

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2003

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

## PHA Plan Agency Identification

**PHAName:** Erie Metropolitan Housing Authority

**PHANumber:** OH028

**PHAFiscalYearBeginning:(mm/yyyy)** 07/2003

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN**  
**PHAF ISCAL YEARS 2000 -2004**  
 [24CFRPart903.5]

**A.Mission**

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

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

The mission of the Erie Metropolitan Housing Authority is to be the area's affordable housing provider of choice. We provide and maintain a safe, quality housing in a cost effective manner. By partnering with others, we offer rental assistance and other related services to our community in a non -discriminatory manner.

**B.Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
 Objectives:
  - Apply for additional rental vouchers: Persons with Disabilities
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
 Objectives:
  - Improve public housing management: (PHAS score) 92
  - Improve voucher management: (SEMAP score) Not yet HUD verified.
  - Increase customer satisfaction:

- Concentrateoneffortstoimprovespecificmanagementfunctions:  
(list;e.g.,publichousingfinance;voucherunitinspections)
- Renovateormodernizepublichousingunits:
- Demolishordisposeofobsoletepublichousing:
- Providereplacementpublichousing:
- Providereplacementvouchers:
- Other:(listbelow)

PHAGoal:Increaseassistedhousingchoices

Objectives:

- Providevoucher mobilitycounseling:atBriefingandAppointments
- Conductoutreacheffortstopotentialvoucherlandlords:Meetings/  
Contacts
- Increasevoucherpaymentstandards
- Implementvoucherhomeownershipprogram:
- Implementpublichousingorother homeownershipprograms:
- Implementpublichousing site -basedwaitinglists:
- Convertpublichousingtovouchers:
- Other:(listbelow)

**HUDStrategicGoal:Improvecommunityqualityoflifeandeconomicvitality**

PHAGoal:Provideanimprovedlivingenvironment

Objectives:

- Implementmeasurestodeconcentratepovertybybringinghigherincome  
publichousinghouseholdsin tolowerincomedevelopments:
- Implementmeasurestopromoteincomemixinginpublichousingby  
assuringaccessforlowerincomefamiliesinto higherincome  
developments:
- Implementpublichousingsecurityimprovements:
- Designateddevelopmentsorbuildingsforparticularresidentgroups(elderly  
&personswithdisabilitiesatBayshoreTowers)
- Other:(listbelow)

**HUDStrategicGoal:Promoteself -sufficiencyandassetdevelopmentoffamilies  
andindividuals**

PHAGoal:Promoteself -sufficiencyandassetdevelopmentofassisted  
households

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability: WIA Collaboration
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

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

**AnnualPHAPlan**  
**PHAFiscalYear2003**  
[24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

- HighPerformingPHA**  
 **SmallAgency(<250PublicHousingUnits)**  
 **AdministeringSection8Only**

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiatives anddiscretionarypolicies,thePHAhasincludedintheAnnualPlan.

TheErieMetropolitanHousingAuthority(EMHA)isproudtobeable tosubmitastreamlinedplanthisyearwiththeachievementof high performingstatus.EMHAcontinuesitseffortstoassistlowincome familieswithhousingneedswithinourjurisdictionthroughFYEJune30, 2004.

EMHA'semphasis onself -sufficiencyandhomeownershipcontinues tobeahighpriority.Counselingsessionsandpromotionofthe homeownershipoptionswillcontinue;furthercontactswithservice providers,creditcounselors,banksandmortgagecompanieswillbe pursued.Strongerrelationships withtheWorkforceInvestmentAct Boardwithinthejurisdiction willalsohelpachievethisgoal.

EMHAwillcontinuetoapplyforadditionalvouchersthatmay becomeavailableincludingvouchersforpersons withdisabilities. EMHAisnotdiscouragedbynotreceiving suchvouchersthroughHUD's lottery system in the past fiscal year.

EMHAhasconcentrateditseffortstopromoteelderlyanddisabled participantsatthehighriseproject,especiallyascensusdataindicatethe

“aging” of our local population. The connection with the Erie County Senior Center is vital to the improvement of this development.

EMHA has committed to improving its housing development sites utilizing the following plan as stated in its RASS follow-up:

Communication

- a. Update Newsletters
- b. Increase and continued support of RAB/RAB Training with HUD/Active pursuit
- c. Customer Service Training Sessions for Staff
- d. Assignment of Case Management Staff and Maintenance Representative at projects during specified timeframes for communication purposes

Safety

- a. High-rise
  - i. Improve security – deadbolt locks
  - ii. Improve security – pin/bob key access system
  - iii. Revised Security Guard timeframes
- a. Security Lighting Analysis
- b. Improved/Adjusted Screening/Credit Checks
- c. Community Block Watch Advisement – Newsletters/letters

Housing Development Appearance

- d. Implement stipends for residents to assist clean-up
- e. Permanent assignment of Maintenance person to high-rise
- f. Continue support of RAB

EMHA is making concerted efforts to improve both the Section 8 and Public Housing Management with the implementation of a new organizational structure to facilitate consistency between programs. Additionally, the placement of a Modernization coordinator with connections to maintenance will facilitate overall improvement of housing stock.

EMHA is recovering from various changes in the administration in the last year, but a teamwork approach with current staff is accomplishing great feats. Strong leadership can now be found at all levels of management.

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

[24CFR Part 903.79(r)]

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

#### **Table of Contents**

	<u>Page#</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	3
1. Housing Needs	6
2. Financial Resources	14
3. Policies on Eligibility, Selection and Admissions	15
4. Rent Determination Policies	24
5. Operations and Management Policies	31
6. Grievance Procedures	32
7. Capital Improvement Needs	33
8. Demolition and Disposition	51
9. Designation of Housing	52
10. Conversions of Public Housing	53
11. Homeownership	54
12. Community Service Programs	56
13. Crime and Safety	59
14. Pets (Inactive for January 1 PHAs)	61
15. Civil Rights Certifications (included with PHA Plan Certifications)	64
16. Audit	64
17. Asset Management	64
18. Other Information	65

#### **Attachments**

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

#### Required Attachments:

- A - Admissions Policy for Deconcentration
- FY2002 Capital Fund Program Annual Statement (See Page 31)
- Most recent board - approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- B - PHA Management Organizational Chart
- FY2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)



Other(Listbelow,providingeachattachmentname)

- C. StatementofProgressinMeeting5 -YearPlanMissionand Goals
- D. TenantMemberofGoverningBoard
- E. ResidentAdvisoryBoardMembership
- F. VoluntaryConversionofPublicHousingStatement

**SupportingDocumentsAvailableforReview**

Indicatewhichdocumentsareavailableforpublicreviewbyplacingamarkinthe“Applicable&On Display”columnintheappropriaterows.Alllisteddocumentsmustbeondisplayifapplicabletothe programactivitiesconductedbythePHA.

<b>ListofSupportingDocumentsAvailableforReview</b>		
<b>Applicable &amp; OnDisplay</b>	<b>SupportingDocument</b>	<b>ApplicablePlan Component</b>
}	PHAPlanCertificationofCompliancewiththePHA Plans andRelatedRegulations	5YearandAnnualPlans
}	State/LocalGovernmentCertificationofConsistencywith theConsolidatedPlan	5YearandAnnualPlans
}	FairHousingDocumentation: RecordsreflectingthatthePHAhasexamineditsprograms orproposedprograms,identifiedanyimpedimentstofair housingchoiceinthoseprograms,addressedoris addressingthoseimpedimentsinareasonablefashioninview oftheresourcesavailable,andworkedorisworkingwith localjurisdictionstoimplement anyofthejurisdictions’ initiativestoaffirmativelyfurtherfairhousingthatrequire thePHA’sinvolvement.	5YearandAnnualPlans
}	ConsolidatedPlanforthejurisdiction/sinwhichthePHAis located(whichincludestheAnalysisofImpedimentstoFair HousingChoice(AI))andanyadditionalbackupdatato supportstatementofhousingneedsinthejurisdiction	AnnualPlan: HousingNeeds
}	Mostrecentboard -approvedoperatingbudgetforthe public housingprogram	AnnualPlan: FinancialResour ces;
}	PublicHousingAdmissionsand(Continued)Occupancy Policy(A&O),whichincludestheTenantSelectionand AssignmentPlan[TSAP]	AnnualPlan:Eligibility, Selection,andAdmissions Policies
}	Section8AdministrativePlan	AnnualPlan:Eligibility, Selection,andAdmissions Policies
}	PublicHousingDeconcentrationandIncomeMixing Documentation: 1. PHAboardcertificationsofcompliancewith deconcentrationrequirements(section16(a)oftheUS HousingActof1937,asimplementedinthe2/18/ 99 <i>QualityHousingandWorkResponsibilityActInitial Guidance;Notice</i> andanyfurtherHUDguidance)and	AnnualPlan:Eligibility, Selection,andAdmissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	2. Documentation of the required deconcentration and income mixing analysis	
>	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
>	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
>	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
>	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
>	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
>	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
>	The HUD - approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
>	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
>	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
>	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self - Sufficiency
>	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self - Sufficiency
>	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 (PHDEP) semi - annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
>	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 result of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.79(a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	1000	5	5	5	5	5	5
Income > 30% but <= 50% of AMI	1147	4	4	4	4	4	4
Income > 50% but < 80% of AMI	1860	3	3	3	3	3	3
Elderly	6390	3	3	3	3	3	3
Families with Disabilities	4037	3	3	3	3	3	3
White	3526	3	3	3	3	3	3

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
African American	345	3	3	3	3	3	3
Hispanic	84	3	3	3	3	3	3
Other	52	3	3	3	3	3	3

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2002
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)  
City of Sandusky Community Housing Improvement Strategy  
Erie County Community Housing  
2000 US Census Data for Erie County

## B. Housing NeedsofFamiliesonthePublicHousingandSection8 Tenant-BasedAssistanceWaitingLists

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

Housing NeedsofFamiliesontheWaitingList			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant -based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	148		50
Extremely low income <= 30% AMI	138	93	
Very low income (>30% but <=50% AMI)	7	5	
Low income (>50% but <80% AMI)	3	2	
Families with children	112	76	
Elderly families	42	28	
Families with Disabilities	45	30	
White	69	46	
Black	72	49	
Hispanic	1	1	
Other	6	4	
Characteristics by			

Housing Needs of Families on the Waiting List			
Bedroom Size (Public Housing Only)			
1BR	67	45	
2BR	51	34	
3BR	23	16	
4BR	7	5	
5BR			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	669		240
Extremely low income <= 30% AMI	606	91	
Very low income (> 30% but <= 50% AMI)	45	7	
Low income (> 50% but < 80% AMI)	18	3	
Families with children	411	61	
Elderly families	22	3	
Families with Disabilities	131	20	
White	268	40	
Black	380	57	

Housing Needs of Families on the Waiting List			
American Indian	10	1	
Hispanic	6	1	
Other	5	1	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 1 (There are approx. 200 applications being entered.)			
Does the PHA expect to open the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

**Need: Shortage of affordable housing for alleligible populations**

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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



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

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

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special -purpose voucher targeted to the elderly, should they become available
- Other: (list below)  
Continued promotion of high rise project for elderly and disabled.

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[24CFR Part 903.79(b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	\$734,100	
b) Public Housing Capital Fund	\$440,900	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$5,111,130	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	\$325,210	PHA Operations
<b>4. Other income (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Investment	\$8,400	PHA Operations
Administrative Reserves Investment	\$5,000	Section 8 Assistance
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>	\$6,624,740	

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

[24CFR Part 903.79(c)]

#### **A. Public Housing**

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

##### **(1) Eligibility**

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

- When families are within a certain number of being offered a unit: (state number) (1)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe) Funds owed to PHA by applicant.

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

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

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

**(2) Waiting List Organization**

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

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

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

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

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

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

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

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

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

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

**(3) Assignment**

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

- One  
 Two  
 Three or More

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

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

#### **(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If 'no' is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either the former Federal preferences or other preferences)

Former Federal preferences:

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

- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

- Adoption of site -based waiting lists
- If selected, list targeted developments below:



- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and development targeted below)

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

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

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

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

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

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

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

## **B. Section 8**

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

### **(1) Eligibility**

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

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

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

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

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

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

- Criminal or drug -related activity
- Other (describe below) Previous Landlord Information.

**(2) Waiting List Organization**

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

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

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

- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

If the participant shows an attempt to find housing but was unsuccessful, and Hard House tenants are allowed up to one hundred and eighty (180) days. -to-

#### (4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

3.IfthePHAwillemployadmissionspreferences,pleaseprioritizebyplacinga“1”in thespace thatrepresentsyourfirstpriority,a“2”intheboxrepresentingyour secondpriority,andsoon.Ifyougiveequalweighttooneormoreofthese choices(eitherthroughanabsolutehierarchyorthroughapointsystem),placethe samenumbertoeach.Thatmeansyoucanuse“1”morethanonce,“2”more thanonce,etc.

1 DateandTime

FormerFederalpreferences

2 InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousing Owner,Inaccessibility,PropertyDisposition)

1 Victimsofdomesticviolence

Substandardhousing

Homelessness

Highrentburden

Otherpreferences(selectallthatapply)

Workingfamiliesandthoseunabletoworkbecauseofageordisability

Veteransandveterans’families

Residentstholiveand/orworkinyourjurisdiction

Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms

Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)

Householdsthatcontributetomeetingincomerequirements(targeting)

Thosepreviouslyenrolledineducational,training,orupwardmobility programs

Victimsofreprisalsorhatecrimes

Otherpreference(s)(listbelow)

4.Amongapplicantsonth ewaitinglistwithequalpreferencestatus,howare applicantsselected?(selectone)

Dateandtimeofapplication

Drawing(lottery)orotherrandomchoicetechnique

5.IfthePHAplanstoemploypreferencesfor“residentstholiveand/orworkinthe jurisdiction”(selectone)

ThispreferencehaspreviouslybeenreviewedandapprovedbyHUD

ThePHArequestsapprovalforthispreferencethroughthisPHAPlan

6.Relationshipo fpreferencestoincometargetingrequirements:(selectone)

- ThePHAappliespreferenceswithinincometiars
- Notapplicable:thepoolofapplicantfamiliesensuresthatthePHAwillmeet incometargetingrequirements

**(5)SpecialPurposeSection8AssistancePrograms**

a. Inwhichdocumentsorotherreferencematerialsarethepoliciesgoverning eligibility,selection,andadmissionstoanyspecial -purposesection8program administeredbythePHAcontained?(select allthatapply)

- TheSection8AdministrativePlan
- Briefingsessionsandwrittenmaterials
- Other(listbelow)

b. HowdoesthePHAannouncetheavailabilityofanyspecial -purposesection8 programstothepublic?

- Throughpublishednotices
- Other(listbelow)

**4.PHARentDeterminationPolicies**

[24CFRPart903.79(d)]

**A.PublicHousing**

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto complete sub -component 4A.

**(1)IncomeBasedRentPolicies**

DescribethePHA'sincomebasedrentsettingpolicy/iesforpublichousingusing,including discretionary(thatis,notrequiredbystatuteorregulation)incomedisregardsandexclusions,inthe appropriatespacesbelow.

a. Useofdiscretionarypolicies:(selectone)

- ThePHAwillnotemployanydiscretionaryrent -settingpoliciesforincome basedrentinpublichousing.Income -basedrentsaresetatthehigherof30% ofadjust edmonthlyincome,10%ofunadjustedmonthlyincome,thewelfare rent,orminimumrent(lessHUDmandatorydeductionsandexclusions).(If selected,skiptosub -component(2))

---or---

- ThePHAemploysdiscretionarypoliciesfordeterminingincomebasedrent(If selected,continuetoquestionb.)

b.MinimumRent

1.WhatamountbestreflectsthePHA'sminimumrent?(selectone)

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

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

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

... if the family requests a hardship exemption, the Erie Metropolitan Housing Authority will immediately suspend the minimum rent for the family until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.

A. A hardship exists in the following circumstances:

1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;
2. When the family would be evicted as a result of the imposition of the minimum rent requirement;
3. When the income of the family has decreased because of changed circumstances, including loss of employment;
4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
5. When a death has occurred in the family.

- B. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.
- C. Temporary hardship. If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90 -day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a repayment agreement in accordance with the Section 19 of this policy for any rent not paid during the period of suspension. During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.
- D. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
- E. Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

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

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

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

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

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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



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

Under the formula method of rent calculation, if the family has a new family member that has income, the family must report the additional member & income within ten (10) days of the occurrence.

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

## (2) Flat Rents

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

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

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

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

### (1) Payment Standards

Describe the voucher payment standards and policies .

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

... if the family requests a hardship exemption, the Erie Metropolitan Housing Authority will suspend the minimum rent for the family beginning the month following the family's hardship request. The suspension will continue until the Housing

Authority can determine whether hardship exists and whether the hardship is of a temporary or long-term nature. During suspension, the family will not be required to pay a minimum rent and the Housing Assistance Payment will be increased accordingly.

1. A hardship exists in the following circumstances:
  - a. When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program;
  - b. When the family would be evicted as a result of the imposition of the minimum rent requirement;
  - c. When the income of the family has decreased because of changed circumstances, including loss of employment;
  - d. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
  - e. When a death has occurred in the family.
2. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent to the Housing Authority for the time of suspension.
3. Temporary hardship. If the Housing Authority determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a reasonable repayment agreement for any minimum rent back payment paid by the Housing Authority on the family's behalf during the period of suspension.
4. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
5. Appeals. The family may use the informal hearing procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the informal hearing procedures.

## **5. Operations and Management**

[24CFR Part 903.79(e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

### **B. HUD Programs Under PHA Management**

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

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

### C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

## 6. PHA Grievance Procedures

[24CFR Part 903.79(f)]

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

### A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

### B. Section 8 Tenant -Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.79(g)]

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

### **A. Capital Fund Activities**

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

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

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

Select one:

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

-or-

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

## **PHA Plan Table Library**

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

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

PHAName: Erie Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH12P02850102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
--	---	------------------------------

Original Annual Statement  Reserve for Disasters/Emergencies Revised Annual Statement (revision no: )  
 X Performance and Evaluation Report for Period Ending: 12/31/02  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	43,730.00	35,800.00	33,800.00	10,898.30
	Management Improvements Hard Costs				
4	1410 Administration	15,000.00	34,300.00	34,300.00	10,580.69
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	10,000.00	16,400.00	4,886.00	4,886.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	372,159.00	334,889.00		
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures		19,500.00	19,500.00	12,203.39
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	440,889.00	440,889.00	92,486.00	38,568.38
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				

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

PHAName: Erie Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH12P02850102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement  Reserve for Disasters/Emergencies Revised Annual Statement (revision no: )  
 X Performance and Evaluation Report for Period Ending: 12/31/02  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX related to Security --Soft Costs				
	Amount of Line XX related to Security --Hard Costs				
	Amount of line XX related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				



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

PHAName: Erie Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH12P02850102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost		Status of Work
OH12-004	Renovations		1460		275,000.00			On-going
Bayshore Towers								
OH12-007	1428 Farwell St. Renovations		1460		20,000.00			On-going
Harbortowne								
OH12-008	2717 W. Monroe St. Renovations		1460		20,000.00			On-going
Erie Estates	514 Washington St. Renovations		1460		19,889.00			On-going
Agency-Wide	Management Improvements		1408		35,800.00	10,898.30		On-going
	Administration		1410		34,300.00	10,580.69		On-going
	A/E Fees		1430		16,400.00	4,886.00		On-going
	Walk-in Cooler — Senior Center		1470		11,000.00	12,203.39		On-going
	Office Building Renovations		1470		8,500.00			On-going
	Totals				440,889.00	38,568.38		

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

PHAName: Erie Metropolitan Housing Auth.	<b>Grant Type and Number</b> Capital Fund Program No: OH12P02850101 Replacement Housing Factor No:	Federal FY of Grant: 2002
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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	
OH12-004	12/31/02			09/30/03			
Bayshore Towers							
OH12-007	12/31/02			09/30/03			
Harbortown							
OH12-008	12/31/02			09/30/03			
Erie Estates							
	12/31/02			09/30/03			
Foxborough							
OH12-012	12/31/02			09/30/03			
Western Reserve							
OH12-013	12/31/02			09/30/03			
Ogontz Place							
Agency-Wide	12/31/02			09/30/03			

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

PHAName: Erie Metropolitan Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: OH12P02850102 Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
Agency-Wide	Management Improvements		1408		43,730.00				
	Administration		1410		15,000.00				
	A/E Fees		1430		10,000.00				

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

PHAName: Erie Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH12P02850101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement  Reserve for Disasters/Emergencies Revised Annual Statement (revision no: )  
 X Performance and Evaluation Report for Period Ending: 12/31/02  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	53,000.00	18,353.00	18,353.38	18,353.38
	Management Improvements Hard Costs				
4	1410 Administration	33,302.00	18,571.00	18,570.85	18,570.85
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	8,000.00	5,734.00	5,733.95	5,733.95
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	370,000.00	297,587.00	297,587.07	297,587.07
11	1465.1 Dwelling Equipment — Nonexpendable		66,591.00	66,591.00	66,591.00
12	1470 Non Dwelling Structures		58,066.00	58,065.75	58,065.75
13	1475 Non Dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	464,302.00	464,902.00	464,902.00	464,902.00
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				

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

PHAName: Erie Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH12P02850101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement  Reserve for Disasters/Emergencies Revised Annual Statement (revision no: )  
 X Performance and Evaluation Report for Period Ending: 12/31/02  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line X X Related to Security --Soft Costs				
	Amount of Line XX related to Security --Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHAName: Erie Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH12P0285 0101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work	
OH12-004	Renovations		1460		244,387.00	244,387.49	Completed	
Bayshore Towers	Dwelling Equipment		1465		57,438.00	57,438.00	Completed	
OH12-007	Windows		1460		36,952.00	36,952.00	Completed	
Harbortowne								
OH12-008	Roof Replacements		1460		16,248.00	16,247.58	Completed	
Erie Estates								
Agency-Wide	Mgmt. Improvements - Salaries/Benefits		1408		11,845.00	11,844.93	Completed	
	Technical Salaries/Benefits		1410		18,571.00	18,570.85	Completed	
	A/E Fees		1430		5,734.00	5,733.95	Completed	
	Walk-in Cooler — Senior Center		1470		24,766.00	24,765.61	Completed	
	Office Building Renovations		1470		33,300.00	33,300.14	Completed	
	Mgmt. Improvements -- Training		1408		6,508.00	6,508.45	Completed	
	Appliances		1465		5,298.00	5,298.00	Completed	
	Furnaces		1465		3,855.00	3,855.00	Completed	
	Totals				464,902.00	464,902.00		

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

PHAName: Erie Metropolitan Housing Auth.	<b>Grant Type and Number</b> Capital Fund Program No: OH12P02850101 Replacement Housing Factor No:	<b>Federal FY of Grant: 2001</b>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
OH12-004	12/31/02			09/30/03			
Bayshore Towers							
OH12-007	12/31/02			09/30/03			
Harbortown							
OH12-008	12/31/02			09/30/03			
Erie Estates							
	12/31/02			09/30/03			
Foxborough							
OH12-012	12/31/02			09/30/03			
Western Reserve							
OH12-013	12/31/02			09/30/03			
Ogontz Place							
Agency-Wide	12/31/02			09/30/03			

Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part II: Supporting Pages									
PHAN Name: Erie Metropolitan Housing Authority				Grant Type and Number Capital Fund Program Grant No: OH12P02850102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
Agency-Wide	Management Improvements		1408		43,730.00				
	Administration		1410		15,000.00				
	A/EFees		1430		10,000.00				



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

PHAName: Erie Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH12P02850103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement     Reserve for Disasters/Emergencies Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	35,800.00			
	Management Improvements Hard Costs				
4	1410 Administration	34,300.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	12,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	313,789.00			
11	1465.1 Dwelling Equipment — Nonexpendable	45,000.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				

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

PHAName: Erie Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH12P02850103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement     Reserve for Disasters/Emergencies Revised Annual Statement (revision no:  
 Performance and Evaluation Report for Period Ending:         Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines.....)	440,889.00			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security --Soft Costs				
	Amount of Line XX related to Security --Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHAName: Erie Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH12P02850103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost		Status of Work
OH12-004 (Bayshore Towers)	Renovations		1460	275,000.00				
OH28 -007 (Harbortowne)	Windows Replacements		1460	2,500.00				
OH28-008 (Erie Estates)	Roof & Window Replacements		1460	20,500.00				
OH28 -009 (Foxborough)	Furnace Replacements		1465.1	45,000.00				
OH12-012 (Western Reserve)	Roof & Window Replacements		1460	6,750.00				
OH28-013 (Ogontz Place)	Roof & Window Replacements		1460	9,039.00				
Agency-Wide	Management Improvements		1408	35,800.00				
	Administration		1410	34,300.00				
	A/E Fees		1430	12,000.00				

<b>Annual Statement/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>								
PHAName: Erie Metropolitan Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: OH12P02850103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work
	Totals			440,889.00				

<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>							
PHAName: Erie Metropolitan Housing Auth.		<b>Grant Type and Number</b> Capital Fund Program No: OH12P02850103 Replacement Housing Factor No:				Federal FY of Grant: 2004	
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	
OH12-004	06/30/2004			06/30/2005			
OH28-007	06/30/2004			06/30/2005			
OH28-008	06/30/2004			06/30/2005			
OH28-009	12/31/2003			06/30/2004			
OH28-012	06/30/2004			06/30/2005			
OH28-013	06/30/2004			06/30/2005			
<b>Agency-Wide:</b>							
Management Improv.	09/30/2003			09/30/2004			
Technical Salaries	09/30/2003			09/30/2004			
A/E Fees	6/30/2004			06/30/2005			

**(2)Optional5 -YearActionPlan**

Agenciesareencouragedtoincludea5 -YearActionPlancoveringcapitalworkitems.Thisstatement canbecompletedbyusingthe5YearActionPlantableprovidedinthetablelibraryattheendofthe PHAPlantemplate **OR**bycompletingandattachingaproperlyupdatedHUD -52834.

a.  Yes  No: IsthePHAprovidinganoptional5 -YearActionPlanforthe CapitalFund?(ifno ,skiptosub -component7B)

b.If yestoquestiona,selectone:

TheCapitalFundProgram5 -YearActionPlanisprovidedasanattachmentto thePHAPlanatAttachment(statename

-or-

TheCapitalFundProgram5 -YearActionPlanisprovidedbelow:(ifselected, copytheCFPOptional5YearActionPlanfromtheTableLibraryandinsert here)

**B.HOPEVIandPublicHousingDevelopmentandReplacement Activities(Non -CapitalFund)**

Applicabilityofsub-component7B:AllPHAsadministeringpublichousing.Identifyanyapproved HOPEVIand/orpublichousingdevelopmentorreplacementactivitiesnotdescribedintheCapitalFund ProgramAnnualStatement.

Yes  No:a)HasthePHAreceivedaHOPEVIrevitalizationgrant?(ifno, skiptoquestionc;ifyes,provideresponsestoquestionbfor eachgrant,copyingandcompletingasmanytimesasnecessary) b)StatusofHOPEVIrevitalizationgrant(completeoneseto f questionsforeachgrant)

1.Developmentname:

2.Development(project)number:

3.Statusofgrant:(selectthestatementthatbestdescribesthecurrent status)

- RevitalizationPlanunderdevelopment
- RevitalizationPlansubmitted,pendingapproval
- RevitalizationPlanapproved
- ActivitiespursuanttoanapprovedRevitalizationPlan underway

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

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

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

## **8. Demolition and Disposition**

[24CFR Part 903.79(h)]

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

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

### 2. Activity Description

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

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



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

[24CFR Part 903.79(i)]

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

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

2. Activity Description

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

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

7. Coverage of action (select one)

Part of the development

Total development

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

[24CFR Part 903.79(j)]

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

### **A. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD FY1996 HUD Appropriations Act**

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

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)

<input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

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

[24CFR Part 903.79(k)]

**A. Public Housing**

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

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

2. Activity Description

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

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

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA established eligibility criteria

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

If yes, list criteria below:

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

[24CFR Part 903.79(1)]

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

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

1. Cooperative agreements:

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

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

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)


**(2) Family Self Sufficiency program/s**

a. Participation Description

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

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

**C. Welfare Benefit Reductions**

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

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

**D.ReservedforCommunityServiceRequirementpursuanttosection12(c)of  
theU.S.HousingActof1937**

**13.PHASafetyandCrimePreventionMeasures**

[24CFRPart903.79(m)]

ExemptionsfromComponent13:HighperformingandsmallPHAsnotparticipatinginPHDEPand  
Section8OnlyPHAsmayskipcomponent15.HighPerformingandsmallPHAs thatare  
participatinginPHDEPandareshsubmittingaPHDEPPlanwiththisPHAPlanmayskip tosub -  
componentD.

**A.Needformeasurestoensurethesafetyofpublichousingresidents**

1.Describetheneedformeasurestoensurethesafetyofpublichousingresidents  
(selectallthatapply)

- Highincidenceofviolentand/or drug -relatedcrimeinsomeorallofthePHA's  
developments
- Highincidenceofviolentand/or drug -relatedcrimeintheareassurroundingor  
adjacenttothePHA'sdevelopments
- Residentsfearfulfortheirsafetyand/orthe safetyoftheirchildren
- Observedlower -levelcrime,vandalismand/orgraffiti
- Peopleonwaitinglistunwillingtomoveintooneormoredevelopmentsdueto  
perceivedand/oractuallevelsofviolentand/or drug -relatedcrime
- Other(describellow)

2.WhatinformationordatadidthePHAusedtodeterminetheneedforPHAactions  
toimprovesafetyofresidents(selectallthatapply).

- Safetyandsecuritysurveyofresidents
- Analysisofcrimestatisticsovertimeforcrimescommitted“inandaround”  
publichousingauthority
- Analysisofcosttrendsovertimeforrepairofvandalismandremovalofgraffiti
- Residentreports
- PHAemployeereports
- Policereports
- Demonstrable,quantifiablesuccesswithpreviousorongoinganticrime/anti  
drugprograms
- Other(describellow)

3.Whichdevelopmentsaremostaffected?(listbelow)



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

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

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

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

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

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

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

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

**D. Additional information as required by PHDEP/PHDEP Plan**

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_)

## **14.RESERVEDFORPETPOLICY**

[24CFRPart903.79(n)]

### **PetPolicy**

#### **18.1 EXCLUSIONS**

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

The rules regarding pets only apply to residents and resident pet owners. These rules are not to be construed as changing in any way the policy of visiting animals or animals that assist handicapped residents. Persons visiting residents shall, if they bring a pet, be the responsibility of the resident.

#### **18.2 Definition of "PET"**

A pet is defined as a smaller domesticated animal, such as a dog, cat, bird, rodent, fish or other animal that is traditionally kept in the home for pleasure rather than commercial purposes. Reptiles, except turtles, are excluded from this definition.

#### **18.3 Approval**

All residents residing in public housing shall be permitted to own or keep a pet but must register the pet with the Housing Authority before moving a pet into their unit. The resident must show evidence of both the physical and mental ability to care for the pet.

Dogs and cats must be neutered or spayed with a Veterinarian report supplied verifying the operation. All pets must have all County and/or City licenses and records of vaccinations and inoculations. These are to be renewed annually and copies to be kept in the resident's file. d

#### **18.4 Types and Number of Pets**

Residents shall be permitted to keep only one dog or cat that when fully matured shall not exceed twenty (20) pounds, birds in cages not to exceed 10 cubic feet, or fish in an aquarium not to exceed thirty gallons.

Animals deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed.

### 18.5 Nuisance or Threat to Health or Safety

Residents shall keep their pet inside their apartment at all times except as necessary to take the pet out. When outside of their apartment, residents shall keep their pet on a leash or in an appropriate container and the pet shall be accompanied by and under the direct control of the resident at all times.

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

### 18.6 Pet Security Deposit

The resident must provide a pet security deposit of \$200 at the time of registering a pet. This amount may be periodically revised by Management, if necessary, but will never exceed \$300. If the deposit is increased, the increase will be charged at \$10 per month until paid in full. In addition should damage be done to the residence or to any public area of the Housing Authority, other than those designated by Management for pet use, shall be the responsibility of the resident. The deposit is refundable when the pet or the family vacate the unit, less any amounts owed due to damage beyond normal wear and tear.

#### a. EXERCISE AREAS (Where Applicable)

Management will designate space to be used exclusively for the purpose of walking pets. A curfew shall be in effect at all times. Pet owners shall be responsible for immediate clean-up after exercising their pet. A scoop for that purpose is to be provided by each resident pet owner. Management will place a receptacle in the exercise areas where pet waste is to be placed after bagged and tied in a plastic bag.

Should an accident occur in any area other than an exercise area, the resident shall be responsible for immediately cleaning up after the pet and shall notify Management immediately after the accident has been cleaned.

## 18.8 Housekeeping

Litter is to be stirred, cleaned and replaced on a basis frequently enough that odor does not occur. No pet feces is to be put in the toilet. It must be bagged and placed in the dumpster (It is not to be thrown down the garbage chute at the high-rise).

All apartments having pets must be sprayed for fleas on a monthly basis at the expense of the owner. In addition to spraying the apartment for fleas, the pet is to be dipped periodically to rid it of fleas.

## 18.9 Emergency Care of Animals

Pets must supply to Management an affidavit of agreement, with the names of two people who will be willing to assume immediate responsibility for the pet in case of emergency. In cases of emergencies where Management is unable to reach one of the back-up persons, pet owner agrees to allow Management to have the pet removed by the City of Sandusky animal control officer or other public or quasi-public authority to a Veterinarian of Management's choice. All fees and costs shall be borne by the pet owner.

In such cases of an emergency, the owner/resident, his or her agent, estate, or family, within five days, make arrangements with holder of said pet as to its disposition and shall be responsible for all obligations, financial or other, for actions taken on behalf of the pet owner or for the well-being of the pet.

## 18.10 Pet Violation Notice

If a pet becomes annoying or in any other way a nuisance to other residents or to the apartment operations, or if a pet becomes a safety, welfare or health hazard to other residents or the owner, Management will send a pet violation notice to the owner. The notice will have a statement requiring the pet owner to correct the violation (including removal of the pet, if appropriate), or to request a meeting within ten days and a statement indicating that failure to act within ten days or to appear at a scheduled meeting may result in pet removal or termination of the tenancy procedures. The resident will have the right to have a third party of his/her choice at the pet violation meeting.

If the pet owner and housing manager are unable to resolve the pet violation or if Management determines that the pet owner has failed to correct the pet rule violation within the time specified, Management may serve written notice on the pet owner. The notice will contain a summary of the facts, a statement that the pet must be removed within ten days of the notice and a statement indicating that failure to remove the pet may result in institution of proceedings

to terminate the pet owner's tenancy.

### 18.11 Cooperation of Resident Pet Owner and Management

For this program to work effectively, there must be full cooperation and understanding of all rules and regulations by both pet owner and Management. To this end, copies of these rules shall be given to each resident and a lease addendum will be executed by the resident indicating that they agree to comply with the rules.

## 15. Civil Rights Certifications

[24CFR Part 903.79(o)]

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

## 16. Fiscal Audit

[24CFR Part 903.79(p)]

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

## 17. PHA Asset Management

[24CFR Part 903.79(q)]

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

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

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

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

### **18. Other Information**

[24CFR Part 903.79(r)]

#### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached as Attachment (Filename)
- Provided below:

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### 3. Description of Resident Election Process

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

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

#### b. Eligible candidates: (select one)

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

#### c. Eligible voters: (select all that apply)

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

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

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

#### 1. Consolidated Plan jurisdiction: (provide name here)

State of Ohio  
Erie County  
City of Sandusky

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
1. Increase single family homeownership opportunities for low and moderate income households (goal 2 of CHIS)
  2. Rehabilitate existing rental units (goal 3 of CHIS)
  3. Provide rental assistance of low and moderate income households (Ohio Consolidated Plan)
  4. Assist low and moderate households in purchasing homes (Ohio Consolidated Plan)
  5. Provide housing for persons with special needs (Ohio Consolidated Plan)

Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
- EMHA has submitted its plan to the city, county and state for review and anticipates receipt of correspondence of support. This section will be updated as such correspondence is received prior to the HUD submittal deadline.
- In correspondence dated March 3, 2003, the City of Sandusky indicates EMHA's plan is consistent with its strategy for community housing improvement.
- In correspondence dated March 6, 2003, Erie County indicates that EMHA's plan is consistent with its Community Housing Improvement Strategy.
- In correspondence dated March 17, 2003, the Ohio Department of Development certified the EMHA's plan as consistent with the Consolidated Plan.



## **D. Other Information Required by HUD**

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

### **Attachments**

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

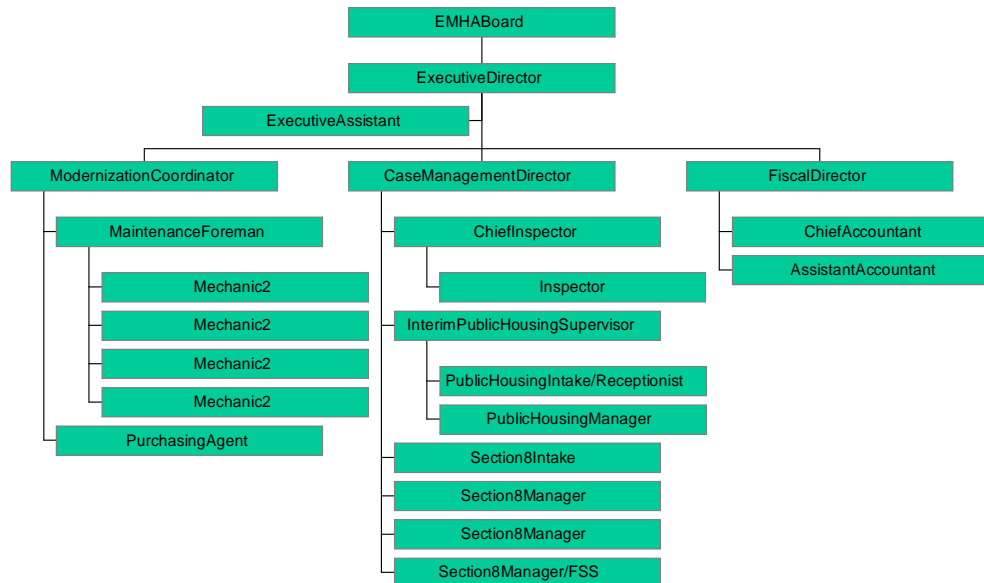
#### **A. DECONCENTRATION POLICY**

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

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

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

## **B. ORGANIZATIONAL CHART**



## **C. STATEMENT OF PROGRESS IN MEETING 5 - YEAR PLAN MISSION AND GOALS**

*The mission of the Erie Metropolitan Housing Authority (EMHA) is to be the area's affordable housing provider of choice. We provide and maintain safe, quality housing in a cost effective manner. By partnering with others, we offer rental assistance and other related services to our community in a non-discriminatory manner.*

The mission has not changed and the efforts of the housing authority have been and continue to be to follow that mission. During the past year, the housing authority has tried to meet the goals set in its agency plan. Some of the activities to reach those goals have been accomplished, but some have not due to the continual transition of new administrations.

Two of those goals included expanding the supply of assisted housing by applying for new vouchers and improving FSS services funding. EMHA did apply for FSS funding and for vouchers for persons with disabilities. EMHA was not awarded either of these items through HUD's awarding systems.

EMHA maintained high levels of performance in order to achieve High Performing status. This was accomplished even through high levels of staff turnover. The turnover levels seem to be stabilizing, and a dynamic staff has been recruited. New

quality control measures have been implemented and are receiving continual monitoring.

We have continually obligated our CFP funds timely since 1992, and this year has been no exception with CFP funds.

We continue to increase assisted housing choices by providing voucher mobility counseling to our Section 8 applicants and have met with various professional groups to meet more potential landlords. We have been fairly successful in this as the lease-up rate continues to be maintained slightly over ninety-five percent (95%).

Because most of our public housing units are scattered throughout the City of Sandusky, de-concentration is not a major issue with this area. We are cognizant of areas of poverty and counselors suggest to applicants that they could seek housing in areas not within our jurisdiction.

The real key to the success of this housing authority is its ability to assist families in becoming self-sufficient. We believe we have one of the best programs in the state through the efforts of recently hired staff. Goals for the participants in the FSS program have been greatly refined and now have a much better chance of succeeding in their efforts to become self-sufficient. We have agreements with various financial and housing groups to provide credit counseling, budget counseling, mortgage counseling, home maintenance counseling, etc... EMHA has attempted to increase the awareness of the Section 8 Homeownership option for its residents.

EMHA continues its contact with the local police and drug task force to discuss concerns of criminal activity in some of our family housing areas. There has been some success in these efforts since the number of complaints in those areas has decreased. EMHA continues to contract with a security firm to provide protection at the high-rise complex, and additional security measures have been implemented which include security cameras, a pin-bob key access system, and installation of improved locks. Scattered site units continue to be reviewed for improvements in security including fencing and lighting.

Our collaboration with Bay Area Neighborhood Development Corporation (BANDC), a non-profit organization, continues and office space is provided to the organization. This group also assists our target population and will be expanding into homeownership counseling. EMHA worked closely with the Volunteer Center and BANDC in a clean up effort for "Make-A-Difference Day" in which a neighborhood was improved that consisted of various Public Housing and Section 8 tenants.

EMHA has been actively involved with the local Workforce Investment Act (WIA) Board and has partnered with its participants to improve services for clients. EMHA has been a host agency for the Work Experience Program (WEP) clients and the

Experience Works (EW) for community seniors. Many of the participants in these programs are also clients of EMHA.

EMHA is collaborating closely with the Erie County Health Department on a Lead Paint Task Force that was recently founded. Additionally, a memorandum of understanding has been completed with the Ohio Department of Health in order to provide information to the housing authority regarding homes identified with high levels of lead paint.

We believe the housing authority has improved its relationship with the partners in the community to make Erie Metropolitan Housing Authority the agency of choice when it comes to housing issues.

#### **D. TENANT MEMBERSHIP OF GOVERNING BOARD**

Tenant Board Member: Dana Gamblin  
Appointed by: Erie County Common Pleas Court – Ann Maschari, Judge  
Term period: December 8, 2000 through December 8, 2005

#### **E. MEMBERSHIP OF RESIDENT ADVISORY BOARD**

Rick Starr	Willetta Berryman	Pete Spehn
Alberta McLaughlin	Diedre Cole	Henry Thomas
Carolyn Bittel		

#### **F. VOLUNTARY CONVERSION OF PUBLIC HOUSING**

The Erie Metropolitan Housing Authority is not required by the terms of the 1996 HUD Appropriations Act to convert any of four buildings or development to tenant based assistance. Also, at this time, we do not intend to voluntarily convert any of four buildings or development to tenant based assistance.

