

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

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Rutland Housing Authority Plan Update  
Annual Plan for Fiscal Year: 2002

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

PHA Plan  
Agency Identification

PHA Name: **Rutland Housing Authority**

PHA Number: **VT003**

PHA Fiscal Year Beginning: **04/2002**

PHA Plan Contact Information:

**Name: Kevin L. Loso**

**Phone: 802-775-2926**

**TDD 802 -775-2926**

**Email (if available): kloso@rhavt.org**

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**

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**
- Main administrative office of the local, county or 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)**

PHA Programs Administered :

- Public Housing and Section 8**
- Section 8 Only**
- Public Housing Only**

Annual PHA Plan  
Fiscal Year 20 02  
[24 CFR Part 903.7]

i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For 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. If the attachment is provided as a SEPARATE file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

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## ii. Executive Summary

### [24CFR Part 903.79(r)]

The mission of the Rutland Housing Authority is to provide safe, decent and affordable housing that will enhance the quality of life for our area's low income, elderly and disabled individuals and families.

During the next twelve months, Rutland Housing Authority will continue activities in support of our mission. We will expand the supply of assisted housing, improve the quality of the assisted housing we provide and increase housing choices. Our program of Resident Service Coordination will promote economic self sufficiency and asset development for those families in assisted housing. As a community housing leader, we will work to ensure equal opportunity and further affirmative fair housing.

Rutland Housing Authority plans to continue to respond to appropriate Notices of Fund Availability (NOFA) requesting applications for Section 8 Vouchers, particularly special purpose voucher targeted to the elderly and families with disabilities. In this way, we intend to help meet the needs of those families on our waiting list.

Rutland Housing Authority plans to continue our efforts at improving the quality of our Public Housing stock through the use of the Capital Fund Program. We will continue our partnerships with other housing organizations to research, design and implement a program of major rehabilitation for our family site.

We will continue to identify and implement opportunities for enhanced management effectiveness and efficiencies by updating policies, procedures and systems. These enhancements will result in improvements in our MASS, PHAS and SEMAP scores.

Additionally, the Rutland Housing Authority will seek to build stronger partnerships with residents and community providers, enhance the safety and security of Authority properties, broaden marketing activities and strengthen maintenance functions.

### 1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of the Update. is

**The following is a review of our Annual and Five Year Plans (with additions) as well as our progress in meeting the mission and goals as outlined, and an overview of changes in policies or programs discussed in the Plans for 2000 and 2001.**

**Goal One** : The Rutland Housing Authority will expand the supply of assisted housing in the Rutland area.

#### **Objectives:**

1. The Rutland Housing Authority will apply for additional Section 8 Rental Vouchers, particularly special -purpose voucher targeted to the elderly and families with disabilities.
2. The Rutland Housing authority will reduce public housing vacancies.

**Progress Statement :** *Over the past two years the Rutland Housing Authority has applied for and was awarded twenty (20) new Section Eight Vouchers with five designated for Medicaid Waiver participants or disabled families. Efforts at controlling vacancies have been largely successful particularly in light of the Authority's enhanced lease enforcement efforts. These efforts combined with effective service coordination have resulted in a stronger resident base.*

**New Objective:** 3. The Rutland Housing Authority will research, evaluate and as appropriate, implement an initiative to designate one or more of four sites as elderly, while expanding Section 8 opportunities for the disabled. Areas to be assessed include: overall need; resident preferences and current service delivery programs and their capacity. The goals will be to ensure choice, expand opportunities and ensure appropriate services.

4. The Rutland Housing Authority will perform a feasibility study to determine the appropriateness and need for affordable assisted living including the possible conversion of one of the Authority's current properties versus new construction or rehabilitation of an existing structure.

**Goal Two:** The Rutland Housing Authority will improve the quality of assisted housing.

**Objectives:**

1. The Rutland Housing Authority will improve public housing management as measured by the Public Housing Assessment System.

2. The Rutland Housing Authority will improve Section 8 Program Management as measured by the Section Eight Management Assessment Program.

3. The Rutland Housing Authority will increase customer/resident satisfaction.

4. The Rutland Housing Authority will concentrate one effort to improve specific management functions including:

- a. Public housing annual inspection program;
- b. Section 8 unit annual inspection program;
- c. Revision of all policies governing the operation of the authority.

5. The Rutland Housing Authority will renovate or modernize public housing units through:

- a. Continued participation in the Capital Fund Program; and
- b. Research, and advocate for HOPE VI Funding for our family

site (75 units).

**Progress Statement :** *The Rutland Housing Authority's final PHAS Advisory Score for FY2000 was 76.9. (Advisory scores for FY2001 are not yet available.) SEMAP scores for 2001 totaled 79% although this score is currently under review for possible appeal and upward revision. Resident involvement initiatives, including expanded Resident Advisory Boards at Templewood Court and Sheldon Towers, have dramatically enhanced satisfaction and participation.*

*Management functions that have been reviewed and revised include unit turnover procedures, tenant accounts receivables (TARS), collections activities, information management systems and inventory. An update to the*

Authority's Admissions & Continued Occupancy Policy, Personnel Handbook, Lease and Resident Handbook are recurrently in progress.

Modernization initiatives for FY2001 have focused on Templewood Court with the addition of a new community room and office space; roadway; parking lot; resurfacing; exterior paint and stain; fire alarm system; asbestos abatement and site work. A comprehensive study of our family development was commissioned to determine the long-term sustainability of the development (See Objective 5).

**New Objective:** 6. Utilizing the result of the feasibility/sustainability study, the Rutland Housing Authority will design, fund and implement a revitalization/redevelopment strategy for our family project Forest Park. It is anticipated that this objective will require significant planning and site exchanges up to and including possible demolition.

**Goal 3:** The Rutland Housing Authority will increase assisted housing choices.

**Objectives:**

1. The Rutland Housing Authority will provide voucher mobility counseling to increase rental choices.

2. The Rutland Housing Authority will conduct outreach efforts to potential voucher landlords to increase family choices in rental opportunities.

**Progress Statement:** Mobility counseling for all current voucher holders was completed during the conversion and certification meetings. Additionally, counseling for new participants has been added to the orientation. Landlord outreach strategies have been implemented. This objective will be carried over to year three.

**New Objective:** 3. Pursuant to discussions with various community housing and human service providers the Rutland Housing Authority will adopt the following local preference: Substandard Housing Preference (including homeless families). The details regarding this preference will be addressed in the Rutland Housing Authority Admissions and Continued Occupancy Policy (revision 1 -1-02).

**Goal 4:** The Rutland Housing Authority will promote self-sufficiency and asset development in assisted households.

**Objectives:**

1. The Rutland Housing Authority will provide or attract supportive services to improve assisted recipient employability.

2. The Rutland Housing Authority will provide or attract supportive services to increase independence for the elderly or families with disabilities.

**Progress Statement:** The Rutland Housing Authority Resident Services Program at Forest Park has experienced slow but significant growth. Over the past 12 months, the Community Center has hosted a summer meals program, parent leader training, wellness classes, a summer youth gardening program and smoking cessation clinic. A Head Start Program will start early in FY2002.

*The Hope In Housing Program has been fully implemented at both Sheldon Towers and Templewood Court. Now called Housing and Supportive Services, the program has secured state funding of \$80,000 per year for the next three years. A ROSS Service Delivery Models (Elderly) grant was awarded by HUD for FY2002 in the amount of \$100,000 over three years. The original pilot program was recognized by both NAHRO and the American Association of Service Coordinators with Regional and National Awards of Excellence for innovative residents services.*

**Goal 5:** The Rutland Housing Authority will ensure equal opportunity and affirmatively further fair housing.

**Objectives:**

1. The Rutland Housing Authority will undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability.
2. The Rutland Housing Authority will 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.

**Progress Statement:** *All developments remain compliant with HUD regulations. Fair Housing and equal opportunity education is currently being integrated into additional areas of the application, orientation, lease compliance and management process.*

**Additional PHA Goals and Objectives**

**Goal 6:** To build stronger partnerships with residents so as to involve them in the work of the Rutland Housing Authority.

**Objectives:**

1. The Rutland Housing Authority will, through its Resident Service Coordinators, facilitate the development and support of tenant associations in all RHA properties.
2. The Rutland Housing Authority will expand our network of community contacts to help ensure appropriate and timely delivery of needed services to residents.
3. The Rutland Housing Authority will research and implement expanded communication tools that meet the needs of residents, i.e. newsletters.
4. The Rutland Housing Authority will recruit and orient a resident member to the Board of Commissioners during the next 12 months.

**Progress Statement:** *A Resident Advisory Board/Resident Council model has been developed for both Templewood Court and Sheldon Towers. Forest Park's RAB is being developed through recruitment and appointment versus the preferred option of resident election. All three groups will be instrumental in ensuring resident involvement.*

*Due to Vermont State law, PHA Boards of Commissioners are limited to five mayoral appointees thus limiting opportunities for resident membership. Although we will continue our efforts at recruiting an appropriate*

resident commissioner, we will also develop enhanced opportunities for resident involvement and representation. The three chairs of the site-based resident advisory boards will serve as liaisons to the Board of Commissioners and together will make up a sub-committee of the board on resident involvement.

**Goal 7:** The Rutland Housing Authority will take an active role in supporting community housing, development, and self-sufficiency initiatives.

**Objectives:**

1. The Rutland Housing Authority will expand our presence in the community by attending relevant meetings and making presentations to interested groups.
2. The Rutland Housing Authority will join local housing initiatives and community coalitions and seek ways to partner with these groups.
3. The Rutland Housing Authority will develop relevant partnerships in order to enhance economic self-sufficiency services to our residents.

**Progress Statement:** The Rutland Housing Authority has greatly increased its role in the local housing community through participation in the Community Builders Collaborative, Housing Coalition, Crime Prevention Initiative, NAHRO, PHADA, Vermont Housing Manager's Association and others. The Executive Director has been PHM certified and plans are underway for additional staff to secure the certification.

Formal Memorandums of Understanding have been secured with Rutland West Neighborhood Housing Services and the Vermont Department of Prevention, Assistance, Transition and Health Access to further our shared goal of family self-sufficiency and home ownership.

**Goal 8:** The Rutland Housing Authority shall provide a safe and secure, drug-free environment in the Authority's public housing developments.

**Objectives:**

1. The Rutland Housing Authority shall develop a memorandum of understanding between the jurisdiction's police force and this agency. The purpose will be to better define and develop strategies for identifying and reducing crime in our communities.
2. The Rutland Housing Authority will work with resident organizations to develop and implement a plan for each project.
3. The Rutland Housing Authority will apply for PHDEP funds if and when they become available.

**Progress Statement:** The Rutland Housing Authority continues to work with the Rutland Police Department toward the establishment of a formal Memorandum of Understanding and a community policing office. Funding for the office will be included in the revision to the FY2001 Capital Fund Program Budget. Currently, the PHDEP is not accepting any new applicants. The Rutland Housing Authority will, however, continue to monitor this option for future use. All new crime prevention and security initiatives will be implemented through the authority's Resident Advisory Boards.



**Goal9:** The Rutland Housing Authority will enhance the marketability of the Authority's public housing units.

**Objectives:**

1. The Rutland Housing Authority will develop a tailored marketing plan for its family and elderly/disabled projects.
2. The Rutland Housing Authority will research initiatives based on our marketing data, i.e. conversion of Templewood Court efficiency unit to one bedroom units, conversion to assisted living, etc.
3. The Rutland Housing Authority will identify and implement customer service initiatives that positively impact on our PHAS/RASS scores.

**Progress Statement:** *The Rutland Housing Authority has implemented marketing mailings and advertising on an as-needed basis. Resident Services Programs at each site have taken an expanded role in promoting both occupancy and resident satisfaction.*

*Market driven initiatives currently under study include site designations for Templewood Court and Sheldon Towers; redevelopment of the Forest Park family development and the possible addition of an assisted living component to the Authority's high rise.*

*PHAS/RASS scores are not yet available for FY2001.*

**Goal10:** The Rutland Housing Authority will deliver timely and high quality maintenance services that preserve and build on the quality of our housing stock.

**Objectives:**

1. The Rutland Housing Authority shall achieve and maintain an appropriate response time to all work order requests.
2. The Rutland Housing Authority will reduce total unit turnaround time to 30 days.
3. The Rutland Housing Authority will work with residents to identify and implement measures to enhance curb appeal in all developments.
4. The Rutland Housing Authority will provide ongoing review and analysis of our CFP to ensure compliance and effectiveness.

**Progress Statement:** *As a result of a major software conversion, the Rutland Housing Authority work order system has been modified and expanded to ensure enhanced response time, accurate resident billing and inventory tracking. Unit turnover time remains high at 45 days. Resident involvement and maintenance efforts have greatly improved curb appeal at our family site. CFP projects at Sheldon Towers and Templewood Court have addressed site issues as well as enhancements to the grounds, landscaping, driveways and parking lots. Interior remodeling has been completed at Templewood Court and a major initiative is scheduled for Sheldon Towers.*

2. Capital Improvement Needs

[24CFR Part 903.79(g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A.  Yes  No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$365,705.00

C.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5 - Year Action Plan

The Capital Fund Program 5 - Year Action Plan is provided as Attachment C

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment B

3.D Demolition and Disposition

[24CFR Part 903.79(h)]

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

1. X 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 next component; if "yes", complete one activity description for each development.)

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPEVI or Conversion Activities)
1a. Development name: Forest Park 1b. Development (project) number: VT36P003003
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/> To be determined
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: To be determined
5. Number of units affected: To be determined
6. Coverage of action (select one) To be determined <input type="checkbox"/> Part of the development

<input type="checkbox"/> Total development
7. Relocation resources (select all that apply) To be determined <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)
8. Timeline for activity: To be determined a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

As noted in the "Summary of Policy or Program Changes for the Upcoming Year", the Rutland Housing Authority has commissioned a comprehensive study of four family development Forest Park. The purpose of this study is to determine long-term sustainability and the effectiveness and efficiency of various modernization options. Although there are no immediate plans for demolition or disposition, it is anticipated that these may be modernization options which may be implemented.

**4. Voucher Homeownership Program**  
**[24CFR Part 903.79(k)]**

A.  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 24CFR part 982? (If "No", skip to next component; if "yes", describe each program using the table below (copy and complete questions for each program identified.)

**B. Capacity of the PHA to Administer a Section 8 Homeownership Program**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment comes from the family's resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

The Rutland Housing Authority Section 8 and Resident Services Programs will, over the next 12 months, work toward the development of a Homeownership Program to better serve eligible voucher holders. Collaborations with local and regional organizations will be developed so as to ensure that relevant skills and experience are in place to succeed. Potential partners include the Vermont State Housing Authority, the Homeownership Center at Rutland West, the Rutland County Community Land Trust and Brattleboro Housing Authority, all of whom have had extensive experience in this emerging initiative.

**5. Safety and Crime Prevention: PHDEP Plan**  
**[24CFR Part 903.7(m)]**

Exemptions Section 8 Only PHAs may skip to the next component PHA eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

A.  Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ 0

C.  Yes  No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D.  Yes  No: The PHDEP Plan is attached at Attachment \_\_\_\_  
It is the intent of the Rutland Housing Authority to respond to any NOFA opening PHDEP funding to new participants.

6. Other Information  
[24 CFR Part 903.79(r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

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 attached at Attachment G: Resident Advisory Board Comments and Rutland Housing Authority Response

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

The PHA changed portions of the PHA Plan in response to comments  
A list of these changes is included  
 Yes  No: below

Yes  No: at the end of the RAB Comments in Attachment G.  
 Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comment Attachment G. sin

Other: (list below)

B. 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: City of Rutland, County of Rutland, State of Vermont

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 specific initiatives contained in the Consolidated Plan. (list such initiatives below)
- Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

Yes  No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:  
Serving very low income residents of Rutland County.

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions  
24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan:

B. Significant Amendment or Modification to the Annual Plan:

Substantial deviations from the 5-Year Plan and significant amendments or modifications to the Annual Plan will result in the Rutland Housing Authority subjecting these changes to the policies or activities to full public hearing and HUD review before implementation.

The Rutland Housing Authority shall define substantial deviation from the 5-Year Plan or significant amendment or modification to the Annual Plan as any of the following actions:

- Change to rent or admissions policies or organization of the waiting list;
- Addition of non-emergency work items (items not included in the current Annual Statement or 5-Year Annual Plan) or change in use of replacement reserve funds under the Capital Fund;

- Any change with regard to demolition or disposition, designation or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by the Rutland Housing Authority.

## **ATTACHMENT A**

### **Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: 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 jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located 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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers in Public Housing <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
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	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Result of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any required policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH99 -52(HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing to be determined.	Annual Plan: Demolition and Disposition



<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
pending	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
pending	Policies governing any Section 8 Homeownership program (section __20__ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self - Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self - Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self - Sufficiency
X	Most recent self - sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self - Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi - annual performance report	Annual Plan: Safety and Crime Prevention

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	<p>PHDEP-related documentation:</p> <ul style="list-style-type: none"> <li>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>· Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24CFR 761.15);</li> <li>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>· Coordination with other law enforcement efforts;</li> <li>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>· All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.</li> </ul>	Annual Plan: Safety and Crime Prevention
X	<p>Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24CFR Part 960, Subpart G)</p> <p><input checked="" type="checkbox"/> check here if included in the public housing A&amp;O Policy</p>	Pet Policy
X	<p>The results of 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</p>	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Initial Assessment and Certification Regarding Voluntary Conversion	Annual Plan

**ATTACHMENT Band D**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: <b>Rutland Housing Authority</b>		Grant Type and Number <b>Capital Fund Program Grant No: VT36-P003-501-02</b> <b>Replacement Housing Factor Grant No:</b>		Federal FY of Grant: <b>2002</b>	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 09/30/2001 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non -CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	34,811.00	0.00	0.00	0.00
3	1408 Management Improvements Soft Costs	0.00	0.00	0.00	0.00
	Management Improvements Hard Costs	0.00	0.00	0.00	0.00
4	1410 Administration	0.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	12,000.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	148,411.00	0.00	0.00	0.00
10	1460 Dwelling Structures	142,894.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non -dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non -dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization Expense or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	10,000.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 -20)	<b>348,116.00</b>	0.00	0.00	0.00
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security --Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 related to Security --Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

<b>Annual Statement of Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: <b>Rutland Housing Authority</b>			Grant Type and Number Capital Fund Program Grant No: <b>VT36-P003-501-02</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2002</b>		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev Acct Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
VT3 -1 Templewood Court	Replace existing bituminous Concrete Sidewalks	1450		16,411.00				
VT3 -2 Sheldon Towers	Reconstruct existing parking lot, walks , and add landscaping	1450		132,000.00				
	Upgrade building electrical and install security system	1460		98,000.00				
	Paint/remodel interior hallways and common areas	1460		35,465.00				
VT3 -3 Forest Park	Various building and infrastructure repairs	1460		9,429.00				
HA wide	Operations	1406		34,811.00				
	A&E services and costs	1430		12,000.00				
	Contingency	1502		<u>10,000.00</u>				
	<b>Total</b>			<b>348,116.00</b>				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: <b>Rutland Housing Authority</b>			Grant Type and Number Capital Fund Program No: <b>VT36-P003-501-02</b> Replacement Housing Factor No:			Federal FY of Grant: <b>2002</b>	
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	
HA-Wide	06/30/2004			06/30/2006			
VT3 -1	06/30/2004			06/30/2006			
VT3 -2	06/30/2004			06/30/2006			
VT3 -3	06/30/2004			06/30/2006			

**ATTACHMENT C**

<b>Capital Fund Program Five - Year Action Plan Part I: Summary</b>					
PHAN Name: Rutland Housing Authority					<input type="checkbox"/> Original 5 - Year Plan <input type="checkbox"/> Revision No: 2
<b>Development Number/Name HA-Wide</b>	<b>Year 1</b>	<b>Work Statement for Year 2 FFY Grant: 2002 PHAFY: 2003</b>	<b>Work Statement for Year 3 FFY Grant: 2003 PHAFY: 2004</b>	<b>Work Statement for Year 4 FFY Grant: 2004 PHAFY: 2005</b>	<b>Work Statement for Year 5 FFY Grant: 2005 PHAFY: 2006</b>
	See				
VT3 -1 Templewood Court	Annual	244,199.00	149,801.00	0.00	76,000.00
	Statement				
VT3 -2 Sheldon Towers		28,735.00	124,205.00	65,813.00	38,365.00
VT3 -3 Forest Park		0.00	0.00	205,110.00	156,558.00
HA Wide		92,771.00	91,699.00	94,782.00	94,782.00
Total of CFP Funds by Year		365,705.00	365,705.00	365,705.00	365,705
Replacement Housing Factor Funds		0.00	0.00	0.00	0.00



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

Activities for Year: 4 FFY Grant: 2004 PHAFY: 2005			Activities for Year: 5 FFY Grant: 2005 PHAFY: 2006		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
VT3 -1	No FY 2005 work planned	0.00	VT3 -1	Construct a 24x40	46,000.00
Templewood Court			Templewood Court	maintenance storage	
				warehouse	
VT3 -2	Install light over unit	19,090.00	VT3 -1	Improve site drainage,	30,000.00
Sheldon Towers	doors and tie to		Templewood Court	install new fencing, and	
	emergency			new directional signage	
	pull cord and new main				
	panel in lobby				
VT3 -2	Replace medicine cabinets	21,523.00	VT3 -2	Replace bifolding metal	38,365.00
Sheldon Towers	and install energy efficient		Sheldon Towers	closet doors with solid	
	bathroom lighting			wood doors	
VT3 -2	Install energy efficient	10,200.00			
Sheldon Towers	electronic ballasts and T -8		VT3 -3	Various building and	156,558.00
	lamps in common areas		Forest Park	infrastructure repairs	
VT3 -2	Resurface unit doors and	15,000.00			
Sheldon Towers	install new lever hardware		HAWide	Lease business vehicle	5,800.00
			HAWide	Administrative	35,851.00
VT3 -3	Replace electric ranges	52,500.00	HAWide	A/E consulting services	24,451.00
Forest Park	and refrigerators		HAWide	Contingency	28,680.00
VT3 -3	Various building and	152,610.00			
Forest Park	infrastructure repairs				
HAWide	Lease business vehicle	5,800.00			
HAWide	Administrative	35,851.00			
HAWide	A/E consulting services	24,451.00			
HAWide	Contingency	28,680.00			
Total CFPE Estimated Cost		365,705.00			365,705.00



**ATTACHMENT E**

**Resident Member on the PHA Governing Board**

1.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: N/A

B. How was the resident board member selected: (select one)? N/A

- Elected
- Appointed

C. The term of appointment is (include the date term expires):

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full-time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

The Rutland Housing Authority Board of Commissioners is limited by Vermont State Statute to just five members. A recent vacancy on the Board was communicated to all public housing and Section 8 participants (over 375 individuals). There was just one response, however, this individual was not appointed. As an alternative to a formal position on the Board, the Authority is working with each site to establish Resident Advisory Board representation to the Board. The three Resident Advisory Board chairs will represent their projects at Board meetings and collectively will comprise the Resident Issues/Involvement Committee.

B. Date of next term expiration of governing board member: July 21, 2002

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Mayor John Cassarino, City of Rutland, Vermont, and Rutland City Board of Aldermen with input from David J. Yendell, Chairman, Rutland Housing Authority Board of Commissioners.

**ATTACHMENT F****Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

**Forest Park:**

Timothy Farr\*  
128 Forest St. N2  
Rutland, VT 05701

Tammy Pavelko\*  
128 Forest St. A4  
Rutland, VT 05701

John Mattison  
128 Forest St. Q6  
Rutland, VT 05701

Heidi Flatt  
128 Forest St. D1  
Rutland, VT 05701

Thomas McLaughlin  
128 Forest St. M6  
Rutland, VT 05701

Sherry Wood  
128 Forest St. F4  
Rutland, VT 05701

Joseph & Beverly Eddy\*  
128 Forest St. R7  
Rutland, VT 05701

Dominica Withington  
128 Forest St. Q1  
Rutland, VT 05701

Lisa Lamb  
128 Forest St. J1  
Rutland, VT 05701

Molissa Sanborn  
128 Forest St. B -3  
Rutland, VT 05701

**Sheldon Towers:**

Carol Nartowicz\*  
307 Sheldon Towers  
Rutland, VT 05701

Marie Bingham\*  
503 Sheldon Towers  
Rutland, VT 05701

Barbara Barter\*  
405 Sheldon Towers  
Rutland, VT 05701

Marie DeBell\*  
605 Sheldon Towers  
Rutland, VT 05701

Marie Connolly\*  
208 Sheldon Towers  
Rutland, VT 05701

Malcolm Jensen\*  
203 Sheldon Towers  
Rutland, VT 05701

**Templewood Court:**

Laura Janoski\*  
1B1 Templewood Court  
Rutland, VT 05701

Blanche Robatielle  
6B3 Templewood Court  
Rutland, VT 05701

Marie Rogers\*  
5E Templewood Court  
Rutland, VT 05701

Joanne Keenan  
3B3 Templewood Court  
Rutland, VT 05701

Rose Ferrari\*  
3A3 Templewood Court  
Rutland, VT 05701

Elizabeth Kelley\*  
3B2 Templewood Court  
Rutland, VT 05701

Ruth Caswell\*  
2A1 Templewood Court  
Rutland, VT 05701

Ellen Stocker\*  
5F Templewood Court  
Rutland, VT 05701

Theresa Stasny\*  
3B1 Templewood Court  
Rutland, VT 05701

Clara Swinington\*  
3C2 Templewood Court  
Rutland, VT 05701

Phyllis Wade\*  
6B1 Templewood Court  
Rutland, VT 05701

Ruth Scruton\*  
7B Templewood Court  
Rutland, VT 05701

Charlene Bellany\*  
3C4 Templewood Court  
Rutland, VT 05701

\*Attendee at Resident Advisory Board Plan Update and Annual Plan Review Meeting on  
November 15, 2001.

**ATTACHMENT G**

**Comments of Resident Advisory Boards  
&  
Explanation of Rutland Housing Authority Response**

The Rutland Housing Authority received nowritten comments on the Plan Update and Annual Plan for Fiscal Year 2002. The document was reviewed in its entirety at a joint Resident Advisory Board Meeting held on November 15, 2001 at Templewood Court. The attendance at this meeting is listed in Attachment F: Membership of the Resident Advisory Board.

1. The Rutland Housing Authority Executive Director reviewed and explained each component of the Update and Annual Plan for Fiscal Year 2002 including Capital Fund Program budgets.

2. A number of residents questioned the Authority's plans for Forest Park, the Rutland Housing Authority's Family development. Specifically, residents wanted details around how the facility would be enhanced, what impact changes would have on current residents and why the Plan indicated that demolition and ordisposition was an option.

Response: Components of the Authority's comprehensive site study of Forest Park were discussed. It was noted that a definitive course of action could not be established until the final study was released in January of 2002. The tentative response in Section 3 Demolition and Disposition is necessary in the event that this option is recommended by the study.

3. Issue: In Massachusetts public housing developments have a defined ratio of elderly and disabled residents. Would this arrangement work at Sheldon Towers?

Response: As part of four goals to expand the supply of assisted housing in the Rutland area the Authority is evaluating the need for designating developments while expanding Section 8 vouchers for the disabled. This assessment will be completed over the next 12 months.

4. Issue: The Authority's new objective regarding the supply of assisted housing is confusing. Should this be broken down and spread out over two or three objectives with greater detail?

Response: This section was rewritten as recommended with additional objectives and clarifying information on Section Eight vouchers and Assisted Living.

5. Issue: Public Housing proposed local preferences should be more clearly identified in the Annual Plan.

Response: A new objective under Goal 3 "housing choices" was added to address proposed preferences.

6. Issue: Does the Rutland Housing Authority qualify for Hope VI and can we use this program for Forest Park?

Response: Under the FY 2001 grant guidelines it is unlikely that the Rutland Housing Authority would qualify for Hope VI. The Rutland Housing Authority is hopeful that this initiative will be expanded in the future to

include more rural areas of the country. Should that happen, and should Forest Park meet the guidelines, Hope V is no doubt a strategy we will pursue.

7. Issue: Has the Rutland Housing Authority considered a newsletter to enhance communication with residents?

Response: The Resident Service Coordinators are currently working on a newsletter that would address housing issues as well as a host of other helpful topics.

8. Issue: Several questions were asked about the revised Maintenance Charge Policy (i.e. When do tenants get charged; is \$2.00 for a light bulb fair; why so much to do a lockout?...etc.)

Response: The concept of "normal wear and tear" was reviewed at length. The maintenance charge formula of labor cost (including overtime) + materials cost + 10% = total tenant charges was discussed. Methods to avoid tenant charges were outlined including the need to avoid damage and report any common area damage to the Authority.

9. Issue: Various questions were presented regarding the details of modernization projects found on the CFP budgets.

Response: The Director of Facilities fielded questions and reviewed several initiatives in detail.

In addition to the joint RAB meeting, a public hearing was held on January 7, 2002 to receive written and oral comments on the Plan. No additional comments were received at that time.

All comments were carefully considered and resulted in revisions to the Plan as noted above. Due to the operational emphasis of many of the issues, it was agreed that these suggestions would be incorporated into the operational planning stage of the overall strategic plan.

In the final analysis, the true value in this exercise was in the ability of the RHA to educate tenants on public housing issues, to secure their buy-in, and to provide valuable tenant input for the implementation phase of the Plan.

## ATTACHMENT H

### Statement/Performance and Evaluation Report and Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Rutland Housing Authority	Grant Type and Number <b>Capital Fund Program Grant No: VT36-P003-913-99</b> Replacement Housing Factor Grant No:	Federal FY of Grant
---------------------------	---	---------------------

Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement (revision no: 2)  
Statement and Evaluation Report for Period Ending: 09/30/2001  Final Performance and Evaluation Report

Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Original	Revised	Obligated	Expended
non-CFP Funds	0.00	0.00	0.00	
Operations	34,790.00	20,954.95	20,954.95	
Management Improvements Soft Costs	0.00	0.00	0.00	
Management Improvements Hard Costs	0.00	0.00	0.00	
Administration	0.00	0.00	0.00	
Audit	0.00	0.00	0.00	

**Annual Statement and Evaluation Report  
and Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>Rutland Housing Authority</b>	Grant Type and Number <b>Capital Fund Program Grant No: VT36-P003-913-99</b> <b>Replacement Housing Factor Grant No:</b>	Federal FY of Grant
----------------------------------	--	---------------------

Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement (revision no: 2)  
and Evaluation Report for Period Ending: 09/30/2001  Final Performance and Evaluation Report

Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Original	Revised	Obligated	Expended
Liquidated Damages	0.00	0.00	0.00	
Fees and Costs	40,252.80	54,087.50	54,087.50	
Site Acquisition	0.00	0.00	0.00	
Site Improvement	39,175.00	50,365.00	50,365.00	
Dwelling Structures	108,698.15	97,508.15	97,508.15	
Non-dwelling Structures	125,000.00	125,000.00	125,000.00	
Non-dwelling Equipment	0.00	0.00	0.00	
Demolition	0.00	0.00	0.00	
Replacement Reserve	0.00	0.00	0.00	
Moving to Work Demonstration	0.00	0.00	0.00	
Relocation Costs	0.00	0.00	0.00	
Development Activities	0.00	0.00	0.00	
Collateralization Expense or Debt Service	0.00	0.00	0.00	
Contingency	0.00	0.00	0.00	
Amount of Annual Grant: (sum of lines 2 - 20)	<b>347,916.00</b>	<b>347,916.00</b>	<b>347,916.00</b>	
Amount of line 21 related to LBP Activities	0.00	0.00	0.00	
Amount of line 21 related to Section 504	0.00	0.00	0.00	
Amount of line 21 related to Security - Soft Costs	0.00	0.00	0.00	
Amount of line 21 related to Security - Hard Costs	0.00	0.00	0.00	
Amount of line 21 related to Energy Conservation	0.00	0.00	0.00	
Amount of line 21 related to Other	0.00	0.00	0.00	

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

<b>Rutland Housing Authority</b>	Grant Type and Number <b>Capital Fund Program Grant No: VT36-P003-913-99</b> <b>Replacement Housing Factor Grant No:</b>	Federal FY of Grant: <b>1999</b>
----------------------------------	--	----------------------------------

Line No.	General Description of Major Work Categories	Dev Acct Number	Quantity	Total Estimated Cost		Total Actual Cost		S
				Original	Revised	Obligated	Expended	
1470	Construct an addition to the Community Building	1470		125,000.00	125,000.00	125,000.00	115,419.27	
1450	Site drainage, repavement, and surfacing work	1450		11,175.00	11,175.00	11,175.00	11,175.00	
1460	Provide additional funds to complete work items approved under FY98 CIAP budget	1460		23,698.15	23,698.15	23,698.15	23,698.15	
1450	Site drainage, repavement, and	1450		0.00	0.00	0.00	0.00	

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

Rutland Housing Authority		Grant Type and Number Capital Fund Program Grant No: <b>VT36-P003-913-99</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>1999</b>		
Item No. -Wide ies	General Description of Major Work Categories	Dev Acct Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised	Obligated	Expended
	surfacing work						
	A% E Fees and Costs	1430		40,252.85	54,087.90	54,087.90	54,087.90
	Provide additional parking spots	1450		28,000.00	39,190.00	39,190.00	0.00
	Fire alarm upgrade/repair, install emergency call system	1460		85,000.00	73,810.00	73,810.00	0.00
	Operations	1406		<u>34,790.00</u>	<u>20,954.95</u>	<u>20,945.95</u>	<u>20,954.95</u>
	Total						

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

Rutland Housing Authority			Grant Type and Number Capital Fund Program No: <b>VT36-P003-913-99</b> Replacement Housing Factor No:			Federal FY of Grant: <b>1999</b>	
Account Number A-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Date
	Original	Revised	Actual	Original	Revised	Actual	
	09/30/2001		09/30/2001	09/30/2003			
	09/30/2001		09/30/2001	09/30/2003			
	09/30/2001		09/30/2001	09/30/2003			



**ATTACHMENT I**

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

PHAName: <b>Rutland Housing Authority</b>		Grant Type and Number Capital Fund Program GrantNo: <b>VT36-P003-501-00</b> Replacement Housing Factor GrantNo:		
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 2) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 09-30-2001 <input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Obligated
		Original	Revised	
1	Total Non -CFP Funds	0.00	0.00	
2	1406 Operations	35,851.00	35,851.00	35,851.00
3	1408 Management Improvements Soft Costs	0.00	0.00	
	Management Improvements Hard Costs	0.00	0.00	
4	1410 Administration	28,320.44	18,292.70	28,320.44
5	1411 Audit	0.00	0.00	
6	1415 Liquidated Damages	0.00	0.00	
7	1430 Fees and Costs	16,053.00	47,205.41	16,053.00
8	1440 Site Acquisition	0.00	0.00	
9	1450 Site Improvement	144,714.60	108,206.54	89,908.06
10	1460 Dwelling Structures	81,475.00	71,523.93	41,475.00
11	1465.1 Dwelling Equipment — Nonexpendable	0.00	0.00	
12	1470 Non -dwelling Structures	31,981.40	31,981.40	31,981.40
13	1475 Non -dwelling Equipment	13,000.00	45,449.02	
14	1485 Demolition	0.00	0.00	
15	1490 Replacement Reserve	0.00	0.00	
16	1492 Moving to Work Demonstration	0.00	0.00	
17	1495.1 Relocation Costs	0.00	0.00	
18	1499 Development Activities	0.00	0.00	
19	1501 Collateralization Expense or Debt Service	0.00	0.00	
20	1502 Contingency	7,114.560	0.00	
21	Amount of Annual Grant: (sum of lines 2 -20)	<b>358,510.00</b>	<b>358,510.00</b>	<b>243,851.00</b>
22	Amount of line 21 Related to LBP Activities	0.00	0.00	
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	
24	Amount of line 21 Related to Security — Soft Costs	0.00	0.00	
25	Amount of Line 21 related to Security -- Hard Costs	0.00	0.00	
26	Amount of line 21 Related to Energy Conservation Measures	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**

PHAName: <b>Rutland Housing Authority</b>		Grant Type and Number Capital Fund Program GrantNo: <b>VT36-P003-501-00</b> Replacement Housing Factor GrantNo:			Federal FY of Grant	
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev Acct Number	Quantity	Total Estimated Cost		Total Act Obligated
				Original	Revised	
VT3 -1	Replaces shower controls	1460		0.00	0.00	0.00
Templewood Court	Install valves for domestic water	1465.1		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**

PHAN Name: <b>Rutland Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>VT36-P003-501-00</b> Replacement Housing Factor Grant No:			Federal FY of Grant:	
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev Acct Number	Quantity	Total Estimated Cost		Total Act
				Original	Revised	Obligated
	Change over common hall lights from timers to photocells	1475		0.00	0.00	0.00
	Change and relocate timers for buildings and outdoor lights	1475		0.00	0.00	0.00
	Provide ventilation/eliminate condensation in 3 crawl spaces	1460		0.00	0.00	0.00
	Partial vinyl window replacement	1465.1		0.00	0.00	0.00
VT3 -2	Replace metal closet doors	1460		0.00	0.00	0.00
Sheldon Towers	Replace obsolete electrical equip	1460		0.00	0.00	0.00
	Replace hall carpet/base and trim	1460		0.00	0.00	0.00
	Replace entrance lobby flooring	1460		0.00	0.00	0.00
HA Wide	Administration	1410		0.00	0.00	0.00
	A/E and consultant services	1430		16,053.00	47,205.41	16,053.00
	Contingency	1502		7114.56	0.00	0.00
VT3 -1	Additional funds to complete work approved under FY99 CIAP budget	1470		31,981.40	31,981.40	31,981.40
Templewood Court	Asbestos Abatement	1460		19,475.00	19,475.00	19,475.00
	Expand roadway & replace walks	1450		95,735.00	108,206.54	89,735.00
	Exterior painting & clean/seal cedar	1460		22,000.00	22,000.00	22,000.00
	Community Room furniture purchase	1460		0.00	1,575.00	0.00
	Fire alarm upgrade/repair, install emergency call system	1460		0.00	750.00	
VT3 -2	Interior remodel of common areas	1460		40,000.00	27,723.93	0.00
Sheldon Towers	Parking lot repairs and resurfacing	1450		48,979.60	0.00	0.00
VT3 -3	Improved drainage, parking lot repairs	1450		0.00	0.00	0.00
Forest Park	Complete site feasibility study	1450		28,320.44	18,292.70	28,320.44
HA Wide	Operations	1406		35,851.00	35,851.00	35,851.00
	Purchase a business vehicle	1475		0.00	27,960.00	0.00
VT3 -1	Purchase grounds care equipment	1475		0.00	6,359.42	0.00
Templewood Court	Purchase kitchen equipment	1475		13,000.00	11,129.60	0.00
	Total			<b>358,510.00</b>	<b>358,510.00</b>	<b>243,415.84</b>

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

PHAN Name: <b>Rutland Housing Authority</b>		Grant Type and Number Capital Fund Program No: <b>VT36-P003-501-00</b> Replacement Housing Factor No:			Federal FY of Grant: 2		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for
	Original	Revised	Actual	Original	Revised	Actual	
VT3 -1	09/30/2002			09/30/2004			

VT3 -2	09/30/2002			09/30/2004			
VT3 -3	09/30/2002			09/30/2004			
HAWide	09/30/2002			09/30/2004			

**ATTACHMENT J**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary				
PHAName: <b>Rutland Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>VT36-P003-501-01</b> Replacement Housing Factor Grant No:		
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 09/30/2001 <input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Obligated
		Original	Revised	
1	Total Non -CFP Funds	0.00	0.00	
2	1406 Operations	35,851.00	36,570.00	
3	1408 Management Improvements Soft Costs	0.00	0.00	
	Management Improvements Hard Costs	0.00	0.00	
4	1410 Administration	12,571.00	8,027.94	
5	1411 Audit	0.00	0.00	
6	1415 Liquidated Damages	0.00	0.00	
7	1430 Fees and Costs	40,000.00	15,000.00	
8	1440 Site Acquisition	0.00	0.00	
9	1450 Site Improvement	20,000.00	0.00	
10	1460 Dwelling Structures	130,088.00	302,481.07	
11	1465.1 Dwelling Equipment — Nonexpendable	70,000.00	0.00	
12	1470 Non -dwelling Structures	20,000.00	3,625.99	
13	1475 Non dwelling Equipment	30,000.00	0.00	
14	1485 Demolition	0.00	0.00	
15	1490 Replacement Reserve	0.00	0.00	
16	1492 Moving to Work Demonstration	0.00	0.00	
17	1495.1 Relocation Costs	0.00	0.00	
18	1499 Development Activities	0.00	0.00	
19	1501 Collateralization Expense or Debt Service	0.00	0.00	
20	1502 Contingency	0.00	0.00	
21	Amount of Annual Grant: (sum of lines 2 -20)	<b>358,510.00</b>	<b>365,705.00</b>	
22	Amount of line 21 Related to LBP Activities	0.00	0.00	
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	
24	Amount of line 21 Related to Security — Soft Costs	0.00	0.00	
25	Amount of Line 21 related to Security -- Hard Costs	0.00	0.00	
26	Amount of line 21 Related to Energy Conservation measures	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						
PHAName: <b>Rutland Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>VT36-P003-501-01</b> Replacement Housing Factor Grant No:			Federal FY of Grant	
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev Acct Number	Quantity	Total Estimated Cost		Total Act Obligated
				Original	Revised	
VT3 -1 Templewood Court	Modify and upgrade fire alarm system to bring up to Code	1465.1		70,000.00	0.00	
	Addition of 15 -20 parking spaces	1450		20,000.00	0.00	

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

PHAName: <b>Rutland Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>VT36-P003-501-01</b> Replacement Housing Factor Grant No:			Federal FY of Grant	
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev Acct Number	Quantity	Total Estimated Cost		Total Act
				Original	Revised	Obligated
	New sub floor on 1 <sup>st</sup> floor units and install new tile/carpet	1460		81,088.00	0.00	
	Remodel kitchens: new cabinets, countertops, sinks, faucets, etc.	1460		0.00	192,000.00	
	Install domestic water isolation valves and abate asbestos as req'd	1460		0.00	50,000.00	
VT3 -2 Sheldon Towers	Paint/remodel interior hallways and common areas	1460		40,000.00	60,481.07	
	Convert light controls from timer to photocells	1460		9,000.00	0.00	
	Upgrade electrical panels	1460		0.00	0.00	
VT3 -3 Forest Park	Establish a community policing office	1470		20,000.00	3,625.99	
	Install an exterior security camera system	1460		0.00	0.00	
	Complete a site feasibility study	1410		0.00	8,027.94	
HA Wide	Operations	1406		35,851.00	36,570.00	
	Administration	1410		12,571.00	0.00	
	A/E and consulting services	1430		40,000.00	15,000.00	
	Purchase a new track filing system	1475		30,000.00	0.00	
	Contingency	1502		0.00	0.00	
	<b>Total</b>			<b>358,510.00</b>	<b>365,705.00</b>	

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

PHAName: <b>Rutland Housing Authority</b>		Grant Type and Number Capital Fund Program No: <b>VT36-P003-501-01</b> Replacement Housing Factor No:				Federal FY of Grant: <b>2</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for
	Original	Revised	Actual	Original	Revised	Actual	
HAWide	06/30/2003			06/30/2005			
VT3 -1	06/30/2003			06/30/2005			
VT3 -2	06/30/2003			06/30/2005			
VT3 -3	06/30/2003			06/30/2005			

## ATTACHMENT K

### Resident Service and Satisfaction Survey

#### Follow Up Plan Progress Statement

#### RASS FOLLOW UP PLAN FY 2002

In response to the requirement to develop a Follow-Up Plan (to be submitted as part of the Annual Plan) based on the results from the FY 2001 Resident Service and Satisfaction Survey, the Rutland Housing Authority has conducted the following activities:

1. We continue to promote and support Resident Advisory Board Meetings to communicate with residents regarding their concerns and perceptions on the issues of Safety, Neighborhood Appearance, and communication.
2. We continue regular meetings between the Rutland Police Department (RPD) and Rutland Housing Authority Management and Staff.
3. Provision of access by the RPD and Southern Vermont Drug Task Force to vacant units in order to facilitate surveillance of illegal activities.
4. CFP Funds will be utilized to establish a community policing sub-station at Forest Park.
5. Safety lighting will be enhanced at all three properties over the next several CFP budget periods.
6. Resident Service Coordinators continue to offer youth and family counseling, youth recreational activities, tenant security training and other safety related initiatives.
7. Enhanced Rutland Housing Authority response to tenant reports of damage, vandalism and graffiti.
8. Implementation of a pest control initiative in each Rutland Housing Authority development.
9. Implementation of periodic trash days in which large items are picked up.
10. Resident Service Coordinators work with resident groups to identify and act on opportunities to enhance project curb appeal.
11. CFP Funding will be utilized in such a way as to balance the need for a strong infrastructure with security, curb appeal and long term maintenance issues.
12. Implementation of a Rutland Housing Authority newsletter for residents by Resident Service Coordinator staff.
13. Additional activities to be identified in partnership with residents on an ongoing basis.

**Note: The Rutland Housing Authority again respectfully requests that HUD review and revise questions 11 and 12 on the survey tool. Residents should not be aware of actions the administration is taking against other tenants as this information is confidential. As for question #12 Street Patrols, utilizing elderly and infirm residents is not practical.**



## ATTACHMENT L

**Rutland Housing Authority**  
**Initial Assessment – Templewood Court**

1. This Initial Assessment is undertaken pursuant to Section 22 of the Housing Act of 1937 as amended by § 533 of the Quality Housing and Work Responsibility Act. Similarly, see 24 CFR § 972.200, 66 Fed. Reg. 33616.
2. The Rutland Housing Authority (hereafter “Housing Authority” or “Authority”) owns and operates 209 federally assisted public housing units. The names and project numbers of these units are listed on Schedule A annexed at the end of the assessments attached hereto.
3. Schedule B, also found at the end of the assessment(s) that are attached hereto, contains a list of federally assisted public housing developments, owned and operated by the Housing Authority, with project names and numbers, that are:
  - a. subject to *mandatory* conversion to tenant -based or project -based assistance pursuant to 24 CFR Part 971<sup>1</sup>;
  - b. the subject of a pending application for demolition or disposition that has *not* been disapproved by HUD;
  - c. the subject of a HOPE VI revitalization grant award, or
  - d. designated by the Authority pursuant to § 7 of the Housing Act of 1937 for occupancy by the elderly and/or by persons with disabilities.
4. This Initial Assessment only concerns the Housing Authority’s *general occupancy* units. The total number of general occupancy units that are addressed by this Initial Assessment is determined by subtracting from the total number of federally assisted units listed on Schedule A, the sum of the units listed on Schedule B. This assessment specifically concerns Templewood Court, project number VT3 -1, and refers solely to the general occupancy unit of that development.
5. The undersigned is the Housing Authority’s Executive Director and is generally familiar with housing market conditions in the locality served by the Housing Authority (hereafter “the locality”) especially those related to the affordable housing market. In preparing this Initial Assessment, the undersigned has reviewed and given thoughtful consideration to the operations of *each* of the Authority’s general occupancy developments as public housing. The factors considered included, but were not limited to, the following:
  - a. The number of units, the number of buildings, their physical layout and their location within the locality.

<sup>1</sup> Section 202 of the *Omnibus Consolidated Rescissions and Appropriations Act of 1996*, P.L. 104 -134 (April 26, 1996) requires PHA to identify certain distressed public housing developments that cost more than Section 8 rental assistance and cannot be reasonably revitalized. Housing Authorities are required to develop and carry out plans for the removal, over time, of identified units from the public housing inventory. The standards for identifying such developments are more particularly described in 24 CFR § 971.3.

- b. The surrounding community and the use made of property within the neighborhoods surrounding each development site. Where a development consists of several sites, each structure's surrounding community was separately considered.
  - c. Zoning limitations at each site.
  - d. The characteristics of the resident population at each site, including but not limited to, income level, family size and composition, their age and/or disability, whether there are employed or unemployed adults within the household and whether members of the household receive public assistance.
  - e. The impact on the locality, and especially on the communities immediately surrounding public housing sites, if all or some of the Housing Authority's general occupancy units were converted to tenant-based assistance.
  - f. The number of affordable housing units, of appropriate size, currently available in this housing market as well as those known to the undersigned to become available within the near future.
  - g. The cost of operating each development, the ability to occupy each development, and the availability of operating and capital funding to the Housing Authority for the maintenance, rehabilitation and modernization of its general occupancy developments.
  - h. The workability of vouchers within the locality and the surrounding communities.
  - i. Various actions taken by HUD and the Congress regarding the Section 8 program including, but not limited to, lowering project reserves to a one month level, increasing utilization requirements, limiting contractual obligations to periods not exceeding one year, termination of the Section 8 certificate program and the refusal to increase the program's administrative fee above the level in effect prior to October, 1998.
6. We understand that nothing herein prevents the Housing Authority from re-examining this issue again, at a later time, should circumstances change.
7. The Housing Authority, operates a tenant-based, section 8, program for this locality. As of September 2001, the utilization rate for that program was 100%.
8. Based on the aforementioned review, it is the undersigned's opinion that voluntary conversion of a substantial number of the Authority's general occupancy units would:
- a. significantly increase the number of families seeking affordable housing in the locality's affordable housing market.
  - b. place additional adverse pressure on the locality's rental market.
  - c. in many cases, make it unlikely that families displaced from public housing will be successful in locating decent, safe and comparable dwellings, meeting housing quality standards, renting at or below the current payment standard, within the local housing market.
  - d. not be consistent with the Housing Authority's Agency Plan.
  - e. not be successful without a significant increase in additional counseling and relocation services.
  - f. adversely affect the Authority's ability to maintain its current Section 8 utilization rate. If the Authority's current utilization rate exceeds 95%, conversion would jeopardize the Housing Authority's continued eligibility for awards of incremental Section 8 units.
  - g. place in jeopardy of recapture, section 8 units that remain unused.
  - h. resulting greater concentrations of very low-income families (incomes between 30% to 50% of area median income) and extremely low-income families (incomes below 30% of area

median income) in low -income areas and/or of minority families in areas of the locality with significant minority populations.

9. Conversion of any of the Authority's development to tenant -based assistance is inappropriate because it
- a. is not cost effective;
  - b. would not principally benefit the residents of the general occupancy units that are the subject of this Initial Assessment, and
  - c. would adversely affect the availability of affordable housing in this community.

Therefore, the undersigned recommends that the Board of Commissioners, for the reasons stated above, continue to retain its general occupancy units as part of the Housing Authority's public housing inventory and as a source of affordable housing to the residents of this locality.

The undersigned further recommends that the Board of Commissioners' s execute the annexed *Certification Declining Conversion* before October 1, 2001, provide notice of such determination to the HUD office exercising jurisdiction over the Housing Authority and submit the original executed *certification* to the Department of Housing and Urban Development as part of the Authority's next annual plan.

Dated: August 26, 2001.

Rutland Housing Authority

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KEVIN L. LOSO  
Executive Director

**Rutland Housing Authority****Schedule A  
(All Developments)**

DevelopmentName	ProjectNo.	Units
<i>TemplewoodCourt</i>	<i>VT3 -1</i>	60
<i>SheldonTowers</i>	<i>VT3 -2</i>	74
<i>ForestPark</i>	<i>VT3 -3</i>	75
<b><i>TotalUnits</i></b>		209

# Rutland Housing Authority

## Schedule B (Exempt Developments)

Development Name	Project No.	Units	Exemption
N/A	N/A	0	None

**Rutland Housing Authority**  
**Initial Assessment – Sheldon Towers**

1. This Initial Assessment is undertaken pursuant to Section 22 of the Housing Act of 1937 as amended by § 53-3 of the Quality Housing and Work Responsibility Act. Similarly, see 24 CFR § 972.200, 66 Fed. Reg. 33616.
2. The Rutland Housing Authority (hereafter “Housing Authority” or “Authority”) owns and operates 209 federally assisted public housing units. The names and project numbers of these units are listed on Schedule A annexed at the end of the assessments attached hereto.
3. Schedule B, also found at the end of the assessment(s) that are attached hereto, contains a list of federally assisted public housing developments, owned and operated by the Housing Authority, with project names and numbers, that are:
  - a. subject to *mandatory* conversion to tenant -based or project -based assistance pursuant to 24 CFR Part 971<sup>2</sup>;
  - b. the subject of a pending application for demolition or disposition that has *not* been disapproved by HUD;
  - c. the subject of a HOPEVI revitalization grant award, or
  - d. designated by the Authority pursuant to § 7 of the Housing Act of 1937 for occupancy by the elderly and/or by persons with disabilities.
4. This Initial Assessment only concerns the Housing Authority’s *general occupancy* units. The total number of general occupancy units that are addressed by this Initial Assessment is determined by subtracting from the total number of federally assisted units listed on Schedule A, the sum of the units listed on Schedule B. This assessment specifically concerns Sheldon Towers, project number VT3 -2, and refers solely to the general occupancy unit of that development.
5. The undersigned is the Housing Authority’s Executive Director and is generally familiar with housing market conditions in the locality served by the Housing Authority (hereafter “the locality”) especially those related to the affordable housing market. In preparing this Initial Assessment, the undersigned has reviewed and given thoughtful consideration to the operation of *each* of the Authority’s general occupancy developments as public housing. The factors considered included, but were not limited to, the following:
  - a. The number of units, the number of buildings, their physical layout and their location within the locality.
  - b. The surrounding community and the use made of property within the neighborhoods surrounding each development site. Where a development consists of several sites, each structure’s surrounding community was separately considered.
  - c. Zoning limitations at each site.

<sup>2</sup> Section 202 of the *Omnibus Consolidated Rescissions and Appropriations Act of 1996*, P.L. 104-134 (April 26, 1996) requires PHAs to identify certain distressed public housing developments that cost more than Section 8 rental assistance and cannot be reasonably revitalized. Housing Authorities are required to develop and carry out plans for the removal, over time, of identified units from the public housing inventory. The standards for identifying such developments are more particularly described in 24 CFR § 971.3.

- d. The characteristics of the resident population at each site, including but not limited to, income level, family size and composition, their age and/or disability, whether they are employed or unemployed adults within the household and whether members of the household receive public assistance.
  - e. The impact on the locality, and especially on the communities immediately surrounding public housing sites, if all or some of the Housing Authority's general occupancy units were converted to tenant-based assistance.
  - f. The number of affordable housing units, of appropriate size, currently available in this housing market as well as those known to the undersigned to become available within the near future.
  - g. The cost of operating each development, the ability to occupy each development, and the availability of operating and capital funding to the Housing Authority for the maintenance, rehabilitation and modernization of its general occupancy developments.
  - h. The workability of vouchers within the locality and the surrounding communities.
  - i. Various action taken by HUD and the Congress regarding the Section 8 program including, but not limited to, lowering project reserve to a one month level, increasing utilization requirements, limiting contractual obligations to periods not exceeding one year, termination of the Section 8 certificate program and the refusal to increase the program's administrative fee above the level in effect prior to October, 1998.
6. We understand that nothing herein prevents the Housing Authority from re-examining this issue again, at a later time, should circumstances change.
  7. The Housing Authority, operates a tenant-based, section 8, program for this locality. As of September 2001, the utilization rate for that program was 100%.
  8. Based on the aforementioned review, it is the undersigned's opinion that voluntary conversion of a substantial number of the Authority's general occupancy units would:
    - a. significantly increase the number of families seeking affordable housing in the locality's affordable housing market.
    - b. place additional adverse pressure on the locality's rental market.
    - c. in many cases, make it unlikely that families displaced from public housing will be successful in locating decent, safe and comparable dwellings, meeting housing quality standards, renting at or below the current payment standard, within the local housing market.
    - d. *not* be consistent with the Housing Authority's Agency Plan.
    - e. not be successful without a significant increase in additional counseling and relocation services.
    - f. adversely affect the Authority's ability to maintain its current Section 8 utilization rate. If the Authority's current utilization rate exceeds 95%, conversion would jeopardize the Housing Authority's continued eligibility for awards of incremental Section 8 units.
    - g. place in jeopardy of recapture, section 8 units that remain unused.
    - h. resulting greater concentrations of very low-income families (incomes between 30% to 50% of area median income) and extremely low-income families (incomes below 30% of area median income) in low-income areas and/or of minority families in areas of the locality with significant minority populations.

9. Conversion of any of the Authority's development to tenant-based assistance is inappropriate because it
- a. is not cost effective;
  - b. would not principally benefit the residents of the general occupancy units that are the subject of this Initial Assessment, and
  - c. would adversely affect the availability of affordable housing in this community.

Therefore, the undersigned recommends that the Board of Commissioners, for the reasons stated above, continue to retain its general occupancy units as part of the Housing Authority's public housing inventory and as a source of affordable housing to the residents of this locality.

The undersigned further recommends that the Board of Commissioner's execute the annexed *Certification Declining Conversion* before October 1, 2001, provide notice of such determination to the HUD office exercising jurisdiction over the Housing Authority and submit the original executed *certification* to the Department of Housing and Urban Development as part of the Authority's next annual plan.

Dated: August 26, 2001.

Rutland Housing Authority

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KEVIN L. LOSO  
Executive Director



**Rutland Housing Authority****Schedule A  
(All Developments)**

DevelopmentName	ProjectNo.	Units
<i>TemplewoodCourt</i>	<i>VT3 -1</i>	60
<i>SheldonTowers</i>	<i>VT3 -2</i>	74
<i>ForestPark</i>	<i>VT3 -3</i>	75
<b><i>Total Units</i></b>		209

# Rutland Housing Authority

## Schedule B (Exempt Developments)

Development Name	Project No.	Units	Exemption
N/A	N/A	0	None

**Rutland Housing Authority**  
**Initial Assessment – Forest Park**

1. This Initial Assessment is undertaken pursuant to Section 22 of the Housing Act of 1937 as amended by § 533 of the Quality Housing and Work Responsibility Act. Similarly, see 24 CFR § 972.200, 66 Fed. Reg. 33616.
2. The Rutland Housing Authority (hereafter “Housing Authority” or “Authority”) owns and operates 20 federally assisted public housing units. The names and project numbers of these units are listed on Schedule A annexed at the end of the assessments attached hereto.
3. Schedule B, also found at the end of the assessment(s) that are attached hereto, contains a list of federally assisted public housing developments, owned and operated by the Housing Authority, with project names and numbers, that are:
  - a. subject to *mandatory* conversion to tenant -based or project -based assistance pursuant to 24 CFR Part 971<sup>3</sup>;
  - b. the subject of a pending application for demolition or disposition that has *not* been disapproved by HUD;
  - c. the subject of a HOPE VI revitalization grant award, or
  - d. designated by the Authority pursuant to § 7 of the Housing Act of 1937 for occupancy by the elderly and/or by persons with disabilities.
4. This Initial Assessment only concerns the Housing Authority’s *general occupancy* units. The total number of general occupancy units that are addressed by this Initial Assessment is determined by subtracting from the total number of federally assisted units listed on Schedule A, the sum of the units listed on Schedule B. This assessment specifically concerns Forest Park, project number VT 3-3, and refers solely to the general occupancy units of that development.
5. The undersigned is the Housing Authority’s Executive Director and is generally familiar with housing market conditions in the locality served by the Housing Authority (hereafter “the locality”) especially those related to the affordable housing market. In preparing this Initial Assessment, the undersigned has reviewed and given thoughtful consideration to the operations of *each* of the Authority’s general occupancy developments as public housing. The factors considered included, but were not limited to, the following:
  - a. The number of units, the number of buildings, their physical layout and their location within the locality.
  - b. The surrounding community and the use made of property within the neighborhoods surrounding each development site. Where a development consists of several sites, each structure’s surrounding community was separately considered.

<sup>3</sup> Section 202 of the *Omnibus Consolidated Rescissions and Appropriations Act of 1996*, P.L. 104 -134 (April 26, 1996) requires PHAs to identify certain distressed public housing developments that cost more than Section 8 rental assistance and cannot be reasonably revitalized. Housing Authorities are required to develop and carry out plans for the removal, overtime, of identified units from the public housing inventory. The standards for identifying such developments are more particularly described in 24 CFR § 971.3.

- c. Zoning limitations at each site.
  - d. The characteristics of the resident population at each site, including but not limited to, income level, family size and composition, their age and/or disability, whether there are employed or unemployed adults within the household and whether members of the household receive public assistance.
  - e. The impact on the locality, and especially on the communities immediately surrounding public housing sites, if all or some of the Housing Authority's general occupancy units were converted to tenant-based assistance.
  - f. The number of affordable housing units, of appropriate size, currently available in this housing market as well as those known to the undersigned to become available within the near future.
  - g. The cost of operating each development, the ability to occupy each development, and the availability of operating and capital funding to the Housing Authority for the maintenance, rehabilitation and modernization of its general occupancy developments.
  - h. The workability of vouchers within the locality and the surrounding communities.
  - i. Various actions taken by HUD and the Congress regarding the Section 8 program including, but not limited to, lowering project reserve to a one month level, increasing utilization requirements, limiting contractual obligations to periods not exceeding one year, termination of the Section 8 certificate program and the refusal to increase the program's administrative fee above the level in effect prior to October, 1998.
6. We understand that nothing herein prevents the Housing Authority from re-examining this issue again, at a later time, should circumstances change.
7. The Housing Authority operates a tenant-based, section 8, program for this locality. As of September 2001, the utilization rate for that program was 100%.
8. Based on the aforementioned review, it is the undersigned's opinion that voluntary conversion of a substantial number of the Authority's general occupancy units would:
- a. significantly increase the number of families seeking affordable housing in the locality's affordable housing market.
  - b. place additional adverse pressure on the locality's rental market.
  - c. in many cases, make it unlikely that families displaced from public housing will be successful in locating decent, safe and comparable dwellings, meeting housing quality standards, renting at or below the current payment standard, within the local housing market.
  - d. *not* be consistent with the Housing Authority's Agency Plan.
  - e. not be successful without a significant increase in additional counseling and relocation services.
  - f. adversely affect the Authority's ability to maintain its current Section 8 utilization rate. If the Authority's current utilization rate exceeds 95%, conversion would jeopardize the Housing Authority's continued eligibility for awards of incremental Section 8 units.
  - g. place in jeopardy of recapture, section 8 units that remain unused.
  - h. resulting greater concentrations of very low-income families (incomes between 30% to 50% of area median income) and extremely low-income families (incomes below 30% of area median income) in low-income areas and/or of minority families in areas of the locality with significant minority populations.

9. Conversion of any of the Authority's development to tenant-based assistance is inappropriate because it
- a. is not cost effective;
  - b. would not principally benefit the residents of the general occupancy units that are the subject of this Initial Assessment, and
  - c. would adversely affect the availability of affordable housing in this community.

Therefore, the undersigned recommends that the Board of Commissioners, for the reasons stated above, continue to retain its general occupancy units as part of the Housing Authority's public housing inventory and as a source of affordable housing to the residents of this locality.

The undersigned further recommends that the Board of Commissioners' execute the annexed *Certification Declining Conversion* before October 1, 2001, provide notice of such determination to the HUD office exercising jurisdiction over the Housing Authority and submit the original executed certification to the Department of Housing and Urban Development as part of the Authority's next annual plan.

Dated: August 26, 2001.

Rutland Housing Authority

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KEVIN L. LOSO  
Executive Director

**Rutland Housing Authority****Schedule A  
(All Developments)**

DevelopmentName	ProjectNo.	Units
<i>TemplewoodCourt</i>	<i>VT3 -1</i>	60
<i>Sheldon Towers</i>	<i>VT3 -2</i>	74
<i>ForestPark</i>	<i>VT3 -3</i>	75
<b><i>TotalUnits</i></b>		209

# Rutland Housing Authority

## Schedule B (Exempt Developments)

DevelopmentName	ProjectNo.	Units	Exemption
N/A	N/A	0	None