

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

PHA Plans

5 Year Plan for Fiscal Years 2003 - 2006
Annual Plan for Fiscal Year 2002

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

**PHA Plan
Agency Identification**

PHA Name: WILKES-BARRE HOUSING AUTHORITY

PHA Number: PA047

PHA Fiscal Year Beginning: (mm/yyyy) 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 2000 - 2004

[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.
- X The PHA's mission is: (state mission here)

"It is the mission of the Wilkes-Barre Housing Authority to provide affordable housing to the City's low income families and elderly population and to insure the proper maintenance of such housing. The Authority will also work to improve the quality of life of our tenant population by maintaining a close relationship with community agencies that provide services to the low-income community."

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)
- X PHA Goal: Improve the quality of assisted housing
Objectives:
- X Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - X Increase customer satisfaction:

- X 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)

X PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- X 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

X PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- X 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

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

Objectives:

- X 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)

**Annual PHA Plan
PHA Fiscal Year 2000**
[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 Wilkes-Barre Housing Authority has prepared this Comprehensive Plan in accordance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

At the present time, the Authority administers 888 conventional public housing units and 474 certificates and vouchers.

Of the 888 conventional housing units under management, 602 (68%) are for the elderly. In addition, 100 of the Section 8 tenants are elderly and/or disabled. None of our tenant families have incomes over 50% of median. Furthermore, only 49 percent of families and 5 percent of individuals in elderly high-rises report income from employment. The overwhelming majority of our tenants rely on a fixed source of income, such as social security, welfare, pensions, etc., for subsistence. Therefore, we recognize that our tenant population consists of families that have significant needs and a review of our waiting lists indicates that this profile will likely remain the same in the immediate future.

With this constituency in mind, the Wilkes-Barre Housing Authority has developed this plan and set its goals accordingly. The Authority has convened a resident advisory board to review current programs and practices and to provide recommendations on the general administration of the Authority's programs. The Authority met with the advisory board to review the requirements of the QHWR Act of 1998 and the components of the Five-Year Comprehensive Plan. A summary of the meeting with the advisory board and a listing of the board's recommendations is included herein.

The Wilkes-Barre Housing Authority is committed to its mission of providing affordable housing to the City's low-income families and to insuring the proper maintenance of such housing. The Authority will also work to improve the quality of life of its tenant population by maintaining a close relationship with community agencies that provide support to the low-income community.

The Wilkes-Barre Housing Authority has also established a goal to increase our applicant base by cooperating with other social service agencies in order to assist the greatest number of needy families.

An additional goal of the Authority is to increase homeownership among its existing and potential clientele by exploring available incentives offered through HUD and by working closely with the City and other agencies in establishing and implementing homeownership programs.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

Page #

Annual Plan

- i. Executive Summary
- ii. Table of Contents
 1. Housing Needs
 2. Financial Resources
 3. Policies on Eligibility, Selection and Admissions
 4. Rent Determination Policies
 5. Operations and Management Policies
 6. Grievance Procedures
 7. Capital Improvement Needs
 8. Demolition and Disposition
 9. Designation of Housing
 10. Conversions of Public Housing
 11. Homeownership
 12. Community Service Programs
 13. Crime and Safety
 14. Pets (Inactive for January 1 PHAs)
 15. Civil Rights Certifications (included with PHA Plan Certifications)
 16. Audit
 17. Asset Management
 18. Other Information

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
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

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
	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
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
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 <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Section 8 rent determination (payment standard) policies <input 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 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 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
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) 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	Annual Plan: Annual Audit

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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	
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	6248	5	1	1	2	1	1
Income >30% but <=50% of AMI	3081	5	1	1	2	1	1
Income >50% but <80% of AMI	4056	4	1	1	2	1	1
Elderly	3533	5	1	1	1	1	1
Families with Disabilities	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

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:
- X 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	70		
Extremely low income <=30% AMI	30	42.86	
Very low income (>30% but <=50% AMI)	27	38.57	
Low income (>50% but <80% AMI)	13	18.57	
Families with children	32	45.71	
Elderly families	16	22.86	
Families with Disabilities	3	4.29	
Race/ethnicity	49 White	70%	
Race/ethnicity	20 Black	28.6	
Race/ethnicity	1 Asian	1.4	
Race/ethnicity	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	26	37.14	
1BR	12	17.14	
2 BR	17	24.29	
3 BR	6	8.57	

Housing Needs of Families on the Waiting List			
4 BR	8	11.43	
5 BR	1	1.43	
5+ BR	N?A		
Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
X Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	347		
Extremely low income <=30% AMI	270	78	
Very low income (>30% but <=50% AMI)	77	22	
Low income (>50% but <80% AMI)	0	0	
Families with children	225	65	
Elderly families	18	5	
Families with Disabilities	63	18	
Race/ethnicity	78 Black	22	
Race/ethnicity	264 White	76	
Race/ethnicity	3 Indian	1	
Race/ethnicity	2 Asian	1	
Characteristics by Bedroom Size			

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

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.
- X Other: (list below)
No additional housing units are needed in this area,

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
- X Employ admissions preferences aimed at families with economic hardships
- X 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

- X Employ admissions preferences aimed at families who are working
- X 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
- X 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

- X 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:

- X Funding constraints
- X Staffing constraints
- X Limited availability of sites for assisted housing

- X 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
- X Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- X Results of consultation with local or state government
- X 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 2000 grants)		
a) Public Housing Operating Fund	1,783,368.	
b) Public Housing Capital Fund	1,440,180.	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,807,742.	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	221,122.	
g) Resident Opportunity and Self-Sufficiency Grants FSS Coordinator	44,712	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
2. Prior Year Federal Grants (unobligated funds only) (list below)		
DEP 1999	196,847.	Drug Elimination
DEP 2000	215,038.	Drug Elimination
CFP 2000	1,411,374.	Modernization
3. Public Housing Dwelling Rental Income	1,902,740.	
4. Other income (list below)		
Laundry, Interest, Sales, Service	190,120	
4. Non-federal sources (list below)		
Total resources	9,293,776.	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

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

X Other: (describe)

AT THE TIME OF APPLICATION.

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

X Criminal or Drug-related activity

- X Rental history
- X Housekeeping
- X Other (describe)

PERSONAL AND EMPLOYER REFERENCES.

- c. X Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. X Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes X 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)

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

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

- X PHA main administrative office
- X 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?

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

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

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

- PHA main administrative office
- All PHA development management offices

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

(3) Assignment

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

- One
- Two
- X Three or More

b. X 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)

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

c. Preferences

1. X 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)

- X 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
- X 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)
- X Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 4 Residents who live and/or work in the jurisdiction
- 2 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
- 3 Other preference(s) (list below)
- Those who have been on the waiting list for two years or more.

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- X 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)

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

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

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

(6) Deconcentration and Income Mixing

a. Yes X No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes X No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

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

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

X Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

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

X Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

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

- X 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. X 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)
- X Criminal or drug-related activity
- X Other (describe below)
- RENTAL HISTORY**

(2) Waiting List Organization

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

A 30-DAY EXTENSION IS GRANTED IF A PARTICIPANT CANNOT FIND A SUITABLE APARTMENT WITHIN THE ORIGINAL 60-DAY PERIOD

If yes, state circumstances below:

(4) Admissions Preferences

- a. Income targeting

X 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. X 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)

- X Working families and those unable to work because of age or disability
- Veterans and veterans' families
- X Residents who live and/or work in your jurisdiction
- X 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)
- X Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

APPLICANTS WHO HAVE BEEN ON THE WAITING LIST FOR THREE YEARS OR MORE.

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
1 Veterans and veterans' families
4 Residents who live and/or work in your jurisdiction
2 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)
2 Those previously enrolled in educational, training, or upward mobility programs
1 Victims of reprisals or hate crimes
1. Other preference(s) (list below)
2.

APPLICANTS WHO HAVE BEEN ON THE WAITING LIST FOR THREE YEARS OR MORE.

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

- X Date and time of application
1 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)

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

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

- 1 The PHA applies preferences within income tiers
X 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 903.79 (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 X 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. X 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:

10 PERCENT EXCLUSION FOR EARNED INCOME.

FLAT RENTS AND CEILING RENTS DETERMINED BY BEDROOM SIZE.

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

X 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)

X 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)

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.)

X The section 8 rent reasonableness study of comparable housing

X Survey of rents listed in local newspaper

X Survey of similar unassisted units in the neighborhood

X Other (list/describe below)

ACTUAL COST OF OPERATING THE UNIT

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

X 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)

X 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)

X Success rates of assisted families

X Rent burdens of assisted families

Other (list below)

(2) Minimum Rent

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

\$0

X \$1-\$25

\$26-\$50

b. Yes X 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	816	28%
Section 8 Vouchers	425	4%
Section 8 Certificates	30	1%

Section 8 Mod Rehab	17	6%
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)

- *Preventive Maintenance Manual for Lincoln Plaza
- *Preventive Maintenance Manual for Boulevard Townhomes
- *Preventive Maintenance Manual for East End Towers
- *Preventive Maintenance Manual for South View Manor
- *Preventive Maintenance Manual for Valley View Terrace
- *Preventive Maintenance Manual for Mineral Springs Village

*Preventative Maintenance manuals include procedures for maintenance of:

1. dwelling units (including elevators in high-rise buildings and management of pest control/infestation),
2. administrative, maintenance and community centers,
3. vehicles,
4. mowers, edgers and gasoline powered equipment,
5. hedge and string trimmers,
6. Single disk floor machines,
7. wet/dry vacuums
8. upright carpet vacuums,
9. heating units,
10. smoke alarms,

11. air conditioners,
12. emergency generators,
13. trash compactors
14. roof fans.

(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. X 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)

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

B. Section 8 Tenant-Based Assistance

1. X 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)

- X PHA main administrative office

Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

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

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

2002

Capital Fund Grant Number FFY of Grant Approval: (2002)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	

3	1408	Management Improvements	10,000
4	1410	Administration	75,000
5	1411	Audit	
6	1415	Liquidated Damages	
7	1430	Fees and Costs	75,000
8	1440	Site Acquisition	
9	1450	Site Improvement	638,000
10	1460	Dwelling Structures	569,527
11	1465.1	Dwelling Equipment-Nonexpendable	12,000
12	1470	Nondwelling Structures	149,527
13	1475	Nondwelling Equipment	25,000
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	35,653
20	Amount of Annual Grant (Sum of lines 2-19)		1,440,180
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
PA-047-01 Lincoln Plaza	Carpeting	1460	41,666
	Trash Compactors	1460	20,000
PA-047-02 Boulevard Townhomes	Subtotal		61,666
	Lighting	1450	138,000
	Sewers	1450	500,000
PA-047-03-A East End Towers	Subtotal		638,000
	Trash Compactors	1460	20,000
	Carpeting	1460	20,834
	Subtotal		40,834

PA-047-03-B	Trash Compactors	1460	20,000
South View Manor	Carpeting	1460	20,834
	Subtotal		40,834
PA-047-05	Interior Electric	1460	165,000
Valley View Terrace	Trash Compactors	1460	20,000
	Modernize Alarm System	1460	199,527
	Carpeting	1460	41,666
	Subtotal		426,193
	Total Subtotal Developments		1,207,527
Fees & Costs	A/E Services	1430	75,000
	Subtotal		75,000
Management Improvements	Staff Development	1408	10,000
	Refrigerators & Ranges	1465.1	12,000
	Non-Dwelling Equipment	1475	25,000
	Subtotal		47,000
Administration	General Administration	1410	75,000
	Contingency	1502	35,653
	Subtotal		110,653
	Total Grant		1,440,180

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date) 2 Years	All Funds Expended (Quarter Ending Date)
PA047-01	6/30/04	12/31/05
PA047-02	6/30/04	12/31/05
PA047-03-A	6/30/04	12/31/05
PA047-03-B	6/30/04	12/31/05
PA047-05	6/30/04	12/31/05
PA047-06	6/30/04	12/31/05
PHA Activities	6/30/04	12/31/05

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

X 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 903.79 (h)]

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

1. Yes X 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 903.79 (i)]

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes X 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

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 X 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)

Part of the development

Total development

B. Section 8 Tenant Based Assistance

1. Yes X 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:

X Yes No: Has the PHA 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)

- X Client referrals
- X Information sharing regarding mutual clients (for rent determinations and otherwise)
- X 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

X 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.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Family Self-Sufficiency	54	All current leased Section 8 individuals are eligible	WBHA Administrative Office and various social service agencies.	Section 8

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	N/a	N/a
Section 8	54	20

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

If no, list steps the PHA will take below:

1. Section 8 staff will inform Section 8 participants of the FSS program.
2. The HA inspector will discuss the FSS program during scheduled inspections.
3. The FSS coordinator will do periodic mailings to Section 8 participants regarding the FSS program.
4. Various community organizations promote the FSS program.
5. An FSS brochure is available at the HA reception desk and is distributed to applicants and participants.

C. Welfare Benefit Reductions

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

COMMUNITY SERVICE REQUIREMENTS

Existing Public Housing Residents and New Admissions

In order to comply with HUD regulations, the Wilkes-Barre Housing Authority will assess the status of current residents and new placements to determine whether Community Service will be a requirement of their tenancy.

The evaluation of resident status occur annually.

1. Current residents of Public Housing will be evaluated at the time of their annual re-examinations.
2. New placements will be evaluated at the time of their lease signing.

The Authority will determine which families/individuals will be required to participate in Community Service Programs to qualify for subsidized housing. Those whose circumstances meet certain HUD defined criteria will be exempt. Those who are not exempt will be notified at this time and they will be provided with the information necessary to fulfill this obligation.

The following classes of individuals will be exempt from Community Service.

1. Individuals who are 62 years of age and older
2. Persons with disabilities, as defined by the Social Security Act, and including visually impaired individuals, who certify that, because of this disability, they are unable to fulfill the Community Service requirement
3. Individuals who are the primary caretaker of a blind or disabled individual as described in paragraph (2)
4. Individuals who engage in a work activity under the State program funded under part A of the Social Security Act or under any other welfare program of the State of Pennsylvania, including a state-administered welfare-to-work program.
5. Individuals who are members of a family that receives benefits, assistance, or services under paragraph (4) above

Individuals who participate in any of the following programs/activities will be exempt from the Community Service requirement:

1. Unsubsidized employment
2. Subsidized private-sector employment
3. Subsidized public sector employment
4. Work experience training
5. On-the-job training
6. Job-search and job-readiness assistance
7. Community service programs
8. Vocational training programs
9. Job-skills training directly related to employment
10. Educational programs to assist individuals in obtaining a high school diploma or a certificate of high school equivalency
11. Satisfactory attendance at a secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate
12. The providing of childcare services to an individual who is participating in a Community Service program

Individuals who participate in the Community Service Program will be required to contribute eight hours per month in qualified Community Service Activities. Activities will be monitored and remedial actions will be taken in accordance with current HUD regulations.

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
- X High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- X Residents fearful for their safety and/or the safety of their children
- X Observed lower-level crime, vandalism and/or graffiti
- X 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).

- X Safety and security survey of residents
- X 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
- X Resident reports
- X PHA employee reports
- X Police reports
- X Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

Boulevard Townhomes, Mineral Springs Village, Lincoln Plaza

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
- X Activities targeted to at-risk youth, adults, or seniors
- X Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

BOULEVARD TOWNHOMES, MINERAL SPRINGS VILLAGE, LINCOLN PLAZA

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)

- X Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- X Police provide crime data to housing authority staff for analysis and action
- X 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
- X Police regularly meet with the PHA management and residents
- X 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)

ALL

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- X Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- X Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Revised: 7/2000

WILKES-BARRE HOUSING AUTHORITY
ADDENDUM TO LEASE AGREEMENT

PET POLICY

The following rules and regulations shall apply to residents living in developments designated as general occupancy developments under the jurisdiction of the Wilkes-Barre Housing Authority, hereafter referred to as the "Authority".

1. Exclusion. This policy does not apply to animals that assist the handicapped, said animals are not classified as pets.

2. Definition of Pet.

Pets are defined as:

- a. Domesticated dogs not exceeding 25 pounds in weight at full growth;
- b. Domesticated cats not exceeding 13 pounds in weight;
- c. Fish in approved tank not exceeding 20 gallons of water;
- d. Domesticated caged small birds in approved cage;
- e. No other living creature shall be construed as a pet.

2. Limitations.

- a. Only one dog or cat per dwelling unit shall be allowed.
- b. No pet over 25 lbs. shall be allowed in an apartment.

2. Permits, Licenses.

- a. Residents desiring a pet must receive written permission from the Authority to keep any pet on or about the premises and they must also secure from the Authority and display at all times on the animal a tag. This privilege may be revoked if the animal becomes a nuisance or threat to the health or safety of others, or if the owner fails to comply with any provisions of this policy.
- b. Residents must present a certificate from a "proper authority" indicating the pet has received all necessary inoculations and has been spayed or neutered.
- c. Residents must obtain and keep current all licenses required by local,
 - d. county and state governments. A copy of all licenses must be provided to the Authority.

2. Agreements.

- a. The pet owner shall sign a Hold Harmless agreement, accepting all liability and holding the Authority "harmless".

- b. The pet owner agrees to file a Pet Emergency Care statement with the Authority, which transfers pet care responsibility in case of emergency or the inability of the owner to care for the pet. The responsible person must remove the pet from the unit within 24 hours when the pet owner is absent due to hospitalization or death, or the Authority will remove the pet.
- c. Resident acknowledges responsibility for the cleanliness of the pet and removal of pet waste. Failure to comply with this regulation shall result in a fine of:
 - \$ 5.00 for the first occurrence
 - \$ 25.00 for the second occurrence
 - \$100.00 for the third occurrence
 - On the fourth occurrence, either the pet is permanently removed from the apartment or the Authority will initiate eviction proceedings against the resident.
- a. Resident shall not permit any disturbances by their pet which would interfere with the decent, safe and sanitary housing of other tenants.
- b. Resident shall keep pet on a leash and under control at all times outside the resident's unit. Pets cannot be chained in the yard or other common area.
- c. No pets are allowed in Community Rooms or playgrounds.

2. Maintenance Procedures.

- a. Residents shall not alter their unit, or unit area, to create an enclosure for the pet.
- b. Birds must be confined to a cage at all times.
- c. Residents are not to store pet waste in their apartments or flush pet waste with "Kitty Litter" down the toilet, or dump it into sinks or bathtubs.
- d. Resident pet owner must own a vacuum cleaner and clean up pet residue (hair, seeds, feathers, and water) daily. Apartments must be kept clean and free of odors at all times.

2. Damages.

The owner of the pet is responsible for all personal injury or property damage caused by their pet. Damages shall be repaired by the Authority at full repair/replacement cost. Resident will be charged for full repair cost in accordance with their lease.

3. Pet Security Deposit.

- a. The resident shall deposit \$250.00 with the Authority. The pet security deposit will be held for the period resident occupies the unit. The Authority will inspect the unit after the resident has moved and will determine whether the resident is eligible for a refund of any or all of the pet security deposit, and make such refund within thirty (30) days. The tenant will be charged for any damage to their unit above and beyond that covered by the security deposit.
- b. An additional maintenance charge in the amount of \$10.00 will be collected from the tenant on a monthly basis for any pet identified under 2a. and 2b. of this document.

2. Inspection.

The resident agrees that his/her apartment will be available for inspection of compliance with the Pet Policy at any time during working hours on 48 hours notice.

3. Pet Removal.

The Authority has the right, pursuant to state or local law, to remove pets where the conduct or condition of the pet poses a threat to the health or safety of other residents.

4. Leases.

Leases shall be amended either at annual re-examination or when a resident wishes to move in a pet.

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. X 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. X Yes No: Was the most recent fiscal audit submitted to HUD?

3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
- Provided below:
- The Resident Advisory Council reviewed and discussed the HA Plan at a meeting scheduled for this purpose. The members whole-heartedly support the HA's policies and plans for modernization. Members presented suggestions for additional improvements. These

included new windows at one building and the addition of decorative items in the common areas.

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:

X Other: (list below)

APPROPRIATE ITEMS ARE ALREADY INCLUDED IN THE FIVE-YEAR PLAN.

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

1. Yes X 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
- X Other: (describe)

Board members are appointed by the Mayor of the City of Wilkes-Barre. No terms will expire in the time period covered by this plan.

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

CITY OF WILKES-BARRE, PA

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.
 - X 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.

CAPITAL FUND PROGRAM

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

PHA Name: Wilkes-Barre Housing Authority		Grant Type and Number Capital Fund Program Grant No: PA26 P04750101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations					
3	1408 Management Improvements	25,000	10,000	0	0	
4	1410 Administration	89,847	70,000	0	0	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	94,000	70,000	0	0	
8	1440 Site Acquisition					
9	1450 Site Improvement	650,000	324,527	0	0	
10	1460 Dwelling Structures	581,333	883,000	0	0	
11	1465.1 Dwelling Equipment—Nonexpendable		12,653	0	0	
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment		35,000	0	0	
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		35,000	0	0	
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,440,180	1,440,180	0	0	
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 Conservation Measures					

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

PHA Name: Wilkes-Barre Housing Authority		Grant Type and Number Capital Fund Program Grant No: PA26 P04750101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
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	
PA047-01	Bathrooms	1460		38,027	100,000	0	0	
Lincoln Plaza	Parking & Landscaping	1450		25,000	180,527	0	0	
	Modernize Alarm System	1450		0	200,000			
	Subtotal			63,027	480,527			
PA047-02	Site Work	1450		200,000	0			
Blvd Townhomes	Landscaping & Concrete	1450		25,000	0			
	Plumbing	1450		220,000	0			
	Subtotal			445,000	0			
PA047-03-A	Heating & Ventilation	1460		125,000	117,000			
	Landscaping & Concrete	1450		25,000	0			
	Elevator Repair	1460		14,403	50,000			
	Roof	1460		0	100,000			
	Paving	1450		0	30,000			
	Subtotal			164,403	297,000			
PA047-03-B	Heating & Ventilation	1460		125,000	125,000			
South View	Landscaping & Concrete	1450		25,000	0			
	Balconies	1460		50,000	0			
	Elevators	1460		14,403	0			
	Roof	1460		0	100,000			
	Subtotal			214,403	225,000			
PA047-05	Interior Electrical	1460		164,500	90,000			
Valley View Terrace	Site Work	1450		50,000	0			
	Balconies	1460		50,000	50,000			
	Paving	1450		20,000	0			
	Emergency Generator	1460		0	40,000			
	Landscaping & Concrete	1450		35,000	0			

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: Wilkes-Barre Housing Authority		Grant Type and Number Capital Fund Program Grant No: PA26 P04750101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
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	
	Elevators	1460		0	75,000			
	Subtotal			319,500	255,000			
PA047-06	Landscaping & Concrete	1450		25,000	0			
Mineral Springs	Subtotal			25,000	0			
	Subtotal Developments			1,231,333	1,207,527			
Fees & Costs	A/E Services	1430		70,000	70,000			
	Contract Manager	1430		24,000	0			
	Consultant	1410		29,847	0			
	Subtotal			123,847	70,000			
Mgmt/Imp	Staff Development & Training	1408		25,000	10,000			
	Non-Dwelling Equip.	1475		0	35,000			
	Subtotal			25,000	45,000			
Administration	General Administration	1410		30,000	70,000			
	Contingency	1502		30,000	35,000			
	Dwelling Equipment	1465.1		0	12,653			
				60,000	117,653			
	Total			1,440,180	1,440,180			

CAPITAL FUND PROGRAM

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Wilkes-Barre Housing Authority		Grant Type and Number Capital Fund Program Grant No: PA26 P04750100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	5,000	5,000	0	0
4	1410 Administration	123,374	46,374	11,891	11,891
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	55,000	60,000	59,946	17,783
8	1440 Site Acquisition				
9	1450 Site Improvement	675,000	30,000	0	0
10	1460 Dwelling Structures	538,000	1,180,000	757,897	197,302
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	0	75,000	0	0
13	1475 Nondwelling Equipment	15,000	15,000	7,623	7,623
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)	1,411,374	1,411,374	837,357	234,599
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 Conservation Measures				

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: Wilkes-Barre Housing Authority		Grant Type and Number Capital Fund Program Grant No: PA26 P04750100 Replacement Housing Factor Grant No:				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	
PA047-01	Carpeting	1460		70,000	70,000	13,317	13,317	19%
Lincoln Plaza	Repaving	1450		30,000	30,000	0	0	0%
	Subtotal			100,000	100,000	13,317	13,317	
PA047-02	Exterior Lighting	1450		10,000	0	0	0	0%
Blvd Townhomes	Interior Lighting	1460		28,000	0	0	0	0%
	Electrical Work	1460		100,000	0	0	0	0%
	Roof Community Building	1470		60,000	60,000	0	0	0%
	Repair Sewers & Electrical Manholes	1450		100,000	0	0	0	0%
	Storm Doors	1460		80,000	80,000	0	0	0%
	Air Conditioning-Community Bldg	1470		15,000	15,000	0	0	0%
	Subtotal			393,000	155,000	0	0	
PA047-3A	Balcony Repairs	1460		25,000	150,000	147,867	95,650	95%
East End Towers	Carpeting	1460		35,000	35,000	6,659	6,659	19%
	Paving	1450		30,000	0	0	0	0%
	Subtotal			90,000	185,000	154,526	102,309	
PA047-3B	Balcony Repairs	1460		75,000	500,000	334,580	51,505	15%
South View	Carpeting	1460		35,000	35,000	6,658	6,658	19%
	Subtotal			110,000	535,000	341,238	58,163	
PA047-5	Emergency Generator	1460		40,000	0	0	0	0%
Valley View Terrace	Electrical Panels	1460		90,000	0	0	0	0%
	Carpeting	1460		70,000	70,000	13,316	13,316	19%
	Exterior Lighting	1450		5,000	0	0	0	0%
	Doors	1460		30,000	0	0	0	0%
	Heating/Hot Water	1460		200,000	240,000	235,500	10,197	4%
	Subtotal			435,000	310,000	248,816	23,513	
PA047-6	Exterior Lighting	1450		85,000	0	0	0	0%

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: Wilkes-Barre Housing Authority		Grant Type and Number Capital Fund Program Grant No: PA26 P04750100 Replacement Housing Factor Grant No:				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	
Mineral Springs	Subtotal			85,000	0	0	0	
HA Wide Activities								
Fees and Costs	A & E Services for related work	1430		55,000	60,000	59,946	17,783	30%
Non-Dwelling Equip	Office equipment and Computers	1475		15,000	15,000	7,623	7,623	51%
Administrative	Salaries	1410		30,000	0	0	0	0%
	Benefits	1410		12,000	0	0	0	0%
	General Administration	1410		47,000	46,374	11,891	11,891	26%
	Management Improvements	1408		5,000	5,000	0	0	0%
	Contingency	1502		34,374	0	0	0	0%
	Subtotals			198,374	126,374	79,460	37,297	
	Totals			1,411,374	1,411,374	837,357	234,599	

CAPITAL FUND PROGRAM

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

PHA Name: Wilkes-Barre Housing Authority	Grant Type and Number CGP PA26P02870399 Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: 1999
--	--	---------------------------

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:) Performance and Evaluation Report for Period Ending: 6/30/01 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	18,100	18,087	18,087	18,087
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	64,000	62,830	62,830	60,790
8	1440 Site Acquisition				
9	1450 Site Improvement	56,900	56,895	56,895	56,895
10	1460 Dwelling Structures	950,350	951,538	951,538	951,538
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 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 - 20)	1,089,350	1,089,350	1,089,350	1,087,310
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 Conservation Measures				

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

PHA Name: Wilkes-Barre Housing Authority		Grant Type and Number Capital Fund Program Grant No: CGP PA26P02870399 Replacement Housing Factor Grant No:			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	
PA047-01	Bathrooms	1460		106400	106400	106400	106400	Completed
Lincoln Plaza	Heating (B & C Buildings)	1460		58700	58700	58700	58700	Completed
	Carpeting	1460		26400	32694	32694	32694	Completed
	Subtotal			191500	197794	197794	197794	
PA047-02	NONE							
PA047-3A	Balcony Repairs	1460		530350	495870	495870	495870	Completed
East End Towers	Carpeting	1460		13600	16346	16346	16346	Completed
	Subtotal			543950	512216	512216	512216	
PA047-3B	Balcony Repairs	1460		8800	8780	8780	8780	Completed
South View	Carpeting	1460		13600	16347	16347	16347	Completed
	Subtotal			22400	25127	25127	25127	
PA047-5	Efficiency Apartments	1460		28000	50574	50574	50574	Completed
Valley View	Bathrooms, Hallways, Kitchens	1460		138100	133133	133133	133133	Completed
	Carpeting	1460		26400	32694	32694	32694	Completed
	Subtotal			192500	216401	216401	216401	
PA047-6	Site Work	1450		56900	56895	56895	56895	Completed
Mineral Springs				56900	56895	56895	56895	
HA Wide Activities								
Fees and Costs	A & E Services for related work	1430		64000	62830	62830	60790	95%
Management Imp		1408		18100	18087	18087	18087	Completed
	Subtotals			82100	80917	80917	78877	
	Totals			1089350	1089350	1089350	1087310	

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

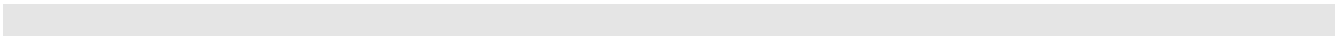
PHA Name: Wilkes-Barre Housing Authority

Grant Type and Number Capital Fund Program No: PA26 P02870399

Federal FY of Grant: 1999

Replacement Housing Factor No:

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PA047-1	09-00		09-00	09-01		06-01	
PA047-2	NA		NA	NA		NA	
PA047-3A	09-00		12-00	09-01		06-01	
PA047-3B	09-00		12-00	09-01		06-01	
PA047-5	09-00		12-00	09-01		06-01	
PA047-6	09-00		09-00	12-00		12-00	
A & E	03-00		09-00	09-01	12-01		
Management Imp	06-00		06-00	09-01		09-00	



Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

- A. Amount of PHDEP Grant \$ 221,122
- B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R X
- C. FFY in which funding is requested 2002
- D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The purpose of this grant is to provide drug prevention education for low-income children and their families by providing opportunities for successful achievement in life activities. These activities include drug prevention education and seminars, after-school tutoring, adult education, and intervention for recognized substance abuse. Intergenerational mentoring, Crime Watch groups, voluntary resident patrols, health screenings and development of parenting and other life skills are part of a continuing effort to decrease drug and other related criminal activities among youth and other residents of the developments and to make these developments safer places for all who live there. Increased police presence, above the community-wide baseline, also has a positive impact on achieving these goals.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
LINCOLN PLAZA	200	40
BOULEVARD TOWNHOMES	197	150
EAST END TOWERS	100	25
SOUTH VIEW MANOR	100	25
VALLEY VIEW TERRACE	202	50
MINERAL SPRINGS VILLAGE	89	70

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months _____ **12 Months** X **18 Months** _____ **24 Months** _____ **Other** _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1994	250,000.	PA26DEP0470194	0	0	COMPLETED
FY 1995			---		COMPLETED
FY 1996	249,820.	PA26DEP0470196	0	0	COMPLETED
FY 1997			---		COMPLETED
FY 1998	268,800.	PA26DEP0470198	0	0	COMPLETED
FY 1999	196,427.	PA26DEP0470199	74,073.	0	12/31/2001
FY 2000	215,038.	PA01DEP0470100	215,038.	0	06/30/2002
FY 2001	221,122.	PA01DEP0470101	221,122.	0	06/30/2003

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The Wilkes-Barre HA and Project Remain will provide drug prevention/awareness activities and education for residents of all developments. Special, age-appropriate programs are presented by Wyoming Valley Drug and Alcohol Services on a weekly basis. After school programs in the HA’s two learning centers will assist students in academic achievement and develop drug resistance skills. These programs are presented by paid staff, student interns and volunteer tutors. Programs to assist adults in developing self-sufficiency, obtaining GED’s, developing life skills (budgeting, parenting, employment, etc.) and computer training are available. Partnership with the City of Wilkes-Barre and the W-B Police Department (which provides an on-site police substation) will help reduce drug-related and other criminal activity. Crime Watch groups and voluntary resident patrols during the evening and night time hours create an awareness among residents of the need to report suspicious activities to the HA and/or local police dept. In addition, a summer program, which provides recreational and cultural activities, as well as tutoring, is available for individual students and for family participation. In conjunction with Mercy Hospital’s HealthSpan, health care is available for families and children on a regular basis and child development is monitored. Any behavior or other activities that suggest drug use/abuse are referred to counselors for intervention.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY _____ PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	45,600.
9120 - Security Personnel	
9130 - Employment of Investigators	4,000.
9140 - Voluntary Tenant Patrol	700.
9150 - Physical Improvements	6,822.
9160 - Drug Prevention	120,000.
9170 - Drug Intervention	29,000.
9180 - Drug Treatment	
9190 - Other Program Costs	15,000.
TOTAL PHDEP FUNDING	\$221,122.

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 – Reimbursement of Law Enforcement					Total PHDEP Funding: \$45,600.		
Goal(s)	Maintain police patrols above baseline for all developments.						
Objectives	Establish a police presence in all developments to deter drug related and other criminal activities.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Police Foot Patrols			7/1/03	6/30/04	45,600.		
2. Security checks			7/1/03	6/30/04	0.		
3.							

9120 – Security Personnel					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9130 – Employment of Investigators					Total PHDEP Funding: \$4,000.		
Goal(s)	Monitor Police Activities.						
Objectives	Oversee effectiveness of police patrols and investigate reports of drug activity and substance abuse by residents.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Verify police patrols			7/1/03	6/30/04	3000.		
2. Investigate suspicious tenant activities			7/1/03	6/30/04	1000.		
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$700.		
Goal(s)	Increase resident participation in activities to improve security and safety.						
Objectives	Increase participation in Crime Watch Activities						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Organize resident patrols			7/1/03	6/30/04			
2.Increase attendance at CW meetings.			7/1/03	6/30/04			
3.Misc Crime Watch Expenses	75	1200	7/1/03	6/30/04	700.		

9150 – Physical Improvements					Total PHDEP Funding: \$6,822.		
Goal(s)	Improve security in all developments.						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Improve outdoor lighting			7/1/03	6/30/04	3,822.		
2.Install motion detectors			7/1/03	6/30/04	3,000.		
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$120,000.		
Goal(s)	Lower drug use/abuse within developments.						
Objectives	Provide activities to improve school performance.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Staff Salaries					90,000.		
2. Organize and direct Learning center activities focusing on drug prevention	100	Youth	7/1/03	6/30/04	30,000.		
3. Register 100 students for learning center activities	100	Youth	7/1/03	6/30/04			
4. Provide activities 220 days annually.	100	Youth	7/1/03	6/30/04			
5. Students maintain >C average	90	Youth	7/1/03	6/30/04			
6. Improve grades for 60% of participants.	90	Youth	7/1/03	6/30/04			
7. Improve behavior of student participants.	90	Youth	7/1/03	6/30/04			

Objectives:	Develop drug awareness and resistance skills						
8. Coordinate S.T.A.R.S. Program	75	Youth	7/1/03	6/30/04			
9. Coordinate "Smart Choices"	75	Youth	7/1/03	6/30/04			
10. Obtain prevention services from other social service agencies.	75	Youth	7/1/03	6/30/04			
Objectives:	Assist residents in developing job readiness skills.						
11. GED program	10	Adults	7/1/03	6/30/04			
12. Computer Literacy Training	15	Youth & Adults	7/1/03	6/30/04			
Objectives	Provide recreational activities to develop social skills						
13. Field trips	75	Youth	7/1/03	6/30/04			
14. Camping	25	Youth	7/1/03	6/30/04			
15. 4-H club	20	Youth	7/1/03	6/30/04			
16. Police Athletic League	25	Youth	7/1/03	6/30/04			
Objectives:	Maintain partnerships with community organizations						
17. Establish and maintain relationships with community social service organizations			7/1/03	6/30/04			

9170 - Drug Intervention					Total PHDEP Funding: \$29,000.		
Goal(s)	Monitor health care status of resident families						
Objectives	Determine needs for drug intervention programs						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
Provide healthcare for residents.	150	Adults & Youth	7/1/03	6/30/04	29,000.		
1. Provide b.p. and sugar screening for residents	100	Adults	7/1/03	6/30/04			
2. Monitor immunizations and development of children	75	Youth	7/1/03	6/30/04			
3. Provide opportunities to develop parenting skills	25	Adults	7/1/03	6/30/04			
4. Refer residents to drug rehab programs		Adults & Youth	7/1/03	6/30/04			
5. Obtain speakers for health awareness programs							

9180 - Drug Treatment					Total PHDEP Funding: \$		
Goal(s)							
Objectives							

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 – Other Program Costs					Total PHDEP Funds: \$15,000.		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1 Upgrade Computers in Learning Center.			7/1/03	6/30/04	12,000.		
2. Computer Software					3,000.		
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Activity 1	45,600.	Activity 1	45,600
9120				
9130	Activities 1, 2	4,000	Activities 1, 2	4,000
9140	Activity 3	700	Activity 3	700
9150	Activities 1, 2	6,822	Activities 1, 2	6,822
9160	Activities 1-17	120,000	Activities 1-17	120,000
9170	Activities 1-5	29,000	Activities 1-5	29,000
9180				
9190	Activity 1	15,000	Activity 1	15,000
TOTAL		\$		\$

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”