 1 Hispanic 1 American Indian Asian Other W/Disability 58%	White 100 Black 0 Hispanic 1 American Indian Asian Other W/Disabilities 66%	+1% -1% N/C   +8%

AMP 13 Latrobe Townhouses Greensburg Twns. Derry Townhouses (90 units)	3/31/1981 4/30/1985 9/30/1993	White 94 Black 5 Hispanic American Indian 1 Asian Other W/Disability 18%	White 94 Black 5 Hispanic American Indian Asian Other 1 W/Disabilities 22%	N/C N/C    +1% +4%
AMP 14 Jeanette Twns. W. Hempfield Twns. Penn Manor (86 units)	11/30/1983 9/30/1997 1/31/1998	White 88 Black 12 Hispanic 2 American Indian Asian Other W/Disability 6%	White 83 Black 17 Hispanic 2 American Indian Asian Other W/Disabilities 8%	-5% +5% N/C   +2%
AMP 15 New Florence Manor St. Clair Manor (100 units)	11/30/1984 10/31/1985	White 99 Black 1 Hispanic 0 American Indian Asian Other W/Disability 29%	White 99 Black 1 Hispanic 3 American Indian Asian Other W/Disabilities 34%	N/C N/C +3%   +5%
AMP 16 Derry Gardens Apt (18 units)	11/01/2009	White 100 Black 0 Hispanic 0 American Indian Asian Other W/Disabilities	White 100 Black 0 Hispanic 0 American Indian Asian Other W/Disabilities	No Data Available

N/C = No Change

## Attachment E AMP's

AMP's	PROJECT COMBINATIONS – PUBLIC HOUSING	No. UNITS
<b>1</b>	18-1 East Ken Manor 18-16 East Ken Manor Annex	178
<b>2</b>	18-2 Park Manor 18-8B Highland Manor	152
<b>3</b>	18-5 Eastgate Manor 18-6 Valley Manor	117
<b>4</b>	18-8A Westgate Manor	68
<b>5</b>	18-7 Pleasant Manor 18-10 Scottdale Manor	110
<b>6</b>	18-9 Arnold Manor	80
<b>7</b>	18-4 Kensington Manor 18-18 Arnold Townhouses	119
<b>8</b>	18-11 McMurtry Towers 18-20 Vandergrift Townhouses 18-24 Lower Burrell Townhouses	150
<b>9</b>	18-12 Irwin Manor 18-27 New Stanton Manor	142
<b>10</b>	18-14 Jeanette Manor 18-29 Trafford Manor	195
<b>11</b>	18-15 Parnassus Manor 18-28 Lower Burrell Manor	229
<b>12</b>	18-13 Latrobe Manor	79
<b>13</b>	18-17 Latrobe Townhouses 18-19 Greensburg Townhouses 18-40 Derry Townhouses	90
<b>14</b>	18-23 Jeanette Townhouses 18-39 West Hempfield Townhouses 18-43 Penn Manor	86
<b>15</b>	18-25 New Florence Manor 18-26 St. Clair Manor	100
<b>16</b>	18-44 Derry Garden Apartments	18

Although Derry Garden Apartments was added as a separate AMP in 2009 consideration will be given in 2010-2011 to combine Derry Garden Apartments with an adjacent AMP.

## Attachment F

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

#### Westmoreland County Housing Authority

#### COMMUNITY SERVICE AND SELF SUFFICIENCY POLICY

##### A. BACKGROUND

The Quality Housing and Work Responsibility Act of 1998 mandates that all non-exempt (see definitions) adult residents of public housing (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours per month of training, counseling classes or other activities that help an individual toward self-sufficiency and economic independence. The requirements can also be met by a combination of 8 hours of community service and participation in an economic self-sufficiency program. An individual may not skip a month and then double up the following month, unless special circumstances warrant it. The Housing Authority will determine whether to permit a deviation from the schedule (see 24 CFR 960.605). Community Service is a requirement of the Public Housing Lease.

HUD urges Housing Authorities and their tenants to carry out the Community Service provision in a manner consistent with Congressional intent, as discussed in the Senate Committee Report (S. Rep. No. 63, 105<sup>th</sup> Congress, 1<sup>st</sup> Session 1997) that states “*the provision is not intended to be perceived as punitive, but rather considered as rewarding activity that will assist residents in improving their own and their neighbors’ economic and social well-being and give residents a greater stake in their communities*”. The requirement is intended to provide residents an opportunity to demonstrate that they are “giving something back” to their communities and to facilitate upward mobility.

##### B. DEFINITIONS

**Community Services:** Eligible community service activities include, but are not limited to, work at:

- A. Local public or nonprofit institutions, such as schools, Head Start Programs, before-or after-school programs, childcare centers, hospitals, clinics, hospices, nursing homes, recreation centers, senior centers, adult daycare programs, homeless shelters, indigent feeding programs, food banks (distributing either donated or commodity foods), or clothes closets (distributing donated clothing);
- B. Nonprofit organizations serving Housing Authority residents or their children, such as: Boy or Girl Scouts, Boys or Girls Club, 4-H Clubs, Women’s Abuse Centers, Libraries, Hope-In-Life Program, Police Activities League (PAL),

- organized children's recreation, mentoring, or education programs, Big Brothers or Big Sisters, Garden Centers, community clean-up programs, beautification programs;
- C. Programs funded under the Older Americans Act, such as Green Thumb, Service Corps of Retired Executives, senior meals programs, senior centers, Meals on Wheels;
  - D. Public or nonprofit organizations dedicated to seniors, youth, children, residents, citizens, special-needs populations or with missions to enhance the environment, historic resources, cultural identities, neighborhoods or performing arts;
  - E. Work at the Housing Authority to improve grounds or provide gardens (so long as such work does not alter Authority insurance coverage or is labor that would not ordinarily be performed by Housing Authority employees); or work through resident organizations to help other residents with problems, including serving on the Resident Advisory Board; and,
  - F. Care for the children of other residents so parents may volunteer.
  - G. The Housing Authority will consider on a case by case basis accepting community services at profit-motivated entities, acceptance of volunteer work performed at homes or offices of general private citizens, and court-ordered or probation-based work.

**NOTE: Political activity is excluded.**

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

- A. Job readiness or job training;
- B. Employment counseling;
- C. Basis jobs skills training;
- D. Training programs through local One-Stop Career Centers, Workforce Investment Boards (local entities administered through the U.S. Department of Labor) or other training providers;
- E. Higher education (junior college or college);
- F. GED classes;
- G. Apprenticeships (formal or informal);
- H. Substance abuse or mental health counseling and treatment;
- I. Reading, financial and/or computer literacy classes;
- J. English as a second language and/or English proficiency classes;
- K. Budgeting and credit counseling;
- L. Financial and household management; and,
- M. Any activity required by the Department of Public Assistance under Temporary Assistance for Needy Families (TANF).
- N. Participation (as per agreement) in the Housing Authority's Family Self-Sufficiency (FSS) and/or Resident Opportunities and Self-Sufficiency (ROSS) Programs.

**Exempt Adult** – Public housing residents exempt from the community service and self-sufficiency requirement are those:

- A. 62 years or older;
- B. Blind or disabled, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. Section 416(i)(1); Section 1382c),
  - 1. who certify that, because of this disability, she or he is unable to comply with the service provisions of this subpart, or
  - 2. is a primary caretaker of such individual;
- C. Engaged in work activities (see Notice PIH 2003-17 (HA)). In order for an individual to be exempt from the CSSR requirement because he/she is “engaged in work activities,” the person must be participating in an activity that meets one of the following definitions of “work activity” contained in Section 407(d) of the Social Security Act (42 U.S.C. Section 607(d)): (The Housing Authority considers a person engaged in a work activity if he/she is working at least 20 hours per week).
  - 1. Unsubsidized employment;
  - 2. Subsidized private-sector employment;
  - 3. Subsidized public-sector employment;
  - 4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
  - 5. On-the-job-training;
  - 6. Job-search and job-readiness assistance;
  - 7. Community service programs;
  - 8. Vocational educational training (not to exceed 12 months with respect to any individual);
  - 9. Job-skills training directly related to employment;
  - 10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
  - 11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalency, in the case of a recipient who has not completed secondary school or received such a certificate; and,
  - 12. The provision of childcare services to an individual who is participating in a community service program;
- D. Able to meet requirements for being exempt from having to engage in a work activity under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. Section 601 et seq. including 45 CFR Part 261.15) or under any other welfare program of the State in which the Housing Authority is located including a State-administered Welfare-to-Work program; or,
- E. A member of a family receiving assistance, benefits, or services under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. Section 601 et seq.), or under any other welfare program of the State in which the Authority is located, including a State-administered Welfare-to-Work program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

## C. REQUIREMENTS OF THE PROGRAM

1. The eight (8) hours per month may be either volunteer work or self-sufficiency program activity, or a combination of the two.
2. At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The Authority will make the determination of whether to allow or disallow a deviation from the schedule.
3. Activities must be performed within the community and not outside the jurisdictional area of the Authority.
4. Family obligations:
  - At lease execution or re-examination all adult members (18 or older) of a public housing resident family must;
    - Provide documentation that they are exempt from Community Service requirement if they qualify for an exemption, and
    - Sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the Community Service requirement will result in non-renewal of their lease.
    - At each annual re-examination, non-exempt family members must present a completed documentation form (to be provided by the Authority) of activities performed over the previous twelve (12) months. This form will include space for signatures of supervisors, instructors, or counselors certifying to the number of hours contributed.
    - If a family member is found to be non-compliant at re-examination, he/she and the Head of Household will sign a workout agreement with the Authority to make up the deficient hours over the next twelve (12) month period.
    - The tenant may request a grievance hearing on the Housing Authority's determination of non-compliance, in accordance with 24 CFR Part 966, subpart B, and the tenant may exercise any available judicial remedy to seek timely redress for the Authority's nonrenewal of the lease because of such determination.

### Change in exempt status:

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

## **D. AUTHORITY OBLIGATIONS**

1. To the greatest extent possible and practicable, the Authority will:
  - Provide names and contacts at agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations. (According to the Quality Housing and Work Responsibility Act, a disabled person who is otherwise able to be gainfully employed is not necessarily exempt from the Community Service requirement); and
  - Provide in-house opportunities for volunteer work or self sufficiency programs.
2. The Authority will provide the family with exemption verification forms and Recording/Certification documentation forms and a copy of this policy at initial application and at lease execution. Exemptions to the Community Service requirement are verified annually.
3. The Authority will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the Authority's Grievance Procedure if they disagree with the Authority's determination.
4. Non-compliant residents:
  - At least thirty (30) days prior to annual re-examination and/or lease expiration, the Authority will begin reviewing the exempt or non-exempt status and compliance of family members;
  - If the Authority finds a family member to be non-compliant, the Authority will enter into a work-out agreement with the non-compliant member and the Head of Household to make-up the deficient hours over the next twelve (12) month period, or the family must provide written assurance that is satisfactory to the Housing Authority explaining that the tenant or other noncompliant resident no longer resides in the unit.
  - If, at the next annual re-examination, the family member still is not compliant, the lease will not be renewed and the entire family will have to vacate, unless the non-compliant member agrees to move out of the unit;
  - The family may use the Authority's Grievance Procedure to protest the lease termination.

## **Attachment G Comments of the Resident Advisory Board**

WESTMORELAND COUNTY HOUSING AUTHORITY

RESIDENT COMMENTS, AUTHORITY RESPONSE AND PUBLIC COMMENTS

REGARDING:

2010 ANNUAL PLAN AND 5 YEAR PLAN

2010 CAPITAL FUND PROGRAM ANNUAL STATEMENT

CAPITAL FUND 5 YEAR PLAN 2010 – 2014

AMERICAN RECOVERY AND REINVESTMENT ACT CAPITAL FUND

June 4, 2010

The members of the Resident Advisory Board were provided with a copy of the Annual Plan, 5 Year Plan and all Capital Funds tables prior to the meeting. The members were advised to read it through and list any questions or comments for discussion at the meeting.

The Executive Director opened the meeting by welcoming and thanking the residents for their attendance and participation in this partnership. The Deputy Executive Director then fielded questions and concerns from the attendees.

1. The Deputy Executive Director explained the new way that the HA operates. The Authority's various communities are grouped together in AMP's. Each AMP is a self-sustaining housing unit, and is assigned a Manager. The Manager is in charge of the budget and operation of the AMP. The maintenance mechanic reports to the Manager. Any and all complaints, suggestions, work orders, etc., are to start with the Manager.
2. The Annual Plan includes information concerning all of the Authority's programs and plans for the upcoming fiscal year. Each program was discussed and the requirements for assistance.
3. Individual problems were discussed, such as parking issues.
4. The Annual Plan discusses the possibility of demolition at various sites. A question arose as to why the HA would demolish any of its housing. The Authority representative explained that demolition is used to reduce the number of vacancies in distressed units or communities. Our strategy is still in the

- planning stage, therefore no time frame has been designated, nor a decision on which units might be demolished.
5. Many of the residents in attendance at the meeting were from hi-rise buildings. Traditionally these buildings have been considered for elderly and disabled only, however the Authority has not designated any buildings “elderly only”. Much of the discussion revolved around the feelings of the elderly that younger people should not be living in their buildings. The elderly residents shared stories of problems being encountered with the younger people. The Authority responded that they are researching the possibility of designating certain developments as “Elderly Only”. This was met with enthusiasm by the elderly. Additionally, the Authority representative described the screening process that applicants must pass in order to be admitted to public housing. The Authority follows the HUD prescribed process for admission.
  6. The Capital Fund Program was discussed with the residents. The Authority representative discussed the Annual Statement, the Five Year Action Plan and the Performance and Evaluation Reports with the residents. The rule of fungibility was discussed with the residents, and the procedure for assigning priorities to approved work items.
  7. The question was brought up of the Authority’s plan for providing handicapped accessible units. The Authority’s representative explained that a 504 Transition Plan has been submitted to HUD, and that the Authority is committing a minimum of 25% of the annual Capital Fund to those issues. However, “reasonable accommodations” are made on a per-request basis. The residents in attendance learned that the Authority will make reasonable accommodations when requested in writing to the Deputy Executive Director. The Deputy Executive Director, along with the Executive Director, will determine reasonableness.
  8. Parking at hi-rise buildings has become an issue, as more of our residents are continuing to drive as they get older. Parking spaces are in high demand. Unfortunately in most instances there is not useable space to build additional parking spaces. This issue was discussed at length.
  9. The American Recovery and Reinvestment Act Capital Fund Grant was discussed at length. The HA staff explained that all projects listed on the ARRA Capital Fund are to be “shovel ready”. The funds are to be obligated within one year, 60% expended in two (2) years and 100% expended in three (3) years.
  10. A public hearing was held at the administrative offices of the Authority at the same time as the resident meeting. Two people attended the Public Hearing and had no comments.
  11. The residents were informed that the notes from this meeting would be included with the Annual Plan submission, with the following changes:

1. The Authority has not yet received the Capital Fund grant amount for 2010. Once it is received, the Capital Fund Annual Statement will be changed to reflect the correct amount.

PHA Response:

All comments from the public and the residents were given full consideration. No additions or changes to the 2010 Annual Plan are necessary.

## **Attachment H**

### **Challenged Elements**

Include any element(s) of the PHA Plan that is challenged





## Attachment J

### WESTMORELAND COUNTY HOUSING AUTHORITY'S (WCHA) POLICY

#### Homeownership Purpose

The Westmoreland County Housing Authority (WCHA) promotes and supports first-time homeownership for low-income, working families. WCHA's Homeownership Program will move families from rental housing into affordable homes of their own.

The homeownership option allows one or more members of the family to purchase a home. WCHA opts to offer only monthly homeownership assistance payments. Housing Choice Voucher (HCV) Payments will supplement the family's income to facilitate the transition from rental housing to homeownership.

#### Selection of Families

WCHA will offer the homeownership option only to families who:

- A. Have been enrolled in the Family Self-Sufficiency (FSS) Program for six or more months and are in compliance with their FSS Contract, or  
Have successfully completed the FSS Program and are participating in the HCV Program.
- B. Have successfully completed WCHA-approved credit counseling.

WCHA will limit the homeownership option to a maximum of 30 families at any given time.

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

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

- A. The family must have been admitted to the Housing Choice Voucher program.
- B. Initial requirements:
  - 1. The family must be in good standing with WCHA and the landlord.
  - 2. The family had no family-caused violations of HUD's housing quality standards within the last 12 months.
  - 3. The family does not owe money to WCHA.
  - 4. The family has not committed any serious or repeated violations of a WCHA-assisted lease within the last 12 months
- C. The family must qualify under one of the following: first-time homeowner, cooperative member or a person with a disability (see definitions below).

1. First-Time Homeowner: A family of which no member owned any present ownership interest in a residence of any family member during the three years before commencement of homeownership assistance for the family. The term “first-time homeowner” includes a single parent or displaced homemaker who, while married, owned a home with his or her spouse, or resided in a home owned by his or her spouse.
  2. Cooperative Member: A family of which one or more members own membership shares in a cooperative. A cooperative is housing owned by a corporation or association, and where a member of the corporation or association has the right to reside in a particular unit and to participate in management of the housing.
  3. Person with a Disability: A family of which a family member is a person with a disability, and use of the homeownership option is needed as reasonable accommodations so that the program is readily accessible to and usable by such a person.
- D. The family must meet the Federal minimum income requirement. The family must have a gross annual income equal to the Federal minimum wage multiplied by 2000, based on the income of adult family members who will own the home. Income from welfare assistance will not be counted towards this requirement.
- E. For disabled families, the minimum income requirement is equal to the current SSI monthly payment for an individual living alone, multiplied by 12.
- F. For elderly or disabled families, welfare assistance payments for adult family members who will own the home will be included in determining whether the family meets the minimum income requirement. It will not be included for other families.
- G. The family must satisfy the Federal minimum employment requirements. At least one or more adult members of the family who will own the home at commencement of homeownership assistance must be employed on a full-time basis and has been continuously so employed during the year before commencement of homeownership assistance for the family.
1. The term 'full-time employment' means not less than an average of 30 hours per week;
  2. A family member will be considered continuously employed even if that family member has experienced a break in employment, provided that the break in employment: did not exceed thirty (30) calendar days; did not occur within the six-month period immediately prior to the family's request to use the homeownership option; and, has been the only break in employment within the past twelve-month period.
  3. The employment requirement does not apply to elderly and disabled families. In addition, if a family, other than an elderly or disabled family includes a person with disabilities, WCHA must grant an exemption

from the employment requirement if WCHA determines that it is needed as a reasonable accommodation.

- H. The family has not defaulted on a mortgage securing debt to purchase a home under the homeownership option.
  - 1. Family includes an individual who was an adult member of a family at the time when such family received homeownership assistance and defaulted on a mortgage securing debt incurred to purchase the home.
- I. Except for cooperative members who have acquired cooperative membership shares prior to the commencement of homeownership assistance, no family member has a present ownership interest in a residence at the commencement of homeownership assistance for the purchase of any home.
- J. Except for cooperative members who have acquired cooperative membership shares prior to the commencement of homeownership assistance, the family has entered a contract of sale in accordance with 24 CFR 982.631(c).
- K. The family must be “mortgage-ready”. The family must submit written verification from one of the following:
  - 1. Westmoreland Human Opportunities, Inc.
  - 2. USDA/Rural Development;
  - 3. Financial institutions that mortgage financing is provided, insured or guaranteed by a state or Federal government, complying with secondary mortgage market-underwriting requirements or comply with generally accepted private sector underwriting standards.

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

Before commencement of homeownership assistance, the family must attend and satisfactorily complete credit and homeownership counseling. WCHA will partner with Westmoreland Human Opportunities, Inc. to conduct credit and homeownership counseling sessions. Counseling shall be consistent with HUD-approved housing counseling.

The following topics will be included in the credit and homeownership counseling sessions:

- A. Home maintenance (including care of the grounds);
- B. Budgeting and money management;
- C. Credit counseling and credit repair;
- D. How to negotiate the purchase price of a home;
- E. How to obtain homeownership financing and loan pre-approvals, including a description of types of financing that may be available, and the pros and cons of different types of financing;

- F. How to find a home, including information about homeownership opportunities, schools, and transportation in WCHA’s jurisdiction;
- G. Advantages of purchasing a home in an area that does not have a high concentration of low-income families and how to locate homes in such areas;
- H. Information on fair housing, including fair housing lending and local fair housing enforcement agencies; and
- I. Information about the Real Estate Settlement Procedures Act (12 U.S.C. 2601 et seq.) (RESPA), state and Federal truth-in-lending laws, and how to identify and avoid loans with oppressive terms and conditions.
- J. WCHA shall have discretion in determining whether a family is required to participate in post-purchase counseling and delinquency intervention.

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

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

- A. The unit must meet HUD’s “eligible housing” type:
  - 1. Single-family dwelling;
  - 2. Condominiums;
  - 3. Co-operatives;
  - 4. Manufactured housing, on a permanent foundation, placed on property that will be owned by the family; or
  - 5. Manufactured housing where the family will not own fee title to the real property; but the housing is on a permanent foundation and the family has the right to occupy (lease) the site for at least 40 years.
- B. The unit may not be any of the following:
  - 1. A public housing or Indian housing unit;
  - 2. A unit receiving Section 8 project-based assistance;
  - 3. A nursing home, board and care home, or facility providing continual psychiatric, medical or nursing services;
  - 4. A college or other school dormitory;
  - 5. On the grounds of penal, reformatory, medical, mental, or similar public or private institutions.
- C. The unit must be under construction or already exist at the time the family enters into the contract of sale.
- D. The unit must be inspected by WCHA and the family must select and pay for an independent inspector.
- E. The unit must meet Housing Quality Standards (see Chapter 8).

- F. For WCHA-owned units all of the following conditions must be satisfied:
1. WCHA informs the family, both orally and in writing, that the family has the right to purchase any eligible unit and a WCHA-owned unit is freely selected by the family without WCHA pressure or steering;
  2. The unit is not ineligible housing;
  3. WCHA obtains the services of an independent agency to inspect the unit for compliance with HQS, review the independent inspection report, review the contract of sale, determine the reasonableness of the sales price and any WCHA provided financing. All of these actions must be completed in accordance with program requirements.

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

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

WCHA has established the maximum time that will be allowed for a family to locate and purchase a home.

- A. The family's deadline date for locating a home and securing a sales agreement will be 180 calendar days from the date the family's eligibility for the homeownership option is determined. For good cause, WCHA may extend a family's time to locate a home. Extensions will be approved in 30-day increments, not to exceed 60 days.
- B. The family must obtain financing for the home within 60 calendar days after signing their sales agreement. Extensions will be approved on a case-by-case basis.
- C. The family must purchase the home within 90 calendar days of obtaining financing. Extensions will be approved on a case-by-case basis.
- D. WCHA will require periodic reports on the family's progress on locating and purchasing a home. The family will provide reports in 30-day intervals.

If the family is unable to purchase a home within the maximum time limit, WCHA will continue making HAP payments on the unit that the family currently leases.

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

##### **Home Inspections**

WCHA will not commence monthly homeownership assistance payments for a family until WCHA has inspected the unit and determined that the unit passes HUD's Housing Quality Standards (HQS).

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

WCHA will not require the family to use an independent inspector selected by the housing authority. The independent inspector may not be a WCHA employee or contractor, or other person under control of the housing authority.

Upon request of WCHA, the independent inspector, selected by the family, must verify that they meet one of the following qualifications:

- A. Member of American Society of Home Inspectors; or
- B. Inspectors familiar with HUD minimum Housing Quality Standards and the requirements of local codes and ordinances of the jurisdiction; or
- C. Inspectors accepted by three local lenders.

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

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

### **Contract of Sale**

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

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

**Disapproval of a Seller**

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

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

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

- A. Mortgage financing must be provided, insured or guaranteed by the State or Federal government, complying with secondary mortgage market-underwriting requirements or comply with generally accepted private sector underwriting standards.
- B. Down payment requirements:
  - 1. WCHA will let the market determine the down payment. The family may use the following sources (this is not a complete list): FSS escrow account; individual savings account; HOMES funding; gifts from family members and friends; the seller may also contribute to down payment and closing cost requirements.
  - 2. WCHA anticipates that the secondary or private market will further dictate credit worthiness and minimum down payment requirements.
- C. If the home is purchased using FHA mortgage insurance it is subject to FHA mortgage insurance requirements.
- D. Families locating a home in a special flood zone area must obtain flood insurance on the home and agree to maintain this insurance.
- E. WCHA will prohibit the following forms of financing:
  - 1. Balloon payment mortgages;
  - 2. Variable interest rate loans;
  - 3. Seller financing;
  - 4. Any form of predatory lending.

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

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

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

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

The family must comply with the following obligations:

- A. The family must comply with the terms of the mortgage securing debt incurred to purchase the home, or any refinancing of such debt.
- B. As long as the family is receiving homeownership assistance, the use and occupancy of the home is subject to the following requirements [24 CFR 982.551 (h) and (i)];
  1. The family must use the assisted unit for residency by the family. The unit must be the family's only residence.
  2. The composition of the assisted family residing in the unit must be approved by WCHA. The family must promptly inform the housing authority of the birth, adoption or court awarded custody of a child. The family must request housing authority approval to add any family member as an occupant of the unit. No other person (i.e., nobody but members of the assisted family) may reside in the unit (except a foster child or live-in aide).
  3. The family must promptly notify WCHA if any family member no longer resides in the unit.
  4. If WCHA has given approval, a foster child or live-in aide may reside in the unit.
  5. WCHA will approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and useable by persons with disabilities.
  6. Members of the household may engage in legal profit-making activities in the unit, but only if such activities are incidental to primary use of the unit for residence by members of the family.
  7. The family must not sublease or let the unit.
  8. The family must not assign the mortgage or assign the unit.
  9. The family must supply any information or certification requested by the housing authority to verify that the family is living in the unit, or relating to family's absence from the unit, including any housing authority requested information or certification on the purposes of the family's

absences. The family must cooperate with the housing authority for these purposes. The family must promptly notify the housing authority of absence from the unit.

- C. The family may not convey or transfer ownership of the home, except for purposes of financing, refinancing, or pending settlement of the estate of a deceased family member. The family must secure the written permission of WCHA before it refinances any debt secured by the home or places any secured debt on the property.
- D. Upon the death of a family member who holds, in whole or in part, title to the home or ownership of the cooperative member shares for the home, homeownership assistance may continue pending settlement of the decedent's estate, notwithstanding transfer of title by operation of law to the decedent's executor or legal representative, so long as the home is solely occupied by remaining family members, in accordance with paragraph B above. In the case of divorce or family separation, the assistance shall follow what a court decrees.
- E. The family must supply information to WCHA or HUD as specified in 24 CFR 982.551(b). The family must further supply any information required by WCHA or HUD concerning mortgage financing or refinancing, sale or transfer of any interest in the home, or homeownership expenses. In particular this shall include information relating to the following:
  - 1. Citizenship or immigration related matters;
  - 2. Family income and composition;
  - 3. Social Security numbers;
  - 4. For any mortgage or other debt placed on the property;
  - 5. Any sale or transfer of interest in the home; and
  - 6. The family's homeownership expenses.
- F. The family must notify WCHA before moving out of the home.
- G. The family must notify WCHA if the family defaults on the mortgage used to purchase the home.
- H. No family member may have any ownership interest in any other residential property.
- I. The family must sign and comply with the Housing Choice Voucher Homeownership Family Obligations. These obligations are described in 24 CFR 982.551, except for the following provisions which do not apply to assistance under the homeownership option: 24 CFR 982.551(c), (d), (e), (f), (g) and (j). (Form HUD 52649 must be signed prior to receiving assistance)
- J. WCHA will not do annual HQS inspections. The family is responsible for repair and maintenance.
- K. All taxes and insurance must be included in the mortgage payment.

- L. WCHA suggests that the family open and maintain a savings account to deposit maintenance and repair allowances. The savings account would be used for future maintenance and repairs to the family home.

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

- A. Except in the case of a family that qualifies as an elderly or disabled family, the maximum term of homeownership is:
  - Fifteen (15) years, if the initial mortgage is twenty (20) years or longer; or
  - Ten (10) years, in all other cases.
- B. The maximum term described above applies to any member of the family who:
  - Has an ownership interest in the unit during the time that homeownership payments are made; or
  - Is the spouse of any member of the household who has an ownership interest in the unit during the time homeownership payments are made.
- C. In the case of an elderly family, the exception only applies if the family qualifies as an elderly family at the start of homeownership assistance. In the case of a disabled family, the exception applies if at any time during receipt of homeownership assistance the family qualifies as a disabled family.
- D. If, during the course of homeownership assistance, the family ceases to qualify as a disabled or elderly family, the maximum term becomes applicable from the date homeownership assistance commenced. However, such a family must be provided at least 6 months of homeownership assistance after the maximum term becomes applicable (provided the family is otherwise eligible to receive homeownership assistance).
- E. If the family has received such assistance for different homes, or from different PHAs, the total of such assistance terms is subject to the maximum term described in this part.

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

- A. The monthly homeownership assistance payment is the lower of:
  - The voucher payment standard minus the total tenant payment, or
  - The monthly homeownership expenses minus the total tenant payment.
- B. In determining the amount of the homeownership assistance payment, WCHA will use the same payment standard schedule, payment standard amounts, and

subsidy standards as those described elsewhere in this plan for the Housing Choice Voucher Program.

- C. WCHA will make homeownership assistance payments to the lender or to the family at the discretion of WCHA and the lender. If the assistance payment exceeds the amount due to the lender, WCHA must pay the excess directly to the family.
- D. Homeownership assistance for a family terminates automatically 180 calendar days after the last homeownership assistance payment on behalf of the family.
- E. Some homeownership expenses are allowances or standards determined by WCHA in accordance with HUD regulations. These allowances are used in determining expenses for all homeownership families and are not based on the condition of the home.
- F. Homeownership expenses include:
  - 1. Principal and interest on initial mortgage debt, any refinancing of such debt, and any mortgage insurance premium incurred to finance purchase of the home;
  - 2. Real estate taxes and home insurance;
  - 3. WCHA utility allowance used for voucher program;
  - 4. WCHA allowance for routine maintenance costs (\$50);
  - 5. WCHA allowance for major repairs and replacement (\$50);
  - 6. Principal and interest on mortgage debt incurred to finance costs for major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if WCHA determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person;
  - 7. If the home is a cooperative or condominium, expenses also include operating expenses or maintenance fees assessed by the homeowner association.
  - 8. Land lease payments where a family does not own fee title to the real property on which the home is located; [see 24 CFR 982.628(b)].
  - 9. For a condominium unit, condominium operating charges or maintenance fees assessed by the condominium homeowner association.
- G. Homeownership expenses for a cooperative member may only include amounts allowed by the PHA to cover:
  - 1. The cooperative charge under the cooperative occupancy agreement including payment for real estate taxes and public assessments on the home;

2. Principal and interest on initial debt incurred to finance purchase of cooperative membership shares and any refinancing of such debt;
3. Home insurance;
4. WCHA utility allowance for the home;
5. WCHA allowance for maintenance expenses;
6. WCHA allowance for costs of major repairs and replacements; and
7. Principal and interest on debt incurred to finance major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if WCHA determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person.
8. Cooperative operating charges or maintenance fees assessed by the cooperative homeowner association.

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

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

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

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

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

- A. WCHA may deny permission to move to a new unit with continued voucher assistance as follows:

1. Lack of funding to provide continued assistance.

2. In accordance with 24 CFR 982.638, regarding denial or termination of assistance.
  3. Prohibits more than one move by the family during a 12-month period.
- B. WCHA must deny the family permission to move to a new unit with continued voucher rental assistance if:
1. The family defaulted on an FHA-insured mortgage; and
  2. The family fails to demonstrate that the family has conveyed, or will convey, title to the home, as required by HUD, to HUD or HUD's designee; and the family has moved, or will move, from the home within the period established or approved by HUD.

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

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

WCHA will also deny or terminate assistance for violation of participant (family) obligations described in 24 CFR Parts 982.551 or 982.633 and in accordance with its own policy.

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

WCHA, in its discretion, may permit the family to move to a new unit with continued voucher rental assistance if the family can show that the default was for reasons beyond their control. However, the housing authority will deny such permission, if;

- A. The family defaulted on a FHA-insured mortgage; and
- B. The family fails to demonstrate that:
  1. The family has conveyed title to home, as required by HUD, to HUD or HUD's designee; and
  2. The family has moved from the home within the period established or approved by HUD.

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

WCHA shall not impose or enforce any requirement for the recapture of voucher homeownership assistance on the sale or refinancing of a home purchased with assistance under the Housing Choice Voucher Homeownership option.

## **15-VI.O. WAIVER OR MODIFICATION OF HOMEOWNERSHIP POLICIES**

The Executive Director of WCHA will have sole discretion to waive or modify any provision of the Housing Choice Voucher Homeownership Program not governed by statute or regulation.

The Executive Director of WCHA will have sole discretion to waive or modify any provision of the Housing Choice Voucher Homeownership Program to comply with changes in HUD regulations and directives.

**Insert File Attachment pa018a01 – 2010 Capital Fund Program Original Annual Statement**

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

**Insert File Attachments pa018c01 – pa018f01 Capital Fund P&E Statements.**

Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

<b>Part I: Summary</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28P018501-10 Replacement Housing Factor Grant No: Date of CFFP:		<b>Federal FY of Grant:</b> FFY of Grant Approval: 2010		
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending _____ <input type="checkbox"/> Reserver for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: _____) <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Original	Revised 2	Obligated	Total Actual Cost 1	Expended
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) 3	\$ 459,864	\$ -	\$ -	\$ -	\$ -
3	1408 Management Improvements	\$ 250,000	\$ -	\$ -	\$ -	\$ -
4	1410 Administration (may not exceed 10% of line 21)	\$ 229,932	\$ -	\$ -	\$ -	\$ -
5	1411 Audit	\$ -	\$ -	\$ -	\$ -	\$ -
6	1415 Liquidated Damages	\$ -	\$ -	\$ -	\$ -	\$ -
7	1430 Fees and Costs	\$ 279,000	\$ -	\$ -	\$ -	\$ -
8	1440 Site Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -
9	1450 Site Improvement	\$ 185,000	\$ -	\$ -	\$ -	\$ -
10	1460 Dwelling Structures	\$ 885,524	\$ -	\$ -	\$ -	\$ -
11	1465.1 Dwelling Equipment—Nonexpendable	\$ -	\$ -	\$ -	\$ -	\$ -
12	1470 Non-dwelling Structures	\$ -	\$ -	\$ -	\$ -	\$ -
13	1475 Non-dwelling Equipment	\$ 5,000	\$ -	\$ -	\$ -	\$ -
14	1485 Demolition	\$ -	\$ -	\$ -	\$ -	\$ -
15	1492 Moving to Work Demonstration	\$ -	\$ -	\$ -	\$ -	\$ -
16	1495.1 Relocation Costs	\$ 5,000	\$ -	\$ -	\$ -	\$ -
17	1499 Development Activities 4	\$ -	\$ -	\$ -	\$ -	\$ -
18	1501 Collateralization of Debt Service paid by PHA	\$ -	\$ -	\$ -	\$ -	\$ -
18a	9000 Collateralization of Debt Service paid Via System of Direct Payment	\$ -	\$ -	\$ -	\$ -	\$ -
19	1502 Contingency (may not exceed 8% of line 20)	\$ -	\$ -	\$ -	\$ -	\$ -
21	Amount of Annual Grant: (sum of lines 2-19)	\$ 2,299,320	\$ -	\$ -	\$ -	\$ -
22	Contingency Account Compared to Construction Accounts					
23	Amount of line 20 Related to LBP Activities					
24	Amount of line 20 Related to Section 504 Activities					
25	Amount of line 20 Related to Security --Soft Costs					
26	Amount of Line 20 related to Security-- Hard Costs					
27	Amount of line 20 Related to Energy Conservation Measures					
<b>Signature of Executive Director</b> 		<b>Signature of Public Housing Director</b> 		<b>Date</b> 6/29/2010		

1 To be completed for the Performance and Evaluation Report.  
 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 3 PHAs with under 250 units in management may use 100% of CFP Grants for Operations.  
 4 RHF Funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part II: Supporting Pages									
PHA Name:		Grant Type and Number				Federal FFY of Grant:			
		Capital Fund Program Grant No:		Replacement Housing Factor Grant No:		CFPP (Yes/No):			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised 1	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>		
	OPERATIONS	1406		\$ 459,864.00					
	MANAGEMENT IMPROVEMENTS	1408		\$ 250,000.00					
	COMPUTER EQUIPMENT	1475		\$ 5,000.00					
	ADMINISTRATION	1410		\$ 229,932.00					
	FEES & COSTS	1430		\$ 260,000.00					
	RELOCATION COSTS	1495.1		\$ 5,000.00					
AMP 1									
AMP 2	CONCRETE STAIRS	1450		\$ 5,000.00					
HIGHLAND	SIDING REPAIRS	1460		\$ 10,000.00					
AMP 3									

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.



Part II: Supporting Pages									
PHA Name:		Grant Type and Number			CFFP (Yes/No):			Federal FFY of Grant:	
		Capital Fund Program Grant No:							
		Replacement Housing Factor Grant No:							
Development Number/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Revised <sup>1</sup>	Total Actual Cost		Status of Work
				Original			Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
AMP 9									
NEW STANTON	LAUNDRY FACILITIES/ MAIN ENTRY								
	DOORS BLDG A, B, C	1460		\$	30,000.00				
	A&E FEE	1430		\$	5,000.00				
AMP 10									
TRAFFORD	CONCRETE REPLACEMENT - FRONT								
	ENTRY, INLET REPAIR, FRONT RE-	1450		\$	30,000.00				
	TAINING WALL, LANDSCAPING								
	A&E FEE	1430		\$	5,000.00				
AMP 11									
AMP 12	ASPHALT PARKING LOT	1450		\$	12,500.00				
LATROBE									

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.




# Capital Fund Program - Five Year Plan

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>					
PHA Name/Number : Westmoreland Cnty Hsing					
Locality (City/County & State): Westmoreland County, PA					
Development Number and Name	Work Statement for Year 1	Work Statement for Year 2	Work Statement for Year 3	Original 5-Year Plan	Revision No:
	FFY 2010	FFY 2011	FFY 2012	FFY 2013	FFY 2014
B. Physical Improvements Subtotal	Annual Statement	1,140,000.00	1,000,000.00	1,665,000.00	1,037,500.00
C. Management Improvements		320,000.00	320,000.00	320,000.00	320,000.00
D. PHA-Wide Non-dwelling					
E. Administration		232,105.00	232,105.00	232,105.00	232,105.00
F. Other		296,500.00	296,500.00	296,500.00	296,500.00
G. Operations		464,211.00	464,211.00	464,211.00	464,211.00
H. Demolition					
I. Development					
J. Capital Fund Financing - Debt Service					
K. Total CFP Funds		2,452,816.00	2,312,816.00	2,977,816.00	2,350,316.00
L. Total Non-CFP Funds					
M. Grand Total		2,452,816.00	2,312,816.00	2,977,816.00	2,350,316.00



**Capital Fund Program - Five Year Plan**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Work Statement for Year 1 FFY 2010	Work Statement for Year 2011 FFY 2011		Work Statement for Year 2012 FFY 2012			
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	AMP 1: 18-1 electric rehab Paving, sewer lines doors 504 compliance	126 126 126	\$ 315,000,000	AMP 1: 18-1 subfloor, tile, base 18-16 electric rehab survey gutters & downspouts	126  52 52 52	
	AMP: 2 18-2 504 compliance bath rehab demolition sidewalks 18-8B doors & locks bath & kitchen windows, siding floor tile electric rehab security ceiling repair Exterior lighting	6 102 24 102  50 50 50 50 50 50 50 50		AMP 2: 18-2 valves, com room rehab electric rehab open stairways heat & a/c in shop 18-8B stairtreads furnaces hot water tanks sidewalks Bi-fold doors AMP 3: 18-5	102 24 102  50 50 50 50 50 50	
	AMP 3: 18-5 Bath renovation, carpet emergency phones, security add phone & cable	49 49 49		pumps devices	49 49	
	Subtotal of Estimated Cost \$		315,000.00	Subtotal of Estimated Cost \$		-

**Capital Fund Program - Five Year Plan**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Work Statement For Year 1 FFY 2010	Work Statement for Year 2011 FFY 2011			Work Statement for Year 2012 FFY 2012		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
Sec	AMP 3: 18-6			18-6		
Annual Statement	elevator work	2		fire alarm	72	
	plumbing rehab	72		kitchen rehab	72	
	underground service	72		interior doors	72	
	bath rehab	72		drain lines	72	\$ 320,000
	flooring	72		windows, add parking	72	
	emer. phones, security	4		AMP 4: 18-8A		
	18-5 Floor Tile			common area rehab	68	
	AMP 4: 18-8A			floor tile	68	
	efficiency conver	2		shed, kitchen rehab	68	
	plumbing lines	68		AMP 5: 18-7		
	AMP 5: 18-7			all doors	50	
	electric update, downspout	50		awning, security	3	
	504 compliance	3	\$ 480,000	site improvements	50	
	18-10	60		interior lights	50	
	kitchens, windows	60		18-10		
	shed, parking	1		common area rehab	60	
	domestic hot water	60		AMP 6: 18-9		
	sidewalks, site impr	1		ext façade, site impr	80	
	AMP 6: 18-9			breaker panels, repaving	80	
	504 compliance	80		patio roofs, security	80	
	common area rehab	80		hwt, mech impr	80	
	elevator, restrooms	4		bath rehab, com/cable	80	
	Subtotal of Estimated Cost \$			480,000.00		
				\$ 320,000.00		

**Capital Fund Program - Five Year Plan**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Work Statement For Year 1 FFY 2010	Work Statement for Year 2011 FFY 2011			Work Statement for Year 2012 FFY 2012		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	AMP 7: 18-4			AMP 7: 18-4		
	504 compliance	3	\$ 345,000	doors & windows	99	
	elevator, fl tile, security	99		bath & kitchen rehab	99	
	elec service, blinds, fences	52		18-18		
	18-18			parking, sidewalks	20	
	furnaces	20		roofs, windows & doors	20	
	electric rehab	20		flooring, site improv		
	kitch & bath rehab			AMP 8: 18-11		
	AMP 8: 18-11			breaker panels, security	100	
	bath rehab, plumbing line	100		sewer lines, lighting	100	
	fire alarm, eff conv	100		18-20		
	18-24			elec rehab, sidewalks	20	\$ 50,000
	elec rehab, hot water tanks	30		504 compliance, paving, site, floor	1	
	site imprv, communication imprv	30		18-24 504 compliance	2	\$ 100,000
	AMP 9: 18-12			AMP 9: 18-12		
	floor tile, base	74		mech upgrade, hwt	70	
	fire alarm, security, site imprv	74		kitch & bath rehab, doors	70	
	elevator, eff conv			18-27		
	18-27			enlarge laundry	6	
	fire alarm	72		floor tile, flood lights	72	
	hot water tanks	72		roof, balcony & railing replacement		\$ 200,000
	all doors, gutters	72		bdg entry renovation		
				site improvement		
	Subtotal of Estimated Cost \$		345,000.00	Subtotal of Estimated Cost \$		350,000.00







**Capital Fund Program - Five Year Plan**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Work Statement For Year 1 2010	Work Statement for Year 2013 FFY 2013		Work Statement for Year 2014 FFY 2014	
	Development Number/Name General Description of Major Work Categories	Quantity	Development Number/Name General Description of Major Work Categories	Quantity
See Annual Statement	AMP 1: 18-1 Survey, smoke detectors playground, basketball ct, bi-fold doors storage space, clean ducts	126 126	AMP 1: 18-1 & 18-16 bath rehab porches, railings water lines, 504 compliance	178 178 52
	18-16 demolition	52	AMP 2: 18-2 roofs	102
	AMP 2: 18-2 hot water tanks subfloor & tile	102 102	security, site impr 18-8B sidewalks	102 50
	18-8B doorbell	50	hot water tanks 504 compliance	50
	AMP 3: 18-5 central a/c	50	AMP 3: 18-5 plumbing rehab	50
	18-6 breaker panels	72	elevator rehab water shut off valves	50 50
	entry doors & locks windows & treatments	72 72	laundry rehab kitchen rehab	2 50
	add phone & cable ext lighting & façade	72	bi-fold doors convert efficiencies frt & back awnings	50 50 50
	laundry rehab common area rehab			
	Subtotal of Estimated Cost \$		Subtotal of Estimated Cost \$	225,000.00











Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

<b>Part I: Summary</b>		Grant Type and Number Capital Fund Program Grant No: PA28S01850109 Replacement Housing Factor Grant No: Date of CFFP:		Federal FY of Grant: FFY of Grant Approval: 2009	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending		<input type="checkbox"/> Reserver for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 2 )		Final Performance and Evaluation Report	
<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Original</b>	<b>Revised 2</b>	<b>Obligated</b>	<b>Total Actual Cost 1</b>
					<b>Expended</b>
1	Total non-CFFP Funds	\$ -	\$ -	\$ -	\$ -
2	1406 Operations (may not exceed 20% of line 21) 3	\$ 300,000.00	\$ 240,000.00	\$ 240,000.00	\$ 30,715.26
3	1408 Management Improvements	\$ 100,000.00	\$ 42,000.00	\$ 42,000.00	\$ 32,219.37
4	1410 Administration (may not exceed 10% of line 21)	\$ -	\$ -	\$ -	\$ -
5	1411 Audit	\$ -	\$ -	\$ -	\$ -
6	1415 Liquidated Damages	\$ 310,000.00	\$ 254,000.00	\$ 254,000.00	\$ 150,239.66
7	1430 Fees and Costs	\$ -	\$ -	\$ -	\$ -
8	1440 Site Acquisition	\$ -	\$ -	\$ -	\$ -
9	1450 Site Improvement	\$ 100,000.00	\$ 250,665.00	\$ 250,665.00	\$ -
10	1460 Dwelling Structures	\$ 1,854,000.00	\$ 1,921,336.00	\$ 1,921,336.00	\$ 754,833.38
11	1465.1 Dwelling Equipment—Nonexpendable	\$ -	\$ -	\$ -	\$ -
12	1470 Non-dwelling Structures	\$ -	\$ -	\$ -	\$ -
13	1475 Non-dwelling Equipment	\$ 274,001.00	\$ 230,000.00	\$ 230,000.00	\$ 224,138.10
14	1485 Demolition	\$ -	\$ -	\$ -	\$ -
15	1492 Moving to Work Demonstration	\$ -	\$ -	\$ -	\$ -
16	1495.1 Relocation Costs	\$ -	\$ -	\$ -	\$ -
17	1499 Development Activities 4	\$ -	\$ -	\$ -	\$ -
18	1501 Collateralization of Dept Service paid by PHA	\$ -	\$ -	\$ -	\$ -
18a	9000 Collateralization of Debt Service paid Via System of Direct Payment	\$ -	\$ -	\$ -	\$ -
19	1502 Contingency (may not exceed 8% of line 20)	\$ -	\$ -	\$ -	\$ -
21	Amount of Annual Grant: (sum of lines 2-19)	\$ 2,938,001.00	\$ 2,938,001.00	\$ 2,938,001.00	\$ 1,192,145.77
22	Contingency Account Compared to Construction Accounts				
23	Amount of line 20 Related to LBP Activities				
24	Amount of line 20 Related to Section 504 Activities				
25	Amount of line 20 Related to Security --Soft Costs				
26	Amount of Line 20 Related to Security-- Hard Costs				
27	Amount of line 20 Related to Energy Conservation Measures				
<b>Signature of Executive Director</b>		<b>Signature of Public Housing Director</b>		<b>Date</b>	

1 To be completed for the Performance and Evaluation Report.  
2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
3 PHAs with under 250 units in management may use 100% of CFFP Grants for Operations.  
4 RHF Funds shall be included here.

<b>Part II: Supporting Pages</b>									
<b>PHA Name:</b> Westmoreland County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28S01850109			<b>CFFP (Yes/No):</b> 2009		<b>Federal FFY of Grant:</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>		
PHA WIDE	DRUG ELIMINATION ACTIVITIES salary & benefits/1 new counselor for resident activities, education	1408		\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 10,749.90		
AMP 2: 18-2 & 18-8B	ADDITIONAL POLICE PATROLS	1408		\$ 150,000.00	\$ 90,000.00	\$ 90,000.00	\$ 19,965.36		
PHA WIDE	ADMINISTRATION	1410		\$ 100,000.00	\$ 42,000.00	\$ 42,000.00	\$ 32,219.37		
PHA WIDE	FEES & COSTS	1430		\$ 310,000.00	\$ 254,000.00	\$ 254,000.00	\$ 150,239.66		
PHA WIDE	COMPUTER EQUIPMENT	1475		\$ 177,001.00	\$ 137,569.55	\$ 137,569.55	\$ 131,707.65		
	PRINTERS	1475		\$ 27,000.00	\$ 47,972.25	\$ 47,972.25	\$ 47,972.25		
	COPIERS	1475		\$ 50,000.00	\$ 44,458.20	\$ 44,458.20	\$ 44,458.20		
	PHONE SYSTEM	1475		\$ 20,000.00					
AMP 1: 18-1	ROOF REPLACEMENT	1460		\$ 342,000.00	\$ 187,400.00	\$ 187,400.00	\$ 187,400.00		
AMP 3: 18-5	FLOOR TILE REPLACEMENT	1460		\$ 140,000.00	\$ 176,275.00	\$ 176,275.00			
AMP 4: 18-8A	ELEVATOR REPLACEMENT EXTERIOR RENOVATION	1460		\$ 350,000.00	\$ 271,015.00	\$ 271,015.00	\$ 5,497.20		
AMP 5: 18-10	VACANCY REDUCTION - EFFICIENCY CONVERSION	1460		\$ 350,000.00	\$ 385,150.00	\$ 385,150.00	\$ 180,970.60		

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.



Part I: Summary		Grant Type and Number		Federal FY of Grant:		
PHA Name: WESTMORELAND COUNTY HOUSING AUTHORITY		Capital Fund Program Grant No: PA28P018501-09		FFY of Grant Approval: 2009		
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending		Reservet for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1 ) <input checked="" type="checkbox"/> Final Performance and Evaluation Report				
Replacement Housing Factor Grant No: Date of CFFP:		4/30/2010				
Line No.	Summary by Development Account	Original	Revised 2	Obligated	Total Actual Cost 1	Expended
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) 3	\$ 461,690	\$ 461,690	\$ -	\$ -	\$ -
3	1408 Management Improvements	\$ 311,177	\$ 311,177	\$ -	\$ -	\$ -
4	1410 Administration (may not exceed 10% of line 21)	\$ 230,845	\$ 230,845	\$ -	\$ -	\$ -
5	1411 Audit	\$ -	\$ -	\$ -	\$ -	\$ -
6	1415 Liquidated Damages	\$ -	\$ -	\$ -	\$ -	\$ -
7	1430 Fees and Costs	\$ 266,500	\$ 236,500	\$ 17,676.67	\$ 17,676.67	\$ -
8	1440 Site Acquisition	\$ -	\$ 132,112	\$ -	\$ -	\$ -
9	1450 Site Improvement	\$ -	\$ -	\$ -	\$ -	\$ -
10	1460 Dwelling Structures	\$ 1,028,242	\$ 926,130	\$ 832,119.43	\$ 171,390.43	\$ -
11	1465.1 Dwelling Equipment--Nonexpendable	\$ -	\$ -	\$ -	\$ -	\$ -
12	1470 Non-dwelling Structures	\$ -	\$ -	\$ -	\$ -	\$ -
13	1475 Non-dwelling Equipment	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -
14	1485 Demolition	\$ -	\$ -	\$ -	\$ -	\$ -
15	1492 Moving to Work Demonstration	\$ -	\$ -	\$ -	\$ -	\$ -
16	1495.1 Relocation Costs	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -
17	1499 Development Activities 4	\$ -	\$ -	\$ -	\$ -	\$ -
18	1501 Collateralization of Debt Service paid by PHA	\$ -	\$ -	\$ -	\$ -	\$ -
18a	9000 Collateralization of Debt Service paid Via System of Direct Payment	\$ -	\$ -	\$ -	\$ -	\$ -
19	1502 Contingency (may not exceed 8% of line 20)	\$ -	\$ -	\$ -	\$ -	\$ -
21	Amount of Annual Grant: (sum of lines 2-19)	\$ 2,308,454	\$ 2,308,454	\$ 849,796.10	\$ 189,067.10	\$ -
22	Contingency Account Compared to Construction Accounts					
23	Amount of line 20 Related to LBP Activities					
24	Amount of line 20 Related to Section 504 Activities					
25	Amount of line 20 Related to Security--Soft Costs					
26	Amount of Line 20 related to Security--Hard Costs					
27	Amount of line 20 Related to Energy Conservation Measures					
Signature of Executive Director		Signature of Public Housing Director		Date		Date

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 3 PHAs with under 250 units in management may use 100% of CFP Grants for Operations.  
 4 RHF Funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part II: Supporting Pages										
PHA Name: WESTMORELAND COUNTY HOUSING		Grant Type and Number Capital Fund Program Grant No: PA28P018501-29 CFFP (Yes/No):				Federal FFY of Grant: 2009				
Development Number Name/PHA-Wide Activities		General Description of Major Work Categories		Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
						Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
			OPERATIONS	1406		\$ 461,690.00	\$ 461,690.00			
			MANAGEMENT IMPROVEMENTS	1408		\$ 311,177.00	\$ 311,177.00			
			COMPUTER EQUIPMENT	1475		\$ 5,000.00	\$ 5,000.00			
			ADMINISTRATION	1410		\$ 230,845.00	\$ 230,845.00			
			FEES & COSTS	1430		\$ 205,000.00	\$ 205,000.00	\$ 3,943.92	\$ 3,943.92	
			RELOCATION COSTS	1495.1		\$ 5,000.00	\$ 5,000.00			
AMP 1										
AMP 2										
AMP 3			18-5, 18-6 BACK FLOW PREVENTER	1460	2	\$ 20,000.00				
			18-5 FIRE ALARM UPDATE	1460				\$ 219.43	\$ 219.43	
AMP 4			18-8A BACK FLOW PREVENTER	1460	1	\$ 10,000.00				
AMP 5			18-10 BACKFLOW PREVENTER	1460	1	\$ 10,000.00				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages									
PHA Name: WESTMORELAND COUNTY HOUSING		Grant Type and Number Capital Fund Program Grant No: PA28F018501-29 CFFP (Yes/No):			Federal FFY of Grant: 2009				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>		
AMP 7	18-4 HI RISE HANDICAPPED ACCESSIBLE COMMUNITY SPACE	1460							
AMP 6	18-9 BACKFLOW PREVENTER 504 COMPLIANCE - EFF CONVERSION A&E FEE	1460 1460 1430	1	\$ 10,000.00	\$ 428,509.00				
AMP 9	18-12, 18-27 BACKFLOW PREVENTER	1460	5	\$ 30,000.00 \$ 50,000.00					
AMP 10	18-14 BACKFLOW PREVENTER	1460	1	\$ 10,000.00					
AMP 11	18-28 BACKFLOW PREVENTER 18-15 504 COMPLIANCE - EFF CONVER A&E FEE	1460 1460 1430	1	\$ 10,000.00 \$ 461,621.00 \$ 31,500.00	\$ 461,621.00	\$ 831,900.00	\$ 171,171.00		
AMP 12	18-13 BACKFLOW PREVENTER	1460	1	\$ 10,000.00					
AMP 15	PURCHASE OF DERRY GARDEN APTS 18 UNIT ELDERLY HOUSING	1440			\$ 132,112.25				
PHA WIDE	FIRE ALARM/SECURITY UPGRADE	1460			\$ 36,000.00				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

<b>Part I: Summary</b>		<b>Grant Type and Number</b>		<b>Federal FY of Grant:</b>		
PHA Name: Westmoreland County Housing Authority Capital Fund Program Grant No: PA28P018501-08 Replacement Housing Factor Grant No: Date of CFFP:		Reserver for Disasters/Emergencies <input type="checkbox"/>		FFY of Grant Approval: 2008		
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending		Revised Annual Statement (revision no. ) Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Original	Revised 2	Obligated	Total Actual Cost 1	Expended
1	Total non-CFP Funds	\$ 464,211.00	\$ 464,211.00	\$ 464,211.00	\$	\$ -
2	1406 Operations (may not exceed 20% of line 21) 3	\$ 320,000.00	\$ 209,108.72	\$ 209,108.72	\$	\$ 89,305.72
3	1408 Management Improvements	\$ 232,105.00	\$ 232,105.80	\$ 232,105.80	\$	\$ 116,052.90
4	1410 Administration (may not exceed 10% of line 21)	\$ -	\$ -	\$ -	\$	\$ -
5	1411 Audit	\$ -	\$ -	\$ -	\$	\$ -
6	1415 Liquidated Damages	\$ 91,500.00	\$ 350,253.11	\$ 350,253.11	\$	\$ 161,741.50
7	1430 Fees and Costs	\$ -	\$ -	\$ -	\$	\$ -
8	1440 Site Acquisition	\$ -	\$ -	\$ -	\$	\$ -
9	1450 Site Improvement	\$ 25,000.00	\$ -	\$ -	\$	\$ -
10	1460 Dwelling Structures	\$ 1,080,000.00	\$ 1,058,936.67	\$ 1,058,936.67	\$	\$ 1,050,888.95
11	1465.1 Dwelling Equipment--Nonexpendable	\$ -	\$ -	\$ -	\$	\$ -
12	1470 Non-dwelling Structures	\$ -	\$ -	\$ -	\$	\$ -
13	1475 Non-dwelling Equipment	\$ 5,000.00	\$ -	\$ -	\$	\$ -
14	1485 Demolition	\$ 98,242.00	\$ -	\$ -	\$	\$ -
15	1492 Moving to Work Demonstration	\$ -	\$ -	\$ -	\$	\$ -
16	1495.1 Relocation Costs	\$ 5,000.00	\$ 6,442.70	\$ 6,442.70	\$	\$ 6,442.70
17	1499 Development Activities 4	\$ -	\$ -	\$ -	\$	\$ -
18	1501 Collateralization of Debt Service paid by PHA	\$ -	\$ -	\$ -	\$	\$ -
18a	9000 Collateralization of Debt Service paid Via System of Direct Payment	\$ -	\$ -	\$ -	\$	\$ -
19	1502 Contingency (may not exceed 8% of line 20)	\$ -	\$ -	\$ -	\$	\$ -
21	Amount of Annual Grant: (sum of lines 2-19)	\$ 2,321,058.00	\$ 2,321,058.00	\$ 2,321,058.00	\$	\$ 1,424,431.77
22	Contingency Account Compared to Construction Accounts					
23	Amount of line 20 Related to LBP Activities					
24	Amount of line 20 Related to Section 504 Activities					
25	Amount of line 20 Related to Security--Soft Costs					
26	Amount of Line 20 Related to Security--Hard Costs					
27	Amount of line 20 Related to Energy Conservation Measures					
<b>Signature of Executive Director</b>		<b>Signature of Public Housing Director</b>		<b>Date</b>		<b>Date</b>

1 To be completed for the Performance and Evaluation Report.  
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Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

**Part II: Supporting Pages**

PHA Name:		Grant Type and Number		Capital Fund Program Grant No:		CFPP (Yes/No):		Federal FFY of Grant:							
Development Number Name/PHA-Wide Activities		General Description of Major Work Categories		Development Account No.		Quantity		Total Estimated Cost		Total Actual Cost		Status of Work			
								Original		Revised <sup>1</sup>		Funds Obligated <sup>2</sup>		Funds Expended <sup>2</sup>	
			OPERATIONS		1406			\$ 464,211.00	\$ 464,211.00			\$ 464,211.00			
			MANAGEMENT IMPROVEMENTS		1408			\$ 320,000.00	\$ 209,108.72			\$ 209,108.72		\$ 89,305.72	
			COMPUTER EQUIPMENT		1475			\$ 5,000.00							
			EAST KEN MANOR ANNEX - REDEVELOPMENT		1485			\$ 98,242.00							
			A&E FEE		1430				\$ 8,960.00			\$ 8,960.00		\$ 8,960.00	
			HIGHLAND MANOR - SIDING REPLACEMENT		1460			\$ 30,000.00	\$ 45,075.00			\$ 45,075.00		\$ 45,075.00	
			A&E FEE		1430				\$ 4,150.00			\$ 4,150.00		\$ 4,150.00	
			VALLEY MANOR - UFAS COMPLIANCE GC		1460			\$ 475,000.00	\$ 330,462.41			\$ 330,462.41		\$ 330,462.41	
			UFAS COMPLIANCE EC		1460			\$ 77,538.28	\$ 77,538.28			\$ 77,538.28		\$ 77,538.28	
			UFAS COMPLIANCE MC		1460			\$ 99,463.00	\$ 99,463.00			\$ 99,463.00		\$ 99,463.00	
			FIRE ALARM		1460			\$ 17,492.78	\$ 17,492.78			\$ 17,492.78		\$ 14,980.00	
			A&E FEE		1430			\$ 28,500.00	\$ 59,077.89			\$ 59,077.89		\$ 59,077.89	

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<sup>2</sup>To be completed for the Performance and Evaluation Report.

Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part II: Supporting Pages									
PHA Name:		Grant Type and Number			CFPP (Yes/No):			Federal FFY of Grant:	
		Capital Fund Program Grant No:							
		Replacement Housing Factor Grant No:							
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>		
	EASTGATE MANOR -								
	UFAS COMPLIANCE GC	1460		\$ 118,985.80		\$ 118,985.80	\$ 118,985.80		
	BUILDING EXTERIOR	1460		\$ 183,247.00		\$ 183,247.00	\$ 180,562.06		
	A&E FEE	1430		\$ 17,999.01		\$ 17,999.01	\$ 17,999.01		
AMP 4									
AMP 5	SCOTSDALE MANOR								
	SMOKE DETECTOR	1460		\$ 20,123.00		\$ 20,123.00	\$ 20,123.00		
AMP 6	UFAS COMPLIANCE	1460		\$ 475,000.00					
	A&E FEE	1430		\$ 28,500.00		\$ 1,282.00	\$ 1,282.00		
AMP 7	KEN MANOR (CENTRAL TOWERS)-								
	ROOF REPLACEMENT - GC	1460		\$ 100,000.00		\$ 108,900.00	\$ 108,900.00		
	ROOF REPLACEMENT - MC	1460				\$ 28,500.00	\$ 25,650.00		
	A&E FEE	1430				\$ 8,580.00	\$ 8,580.00		
AMP 8	LOWER BURRELL TH -								
	METER SOCKETS	1460		\$ 4,982.40		\$ 4,982.40	\$ 4,982.40		
AMP 9	IRWIN MANOR -								
	UFAS COMPLIANCE GC	1460		\$ 3,489.00		\$ 3,489.00	\$ 3,489.00		
	A&E FEE	1430		\$ 1,607.16		\$ 1,607.16	\$ 1,607.16		

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

2 To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages									
PHA Name:		Grant Type and Number			CFFP (Yes/No):			Federal FFY of Grant:	
		Capital Fund Program Grant No:							
		Replacement Housing Factor Grant No:							
Development Number/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised 1	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>		
AMP 10									
	BALCONY REPAIR								
	A&E FEE	1430		\$ 6,935.35	\$ 6,935.35	\$ 6,935.35			
AMP 11	PARNASSUS MANOR -								
	UFAS COMPLIANCE	1460							
	A&E FEE	1430		\$ 34,500.00	\$ 17,289.70	\$ 17,289.70	\$ 17,289.70		
	FIRE ALARM	1460			\$ 20,678.00	\$ 20,678.00	\$ 20,678.00		
	BALCONY REPAIR								
	A&E FEE	1430		\$ 17,397.00	\$ 17,397.00	\$ 17,397.00	\$ 17,397.00		
AMP 12	BALCONY REPAIR								
	A&E FEE	1430			\$ 1,975.00	\$ 1,975.00	\$ 1,975.00		
AMP 13	DERRY TOWNHOUSE -								
	PLAYGROUND	1450	25000	\$ 25,000.00					
AMP 14									
AMP 15									

1. To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

2. To be completed for the Performance and Evaluation Report.



Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

Part I: Summary		Grant Type and Number		Capital Fund Competition Grant		Federal FY of Grant:	
PHA Name:		Capital Fund Program Grant No:		PA01800001109E		FFY of Grant Approval:	
Westmoreland County Housing Authority		Replacement Housing Factor Grant No:				2009	
154 South Greengate Road		Date of CFFP:					
Greensburg, PA 15601							
Type of Grant		Reservet for Disasters/Emergencies		Revised Annual Statement (revision no: )			
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Performance and Evaluation Report for Period Ending		4/30/2010		<input type="checkbox"/> Final Performance and Evaluation Report	
Line No.	Summary by Development Account	Original	Revised 2	Obligated	Total Actual Cost 1	Expended	
1	Total non-CFF Funds						
2	1406 Operations (may not exceed 20% of line 21) 3	\$ -	\$ -	\$ -	\$ -	\$ -	
3	1408 Management Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	
4	1410 Administration (may not exceed 10% of line 21)	\$ 16,718	\$ -	\$ -	\$ -	\$ -	
5	1411 Audit	\$ -	\$ -	\$ -	\$ -	\$ -	
6	1415 Liquidated Damages	\$ -	\$ -	\$ -	\$ -	\$ -	
7	1430 Fees and Costs	\$ 43,750	\$ -	\$ -	\$ 50,927	\$ -	7,587
8	1440 Site Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	
9	1450 Site Improvement	\$ 50,000	\$ -	\$ -	\$ -	\$ -	
10	1460 Dwelling Structures	\$ 575,000	\$ -	\$ -	\$ -	\$ -	
11	1465.1 Dwelling Equipment—Nonexpendable	\$ -	\$ -	\$ -	\$ -	\$ -	
12	1470 Non-dwelling Structures	\$ -	\$ -	\$ -	\$ -	\$ -	
13	1475 Non-dwelling Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	
14	1485 Demolition	\$ -	\$ -	\$ -	\$ -	\$ -	
15	1492 Moving to Work Demonstration	\$ -	\$ -	\$ -	\$ -	\$ -	
16	1495.1 Relocation Costs	\$ -	\$ -	\$ -	\$ -	\$ -	
17	1499 Development Activities 4	\$ -	\$ -	\$ -	\$ -	\$ -	
18	1501 Collateralization of Dept Service paid by PHA	\$ -	\$ -	\$ -	\$ -	\$ -	
18a	9000 Collateralization of Debt Service paid Via System of Direct Payment	\$ -	\$ -	\$ -	\$ -	\$ -	
19	1502 Contingency (may not exceed 8% of line 20)	\$ -	\$ -	\$ -	\$ -	\$ -	
21	Amount of Annual Grant: (sum of lines 2-19)	\$ 685,468	\$ -	\$ -	\$ 50,927	\$ -	7,587
22	Contingency Account Compared to Construction Accounts						
23	Amount of line 20 Related to LBP Activities						
24	Amount of line 20 Related to Section 504 Activities						
25	Amount of line 20 Related to Security--Soft Costs						
26	Amount of Line 20 related to Security-- Hard Costs						
27	Amount of line 20 Related to Energy Conservation Measures						
Signature of Executive Director		Date		Signature of Public Housing Director		Date	
		6/29/2010					

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