

# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

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:** Housing Authority of the City of Meadville

**PHA Number:** PA28-033

**PHA Fiscal Year Beginning:** April 2001

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

**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 – **By providing resident incentives to remain and encouraging those with disabilities to apply for family housing. (10% or larger reduction):**
  - Leverage private or other public funds to create additional housing opportunities: **Should the needs be identified and opportunities arise.**
  - Acquire or build units or developments, **as the need dictates, should waiting lists increase**
  - Other (list below)  
**Support transitional housing efforts to teach life skills to those failing to qualify for Public Housing.**
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score) **Increase Management Score each year**
  - Improve voucher management: (SEMAP score) **Continually Increase voucher utilization to full capacity**
  - Increase customer satisfaction – **maximize flexibility of changing regulations to the residents advantage:**
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units - **Ongoing:**
  - Demolish or dispose of obsolete public housing – **Only if vacancies cannot be lowered and/or units converted, or altered:**
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
- PHA Goal: Increase assisted housing choices  
Objectives:

- Provide voucher mobility counseling: **Information is provided at initial briefing**
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards **Have increased to 110% of FMR**
- Implement voucher homeownership program – **Will seek landlord’s input:**
- Implement public housing or other homeownership programs – **Undecided but being considered:**
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers
- Other: (list below)  
**Consider converting two bedroom family apartments into one bedroom to meet waiting list needs**

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

- PHA Goal: Provide an improved living environment  
Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments – **Continue following established policy: Regarding Deconcentration of Poverty:**
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments – **As policy dictates: Deconcentration of Poverty**
  - Implement public housing security improvements – **As requested under modernization:**
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities) **If waiting list shows the capability and the community expressed the desire**
  - Other: (list below)  
**Coordinate transportation to work and/or training. Encourage resident to form Resident Councils to represent the needs and desires of their community. Listen to the needs expressed by residents.**

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - Increase the number and percentage of employed persons in assisted families- **Provide job listings and resume preparation training (Ongoing):**
  - Provide or attract supportive services to improve assistance recipients’ employability: **As opportunities arise.**
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities. **As opportunities arise and residents request or respond to the need.**
  - Other: (list below)  
**Offer savings accounts toward education, home ownership, job and household preservation (Ongoing)**  
**Continue Flat Rents so that additional education or home ownership can become a reality**  
**Create a Computer Center for children and adults to achieve skills in technology**

**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 – **Provide Reasonable Accommodations increasing the supply as requested, including visitability (Ongoing):**

Other: (list below)

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

- Encourage savings plans to further homeownership
- Utilize local college assistance working with youths

# Annual PHA Plan PHA Fiscal Year 2001

[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)]

The PHA Annual Plan engulfs all aspects of Housing Authority operations.

Within the HUD designed template you will find information on the housing needs of the area, and the desire for public housing and/or Tenant Based Section 8. Information regarding income, families, elderly, disabled, and their racial make-up is also provided. How the Housing Authority will address these needs is presented along with the funding amounts that are available to continue and/or enhance each program.

The plan provides data on eligibility, waiting list organization, preferences, occupancy, and grievance procedures.

The Housing Authority of the City of Meadville has developed a deconcentration of poverty and income mixing policy as required by HUD recently, and also a "flat rent" which is defined as a maximum rent for a particular location and bedroom size.

In an effort to assist residents in the transition from welfare to work, earned income disregards have been set in place along with utilizing flexibility in reporting income changes, and offering savings accounts to those previously unemployed.

Section 8 payment standards have been increased to 110% of the Fair Market Rent in an effort to assist participants in finding quality units in an era of rising rents.

Housing Authority maintenance and management policies are detailed, as is the new Capital Fund Program which funds ongoing modernization needs.

Community Service is required under a new policy effective April 1<sup>st</sup> 2001, and also a policy on the availability of pets to family public housing residents took place on April 1<sup>st</sup> 2001.

Regulations have changed regarding Community Service. At the January 14<sup>th</sup> 2002 regular board meeting, a proposal to suspend this requirement for FYs ending March 31<sup>st</sup> 2002 and March 31<sup>st</sup> 2003 will be presented for approval.

Safety and crime data of all public housing is included along with police cooperation.

An overview of Resident Advisory Board comments is included, along with a statement of consistency with the State Consolidated Plan. The results of a Housing Authority wide questionnaire sent to all residents are also included. HUD Regulations require each housing authority to perform an income analysis of their individual developments. Attachment A attached provides this information and the Housing Authority of the City of Meadville recommended application of it.

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

[24 CFR Part 903.7 9 (r)]

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

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#### Attachments

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

#### Required Attachments:

- Attachment A** Admissions Policy and Questions for Deconcentration Of Poverty
- Attachment B** 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:

- Attachment C** PHA Management Organizational Chart
- Attachment D** FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Attachment E** Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
  - Attachment F** Definition of Substantial Deviation and Significant Modification
  - Attachment G** Implementation of Public Housing Resident Community Service Requirements
  - Attachment H** Pet Policy
  - Attachment I** Progress in Meeting 5-Year Plan Mission and Goals
  - Attachment J** Resident Membership of PHA Governing Board
  - Attachment K** Membership of the Resident Advisory Board
  - Attachment L** Required Initial Assessment for Voluntary Conversion
  - Attachment M** Performance and Evaluation Reports 2001 CFP, 2000 CFP, and 1999 CGP

#### Supporting Documents Available for Review

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

**List of Supporting Documents Available for Review**

Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
N/A	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 checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <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 checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or	Annual Plan: Capital Needs



**List of Supporting Documents Available for Review**

Applicable & On Display	Supporting Document	Applicable Plan Component
	submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	<a href="#">Performance and Evaluation Reports for all open Capital Improvements Programs</a>	Annual Plan: Attachment M
X	<a href="#">Conversion of Public Housing to Tenant-Based Assistance Required Initial Assessment</a>	Annual Plan: Conversion of Public Housing to Tenant-Based Assistance and Attachment L
X	Other supporting documents (optional) (list individually; use as many lines as necessary)	Community Service and Family Pet Policies

**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	17,983	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	11,410	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	4,920	N/A	N/A	N/A	N/A	N/A	N/A

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Elderly	8,998	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	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 - *State of Pennsylvania*  
Indicate year: *2000 - 2004*
- 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	129		
Extremely low income <=30% AMI	85	66%	

**Housing Needs of Families on the Waiting List**

Very low income (>30% but <=50% AMI)	35	27%	
Low income (>50% but <80% AMI)	9	7%	
Families with children	32	25%	
Elderly families	22	17%	
Families with Disabilities	23	16%	
Hispanic	(0)	0%	
White	(114)	88%	
Black	(15)	12%	
Asian/Pacific	(0)	0%	
Characteristics by Bedroom Size (Public Housing Only)			
Efficiencies	31	24%	
1BR	66	51%	
2 BR	14	11%	
3 BR	12	9%	
4 BR	3	2%	
5 BR	3	2%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input 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			

**Housing Needs of Families on the Waiting List**

Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	68		
Extremely low income <=30% AMI	48	71%	
Very low income (>30% but <=50% AMI)	20	29%	
Low income	0	0%	

### Housing Needs of Families on the Waiting List

(>50% but <80% AMI)			
Families with children	32	47%	
Elderly families	7	10%	
Families with Disabilities	22	32%	
Black	9	13%	
Hispanic	0	0%	
White	58	85%	
Asian	(1)	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	36	53%	
2 BED ROOM	16	24%	
3 BR	13	19%	
4 BR	2	3%	
5 BR	1	.1%	
5+ BR	0	0%	
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)? 7			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Family Reunification Only			

### 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 (Continually analyze policies and procedures)
- Reduce turnover time for vacated public housing units – Speed up application process
- 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 (Increased October, 1 1999 & November 2000, & October 2001)
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required Will accommodate families requiring reasonable accommodations
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration Periodic news releases

- 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 – **We are currently doing this and will continue**
- Other (list below)
  1. Consider employing or contracting for case management services to assist applicants/residents in creating a plan to alter their living habits.
  2. Consider hiring a landscaping consultant to make units more attractive.
  3. Work with local boroughs to expand the capacity of the Section 8 Program.

**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 assistance.
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

**There does not appear to be a shortage of affordable housing although there is a lack of suitable applicants creating a need for transitional housing for these people**

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Continue to monitor the local need based on waiting list data

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

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

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing - **Ongoing**
- 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 - **Ongoing**
- Other: (list below)

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	\$556,988	
b) Public Housing Capital Fund	\$641,426.00	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$459,693.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)	N/A	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	<b>Comp Grant Funds As of November 1, 2001</b>	
Comp Fund Program 2000	\$408,204.00	Modernization and Security
Capital Fund Program 2001	\$641,426.00	Modernization and Security
<b>3. Public Housing Dwelling Rental Income</b>	<b>\$749,890.00</b>	<b>Operations and tenant support</b>
<b>4. Other income (list below)</b>	<b>\$32,320.00</b>	<b>Operations</b>
Late fees, appliance charges, pet fees		
Vending machines, and work order charges		
<b>4. Non-federal sources (list below)</b>	<b>N/A</b>	
Management Fee	\$2000.00	Undetermined
	N/A	
	N/A	
<b>Total resources</b>	<b>\$3,491,947.00</b>	

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

[24 CFR Part 903.7 9 (c)]

## A. Public Housing

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

### (1) Eligibility

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

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

As soon as application is complete, and again prior to offering applicant a unit

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

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

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

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

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

f.  Other County Court House record search for local applicants

### (2) Waiting List Organization

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

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

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

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

Upon request applications will be mailed to those who are unable to visit the office.

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? N/A

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

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

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



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

**(3) Assignment**

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

- One
- Two
- Three or More

b.  Yes  No: Is this policy consistent across all waiting list types? (**Hardship exemptions are considered**)

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

To permit continued employment and access to child care that cannot be corrected by an alternative method

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

### **(5) Occupancy**

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

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

Handouts and posted materials

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

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

**(6) Deconcentration and Income Mixing**

a.  Yes  No: 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  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:

Family Locations (William Gill Village Project 33-3, Scattered Sites Project 33-4, Elmwood and Morgan Villages Project 33-1)

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

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

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

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

List (any applicable) developments below:

William Gill Village- Flat rents may be re-evaluated to attract Higher Incomes

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

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

## B. Section 8

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

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

### (1) Eligibility

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

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

Debts to other assisted housing facilities, Lifetime sex offender registration

b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?  
Only in reference to lifetime sex offender registration

c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?  
Only in reference to lifetime sex offender registration

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

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

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

If requested known history is given

### (2) Waiting List Organization

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

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

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

- PHA main administrative office
- Other (list below)

### (3) Search Time

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

If yes, state circumstances below:

Up to (2) two thirty day extensions are given if the participant can document the need

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below) **The Housing Authority currently has preferences but is eliminating them on or before the start of the next fiscal year (4/1/02). Date and time of application will be used. The targeting goal for the extremely low income will be monitored monthly. Waiting list skipping will be utilized only when needed to meet the 75% requirement for new admissions. 80% of those invited to a briefing will be extremely low income**

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.

X Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

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

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

Notices to landlords and/or applicants

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

- Through published notices
- Other (list below)

Through correspondence to appropriate agencies

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

[24 CFR Part 903.7 9 (d)]

## A. Public Housing

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

### (1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads  
 For other family members

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

Tenant must report changes within ten days, no later than the 25<sup>th</sup> of the month. Those changes lowering rent will take effect the 1<sup>st</sup> of the following month. Those resulting in an increase in excess of \$200.00 monthly will take effect the 1<sup>st</sup> of the 2<sup>nd</sup> month following the change. Increases less than \$200.00 monthly will be deferred until the annual re-exam date

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? – This will be the



tenant's choice but highly recommended by the Housing Authority. The Housing Authority would like to extend saving accounts to all residents as an option.

**(2) Flat Rents**

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

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

Rental value of unit, and operating costs

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

To be in compliance with regulations

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families

Other (list below)  
 Funding availability

**(2) Minimum Rent**

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

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

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

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	326	134
Section 8 Vouchers	132	25
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

**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)  
A & O Policy, Preventive Maintenance, Pest Infestation, Various related procedures, Admin Plan, HUD Regulations, and Notices
- (2) Section 8 Management: (list below)  
Admin Plan, HUD Regulations, and Notices

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

If yes, list additions to federal requirements below:

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

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment **B**

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment **D**

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

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

If yes, list development name/s below:

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

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

**8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

[See Attachment L \(Required Initial Assessment for Voluntary Conversion\)](#)

2. Activity Description

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

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

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

- a. How many of the PHA’s developments are subject to the Required Initial Assessments? **3**
- b. How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e. g. elderly and/or disabled developments not general occupancy projects)? **1**
- c. How many assessments were conducted for the PHA’s covered developments? **3**
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: **0**

Development Name	Number of Units

--	--

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

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

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



## B. Section 8 Tenant Based Assistance

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

### 2. Program Description

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (I)]

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

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

#### 1. Cooperative agreements:

- Yes  No: Has the PHA 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? 12/05/99

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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)
Transportation Assistance	15	Public Housing residents working or in training programs	PHA Main Office Crawford Area Transportation Authority	Public Housing and Section 8 residents
Home Work/Craft/America Reading/Girl Scouts/ Field Trips	50	Public Housing Residents	William Gill Village & Elmwood Village Community Rooms	Public Housing residents
Computer Center William Gill Village	25+	Public Housing Children	PHA office, Allegheny College, C.C.S.D.	Public Housing Residents

**(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	10	0 as (11/1/2001)

- 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:

The PHA will re-write the FSS Action Plan and then re-address encouraging participants to enroll

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

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

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

See Attachment G "Implementation of Public Housing Resident Community Service Requirement"

## 13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

**Family Housing Equally:** Seniors desire the security of their structure

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)
- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
  - Crime Prevention Through Environmental Design
  - Activities targeted to at-risk youth, adults, or seniors
  - Volunteer Resident Patrol/Block Watchers Program
  - Other (describe below) [Security Cameras at Holland Towers](#)

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

[N/A](#)

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

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

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

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

**All Equally**

**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.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 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)]

[See Attachment H "Pet Policy"](#)

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- Not applicable
  - Private management
  - Development-based accounting **Currently performed**
  - Comprehensive stock assessment
  - Other: (list below)  
**An awareness of changing housing trends and societal changes that reflect back to the C.F.P.**
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) **Attachment E**
  - Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments  
List changes below:
  - Other: (list below)

Comments were received prior to creating plan and afterward. Consideration was given to all comments

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: (Crawford County and State of Pennsylvania)

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  - 1. Address transportation needs of residents to work
  - 2. Stress the availability of family housing for persons with disabilities
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
1. Need for transportation
  2. Housing for persons with disabilities

**D. Other Information Required by HUD**

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

## Attachments

### Attachment A

**Component 3, (6) Deconcentration and Income Mixing**

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

If yes, list these developments as follows:

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name:</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b>
Scattered Site PA033-004	15	See Attachment A	



**Attachment A**  
**Deconcentration of Poverty**  
**Backup Data**  
**September 25, 2001**

Average Income of Elm, Morgan, Gill, & Scattered Sites

\$9,740.96

Established Income Range (E.I.R.)  
85% - 115% of Overall Average

85% = \$8,279.82  
115% = \$11,202.10

Note: Elmwood & Morgan Village and William Gill Village are within the E.I.R.

Scattered Sites are not. See the attached required explanation and attached Policy for future correction:

**Deconcentration of Poverty**  
**Income Analysis**  
**Discrepancy Report**

<u>DEVELOPMENT NAME</u>	<u># of Units</u>
Scattered Sites PA 033-004	15

**Explanation and/or justification for this development to be out of compliance with the Deconcentration of Poverty Goals:**

The development is made up of 15 three bedroom units located sporadically among various streets within the city limits. 14 out of 15 available were rented at the time of this calculation. Due to their diverse location and configuration, they promote deconcentration.

Due to the appealing nature of these remote units, residents usually stay for prolonged periods of time. Two of the 14 residents have lived in Public Housing for nearly ten years each. They are promoting their lives in a nice neighborhood and are prospering well with incomes over 3 times the Housing Authority average. Should these people move out, and residents with the Housing Authority overall average move in, this development would then be within the Established Income Range. It is the small size of this development that causes a couple higher incomes to escalate the overall development average.

It is believed that the above referenced meets the justification requirements of 24 CFR § 903.2 © (1) (iv) (C) & (D).

On 5/10/99, the Housing Authority of the City of Meadville passed a Deconcentration of Poverty Policy based on the information that was present at the time. This policy was, and still is utilized today among the two developments. It has worked there, although there are minor discrepancies in overall income. We will now apply this same policy to the Scattered Site development in an effort to keep all three developments within the Established Income Range.

## Attachment A

### Deconcentration of Poverty (Resident Income) Survey

<u>Project</u>	<u>Average Annual Income</u>	<u>W/Income Disregard</u>
<u>Elmwood Village</u>	\$10,127.28	\$10,174.18
<u>Morgan Village</u>	\$10,579.48	\$10,938.28
<b>Total Average Income</b>	<b>\$10,313.75</b>	<b>\$10,489.27</b>

# persons @ Elm = 139                      Total Occupied Units - 97  
 # persons @ Morgan = 101  
 Total    240

<u>Wm. Gill Village</u>	<u>Average Annual Income</u>	<u>W/Income Disregard</u>
	\$ 8,386.07	\$ 9,248.04

\*\*Note -There are 6 tenants that have -0- Income @ Gill Village

# persons @ Gill = 234                      Total Occupied Units - 83

<u>Scattered Sites</u>	<u>Average Annual Income</u>	<u>W/Income Disregard</u>
	\$13,804.93	\$14,706.35

# persons @ S.S.= 45                      Total units - 14

---

	<u>Total Annual Income</u>	<u>Occupied Units</u>
Elm & Morgan	\$1,000,434	97 units
Gill Village	696,044	83 units
Scattered Sites	<u>193,269</u>	<u>14 units</u>
<b>Totals</b>	<b>\$1,889,747</b>	<b>194 units</b>

Average income \$9,740.96 for Public Housing

## Attachment A

### Deconcentration of Poverty Resolution # 469

WHEREAS, the Housing Authority of the City of Meadville (HACM) Board of Commissioners after reviewing the contents of Section 513 of the Quality Housing and Work Responsibility Act (QHWRA) of 1998, and after reviewing monthly dwelling rental income at each of three (3) family sites and the area median income of the three (3) census tracts in which they are located hereby desires to make the following amendment to the admissions policy of the HACM.

1.A. Whereby, on a monthly basis, reports will be run and the monthly rental income of each development will be compared to determine whether a significant discrepancy exists. A discrepancy shall be defined as a monthly dwelling rental average difference of twenty dollars or more between different developments. Should such a discrepancy be discovered, the manager of the lower income development will be directed to scan the waiting list for the next family without regard to race, creed, national origin, or sexual orientation that has an income significant enough to raise the median income of the lower income development back within the twenty dollar discrepancy range mentioned above. Should this family refuse the development, then the next higher income family on the list will be offered the unit. This pattern will be repeated until the unit is filled or the waiting list depleted.

1.B. The HACM may take other measures if deemed necessary to maintain or to entice higher income households such as ceiling rents at an individual development or at all developments.

1.C. Census tracts – Due to the large geographical area of the census tracts and the high median incomes of each tract, the HACM will not attempt to reach household incomes at the area median of each individual census tract. Instead the HACM will systematically and evenly pursue economic self-sufficiency incentives to maintain and gradually increase the average median income of all Public Housing family developments.

1.D. Site Based Waiting Lists – The HACM currently does not view site-based waiting lists as either necessary or advantageous. Should the current elements surrounding this topic change, the HACM will revisit this issue by separate resolution.

**Attachment B**  
**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Housing Authority of the City of Meadville		<b>Grant Type and Number</b> Capital Fund Program Grant No: 'PA28P03350102 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2002
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	80,000.00			
4	1410 Administration	35,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	456,426.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	35,000.00			
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)	<b>641,426.00</b>			
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	10,000.00			
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**

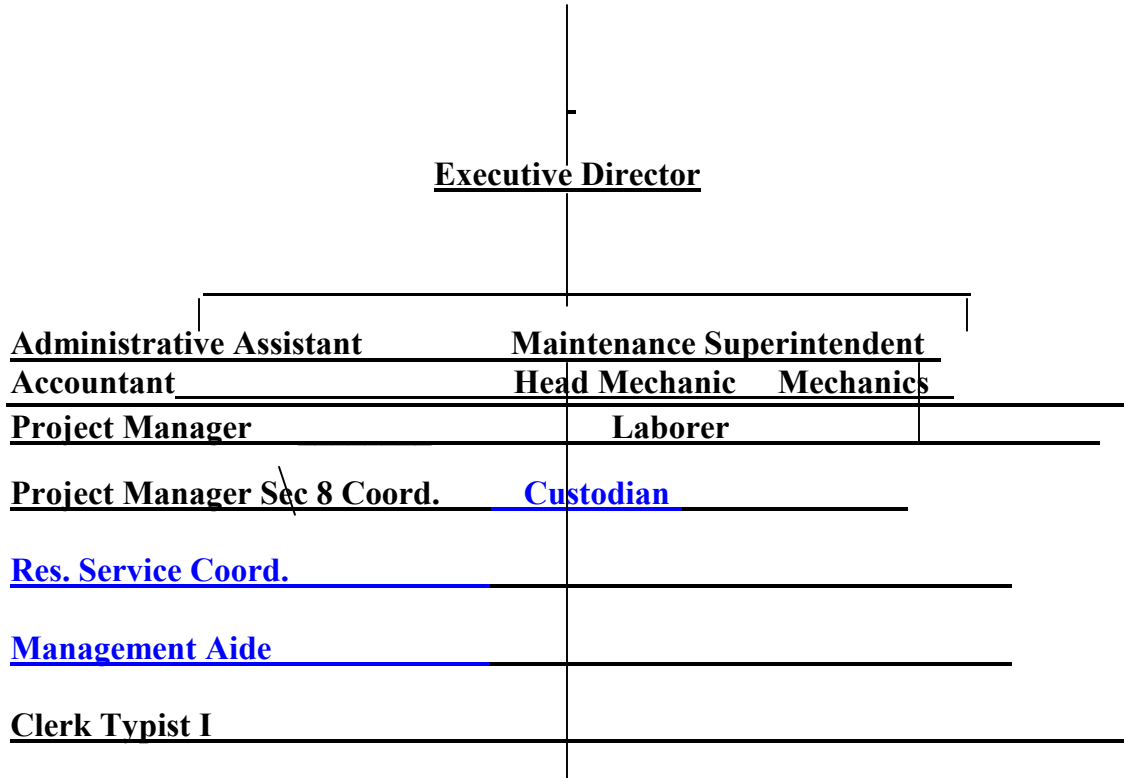
PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program Grant No: 'PA28P03350102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA33-3 William Gill Village	Remodel kitchens	1460	100	310,000.00				
	Replace Storm doors	1460	200	40,000.00				
	Replace Exterior Entrance Doors Including Knobs	1460	200	55,000.00				
	Replace Bifold Doors	1460	All in 100 Units	51,426.00				
	Total 1460			456,426.00				
	Total 33-3 William Gill Village			456,426.00				
Housing Authority Wide	Staff Training	1408		10,000.00				
	Computer Software	1408		10,000.00				
	Tenant Training	1408		10,000.00				
	Coordinator salary for tenant services	1408		30,000.00				
	Security and Drug Elimination	1408		10,000.00				
	Provide and/or contract for transportation services for tenants to help them achieve self-sufficiency goals	1408		10,000.00				
	Total 1408			80,000.00				
	Administration	1410		35,000.00				
	Total 1410			35,000.00				
	Engineering and other related fees & costs	1430		35,000.00				
	Total 1430			35,000.00				
	'Computer Hardware & Computerized Office Equipment (Upgrade, Replace, & Add)	1475		35,000.00				
	Total 1475			35,000.00				
	Total Housing Authority Wide			185,000.00				

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

PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program No: 'PA28P03350102 Replacement Housing Factor No:					Federal FY of Grant: 2002	
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		
PA33-3 William Gill Village All Work Items	12/31/2003			6/30/2005				
Housing Authority Wide All Work Items	12/31/2003			6/30/2005				

# Attachment C

## Housing Authority of the City of Meadville Board



**Civil Service directs regulation for all Office Staff**  
**Union Contract directs policy for all Maintenance Staff**

### Attachment D

<b>Capital Fund Program Five-Year Action Plan</b>					
Part I: Summary					
PHA Name Housing Authority of the City of Meadville			<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>		
Development Number/Name/HA -Wide	Year 1 2002	Work Statement for Year 2 FFY Grant: 2003 PHA FY: 2003	Work Statement for Year 3 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 4 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 5 FFY Grant: 2006 PHA FY: 2006
Annual Statement					
PA33-1 Elmwood & Morgan Villages		0.00	0.00	500,000.00	550,000.00
PA33-2 Holland Towers		0.00	0.00	0.00	0.00
<i>PA33-3 William Gill Village</i>		550,000.00	550,000.00	0.00	0.00
PA33-4 Scattered Site		0.00	0.00	0.00	0.00
Housing Authority-Wide		40,000.00	40,000.00	0.00	0.00
CFP Funds Listed for 5-year planning		590,000.00	590,000.00	500,000.00	550,000.00
Replacement Housing Factor Funds					







## **ATTACHMENT E**

### **Resident Advisory Board Summary**

The Housing Authority of the City of Meadville restructured the Resident Advisory Board based on requirements from the Department of Housing and Urban Development and also due to move outs, and transfers during the previous year.

As required, the resident council president and one of her officers were invited to participate. The Housing Authority Administration chose to have two representatives from each development and also two from the Section 8 Program. Previous participants were contacted seeking their desire to continue to represent their peers. New residents, chosen by their managers, were sought to fill existing vacancies. Update notices sent by HUD regarding the duties of Resident Advisory Board members were distributed to all members.

On September 28, 2001 at 1:15 pm a Resident Advisory Board was held to further explain the recently sent HUD notice and to answer inquiries as to their specific role. Various topics were included such as:

1. Childcare facilities and/or training for residents in this capacity.
2. Laundry Facilities
3. Educational Facilities
4. Holiday events for children
5. Sports Leagues
6. Resident Council Formation
7. Quarterly Newsletter

The meeting concluded with all in agreement that getting information on various topics from residents was difficult to say the least. Mr. Thomas concluded that he would develop a questionnaire to be distributed to all residents.

On November 1, 2001, at 1:15 pm a meeting was held at Holland Towers to discuss the developed questionnaire. As presented, there were two questionnaires. One for Public Housing, and one for the Tenant Based Section 8 Program. After going over the questionnaires, the topic of distribution was brought up. The consensus of the group was to mail the questionnaire with a postage paid return envelope. A tenants name should remain optional, and for Public Housing the names and addresses of all Resident Advisory Board members would be included in case a resident had questions.

There was no representation present from Section 8. Due to this, and previous meetings of no response, it was decided by Mr. Thomas that each Section 8 resident would receive the questionnaire and the postage paid return envelope. Questions were directed to the Housing Authority office. Due to the wide area difference in the Section 8 Program and the lack of telephones and/or transportation, it was decided that each Section 8 tenant would be considered as Resident Advisory Board members.

At this time copies of the Annual and Five Year Action Plan for Capital Fund monies were distributed and questions were answered. The meeting adjourned at 3:45 pm.

Questionnaires were mailed out on November 2, 2001 with a deadline of November 15, 2001. The comments varied on various questions for and/or against however, the following was disclosed by a majority of those responding:

#### **SECTION 8 PARTICIPANTS**

There was a general consensus that there is a need for additional units within the city, and especially a need for larger units to benefit families with children. Although the answers were not specific in relation to the needs of those with disabilities, it was observed that those answering the questionnaire were sensitive to the needs of those with physical limitations. It was also observed that clients did not wish to expand to rural areas but preferred the city limits. Social services and transportation needs are suspected as the reason for this especially with many clients at or below 30% of the area median income.

All tenants answered "yes" to the question regarding the need for education for both landlords and tenants in relation to fair housing laws.

Most residents were content with the Housing Authority application and the process. There were mixed comments regarding the screening process and background checks. One individual suggested that these be performed on landlords.

Most clients were indicating that 60+ days were needed to locate a unit. This depended on unit size and time of year.

Most clients were grateful regarding the 110% of Fair Market Rent (FMR) payment standards and thought that utility allowances were adequate.

Many clients expressed a desire for homeownership, if not now then in the future.

Child care and transportation were two items listed as specific services needed.

In questioning about the Housing Authority of the City of Meadville's Family Self-Sufficiency Program (FSS) many clients were interested and would like to know more before committing themselves.

There were 32 responses out of 132 mailed or 24 %.

## **PUBLIC HOUSING PARTICIPANTS**

These questionnaires as with the Section 8 were sent to each household with a return self-addressed postage paid envelope.

Responses varied from person to person with some confusion regarding the questions. The questions were patterned from the HUD template with additional questions placed for specific information relating to current operations and procedures.

Rather than try to indicate each response a summary is provided below.

Sensitivity was discovered in regards to disabled individuals and especially those with families. No specific need was identified, nor was there any number of individuals identified.

There was a slight indication that tenants would benefit from fair housing education.

The application and screening process was mixed with some agreeing to the existing procedures and others preferring either stricter oversight, or a more lax approach.

The Housing Authority utilizes the position that if an applicant refuses an offer without just cause, that they go to the bottom of the list. Some thought that more offers should be given first, while others thought one offer and removal from the list.

The current transfer procedure was overwhelmingly agreed with.

Preferences were generally agreed with. Others thought that the poorest of the poor should go first, while others indicated elderly or disabled first.

On an optional question of bi-monthly rental payments, some indicated a positive reaction to this, while others indicated pay or evict.

Income disregards currently in effect were welcomed and encouraged to remain.

Savings accounts available to those "Previously Unemployed" were thought by most as worthy and also thought that they should be available to all.

Current Flat Rents were thought to be reasonable, as compared to the private market.

Information regarding two new staff positions were welcomed as a positive change.

Interior apartment maintenance procedures, apartment painting, and cockroach eradication were presented for comment. An equal division was noted as agreeing to current procedures as compared to possible changes.

At family locations trash pick up was addressed. The consensus was to apply a penalty to violators and evict if repeated.

At Holland Towers the overwhelming answer was to leave the building designation as is.

Supportive services to assist the aging in place process received multiple positive comments.

Homeownership was perceived as a positive goal for a futuristic life, while interaction between the Housing Authority and police received mixed views.

A laundry mat question at William Gill Village only, was proposed with a few responding as positive, while others indicating no as they had their own washer and dryer.

Generally residents felt safe in their apartment and thought drug and alcohol abuse was a moderate problem.

Most all residents thought that the monetary costs involved in pet ownership were too high, while others thought stricter oversight was needed.

Those who commented on Capital Fund usage gave varied answers. Stoves were desired at Holland Towers, while residents of family areas expressed a desire for carpeting due to cold floors and injury to children and self.

Educational opportunities geared toward secure employment, was expressed by one family resident.

One known Resident Advisory Board member responded to the questionnaire.

The Housing Authority of the City of Meadville will no longer utilize a Resident Advisory Board as it is not deemed as working. Instead a revised questionnaire will be distributed at least annually to all residents.

There were 53 responses from Public Housing out of 327 mailed or 16 %.

## Attachment F

### **Substantial Deviation from the 5-Year Plan**

As required by the Department of the Housing and Urban Development and referenced in 24 C.F.R. Section 903.7 (r) of the October 21, 1999 “Final Rule”, the Housing Authority of the City of Meadville submits the following definition of substantial deviation: A substantial deviation of the Five Year Plan is any deviation from the mission statement, or the overall goals or objectives as stated in the submitted plan.

### **Significant Amendment or Modification from the Annual or Five Year Plan shall be defined as:**

A change in rent, admissions, or waiting list policies that result in an adverse effect on not less than 25% of the total tenant or applicant families.

Any non-emergency work related item funded from the Capital Fund that would result or could be reasonably determined to result in usage of 10% or more of the Capital Fund amount for any given year, and such item or items were not included in the Annual Statement or Five Year Action Plan.

Any change with regard to demolition or disposition, designation, conversion, or homeownership programs of a particular site and/or location, where such change, or alteration is determined by the Housing Authority Board and Administration to cause a lack of housing units as a whole or for a particular group of people. This determination shall be based on the size, and particular status of the waiting list at the time of consideration.

*Exceptions to the above definitions of substantial deviation, or significant amendments shall only occur should the Department of Housing and Urban Development adopt regulatory changes of which the Housing Authority has no control.*



## Attachment G

### **“Implementation of Public Housing Resident Community Service Requirement”**

On November 13, 2000, the Housing Authority of the City of Meadville (HACM) Board of Commissioners approved the posting of the Community Service Policy for a thirty-day written comment period. On November 16, 2000, the policy was posted at all the Authorities' Public Housing developments.

Attached with the Policy, for all those interested and/or affected, was a description of the service requirements, a sample form indicating a residents exempt or non-exempt status, a listing of possible services, a listing of agencies where services could be performed, examples of acceptable service activities, and the method to cure any obligation at the end of the lease term.

The HACM may permit individuals required to perform community services to perform those services at the development in which they reside. This would cure transportation problems. The Housing Authority management has spoken with various agencies and the Local Career Link has indicated not only a need but also a desire to utilize these individuals in assisting with their requirements.

Beginning April 1, 2001, each adult resident will be sent a determination as to their exempt or non-exempt status, and their rights to grieve the decision if desired. Residents will be required to have a form signed by the agency head in which the service was performed, with a brief statement of the services rendered.

At least 30 days prior to expiration of the annual lease, the resident will be sent a notice regarding their non-compliance, or lack of fulfillment. They will be given this period to enter into an agreement to comply. Failure to do so will result in non-renewal of the lease for the adult directly affected.

Pursuant to language included in the 2002 HUD/VA Appropriations Act, the Housing Authority of the City of Meadville will not be permitted to expend Federal funds on Community Service. The Housing Authority of the City of Meadville is proposing to suspend the requirements of Community Service for the current Fiscal Year ending March 31<sup>st</sup> 2002, and will provide notice to residents indicating such. No funds will be spent on the following fiscal year either.



## Attachment H “Pet Policy”

The Housing Authority of the City of Meadville (HACM) posted a pet policy for a 60-day comment period. The additional time was given due to the nature of the subject. Additionally, comments were received by both the Housing Authority administration and the Resident Advisory Board members.

On November 8, 2000, a meeting was held with the Resident Advisory Board to summarize their comments. On November 13, 2000, the HACM Board of Commissioners approved this policy with minor alterations, to be effective on April 1<sup>st</sup> 2001.

The pet policy basically permits cats, dogs, birds, and fish with limitations on size and type. Animals must have appropriate licensing, shots, etc. A security deposit of \$99.00 has been set on dogs, cats, and birds. There is no security deposit on fish as a five-gallon maximum was established on aquariums.

Pet owners must follow strict guidelines regarding care, exercising, and control of pets. Additionally, as needed to benefit those who may have allergic reactions, a pet free zone may be established. All pets must be registered prior to entry on Authority property and a special “Pet Permit” will be issued and must be displayed on the exterior of their apartment door.

Cats and dogs must have a microchip inserted for identification purposes. Neglected animals will have authorities contacted, and the tenant’s future rights to have a pet may be discontinued.





## Attachment I

### **“Progress in meeting 5-year Plan Mission and Goals”**

Flat rents, income disregards, and transportation assistance have all been implemented

Transitional housing efforts have been supported, and a local Chodo is arranging a location for construction. Waiting lists are beginning to increase and vacancies are slowly reducing.

The deconcentration of poverty policy has been followed, list skipping has been utilized, and income levels between projects have remained relatively stable.

Savings accounts are available for those who were “previously unemployed”, however, none have chosen this option.

A second shift bus service was obtained through a grant from the Pennsylvania Department of Transportation, and the Housing Authority of the City of Meadville is providing free passes to those needing assistance to training and/or work.

A unit was altered with downstairs bathroom facilities to assist a mother who could not utilize steps due to surgery.

The local college is working with family youths and growth into other areas is promising.

Computer Classes for at risk youth are in place and supported through a partnership with the local school district and Allegheny College.

A Resident Initiatives Coordinator has been hired to help meet the various needs of residents of all ages.

Vacancies are steadily reducing. Measures taken to waive regulatory verbiage have not been answered.



## Attachment J

### **“Resident Membership of the PHA Governing Board”**

The Housing Authority of the City of Meadville (HACM) took the initiative in 1995 when the first resident directly assisted was empowered to the Board Member position. The city of Meadville appoints all Housing Authority Board Members.

On July 25, 1995, Kaerlene Heath (a Section 8 resident) was appointed to fill the remaining term of a member who resigned. Ms. Heath was re-appointed to a five-year term on February 22, 2000.

On February 1, 2001, Ms. Heath resigned for health related reasons. On February 13, 2001, Maureen Reichel a resident of Morgan Village was appointed to fulfill Ms. Heath’s remaining term, Ms. Reichel lives in a wheelchair accessible unit renovated to meet Sec. 504 Requirements. She represents both the needs of lower income families and those who need accommodations to live independently.

## Attachment K

### **“Membership of the Resident Advisory Board”**

The membership on the Resident Advisory Board is largely one of volunteerism. Initially in 1999, the Housing Authority sent a letter to each Public Housing household and to each Section 8 household explaining the position and seeking individuals to volunteer. At that time, everyone who expressed an interest was appointed to the Advisory Board. Due to lack of interest, and move outs, individuals at various locations were contacted inquiring as to whether they had an interest in filling the vacancy.

The intent from the Housing Authority administration was to have two individuals from each development and additionally another two representing the Section 8 program. When HUD notice 2000-36 came out, the Housing Authority invited the Resident Council President of Holland Towers and an officer of her choosing to join the Advisory Board. A copy of this notice was sent to each member to peruse and become familiar with.

Due to the complexities of passing information onward and the tenant based Sec. 8 program being dispraised over such a large area, a meeting was held to disperse a questionnaire to all resident households. Two questionnaires were developed, mailed to each household with a postage paid return envelope.

The questionnaires were determined to be a great success, especially in comparison to the Resident Advisory Boards. The Housing Authority of the City of Meadville in the future will consider all residents members of the Resident Advisory Board and will utilize questionnaires designed for each location to seek the needs of participants.

#### Advisory Board Committee

Eric Warner  
1221 Elm Street  
Meadville, PA 16335

Maureen Reichel  
786 Whittier Avenue  
Meadville, PA 16335

Louie Stanfield  
190 Walker Drive  
Meadville, PA 16335

Malinda Klingensmith  
216 Walker Drive  
Meadville, PA 16335

Connie Simons  
1177 Elm Street  
Meadville, PA 16335

Erinn Murphy  
350 Willow Street  
Meadville, PA 16335

Wanda Williams  
1120 Market Street  
Apartment 706  
Meadville, PA 16335

Virginia Wade  
1120 Market Street  
Apartment 602  
Meadville, PA 16335

## Attachment L

### Required Initial Assessment for Voluntary Conversion

- a. How many of the PHA's developments are subject to the Required Initial Assessments?  
3
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e. g. elderly and/or disabled developments not general occupancy projects)? 1
- c. How many assessments were conducted for the PHA's covered developments? 3
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: 0

Development Name	Number of Units

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

**Resolution #512**  
**Voluntary Conversion of William Gill Village**  
**From Public Housing to Tenant Based Section 8**  
**August 13, 2001**

**WHEREAS**, the Department of Housing & Urban Development released a Final Rule on June 22, 2001 regarding the Voluntary Conversion of Developments from Public Housing stock to Tenant Based Section 8; and

**WHEREAS**, this rule requires the Housing Authority of the City of Meadville to perform an initial assessment for each of their developments that are not of a mixed population development (Elderly and/or Disabled); and requires the Housing Authority to submit a certification for each non-exempt development as part of the next annual plan submission:

**WHEREAS**, the Housing Authority of the City of Meadville certifies that it has:

- 1) Reviewed the William Gill Village development's operation as Public Housing;
- 2) Considered the implications of converting the Public Housing to tenant based assistance; and
- 3) Concluded that conversion of the development may be:

Inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion described in 24CFR Part 972.200 (c).

A Motion was made by Ms. Griffin to approve Resolution # 512.  
 Seconded by Ms. Minnis. Motion carried.

Date: August 13, 2001

**Resolution #513**  
**Voluntary Conversion of Elmwood Village & Morgan Village**  
**From Public Housing to Tenant Based Section 8**

**August 13, 2001**

**WHEREAS**, the Department of Housing & Urban Development released a Final Rule on June 22, 2001 regarding the Voluntary Conversion of Developments from Public Housing stock to Tenant Based Section 8; and

**WHEREAS**, this rule requires the Housing Authority of the City of Meadville to perform an initial assessment for each of their developments that are not of a mixed population development (Elderly and/or Disabled); and requires the Housing Authority to submit a certification for each non-exempt development as part of the next annual plan submission:

**WHEREAS**, the Housing Authority of the City of Meadville certifies that it has:

- 1) Reviewed the Elmwood Village & Morgan Village development's operation as Public Housing;
- 2) Considered the implications of converting the Public Housing to tenant based assistance; and
- 3) Concluded that conversion of the development may be:

Inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion described in 24CFR Part 972.200 (c).

A Motion was made by Ms. Griffin to approve Resolution # 513.  
Seconded by Ms. Minnis. Motion carried.

Date: August 13, 2001

**Resolution #514**  
**Voluntary Conversion of Scattered Sites**  
**From Public Housing to Tenant Based Section 8**  
**August 13, 2001**

**WHEREAS**, the Department of Housing & Urban Development released a Final Rule on June 22, 2001 regarding the Voluntary Conversion of Developments from Public Housing stock to Tenant Based Section 8; and

**WHEREAS**, this rule requires the Housing Authority of the City of Meadville to perform an initial assessment for each of their developments that are not of a mixed population development (Elderly and/or Disabled); and requires the Housing Authority to submit a certification for each non-exempt development as part of the next annual plan submission:

**WHEREAS**, the Housing Authority of the City of Meadville certifies that it has:

- 1) Reviewed the Scattered Sites development's operation as Public Housing;
- 2) Considered the implications of converting the Public Housing to tenant based assistance; and
- 3) Concluded that conversion of the development may be:

Inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion described in 24CFR Part 972.200 (c).

A Motion was made by Ms. Griffin to approve Resolution # 514.  
Seconded by Ms. Minnis. Motion carried.

Date: August 13, 2001

## Attachment M

### Performance and Evaluations Tables Start Here

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part I: Summary</b>					
<b>PHA Name: Housing Authority of the City of Meadville</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28P03350101 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  <b>2001</b>
<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: 9/30/2001 <input type="checkbox"/> Final Performance and Evaluation Report					
Lin e No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	37,894.00			
3	1408 Management Improvements	60,000.00			
4	1410 Administration	35,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	28,532.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	190,000.00			
10	1460 Dwelling Structures	240,000.00			
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	50,000.00			
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)	<b>641,426.00</b>			
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	75,000.00			
26	Amount of line 21 Related to Energy Conservation Measures	125,000.00			

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

PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program Grant No: PA28P03350101 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	
<b>Elmwood &amp; Morgan Villages</b> <b>PA28P033-001</b>	Landscape, repair/replace deteriorated concrete walks, porches, and parking areas and provide, additional site lighting	1450	As Needed	50,000.00				
	<b>Subtotal 1450</b>			<b>50,000.00</b>				
	Insulate Hot Water Heaters	1460	100	10,000.00				
	Replace existing unit address numbers, porch lights, and replace mail boxes	1460	All Units	20,000.00				
	Install Door Viewers	1460	100	10,000.00				
	Replace Storm Doors	1460	200	50,000.00				
	<b>Subtotal 1460</b>			<b>90,000.00</b>				
	Install/Replace Expand Playground Equipment	1475	As Needed	50,000.00				
	<b>Subtotal 1475</b>			<b>50,000.00</b>				
	<b>Total PA28P033001 Elmwood &amp; Morgan Villages</b>			<b>190,000.00</b>				
<b>Holland Towers</b> <b>PA28P033-002</b>	Improve & Add Security lighting	1450	As Needed	20,000.00				
	Replace Deteriorated Walks, Patios, & Drives	1450	As Needed	30,000.00				
	Build and/or provide recreational area and equipment	1450	As Needed	10,000.00				
	<b>Subtotal 1450</b>			<b>60,000.00</b>				
	Refurbish Stair Towers	1460	2	25,000.00				
	Replace Exterior Doors	1460	As Needed	15,000.00				
	<b>Subtotal 1460</b>			<b>40,000.00</b>				
	<b>Total PA28P033002 Holland Towers</b>			<b>100,000.00</b>				

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

PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program Grant No: PA28P03350101 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	
<b>William Gill Village PA28P033-003</b>	Replace Deteriorated Walks, Patios, & Drives	1450	As Needed	30,000.00				
	Construct Fence Around Basket Ball Court	1450	1	10,000.00				
	Install privacy blinds between units in rear	1450	As Needed	25,000.00				
	<b>Subtotal 1450</b>			<b>65,000.00</b>				
	Replace Storm Doors	1460	200	50,000.00				
	Replace existing unit address numbers	1460	101	10,000.00				
	<b>Subtotal 1460</b>			<b>60,000.00</b>				
	<b>Total PA28P033003 William Gill Village</b>			<b>125,000.00</b>				
<b>Scattered Site PA28P033-004</b>	Landscape	1450		15,000.00				
	<b>Subtotal 1450</b>			<b>15,000.00</b>				
	Repair Structural & Foundation Damage & clean exterior siding	1460	As Needed	30,000.00				
	Repair and/or Replace Deteriorated Plumbing	1460	As Needed	20,000.00				
	<b>Subtotal 1460</b>			<b>50,000.00</b>				
	<b>Total PA28P033004 Scattered Sites</b>			<b>65,000.00</b>				
<b>Housing Authority Wide</b>	Operations	1406		37,894.00				
	<b>Subtotal 1406</b>			<b>37,894.00</b>				
	Staff Training	1408		10,000.00				
	Computer Software	1408		5,000.00				
	Tenant Training	1408		10,000.00				
	Coordinator for Tenant Services	1408		25,000.00				
	Security and Drug Eliminations	1408		5,000.00				



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

PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program Grant No: PA28P03350101 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	
	Provide and/or contract for transportation services for tenants to help them achieve self-sufficiency goals	1408		5,000.00				
	<b>Subtotal 1408</b>			<b>60,000.00</b>				
	Administration	1410		35,000.00				
	<b>Subtotal 1410</b>			<b>35,000.00</b>				
	Engineering and Other Related Fees & Costs	1430		28,532.00				
	<b>Subtotal 1430</b>			<b>28,532.00</b>				
	<b>Total Housing Authority Wide</b>			<b>161426.00</b>				

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

PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program No: PA28P03350101 Replacement Housing Factor No:					Federal FY of Grant: 2001	
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		
Elmwood & Morgan Villages PA28P033-001	3/31/2003			9/30/2004				
Holland Towers PA28P033-002	3/31/2003			9/30/2004				
William Gill Village PA28P033-003	3/31/2003			9/30/2004				
Scattered Site PA28P033-004	3/31/2003			9/30/2004				
AGENCY-WIDE Nontechnical Salaries	3/31/2003			9/30/2004				
AGENCY-WIDE Management Improvements	3/31/2003			9/30/2004				
AGENCY-WIDE Engineering Fees	3/31/2003			9/30/2004				
AGENCY-WIDE Energy Improvements	3/31/2003			9/30/2004				
AGENCY-WIDE Non-Dwelling Equipment	3/31/2003			9/30/2004				

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

PHA Name: <b>Housing Authority of the City of Meadville</b>	Grant Type and Number	Federal FY of Grant: <b>2000</b>
	Capital Fund Program Grant No: PA28P03350100 Replacement Housing Factor Grant No: N/A	

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 9/30/2001  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	120,000.00	122,244.88	30,796.99	26,921.38
4	1410 Administration	30,000.00	30,000.00	30,000.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000.00	34,229.50	34,229.50	34,229.50
8	1440 Site Acquisition				
9	1450 Site Improvement	20,000.00	20,000.00	989.34	989.34
10	1460 Dwelling Structures	195,075.00	203,555.07	35,432.13	34,192.65
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	150,000.00	159,452.63	7,097.00	7,097.00
13	1475 Nondwelling Equipment	50,000.00	52,572.27	52,572.27	49,097.17
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	33,457.00	6,477.65	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>628,532.00</b>	<b>628,532.00</b>	<b>119,117.23</b>	<b>152,527.04</b>
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance		3,247.33	3,247.33	3,084.59
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs	10,000.00	22,706.05	12,706.05	12,706.05
26	Amount of line 21 Related to Energy Conservation Measures	65,075.00	56,524.95		

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

PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program Grant No: PA28P03350100 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	
<b>Elmwood &amp; Morgan Village PA28P033-001</b>	504 & Visitability Compliance as Needed	1460	As Needed	0.00	1,707.85	1,707.85	1,707.85	
	Replace existing unit address numbers	1460	100	0.00	3,168.00	3,168.00	3,168.00	
	<b>Subtotal 1460</b>			<b>0.00</b>	<b>4,875.85</b>	<b>4,875.85</b>	<b>4,875.85</b>	
	<b>Total PA28P033001 Elmwood &amp; Morgan Villages</b>			<b>0.00</b>	<b>4,875.85</b>	<b>4,875.85</b>	<b>4,875.85</b>	
<b>Holland Towers PA28P033-002</b>	Landscape grounds including outdoor equipment and lighting	1450	As Needed	20,000.00	20,000.00	989.34	989.34	
	<b>Subtotal 1450</b>			<b>20,000.00</b>	<b>20,000.00</b>	<b>989.34</b>	<b>989.34</b>	
	Update/Repair/Replace Office & Community Area Air Conditioning System	1460	As Needed	0.00	9,844.00	9,821.01	9,821.01	
	Replace/Upgrade outdated Fire Alarm and Security system	1460	As Needed	0.00	5,894.23	5,894.23	5,894.23	
	Modify Electrical System to Monitor Usage	1460	As Needed	54,702.00	46,151.95	0.00	0.00	
	Replace drop ceiling on first floor and common areas	1460	1	10,000.00	10,000.00	0.00	0.00	
	Paint and Seal Building Exterior	1460	1	100,000.00	100,000.00	0.00	0.00	
	Replace Exterior Doors	1460	8	10,373.00	10,373.00	8,581.00	8,581.00	
	504 & Visitability Compliance as Needed	1460	As Needed	0.00	1,324.84	1,384.84	1,162.10	
	<b>Subtotal 1460</b>			<b>175,075.00</b>	<b>183,588.02</b>	<b>25,621.08</b>	<b>25,458.34</b>	
	Enlarge Office Space BY Remodeling Existing Community Space and Construct Community Building	1470	As Needed	0.00	4,452.63	4,452.63	4,452.63	
	<b>Subtotal 1470</b>			<b>0.00</b>	<b>4,452.63</b>	<b>4,452.63</b>	<b>4,452.63</b>	

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

PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program Grant No: PA28P03350100 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	
	<b>Total Holland Towers PA28P033-002</b>			<b>195,075.00</b>	<b>208,040.65</b>	<b>31,063.05</b>	<b>30,900.31</b>	
<b>William Gill Village PA28P033-003</b>	Replace existing unit address numbers	1460	100	0.00	3,168.00	3,168.00	3,168.00	
	<b>Subtotal 1460</b>			<b>0.00</b>	<b>3,168.00</b>	<b>3,168.00</b>	<b>3,168.00</b>	
	Convert Dwelling Building and/or Remodel Community Building to Use for Resident Services	1470	1	0.00	5,000.00	2,644.37	2,644.37	
	<b>Subtotal 1470</b>			<b>0.00</b>	<b>5,000.00</b>	<b>2,644.37</b>	<b>2,644.37</b>	
	<b>Total William Gill Village PA28P033-003</b>			<b>0.00</b>	<b>8,168.00</b>	<b>5,812.37</b>	<b>5,812.37</b>	
<b>Scattered Sites PA28P033-004</b>	Waterproof and seal basement walls and floors	1460	13	20,000.00	10,156.00	0.00	0.00	
	Replace existing unit address numbers	1460	15	0.00	475.82	475.82	475.82	
	Re-roof Buildings	1460	As Needed	0.00	1,076.74	1,076.74	0.00	
	504 & Visitability Compliance as Needed	1460	As Needed	0.00	214.64	214.64	214.64	
	<b>Subtotal 1460</b>			<b>20,000.00</b>	<b>11,923.20</b>	<b>1,767.20</b>	<b>690.46</b>	
	<b>Total Scattered Sites PA28P033-004</b>			<b>20,000.00</b>	<b>11,923.20</b>	<b>1,767.20</b>	<b>690.46</b>	
<b>AGENCY-WIDE Management Improvements</b>	Staff Training	1408		25,000.00	25,000.00	14,054.32	14,054.32	
	Computer Software	1408		10,000.00	12,244.88	12,244.88	8,369.27	
	Tenant Training	1408		20,000.00	20,000.00	4,497.79	4,497.79	
	Security & Drug Elimination	1408		10,000.00	10,000.00	0.00	0.00	
	Coordinator for tenant Services	1408		25,000.00	25,000.00	0.00	0.00	
	Provide and/or contract for transportation services for tenants to help them achieve self-sufficiency goals	1408		30,000.00	30,000.00			

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

PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program Grant No: PA28P03350100 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	
	<b>Subtotal 1408</b>			<b>120,000.00</b>	<b>122,244.88</b>	<b>30,796.99</b>	<b>26,921.38</b>	
<b>AGENCY-WIDE Nontechnical Salaries</b>	Administration	1410		30,000.00	30,000.00	30,000.00	0.00	
	<b>Subtotal 1410</b>			<b>30,000.00</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>0.00</b>	
<b>AGENCY-WIDE Engineering Fees</b>	Architectural and/or Engineering, Legal, and Consultant Fees	1430		30,000.00	34,229.50	34,229.50	34,229.50	
	<b>Subtotal 1430</b>			<b>30,000.00</b>	<b>34,229.50</b>	<b>34,229.50</b>	<b>34,229.50</b>	
<b>AGENCY-WIDE Non-dwelling Structure</b>	Construct Authority Garage	1470	1	150,000.00	150,000.00	0.00	0.00	
	<b>Subtotal 1470</b>			<b>150,000.00</b>	<b>150,000.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>AGENCY-WIDE Non-Dwelling Equipment</b>	Computer Hardware & Office Equipment (Upgrade, Replace, & Add)	1475		50,000.00	52,572.27	52,572.27	49,097.17	
	<b>Subtotal 1475</b>			<b>50,000.00</b>	<b>52,572.27</b>	<b>52,572.27</b>	<b>49,097.17</b>	
<b>AGENCY-WIDE Congintency</b>	Congintency	1502		33,457.00	6,477.65	0.00	0.00	
	<b>Subtotal 1502</b>			<b>33,457.00</b>	<b>6,477.65</b>	<b>0.00</b>	<b>0.00</b>	
	<b>Total Housing Authority Wide</b>			<b>413,457.00</b>	<b>395,524.30</b>	<b>147,598.76</b>	<b>110,248.05</b>	

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

PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program No: PA28P03350100 Replacement Housing Factor No:					Federal FY of Grant: 2000	
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		
Elmwood & Morgan Villages PA28P033-001	3/31/2002			9/30/2003				
Holland Towers PA28P033-002	3/31/2002			9/30/2003				
AGENCY-WIDE Nontechnical Salaries	3/31/2002			9/30/2003				
AGENCY-WIDE Management Improvements	3/31/2002			9/30/2003				
AGENCY-WIDE Engineering Fees	3/31/2002			9/30/2003				
AGENCY-WIDE Energy Improvements	3/31/2002			9/30/2003				
AGENCY-WIDE Non-Dwelling Equipment	3/31/2002			9/30/2003				

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

<b>PHA Name: Housing Authority of the City of Meadville</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28P03370799 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  <b>1999</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 9/30/2001  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	30,000.00	7,200.96	7,200.96	7,200.96
4	1410 Administration	22,000.00	17,192.70	17,192.70	17,192.70
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	15,000.00	468.00	468.00	468.00
8	1440 Site Acquisition				
9	1450 Site Improvement	294,234.00	94,526.72	94,526.72	94,127.85
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	100,000.00	311,611.78	311,611.78	311,611.78
13	1475 Nondwelling Equipment	0.00	30,233.84	30,233.84	29,513.61
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)	461,234.00	461,234.00	461,234.00	460,114.90
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	73,202.00	78,821.27	78,821.27	78,422.40
26	Amount of line 21 Related to Energy Conservation Measures	146,032.00	0.00	0.00	0.00



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

**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program Grant No: PA28P03370799 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	
<b>Holland Towers PA28P033-002</b>	Replace/Upgrade outdated Fire Alarm and Security system	1460		73,202.00	78,821.27	78,821.27	78,422.40	
	Replace Exterior Doors	1460		50,000.00	0.00	0.00	0.00	
	Performance Contract loan Payment for Comp Grant Portion of Contract	1460		146,032.00	0.00	0.00	0.00	
	Update/Repair/Replace Office & Community Area Air	1460		25,000.00	0.00	0.00	0.00	
	504 Compliance A/N	1460		0.00	1,230.95	1,230.95	1,230.95	
	<b>Subtotal 1460</b>			<b>294,234.00</b>	<b>80,052.22</b>	<b>80,052.22</b>	<b>79,653.35</b>	
	Enlarge Office Space BY Remodeling Existing Community Space and Construct Community Building	1470		100,000.00	311,611.78	311,611.78	311,611.78	
	<b>Subtotal 1470</b>			<b>100,000.00</b>	<b>311,611.78</b>	<b>311,611.78</b>	<b>311,611.78</b>	
	Replace outdated and purchase additional office equipment and furniture	1475		0.00	4,638.81	4,638.81	3,918.58	
	<b>Subtotal 1475</b>			<b>0.00</b>	<b>4,638.81</b>	<b>4,638.81</b>	<b>3,918.58</b>	
	<b>Total Holland Towers PA28P033-002</b>			<b>394,234.00</b>	<b>396,302.81</b>	<b>396,302.81</b>	<b>395,183.71</b>	
<b>William Gill Village PA28P033-003</b>	Repair/Replace Storm & Sanitary Sewer Lines	1460		0.00	14,474.50	14,474.50	14,474.50	
	<b>Subtotal 1460</b>			<b>0.00</b>	<b>14,474.50</b>	<b>14,474.50</b>	<b>14,474.50</b>	
	<b>Total William Gill Village PA28P033-003</b>			<b>0.00</b>	<b>14,474.50</b>	<b>14,474.50</b>	<b>14,474.50</b>	

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

**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program Grant No: PA28P03370799 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	
<b>AGENCY-WIDE Management Improvements</b>	Staff Training	1408		10,000.00	3,204.93	3,204.93	3,204.93	
	Computer Software	1408		0.00	232.87	232.87	232.87	
	Tenant Training	1408		10,000.00	3,763.16	3,763.16	3,763.16	
	Security Drug Elimination	1408		10,000.00	0.00	0.00	0.00	
	<b>Subtotal 1408</b>			<b>30,000.00</b>	<b>7,200.96</b>	<b>7,200.96</b>	<b>7,200.96</b>	
<b>AGENCY-WIDE Nontechnical Salaries</b>	Administration	1410		22,000.00	17,192.70	17,192.70	17,192.70	
	<b>Subtotal 1410</b>			<b>22,000.00</b>	<b>17,192.70</b>	<b>17,192.70</b>	<b>17,192.70</b>	
<b>AGENCY-WIDE Engineering Fees</b>	Architectural/Engineering, Legal, and Consultant Fees	1430		15,000.00	468.00	468.00	468.00	
	<b>Subtotal 1430</b>			<b>15,000.00</b>	<b>468.00</b>	<b>468.00</b>	<b>468.00</b>	

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

**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program Grant No: PA28P03370799 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	
<b>AGENCY-WIDE Non-Dwelling Equipment</b>	Computer Hardware & Office Equipment (Upgrade, Replace, & Add)	1475		0.00	25,595.03	25,595.03	25,595.03	
	<b>Subtotal 1475</b>			<b>0.00</b>	<b>25,595.03</b>	<b>25,595.03</b>	<b>25,595.03</b>	
	<b>Total AGENCY-WIDE</b>			<b>67,000.00</b>	<b>50,456.69</b>	<b>50,456.69</b>	<b>50,456.69</b>	

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

**Part III: Implementation Schedule**

PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program No: PA28P03370799 Replacement Housing Factor No:					Federal FY of Grant: 1999	
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		
PA-28-P033-003 William Gill Village	9/30/2001			10/20/2002				
PA-28-P033-002 Holland Towers	9/30/2001			10/20/2002				
PA-28-P033 Agency Wide	9/30/2001			10/20/2002				