
Agency Plan for the Housing Authority of the County of Armstrong, PA

5 Year Plan for Fiscal Years 2002- 2006
Annual Plan for Fiscal Year 2002

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the County of Armstrong

PHA Number: PA039

PHA Fiscal Year Beginning: 01/2002

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2002- 2006
[24 CFR Part 903.5]

A. Mission

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

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

The mission of the Housing Authority of the County of Armstrong is to provide decent, safe and affordable housing to low-income citizens, without discrimination, and to do so with compassion and empathy. We are committed to operating in a professional, ethical, and fiscally responsible manner.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
Collaborate with private sector for additional tax credit housing
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:

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

- PHA Goal: Increase assisted housing choices

Objectives:

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

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

- PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:

- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

Goal One: Manage the Housing Authority of the County of Armstrong's public housing program in an efficient and effective manner, thereby qualifying as at least a standard performer.

Objectives: The Housing Authority of the County of Armstrong shall promote a motivating work environment with capable, efficient employees to operate as a customer-friendly and fiscally responsible agency in the public housing industry.

The Housing Authority of the County of Armstrong shall strive to increase the marketability features of our communities, and thereby potentially increase our waiting list.

Goal Two: Manage the Housing Authority of the County of Armstrong's tenant-based program in an efficient and effective manner, thereby qualifying as at least a standard performer under SEMAP.

Objectives: The Housing Authority of the County of Armstrong shall focus on attempting to maintain at least a 95% occupancy level.

The Housing Authority of the County of Armstrong shall maintain open and frequent communication with its participants and landlords, i.e., monthly newsletters.

Goal Three: Ensure compliance with applicable regulations, including compliance with generally accepted accounting practices.

Objectives: The Housing Authority of the County of Armstrong shall strenuously attempt to maintain at least a 40% operating reserve level, even while sustaining reduced HUD-operating subsidies.

The Housing Authority of the County of Armstrong shall attempt to increase its non-HUD income by acting as a management agent to another Tax Credit Housing Project, should one receive funding through Pennsylvania Housing Finance Agency.

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives, and are consistent with the Consolidated Plan.

Annual PHA Plan
PHA Fiscal Year 2002
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
 Small Agency (<250 Public Housing Units)
 Administering Section 8 Only

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Housing Authority of the County of Armstrong has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following mission statement to guide the activities of the Housing Authority of the County of Armstrong:

“The mission of the Housing Authority of the County of Armstrong is to provide decent, safe and affordable housing to low-income citizens, without discrimination, and to do so with compassion and empathy. We are committed to operating in a professional, ethical, and fiscally responsible manner.”

We have also adopted the following goals and objectives for the next five years:

Goal One: Manage the Housing Authority of the County of Armstrong’s public housing program in an efficient and effective manner, thereby qualifying as at least a standard performer.

Objectives: The Housing Authority of the County of Armstrong shall promote a motivating work environment with capable, efficient employees to operate as a customer-friendly and fiscally responsible agency in the public housing industry.

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Our Annual Plan is based on the premise that if we accomplish our goals and objectives, we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (pa039a01)
- FY 2002 Capital Fund Program Annual Statement (pa039c01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- FFY 1999 Comp Grant Program Performance & Evaluation Statement (pa039d01)
- FFY 2000 Capital Fund Program Performance & Evaluation Statement (pa039e01)
- Component 3, (6) Deconcentration and Income Mixing (pa039b01)
- Initial Assessment – Conversion of Public Housing to Tenant-Based Vouchers (pa039n01)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2002 Capital Fund Program 5 Year Action Plan (pa039f01)
- Other (List below, providing each attachment name)
 - Housing Needs of Families in the Jurisdiction by Family Type (pa039g01)

Statutory Requirement for Housing and Welfare Collaboration (pa039h01)
 Resident Membership on Board (pa039i01)
 Membership of Resident Advisory Board (pa039j01)
 Progress and Meeting Five-Year Plan Goals (pa039k01)
 Demographic Changes in Publ Hsng with Sub-Jurisdictional WL (pa039l01)
 Pet Policy (pa039m01)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
NA	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary) Comments of Resident Advisory Board	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

SEE ATTACHMENT

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI							
Income >30% but <=50% of AMI							
Income >50% but <80% of AMI							
Elderly							
Families with Disabilities							
Race/Ethnicity White							
Race/Ethnicity							

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Black							
Race/Ethnicity Hispanic							
Race/Ethnicity							

* Estimate based on limited survey data.

** Estimate based on limited, related census data.

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

- Consolidated Plan of the Jurisdiction/s
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	133		
Extremely low income <=30% AMI	77	58	
Very low income (>30% but <=50%	39	29	

Housing Needs of Families on the Waiting List

AMI)			
Low income (>50% but <80% AMI)	17	13	
Families with children	50	38	
Elderly families	35	26	
Families with Disabilities	29	22	
Race/ethnicity (white)	131	99	
Race/ethnicity (black)	2	1	
Race/ethnicity	0	0	
Race/ethnicity	0	0	

Characteristics by Bedroom Size (Public Housing Only)			
Efficiencies	58	44	
1BR	21	16	
2 BR	33	25	
3 BR	14	11	
4 BR	7	5	
5 BR	0	0	
5+ BR	0	0	

Is the waiting list closed (select one)? No Yes
 If yes:
 How long has it been closed (# of months)?
 Does the PHA expect to reopen the list in the PHA Plan year? No Yes
 Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

Waiting list type: (select one)
 Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)
 If used, identify which development/subjurisdiction:

Housing Needs of Families on the Waiting List			
	# of families	% of total families	Annual Turnover
Waiting list total	243		
Extremely low income <=30% AMI	154	63	
Very low income (>30% but <=50% AMI)	89	37	
Low income (>50% but <80% AMI)	0	0	
Families with children	131	54	
Elderly families	14	6	
Families with Disabilities	62	26	
Race/ethnicity-white	236	97	
Race/ethnicity-black	5	2	
Race/ethnicity-Ind/Amer	2	1	
Race/ethnicity	0	0	

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund	520,000	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
b) Public Housing Capital Fund	858,906	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	820,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	1,300,000	Public housing operations
4. Other income (list below)		
Investment income	38,000	Public housing operations
Entrepreneurial Activities	17,500	Public hsg. Support Services
4. Non-federal sources (list below)		
Donations	200,000	Public housing operations
Total resources	3,716,406	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (top 5)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year?
Six (6)

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

If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists? No limit

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused
- Medical justification

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

4 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

See attachment (pa039b01)

B. Section 8

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below) Current and prior addresses and landlords

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
 Other (list below)

(3) Search Time

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

If yes, state circumstances below:

Reasons the Housing Authority will grant an extension:

1. Hospitalization or a family emergency for an extended period of time which has affected the family's ability to find a unit within the initial 60-day period.
2. The HA is satisfied that the family has made a reasonable effort to locate a unit, including seeking the assistance of the HA, throughout the initial 60-day period. A completed search record is required. The search record is found in the back of The Family Handbook.
3. The family was prevented from finding a unit due to disability accessibility requirements or large size (3 or more) bedroom unit requirement. The search record must also be completed as documentation.

(4) Admissions Preferences

- a. Income targeting

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

- b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

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

5 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
 Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below: Flat rents will be selected at the option of the tenant.

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

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

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

- For household heads
 For other family members

- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option

- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- Other (list below) All changes in family composition must be reported at the time of occurrence. Changes in type and source of income are to be reported at the time of occurrence.

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

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
 - Survey of rents listed in local newspaper
 - Survey of similar unassisted units in the neighborhood
 - Other (list/describe below) Operating costs, HUD FMRs, vacancy data, market characteristics, independent real estate analysis

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

- FMRs are adequate to ensure success among assisted families in the PHA’s segment of the FMR area

- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.
(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability

of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The FFY 2002 Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan. (pa039c01)

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan. (pa039f01)

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	

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

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

See Attachment pa039n01

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

(select all that apply)

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

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

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2002 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. PET POLICY

[24 CFR Part 903.7 9 (n)]

See attachment (pa039m01)

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at Attachment
 - Provided below:
Resident Advisory Board Meeting Minutes are available for review – not required to submit as attachment due to high-performer status.
3. In what manner did the PHA address those comments? (select all that apply)
 - Considered comments, but determined that no changes to the PHA Plan were necessary.
 - The PHA changed portions of the PHA Plan in response to comments
List changes below:
 - Other: (list below)

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

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

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance

- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe) Appointed by Board of County Commissioners

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) Commonwealth of Pennsylvania

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

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

D. Other Information Required by HUD

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

SUBSTANTIAL DEVIATION and/or SIGNIFICANT AMENDMENT OR MODIFICATION TO AGENCY PLAN

Definition:

The Housing Authority of the County of Armstrong will consider the following items to be a Substantial Deviation or Significant Amendment or Modification to the Agency Plan:

1. changes to rent or admissions policies;
2. changes in the organization of the waiting lists;
3. addition of any non-emergency modernization work items that were not included in the current Annual Statement or Five Year Plan, which exceed 10% of the total Capital Fund Program grant for any particular year; and,
4. any changes with regard to demolition or disposition, designation, homeownership programs or conversion activities.

Any and all Substantial Deviations or Significant Amendments or Modifications to the Agency Plan require formal Housing Authority Board approval, Resident Advisory Board involvement, and formal revision and resubmission of the subject Agency Plan.

Attachments

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

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

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

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

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

ARMSTRONG COUNTY HOUSING AUTHORITY
PUBLIC HOUSING DECONCENTRATION POLICY
NOVEMBER, 1999

STATUTORY BASIS

Section 513 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) imposes income targeting requirements in public housing. Forty percent of all new admissions must be families with incomes at the time of their admission that does not exceed 30% of the area median income.

In complying with this income targeting requirement, a PHA may not concentrate very low income families in public housing dwelling units in certain public housing communities or certain buildings within communities. Each PHA is required to adopt an admissions policy designed to provide for deconcentration of poverty and income mixing by bringing higher income tenants into lower income developments and lower income tenants into higher income developments.

In implementing this requirement, a PHA may offer incentives for eligible families having higher incomes to occupy a dwelling unit in properties predominantly occupied by eligible families having lower incomes. The PHA may also offer incentives for eligible families having lower incomes to occupy a dwelling unit in properties predominantly occupied by eligible families having higher incomes.

These incentives may be made available by a PHA only in a manner that allows for the eligible family to have the sole discretion in determining whether to accept the incentive. A PHA may not take any adverse action toward any eligible family for choosing not to accept an incentive and occupancy of a development. However, the skipping of a family on a waiting list to reach another family to implement a deconcentration policy shall not be considered an adverse action. The PHA must implement this policy in a manner that does not prevent or interfere with the use of site based waiting lists.

FACT FINDING

In order for the Armstrong County Housing Authority to implement Section 513 of QHWRA, an analysis of household income will be undertaken and updated at least annually. The analysis will include an evaluation of the average family income in each family public housing community.

DECONCENTRATION POLICY

The Armstrong County Housing Authority's Deconcentration Policy shall be incorporated into the Agency's Admissions and Continued Occupancy Policy (ACOP).

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

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

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each family public housing community and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

DECONCENTRATION INCENTIVES

The Armstrong County Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development. Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

OFFER OF UNIT

When the Armstrong County Housing Authority discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The Armstrong County Housing Authority will attempt to contact the family first by telephone. If the family cannot be reached by telephone, the family will be notified via first class mail. The family will be given ten (10) business days from the date the letter was mailed to contact the Armstrong County Housing Authority.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the applicant file. If the family rejects the offer of the unit, the Armstrong County Housing Authority will send the family a letter documenting the offer and the rejection.

REJECTION OF UNIT

If in making the offer to the family the Armstrong County Housing Authority skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the Armstrong County Housing Authority did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time will be changed to the date and time the unit was rejected. The family will be offered the right to an informal review of the decision to alter their application status

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school).

**DESIGNATED FAMILY COMMUNITIES
TARGETED FOR DECONCENTRATION**

FY2002

Higher Income Community

Luxemburg Manor
Corner Cochran & North 13th Streets
North Apollo, PA 15673

Lower Income Community

Not Applicable

Component 3, (6) Deconcentration and Income Mixing – FY2002

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation (if any) see step 4 at 903.2(c)(1)(iv)	Deconcentration policy (if no explanation) see step 5 at 903.2(c)(1)(v)
Luxemburg Manor	30	NA	See Attachment pa039a01

pa039b01

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

PHA Name: Housing Authority of the County of Armstrong	Grant Type and Number Capital Fund Program Grant No: PA28-P039-501-01 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no.)
 Performance and Evaluation Report for Program Year Ending
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	133,976.00			
3	1408 Management Improvements	5,000.00			
4	1410 Administration	76,000.00			
5	1411 Audit	1,000.00			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	47,930.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	173,000.00			
10	1460 Dwelling Structures	402,000.00			
11	1465.1 Dwelling Equipment - Nonexpendable	20,000.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 858,906.00			
22	Amount of line 21 Related to LBP Activities	-	-	-	-
23	Amount of line 21 Related to Section 504 Compliance	-	-	-	-
24	Amount of line 21 Related to Security - Soft Costs	-	-	-	-
25	Amount of line 21 Related to Security - Hard Costs	-	-	-	-
26	Amount of line 21 Related to Energy Conversation Measures	-	-	-	-

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

PHA Name: Housing Authority of the County of Armstrong		Grant Type and Number Capital Fund Program Grant No: PA28-P039-501-01 Replacement Housing Factor Grant: 0				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA39-1A								
Armstrong C	upgrade elevators	1460.00		30,000.00				
PA39-1B								
Allegheny M	renovate bathrooms	1460.00		40,000.00				
PA39-1B								
Allegheny M	upgrade outside lighting	1460.00		12,000.00				
PA39-2A								
Parkview A.	renovate bathrooms	1460.00		38,000.00				
PA39-2A								
Parkview A.	upgrade elevators	1460.00		30,000.00				
PA39-2A								
Parkview A.	replace boiler gate valves	1460.00		12,000.00				
PA39-4								
Lee Haven T	install closet doors	1460.00		50,000.00				
PA39-4								
Lee Haven T	replace stoves	1465.10		20,000.00				
PA39-4								
Lee Haven T	convert from gas to electric stoves	1460.00		30,000.00				
PA39-6A								
Garden T.	replace 1st floor tile and carpet the balance of the building	1460.00		40,000.00				

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Housing Authority of the County of Armstrong		Capital Fund Program Grant No: PA28-P039-501-01 Replacement Housing Factor Grant No: 0			2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA39-6A								
Garden T.	install/replace interior doors	1460.00		80,000.00				
PA39-6A								
Garden T.	replace fire alarm system	1460.00		20,000.00				
PA39-7								
Friendship A	replace building entrance doors	1460.00		20,000.00				
PA39-8								
Freeport T.	replace fire alarm system	1460.00		20,000.00				
	resurface / reseal all parking lots							
PHA-Wide		1450.00		153,000.00				

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

PHA Name: Housing Authority of the County of Armstrong	Grant Type and Number Capital Fund Program Grant No: PA28-P039-708-99 Replacement Housing Factor Grant No:	Federal FY of Grant: 1999
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no.)

Performance and Evaluation Report for Program Year Ending **06/30/2001**
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	-	32,420.00	32,420.00	32,420.00
3	1408 Management Improvements	4,500.00	1,439.96	1,439.96	1,439.96
4	1410 Administration	44,971.00	44,971.00	42,741.35	42,741.35
5	1411 Audit	500.00	500.00		
6	1415 Liquidated Damages				
7	1430 Fees and Costs	40,000.00	37,755.50	37,755.50	20,503.58
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	656,690.00	629,574.54	202,442.61	60,262.61
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 746,661.00	\$ 746,661.00	\$ 316,799.42	\$ 157,367.50
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conversation Measures				

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

PHA Name: Housing Authority of the County of Armstrong		Grant Type and Number Capital Fund Program Grant No: PA28-P039-708-99 Replacement Housing Factor Grant: 0				Federal FY of Grant: 1999		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Operations	Operations	1406.00		-	32,420.00	32,420.00	32,420.00	
Mgmt Improv	Administrative Staff Training	1408.00		2,000.00	-	-	-	
Mgmt Improv	Maintenance Staff Training	1408.00		2,000.00	285.00	285.00	285.00	
Mgmt Improv	Resident Participation	1408.00		500.00	157.71	157.71	157.71	
Mgmt Improv	PhotoKards	1408.00			252.50	252.50	252.50	
Mgmt Improv	Environmental Review	1408.00			744.75	744.75	744.75	
Admin	Wages & Benefits	1410.00		35,971.00	36,793.12	36,793.12	36,793.12	
Admin	Solicitor	1410.00		3,000.00	3,033.03	3,033.03	3,033.03	
Admin	Advertising	1410.00		3,000.00	2,144.85	665.20	665.20	
Admin	Telephone	1410.00		3,000.00	3,000.00	2,250.00	2,250.00	
Audit	Audit	1411.00		500.00	500.00	-	-	
Fees&Costs	A&E Design Work	1430.00		32,000.00	28,600.00	28,600.00	15,223.08	
Fees&Costs	Drainage Survey @ Lee Havne	1430.00		-	1,105.50	1,105.50	1,105.50	
Fees&Costs	Structural Survey @ Friendship Apts	1430.00		-	300.00	300.00	300.00	
Fees&Costs	Elevator Consultant	1430.00		8,000.00	7,750.00	7,750.00	3,875.00	
PA39-6A	replace emergency generator	1460.00		-	40,000.00	-	-	from 2004CFP
Garden T	upgrade elevator	1460.00		180,000.00	179,131.93	-	-	bid stage
	replace natural gas supply line	1460.00		0.00	7,675.00	7,675.00	7,675.00	emergency
PA39-8	replace windows	1460.00		110,000.00	76,950.00	76,950.00	-	in progress
Freeport T	replace emergency generator	1460.00		-	40,000.00	-	-	planning
	replace carpeting & baseboards	1460.00		-	20,000.00	-	-	bid stage

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

PHA Name: Housing Authority of the County of Armstrong		Grant Type and Number Capital Fund Program Grant No: PA28-P039-708-99 Replacement Housing Factor Grant: 0				Federal FY of Grant: 1999		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA39-5	convert efficiencies to one br units	1460.00		85,000.00	65,000.00	-	-	planning
Warren M	repl 1st floor tile/carpet bldg	1460.00		-	60,000.00	-	-	planning
	replace fire alarm system	1460.00		-	17,487.18	17,487.18	17,487.18	emergency
	upgrade apartment lighting	1460.00		26,000.00	-	-	-	deleted
	upgrade apartmet breakers	1460.00		75,690.00	-	-	-	deleted
PA39-7								
Friendship A	clean & waterproof building	1460.00		60,000.00	30,000.00	30,000.00		in progress
	replace emergency generator	1460.00		-	28,830.00	28,830.00		planning
	enhance marketability	1460.00		60,000.00	-	-	-	deleted
PA39-2B								
South Apts.	replace furnaces	1460.00		-	23,000.00	-	-	bid stage
PA39-2A	carry forward from 1998 CGP							
PA39-6A	replace drains and install	1460.00		-	29,007.92	29,007.92	29,007.92	completed
PA39-1A	additional cleanouts							
PA39-2A	carry forward from 1998 CGP							
Parkview A	electrical renovations	1460.00		-	12,492.51	12,492.51	6,092.51	completed
PA39-4								
Lee Haven	enhance marketability	1460.00		60,000.00	-	-	-	deleted

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

PHA Name: Housing Authority of the County of Armstrong	Grant Type and Number Capital Fund Program Grant No: PA28-P039-501-00 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no.)

Performance and Evaluation Report for Program Year Ending **06/30/2001**
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	-			-
3	1408 Management Improvements	4,500.00	4,500.00	1,244.85	1,244.85
4	1410 Administration	44,971.00	79,030.00	71,822.72	38,692.28
5	1411 Audit	500.00	500.00	-	-
6	1415 Liquidated Damages				
7	1430 Fees and Costs	48,000.00	36,650.00	36,650.00	8,484.28
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	743,620.00	720,911.00	49,250.00	-
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 841,591.00	\$ 841,591.00	\$ 158,967.57	\$ 48,421.41
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conversation Measures				

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

PHA Name: Housing Authority of the County of Armstrong		Grant Type and Number Capital Fund Program Grant No: PA28-P039-501-00 Replacement Housing Factor Grant: 0				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Mgmt Improv	Administrative Staff Training	1408.00		2,000.00		1,000.00	1,000.00	
Mgmt Improv	Maintenance Staff Training	1408.00		2,000.00		-	-	
Mgmt Improv	Resident Participation	1408.00		500.00		244.85	244.85	
Admin	Wages & Benefits	1410.00		35,971.00	70,030.00	70,030.00	36,899.56	
Admin	Solicitor	1410.00		3,000.00		1,332.75	1,332.75	
Admin	Advertising	1410.00		3,000.00		459.97	459.97	
Admin	Telephone	1410.00		3,000.00		-		
Audit	Audit	1411.00		500.00		-	-	
Fees&Costs	A&E Design Work	1430.00		40,000.00	29,100.00	29,100.00	4,709.28	
Fees&Costs	Elevator Consultant	1430.00		8,000.00	7,550.00	7,550.00	3,775.00	
PA39-4								
Lee Haven T	renovate bathrooms	1460.00		30,000.00	40,000.00	-	-	
PA39-5	replace hallway floor tile	1460.00		60,000.00	71,661.00	-	-	
Warren M.	construct lobby air-lock	1460.00		90,000.00		-	-	
PA39-6A	renovate kitchens	1460.00		250,000.00				
Garden T	clean & waterproof building	1460.00		100,000.00	49,250.00	49,250.00	-	
PA39-7	upgrade elevators	1460.00		173,620.00	180,000.00	-	-	
Friendship A	replace emergency generator	1460.00		40,000.00		-	-	

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Hsg Auth of the County of Armstrong		<input checked="" type="checkbox"/> Original 5-Year <input type="checkbox"/> Revision No.			
Development Number/Name/HA- Wide	Year 1 2002	Work Statement for Year 2 FFY Grant: 2003 PHA FY: 12/31/2003	Work Statement for Year 3 FFY Grant: 2004 PHA FY: 12/31/2004	Work Statement for Year 4 FFY Grant: 2005 PHA FY: 12/31/2005	Work Statement for Year 5 FFY Grant: 2006 PHA FY: 12/31/2006
	Annual Statement				
PA39-1A Armstrong Court			73,000.00	60,000.00	
PA 39-1B Allegheny Manor					202,000.00
PA 39-2A Parkview Apts			48,000.00	40,000.00	
PA 39-2B South Apartments		30,000.00	65,000.00		27,000.00
PA 39-3 Luxemburg Manor		82,000.00		120,000.00	196,000.00
PA 39-4 Lee Haven Towers		20,000.00	60,000.00	50,000.00	
PA 39-5 Warren Manor		168,000.00	35,000.00	90,000.00	
PA 39-6A Garden Towers			50,000.00	80,000.00	
PA39-6B South McKean Way					175,000.00
PA 39-7 Friendship Apts		200,000.00	35,000.00	50,000.00	
PA 39-8 Freeport Towers		100,000.00	124,000.00	100,000.00	
PHA Wide Activities			110,000.00	10,000.00	
CFP Funds Listed for 5-year planning		600,000.00	600,000.00	600,000.00	600,000.00
Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year: <u>2003</u> FFY Grant: <u>2002</u> PHA FY: <u>12/31/2002</u>			Activities for Year: <u>2004</u> FFY Grant: <u>2002</u> PHA FY: <u>12/31/2003</u>		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	PA 39-2B	investigate/repl sewers	30,000.00	PA39-1A	carpet floors 2 thru 6	\$18,000.00
	South Apts			Armstrong Court		
					upgrade emerg call system	35,000.00
	PA 39-3	renovate bathrooms	60,000.00		replace refrigerators	20,000.00
	Luxemburg Manor	correct water lines	12,000.00			
		replace outside lighting	10,000.00	PA 39-2A	replace 1st floor tile	
				Parkview Apts	carpet bal of bldg	30,000.00
	PA 39-4	replace fire alarm system	20,000.00			
	Lee Haven Towers				upgrade apt. lighting	18,000.00
		tile and 1st floor tile				
		carpet bal of bldg	\$30,000.00	PA 39-2B	renovate bathrooms	45,000.00
				South Apts	upgrade apt lighting	20,000.00
	PA 39-5	rep hallway lights, and	50,000.00			
	Warren Manor	ceiling tile		PA 39-4		
		upgrade apt breakers	40,000.00	Lee Haven Towers	repl drains/add cleanouts	60,000.00
		upgrade apt lighting	20,000.00			
		repl drains/add cleanouts	48,000.00	PA 39-5		
				Warren Manor	upgrade emerg call system	35,000.00
	PA 39-7	replace windows	80,000.00			
	Friendship Apts	rep hallway lights, ceiling		PA 39-6A		
		tile and 1st floor tile		Garden Towers	upgrade emerg call system	50,000.00
		carpet bal of bldg	50,000.00			
				PA 39-7		
		replace closet doors	60,000.00	Friendship Apts	upgrade emerg call system	35,000.00
		replace riser valves	10,000.00			
				PA 39-8	upgrade emerg call system	50,000.00
	PA 39-8	replace closet doors	60,000.00	Freeport Towers	replace 1st floor ceiling tile	
	Freeport Towers	replace boiler pumps and			and lighting	60,000.00
	riser valves	20,000.00		replace back door system	14,000.00	
			PHA WIDE	replace deteriorated concrete	110,000.00	
		\$ 600,000.00	Total CFP Estimated Cost		\$ 600,000.00	

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

Activities for Year: <u>2005</u> FFY Grant: <u>2002</u> PHA FY: 12/31/2004			Activities for Year: <u>2006</u> FFY Grant: <u>2002</u> PHA FY: 12/31/2005		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PA39-1A			PA39-1B	convert electric service	
Armstrong Court	carpet dwelling units	60,000.00	Allegheny Manor	to individual meters	150,000.00
PA 39-2A				renovations to building	
Parkview Apts	carpet dwelling units	40,000.00		exteriors	52,000.00
PA 39-3			PA39-2B	renovations to building	
Luxemburg Manor	construct laundry room	103,000.00	South Apartments	exteriors	27,000.00
	install drain cleanouts	17,000.00			
PA 39-4			PA39-3	convert electric service	
Lee Haven Towers	carpet dwelling units	50,000.00	Luxemburg Manor	to individual meters	150,000.00
PA 39-5	carpet dwelling units	60,000.00		renovations to building	
Warren Manor	reconfigure heat pumps			exteriors	46,000.00
	and heat lines	30,000.00			
PA 39-6A			PA39-6B	convert electric service	
Garden Towers	carpet dwelling units	80,000.00	South McKean Way	to individual meters	150,000.00
PA 39-7				renovations to building	
Friendship Apts	carpet dwelling units	50,000.00		exteriors	25,000.00
PA 39-8					
Freeport Towers	carpet dwelling units	100,000.00			
PHA WIDE	recarpet community rooms	10,000.00			
Total CFP Estimated Cost		\$ 600,000.00			\$ 600,000.00



ATTACHMENT TO THE FY2004 ANNUAL AGENCY PLAN
 HOUSING NEEDS OF FAMILIES IN THE
 JURISDICTION BY FAMILY TYPE
 CHAS Table 1C - All Households

Household by Type, Income, & Housing Problem	Renters				Owners				Total Households
	Elderly 1 & 2 member households	Small Related (2 to 4)	Large Related (5 or more)	All Other Households	Total Renters	Islandly	All Other Owners	Total Owners	
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	
1. Very Low Income (0 to 50% MFI)	1,074	1,044	294	461	2,803	2,359	1,445	3,644	6,447
2. 0 to 30% MFI	465	675	159	214	1,513	788	692	1,480	2,997
3. % with any housing problems	67%	88%	78%	83%	80%	66%	26%	72%	76%
4. % Cost Burden > 50%	64%	88%	78%	78%	78%	65%	29%	70%	74%
5. % Cost Burden > 50%	58%	74%	48%	67%	59%	29%	16%	45%	52%
6. 31 to 50% MFI	609	369	85	223	1,286	1,411	753	2,164	3,420
7. % with any housing problems	59%	60%	42%	85%	63%	29%	7%	36%	47%
8. % Cost Burden > 50%	57%	59%	24%	77%	59%	28%	8%	36%	45%
9. % Cost Burden > 50%	16%	10%	0%	19%	14%	4%	7%	11%	12%
10. Other Low-Income (51 to 80% MFI)	485	507	153	251	1,376	2,234	2,237	4,472	5,848
11. % with any housing problems	21%	24%	52%	15%	20%	6%	9%	18%	19%
12. % Cost Burden > 30%	19%	18%	18%	10%	17%	5%	11%	16%	16%

13. % Cost Burden > 50%	0%	0%	0%	0%	0%	0%	2%	2%	1%
14. Moderate Income (81 to 95% MFI)	92	271	47	107	517	707	1,261	1,968	2,487
15. % with any housing problems	2%	3%	4%	6%	2%	7%	1%	8%	7%
16. % Cost Burden > 30%	2%	0%	0%	0%	0%	3%	3%	6%	5%
17. % Cost Burden > 50%	0%	0%	0%	0%	0%	0%	0%	0%	0%
18. Total Households**	1,821	2,704	518	1,279	6,322	7,404	14,635	22,039	28,561
19. % with any housing problems	32%	34%	35%	33%	37%	14%	27%	15%	20%

** Includes all income groups - including those above 95% MFI

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ATTACHMENT TO THE FY2002 ANNUAL AGENCY PLAN

STATUTORY REQUIREMENT FOR HOUSING AND WELFARE COLLABORATION

The Housing Authority of the County of Armstrong is continuing its efforts to establish a cooperation agreement with the local Department of Public Assistance.

The Housing Authority has maintained an effective working relationship with the local welfare agency, and will continue to do so. The Housing Authority will provide new verification forms to the welfare agency to verify information specific to the following QHWRA provisions:

- (1) Mandatory Income Disallowance
- (2) Community Service Exemptions
- (3) Welfare Reform Sanctions

The welfare agency will provide additional in-house training for their staff to insure that adequate information is verified in the aforementioned areas.

The Housing Authority has provided the welfare agency with a sample Memorandum of Agreement, which is currently under review by the welfare agency.

ATTACHMENT TO THE FY2002 ANNUAL AGENCY PLAN

RESIDENT MEMBER ON THE PHA GOVERNING BOARD

The governing board of the Housing Authority of the County of Armstrong includes Ms. June Renfro, a Section 8 Voucher participant.

The Armstrong County Board of Commissioners appointed Ms. Renfro for a 5 year term, commencing on February 1, 2000 and expiring on January 31, 2005.

ATTACHMENT TO THE FY2002 ANNUAL AGENCY PLAN

MEMBERSHIP OF THE RESIDENT ADVISORY BOARD

The Housing Authority of the County of Armstrong actively collaborates with a Resident Advisory Board in the preparation of its Agency Plans.

The members of the Resident Advisory Board are former Resident Council officers, or residents/participants who have volunteered to participate. The members, who include residents of the Public Housing and Section 8 Voucher Programs, are as follows:

Mr. Robert Stewart
Ms. Mary Huffman
Mr. Jaimie Cariss
Ms. Margaret Wolfe
Ms. Catherine Broglio
Ms. Hilda Harley
Mr. Charles Bennett
Ms. Jean Mangus
Ms. Shirley Tomko
Ms. Cynde Montgomery
Mr. Roy Dunn

SUMMARY OF PROGRESS MADE TOWARD ACHIEVING GOALS OUTLINED IN AGENCY PLAN

In our previous Agency Plan, the Housing Authority of the County of Armstrong listed eight (8) major goals. Five of these goals were HUD Strategic Goals and three were PHA goals. During this year, we have made progress toward accomplishing all of these eight (8) goals.

HUD STRATEGIC GOALS:

Expand the supply of existing housing-The construction of eleven additional tax credit housing units has been approved by PHFA. Start of construction is projected for the fall of 2001.

2. Improve the quality of assisted housing-On-going modernization of public housing units has met all HUD obligation and expenditure requirements. The Housing Authority has incorporated many of the suggestions made by the Resident Advisory Board.

3. Increase assisted housing choices- The Housing Authority maintains sub-jurisdictional waiting lists and continues to provide Voucher mobility counseling during all briefings and as part of our on-going program.

4. Provide an improved living environment- The Deconcentration Policy was adopted by the Board of Directors and is being implemented. The Housing Authority has made changes to the outside lighting schemes at some sites and has made changes to the front door entry systems at most of the high rises to improve overall site security.

5. Ensure equal opportunity and affirmatively further fair housing- the Housing Authority continues to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability. Modifications are made to units, as needed, to satisfy any special accommodation request.

PHA GOALS

1. Manage the Housing Authority of the County of Armstrong's public housing program in an efficient and effective manner, thereby qualifying as at least a standard performer- The Housing Authority received a high performer PHAS advisory score.

2. Manage the Housing Authority of the County of Armstrong's tenant-based program in an efficient and effective manner, thereby qualifying as at least a standard performer under SEMAP- The Housing Authority has made a formal SEMAP submission; however, we have not received a score. We anticipate that we will achieve at least a standard performer status.

3. Ensure compliance with applicable regulations, including compliance with generally accepted accounting practices- The Housing Authority has converted their books of accounts to GAAP format, as required. Our most recent fiscal audit contained no findings. We also maintained a 41.45% operating reserve level, as of 12/31/2000.

ATTACHMENT TO THE FY2002 ANNUAL AGENCY PLAN

ASSESSMENT OF DEMOGRAPHIC CHANGES IN PUBLIC HOUSING DEVELOPMENTS WITH SUB-JURISDICTIONAL WAITING LISTS

The implementation of sub-jurisdictional waiting lists has not impacted the racial, ethnic or disability-related resident composition at the Housing Authority's Public Housing developments. This assessment has been based on the Resident Characteristics Report from MTCS, which compares data prior to implementation of sub-jurisdictional waiting lists (December 1999) to current data (July 2001):

Family Type/Status	Description	July 2001	December 1999
Distribution by Family Type	Age 62 and over	53%	54%
	Under 62 with disabilities	32%	28%
	Other families with dependents	11%	12%
	Other families without dependents	4%	6%
	All families with dependents	15%	14%
Distribution by Race	White	97%	97%
	Black	3%	3%
	American Indian or Alaska Native	0%	0%
	Asian or Pacific Islander	0%	0%
Distribution by Ethnicity	Non-Hispanic	100%	100%
	Hispanic	0%	0%
Distribution by Family Subsidy Type	Full Assistance	100%	100%
	Prorated Assistance	0%	0%

18.0 PET POLICY

18.1 EXCLUSIONS

This policy does not apply to animals that are used to assist persons with disabilities. Assistive animals are allowed in all public housing facilities with no restrictions other than those imposed on all residents to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

18.2 PETS IN PUBLIC HOUSING

The Armstrong County Housing Authority allows for pet ownership in its developments with written pre-approval. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold the Housing Authority harmless from any claims caused by an action or inaction of the pet.

18.3 APPROVAL

Residents must have prior written approval from the Housing Authority before moving a pet into their unit. Residents must complete a Pet Application (**appendix 3**), supply proof of inoculation, and supply a picture of the pet before the Housing Authority will approve the request.

Residents will be refused pet admission if the Housing Authority determines that the resident is unable to fulfill their past or future obligations as a pet owner and/or are unable to adhere to the terms of the lease or pet rules.

Once a pet has been approved, the resident shall be issued a Pet Permit (**appendix 5**).

18.4 TYPES AND NUMBER OF PETS PERMITTED

The Housing Authority will allow only common household pets. This means only domesticated animals, such as a dog, cat, bird, rodent (including a rabbit), fish, or turtle, that is traditionally kept in the home for pleasure rather than for commercial purposes. Prohibited pets include, but are not limited to; reptiles (except turtles), and dangerous or intimidating dogs, such as pit bulls, dobermans, rottweilers, etc. If this definition conflicts with state or local law or regulation, the state or local law or regulation shall govern.

Only one (1) dog or cat, one (1) fish bowl or tank, or one (1) cage with not more than two (2) birds, rodents or turtles will be permitted per unit.

18.5 PET DEPOSIT

A security deposit of \$99.00 will be required for all pets. The security deposit must be paid at the time the pet has been approved for admission. Upon vacancy or permanent removal of the pet, the security deposit shall be refunded within thirty (30) days, less any costs for repairs for damages to the unit caused by the pet and/or fumigation services for flea removal.

For all units occupied by a pet that is normally not confined to a cage, inspection for flea infestation will be a standard procedure with the cost being deducted from the security deposit.

18.6 FINANCIAL OBLIGATION OF RESIDENTS

Resident's liability for damages caused by the pet is not limited to the amount of the security deposit. The resident will be required to reimburse the Housing Authority for the real cost of any and all damages caused by the pet that exceed the security deposit. Any infestation of the unit while occupied by a pet will be the responsibility of the resident and the Housing Authority reserves the right to exterminate and charge the resident.

18.7 INSURANCE COVERAGE

Liability insurance is not mandatory; however, it is highly recommended. The resident may arrange for such insurance for their own protection against liability from suit by another resident visitor in the event of an accident involving their pet. Renter's insurance may be needed against possible damage to the unit. Renter's insurance is not expensive, and the Housing Authority encourages this coverage for all units, especially those with pets.

18.8 PET RESPONSIBILITY CARD

Prior to admission, the resident must submit a signed responsibility card (**appendix 4**) showing the name, address, and phone number of two (2) local persons who will remove the pet in the event of the resident's illness, vacation, or death. The responsible persons(s) shall not reside, or leave the pet unattended, in the resident's unit. Persons so named will be responsible in the order of their names on the pet responsibility card. **The pet responsibility card shall be renewed each year at annual recertification.**

In the event that the resident becomes incapacitated or is no longer able to care for the pet, the person(s) designated on the pet responsibility card must remove the pet. In the absence of the designated persons' availability, the Housing Authority will place the pet with the local animal shelter, or other state or local animal enforcement agency.

18.9 NUISANCE OR THREAT TO HEALTH OR SAFETY

The pet and its living quarters must be maintained in a such a manner as to prevent odors and any other unsanitary conditions in the resident's unit and surrounding areas.

Repeated substantiated complaints by neighbors or Housing Authority staff members

regarding pets disturbing the peace through noise, odor, animal waste, or other nuisance shall result in the resident having to remove the pet or vacate the unit.

Pets that make noise continuously and/or incessantly for a period of ten (10) minutes, or intermittently for one-half hour or more, to the disturbance of any person at any time of the day or night shall be considered a nuisance.

If a pet becomes vicious or displays symptoms of severe illness or other behavior that constitutes an immediate threat to the health or safety of the residents as a whole, the resident shall be required to remove the pet immediately.

18.10 DESIGNATION OF PET AREAS

Pets must be kept in the resident's unit, or on a leash at all times when outside the unit, unless they are in an approved pet carrier. Pets should be held and carried through the building even if on a leash.

Residents shall not alter their unit, porch, balcony or hallway in any way as to create an enclosure for the pet. Outside enclosures are prohibited, and pets must not be tied or left unattended outside of the resident's unit.

With the exception of assistive animals, no pets shall be allowed in any common area, including but not limited to, community room, laundry room, public restroom, lobby, hallway, or management office. Pet owners must use the nearest accessible exit when taking their pet outside.

Only one (1) pet is allowed in the elevator at a time. Pets are not permitted to be on floors other than the first floor, their own unit floor, or in other residents' units for any reason. These rules are necessary to accommodate residents who have allergic or phobic reactions to pets.

In the event the pet deposits hair, mud, snow, water, or animal waste in the building, the resident must immediately clean it up.

18.11 VISITING PETS

Visiting pets are not permitted, unless they are assistive animals aiding persons with disabilities (i.e. seeing eye dogs), without specific written permission from the Housing Authority. If such permission is granted, all pet rules will apply to the visiting pet while on Housing Authority property.

18.12 PET WASTE

Pet waste must be properly disposed of. Pet waste of all types, including litter box and cage cleaning, must be put in a tightly fastened, heavy-duty plastic bag and placed in an outside trash receptacle. At no time shall pet waste be placed in the trash chute or any wastebasket inside the building, or flushed down the commode.

A \$5.00 charge shall be levied each time the resident fails to remove pet waste in accordance with the pet policy.

18.13 UNIT INSPECTIONS AND WORK ORDER REQUESTS

Housing Authority personnel shall not be permitted to enter the unit occupied by a pet that is normally not confined to a cage, unless the resident is home. The pet must be on a leash and/or under resident's control at all times while the staff member is in the unit. Any problems noticed at this time, such as damage or odors, shall be rectified by the resident within ten (10) working days. If the resident has not arranged for repairs and/or extermination within that time period, the Housing Authority will make the necessary repairs and/or exterminate at the resident's expense.

Regular pest control spraying will not be waived because a pet occupies a unit. It is the responsibility of the resident to remove the pet, or otherwise contain the pet, so that the pest control spraying may be conducted.

18.14 MISCELLANEOUS

If a pet should become loose while outside of the resident's unit, recapture of the pet is the sole responsibility of the resident. The Housing Authority will not be involved or take responsibility for such recapture.

Pet bedding shall not be washed in any common laundry facility.

If a pet causes harm to any person, the resident shall be required to permanently remove the pet from the premises within twenty-four (24) hours of written notice from the Housing Authority, and may be subject to lease termination.

If any other conditions of the pet rules are violated, the resident shall be required to remove the pet from the premises within ten (10) working days from the date of the notice from the Housing Authority, and may be subject to lease termination.

Residents shall provide adequate care, nutrition, exercise, and medical care for the pet. Pets which appear to be poorly cared for, or which are left unattended for an extended period of time, will be reported to the local animal enforcement agency and will be removed from the premises at the resident's expense.

Pets must be healthy and free of disease at all times. If for any reason a pet is suspected of being infested with a parasite of any type, or otherwise unhealthy, the resident shall be required to take the pet immediately to the veterinarian for examination. A veterinarian's certification will be required verifying that the pet is parasite-free, or otherwise treated, before the pet returns to the unit.

Should a pet expire on Housing Authority property, it is the responsibility of the resident to properly dispose of the pet immediately. The pet may not be buried or otherwise

disposed of in or on Housing Authority property.

18.15 SPECIFIC PET REQUIREMENTS

A. Dogs

Dogs must be at least six (6) months old and be completely housebroken. Proof that the dog has been neutered or spayed must accompany the pet application.

Proof that the dog is currently licensed must accompany the pet application and be **supplied to the Housing Authority annually at recertification thereafter.**

The dog must wear a collar at all times displaying a current license tag, rabies tag, and name/address tag. The Housing Authority recommends the use of some type of flea control product.

Proof that the dog is currently inoculated against rabies and DHLPPC must accompany the pet application and be **supplied to the Housing Authority annually at recertification thereafter.**

The dog cannot exceed fourteen (14) inches tall at the top of the shoulder, or exceed twenty (20) pounds in weight when it is considered full grown. In the case of a six (6) month old dog, a veterinarian's certification will be required verifying that, normally, this type of dog will not exceed the size requirements, as listed above, when fully grown.

Dogs may not be left unattended for extended periods of time.

B. Cats

Cats must be at least two (2) months old and be completely litter box trained. Proof that the cat has been neutered or spayed must accompany the application.

The cat must wear a collar at all times displaying a rabies tag and name/address tag. The Housing Authority recommends the use of some type of flea control product.

Proof that the cat is currently inoculated against FVRCP, rabies and Feline Leukemia must accompany the pet application and be **supplied to the Housing Authority annually at recertification thereafter.**

Residents must use a standard cat litter box, which is to be cleaned daily. The cat litter shall be replaced at least once a week.

Cats may not be left unattended for extended periods of time.

C. Birds

Cages shall be of an appropriate size, and are to be cleaned daily. Birds must be caged at all times.

Birds may not be left unattended for extended periods of time, unless arrangements for daily care have been made by the resident.

D. Fish

Fish tanks shall not exceed ten (10) gallons.

Fish bowls must be cleaned at least once a week, and fish tanks must be cleaned at least once a month. Waste water from the bowl or tank should be disposed of in the commode using extreme caution not to flush any gravel or ornaments from the bowl or tank down the commode.

Any water damage to the resident's unit, or any unit under the resident's unit, due to carelessness in cleaning, refilling, or breakage of the bowl or tank shall be charged to the resident.

Fish may not be left unattended for extended periods of time, unless arrangements for daily care have been made by the resident.

E. Rodents

The only rodents permitted shall be hamsters, gerbils, guinea pigs, and rabbits.

Cages must be of an appropriate size, and rodents must be caged at all times.

Cages must be cleaned daily and soiled bedding replaced at least once a week.

Rodents may not be left unattended for extended periods of time, unless arrangements for daily care have been made by the resident.

18.16 VIOLATION PROCEDURES

The Housing Authority's grievance procedures shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of the pet policy.

A. Notice of Pet Policy Violation

If the Housing Authority determines that a resident has violated the Pet Policy, a written notice shall be issued to the resident which:

1. Contains the rule(s) which has(have) been violated; and
2. States that the resident shall have ten (10) working days from the date of the

notice to correct the violation (including, in appropriate circumstances, the removal of the pet), or to make a written request for a meeting to discuss the violation; and

3. States that the resident's failure to correct the violation, to request a meeting, or to appear at a requested meeting, shall result in the initiation of the procedures to have the pet removed, to terminate the resident's tenancy, or both.

B. Notice for Pet Removal

If the Housing Authority and the resident have failed to reach an agreeable arrangement, or the resident has failed to correct the pet policy violation(s) within the time period provided, including any additional time afforded by the Housing Authority as a result of the Pet Policy Violation Meeting, the Housing Authority shall issue a written notice to the resident which:

1. Contains the rule(s) which has(have) been violated; and
2. States that the resident must remove the pet within ten (10) working days from the date of the notice; and
3. States that the resident's failure to remove the pet shall result in the initiation of the procedures to have the pet removed, terminate the resident's tenancy, or both.

PET PERMIT APPLICATION

Resident Name _____

Resident Address _____

Type of Pet: Dog ___ Cat ___ Bird ___ Fish ___ Other _____

Pet Description: Pet's Name _____ Breed _____

Weight _____ Height _____ Sex _____

Neutered _____ Spayed _____ Age _____

License Number/Year _____

Veterinarian Name/Phone#: _____

Voluntary Insurance Coverage: Agent _____

Policy # _____

PHOTOGRAPH AND PET RESPONSIBILITY CARD REQUIRED

(For Office Use Only)

Application Date _____ Housekeeping Inspection Date _____

Approved/Rejected By _____

Reason Rejected _____

Date Pet Permit Issued _____

Pet Permit # _____

PET RESPONSIBILITY CARD

Prior to pet admission, this Pet Responsibility Card must be completed and signed by the resident and two (2) local persons who will take responsibility for the pet in the event of the resident's illness, vacation, or death. This Pet Responsibility must be renewed each year at the resident's annual recertification. Persons so named will be responsible in the order of their names on this card.

1. Name _____
Address _____
Phone # _____
Signature _____

2. Name _____
Address _____
Phone # _____
Signature _____

The resident agrees to hold the Housing Authority and its employees harmless of any liability in connection with this Pet Responsibility Card.

Resident Name _____ Proj/Apt# _____

Resident Signature _____

Date _____

A. Parties and Dwelling Unit

The parties of this Pet Permit are the HOUSING AUTHORITY OF THE COUNTY OF ARMSTRONG, referred to as Management and _____, referred to as Resident. Management leases to the Resident dwelling unit # _____, located at _____.

B. Pet Permit Term

The term of this Pet Permit shall begin on _____ and end upon removal of the pet from the dwelling unit, or termination of Resident's tenancy.

C. Pet Security Deposit

A Pet Security Deposit of \$ _____ has been paid. The deposit shall be refunded within thirty (30) days from the removal of the pet from the unit, or the termination of Resident's tenancy, less costs for infestation inspection, fumigation and/or damages.

D. General Obligations of the Resident

Resident agrees to:

1. Provide to Management proof of current license registration and inoculations, and renew the Pet Responsibility card annually after the signing of this agreement.
2. To assume all financial responsibility for damages to any personal or real property, or personal injury to any party, which is caused by resident's pet.
3. To dispose of any and all pet waste promptly and properly.
4. That this Pet Permit is part of the Dwelling Lease Agreement, and agrees to hold Management harmless of any liability in connection with the emergency removal

of the pet.

- 5. To all terms of the and conditions of the Pet Policy as outlined in Section 18 of the Admission and Continued Occupancy Policy, and understands that this Pet Permit shall be revoked for failure to follow and abide by said Pet Policy.

BY SIGNING THIS AGREEMENT, I/WE ATTEST THAT I/WE HAVE THOROUGHLY READ THE PET POLICY AND UNDERSTAND MY/OUR OBLIGATIONS AS A RESIDENT PET OWNER

Signature of Head of Household

Date

Signature of Spouse or Other Adult

Date

Signature of Management Representative

Date

Component 10 (B) Voluntary Conversion Initial Assessments

- a. How many of the PHA’s developments are subject to the Required Initial Assessments? Four (4)
- b. How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? Seven (7)
- c. How many Assessments were conducted for the PHA’s covered developments? Four (4)
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
N/A	N/A

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: N/A

