

PHA Plan

**Housing Authority of
Indiana County**

PA028P048

**5 Year Plan for Fiscal Years 2003 – 2007
Annual Plan for Fiscal Year 2003**

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of Indiana County

PHA Number: PA048

PHA Fiscal Year Beginning: 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
PHA FISCAL YEARS 2003 - 2007
[24 CFR Part 903.5]

A. Mission

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

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

OUR mission at the Housing Authority of Indiana County is to help improve the quality of life; to provide a safe, sanitary home and a suitable living environment that is affordable to elderly persons, families and those with special needs consistent with local, State and Federal statutes.

HAIC pledges to recognize our residents as the ultimate customer, to design, develop, provide and promote the widest range of housing choices available throughout Indiana County; and to administer our programs and manage our housing authority in the most effective manner possible by maintaining high quality standards while extending respect, courtesy and consideration to our clients at all times.

HAIC shall endeavor to go beyond bricks and mortar by providing more than simply a place to live. We will encourage self-sufficiency by building links to social services that will empower our residents to improve and enrich their lives; to create caring communities that foster a sense of pride and partnership between our agency, our residents and the public we serve.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
See the Capital Fund Program 5-Year Action Plan PA048d01
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

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

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

- PHA Goal: Provide an improved living environment
Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

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

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

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

Objectives:

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

HAIC will continue to operate our successful Family Self-Sufficiency Program in the Section 8 Rental Assistance Program as a means to achieve all of the above objectives.

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)

The HAIC carries forward under its Section 3 Policy a standard to employ low-income family members who qualify for work on the HAIC modernization program projects.

The HAIC abides by the Pennsylvania State Civil Service Commission rules for the employment of its administrative staff, which helps to assure that no discrimination will take place in its hiring processes.

The HAIC advertises invitation for bids (IFB), Requests for Proposals (RFP) in at least two minority publications and at least three general circulation publications.

Other PHA Goals and Objectives: (list below)

Continue to maximize non-HUD income in order that we may become less dependent on Federal subsidies.

Utilize available technology to promote the most effective and efficient operation of our housing programs. Eliminate non-essential tasks to the greatest extent possible.

Annual PHA Plan
PHA Fiscal Year 2003
 [24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (PA048a01)
- FY 2002 Capital Fund Performance & Evaluation Report (PA048b01)
- FY 2003 Capital Fund Program Annual Statement (PA048c01)
- Most recent board-approved operating budget (Required for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- Capital Fund Program 5 Year Action Plan (PA048d01)
- FY 2001 Capital Fund Program Final Performance & Evaluation Report (PA048e01)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board (PA048i01)
- Other (Listed Below)

- Statement of Progress in Meeting the 5-Year Plan Mission & Goals (PA048f01)
- Resident Membership of the HAIC Governing Board (PA048g01)
- Membership of the Resident Advisory Board (PA048h01)
- Comments of the Resident Advisory Board (PA048i01)
- Pet Policy (PA048j01)
- Voluntary Conversion Required Initial Assessments (PA048k01)
- Certification Regarding Section 8 Project-Based Assistance (PA048l01)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Documents	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans

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

Table Library

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Documents	Applicable Plan Component
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	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	Annual Plan: Conversion of Public Housing

Table Library

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Documents	Applicable Plan Component
	Section 202 of the 1996 HUD Appropriations Act	
	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
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
X	Pet Policy	Annual Plan: Attachment PA048j01
X	Voluntary Conversion of Section 8 Units	Annual Plan: Attachment PA048k01

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	2,632	5	4	4	3	2	2
Income >30% but <=50% of AMI	3,693	4	3	3	3	2	2
Income >50% but <80% of AMI	3,801	3	3	2	3	2	2
Elderly	13,277	4	2	3	3	2	3
Families with Disabilities	14,027	4	5	3	4	2	5
White	86,796	3	2	2	2	2	2
Black Non-Hispanic	1,407	4	3	3	2	2	3
Hispanic	445	4	3	3	2	2	3
Asian	665	4	3	3	2	2	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: Commonwealth of Pennsylvania 2000
- U.S. Census Bureau: 2000 data
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	143		64 (45%)
Extremely low income <=30% AMI	120	84	
Very low income (>30% but <=50% AMI)	12	8	
Low income (>50% but <80% AMI)	11	8	
Families with children	59	42	
Elderly families	6	4	
Families with Disabilities	34	24	
White Non-Hispanic	141	99	
Black	1	.07	
Asian/ Pacific Islander	1	.07	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	98	69%	18
2 BR	30	21%	35
3 BR	15	11%	11
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A

Housing Needs of Families on the Waiting List	
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	584		131 (23%)
Extremely low income <=30% AMI	355	61%	
Very low income (>30% but <=50% AMI)	186	32%	
Low income (>50% but <80% AMI)	43	8%	
Families with children	330	57%	
Elderly families	65	12%	
Families with Disabilities	12	2%	
White Non-Hispanic	546	94%	
Asian / Pacific Islander	3	1%	
Black	19	4%	
American Indian	1	Less than 1%	
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)? 4			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

Maintain and possibly increase public/private partnerships that may enable us to develop and/or manage additional affordable housing communities throughout Indiana County.

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)	\$2,436,136	Program Operations
a) Public Housing Operating Fund	\$ 339,413	
b) Public Housing Capital Fund	\$ 344,462	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,736,020	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	\$ 16,241	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	\$ 293,360	PH Operations
4. Other income	\$ 13,375	PH Operations
Non-Dwelling Rental Income	\$ 8,850	PH Operations
Resident Participation Funds	\$ 4,525	PH Operations
4. Non-federal sources (list below)	\$ 141,721	General Operations

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Management Fees	\$ 141,721	General Operations
Total resources	\$2,884,592	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

After all screening is completed and prior to offering unit.

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

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

*** See note below.**

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)

*** NOTE:** All applicants are questioned regarding criminal history. If response is affirmative, HAIC verifies facts through local police and parole officers, local magistrates and government computer matching programs.

(2)Waiting List Organization

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year?
None

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

Resident choice is offered only in cases of a verified hardship.

Other: (list below)

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families

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

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 2 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
- 2 Those enrolled currently in educational, training, or upward mobility programs
- 3 Households that contribute to meeting income goals (broad range of incomes)
- 2 Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 2 Other preference(s) (list below)

For one-bedroom units, elderly families including disabled and handicapped persons and displaced persons are given a preference over other single persons.

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

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

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

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

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

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

B. Section 8

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

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

(1) Eligibility

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

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

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's address and telephone number only.

(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:

Applicant must submit documentation that he/she has made a continued effort to secure housing throughout the initial 60-day period.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase

- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

Clients must report any change in income, assets or family composition within ten days, but HAIC waives all rent increases until the next reexamination date. The only change at the time of notification is for a rental decrease, which benefits the resident.

- 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)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

As a high performing PHA, as well as a small PHA with less than 250 public housing units, HAIC is exempt from completing this section.

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

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

C. Management and Maintenance Policies

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

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

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

As a high performing PHA, HAIC is exempt from completing this section.

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan as PA048c01

-or-

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

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the

table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan as PA048d01

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: Fieldcrest 1b. Development (project) number: PA 48-10
2. Designation type: Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>29/03/99</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 10 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

--

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)

<input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (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.

As a high performing PHA, as well as a small PHA with less than 250 public housing units, HAIC is not required to complete this component.

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 programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self

Sufficiency Programs. The position of the table may be altered to facilitate its use.)

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 2002 Estimate)	Actual Number of Participants (As of: 01/01/03)
Public Housing	N/A	N/A
Section 8	40	20

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

As a high performing PHA, as well as a small PHA with less than 250 public housing units not participating in PHDEP, HAIC is exempt from completing this section.

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

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

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

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

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

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

None

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

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

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

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

None

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)

None

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment PA048j01

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

As a high performing PHA, as well as a small PHA with less than 250 public housing units, HAIC is exempt from completing this component.

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

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

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at Attachment PA048i01
 - 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: Commonwealth of Pennsylvania
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- 1) Rehabilitation of existing public housing stock in a manner that is sensitive to the need for accessibility and visitability by persons with disabilities.
- 2) Homeownership incentives for public housing residents.
- 3) Expanding public awareness of the needs of persons with disabilities.
- 4) Continued management of units designated for those with special needs.
- 5) Collaboration with other housing providers; maintain and increase public/private partnerships.
- 6) Meet or exceed income targeting requirements.

- Other: (list below)

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

1) As part of its strategy for addressing the housing needs in this state, the Consolidated Plan of the Commonwealth of Pennsylvania sets out specific priorities. The plan indicates "the Commonwealth will give priority to housing projects that serve very low-income households (up to 50% of median family income for the area)."

The Housing Authority of Indiana County addresses these needs through the operation of its public housing and Section 8 rental assistance programs, as well as the properties we manage which were financed through the Low-Income Housing Tax Credit program.

2) The Plan goes on to outline specific *Goals and Action Steps* to address the housing needs in the state. The first of these stated goals is to "maintain and revitalize neighborhoods and housing."

HUD provides funding for capital improvements to our public housing stock. Our 5-Year Action Plan outlines how we intend to maintain and improve these units. HAIC also continues to pursue development of additional affordable housing in areas where need is justified, typically in small rural communities that have seen little or no economic growth or development. Our new construction in these areas revitalizes the neighborhoods and encourages further growth. .

3) Another goal in the Commonwealth Plan is to "improve rental housing opportunities". The Plan indicates a need to "make rental housing affordable to extremely low-income groups."

Our Section 8 rental assistance program directly supports the ability of low-income Indiana County residents to find rental housing opportunities they would otherwise lack. We encourage deconcentration by informing program participants of available units in non-poverty areas. In addition, 75% of Section 8 vouchers are targeted towards those at or below 30% median income, and we consistently exceed the required threshold of housing 30% of public housing residents who are at or below 30% median.

4) A fourth goal in the Commonwealth's plan is to "use a continuum of care to address the economic, social and health problems of the homeless."

HAIC leases space at our public housing Project PA 48-4 at a cost of \$1 to the local Community Action Program (ICCAP), thereby enabling that agency to operate the county's only emergency shelter program for the homeless. We actively coordinate with ICCAP to help address their clients' long-term housing needs through public housing or Section 8 rental assistance. Social service needs are met through interagency referrals.

- 5) A goal specific to the Southwest Region, of which we are a part, is “collaboration needed in meeting housing needs of the poor.”

HAIC is committed to working with the established network of human service agencies to determine the needs of the county’s low-income population and working together to provide a full scope of housing, supportive and social services to address these needs.

- 6) A second goal set for the Southwest Region is “collaboration in provision of supportive services for special needs households.”

HAIC has partnered with local non-profits, for-profits, and governmental agencies to develop housing specifically designed for those with special needs. We manage and maintain these units, as well as provide much needed rental assistance. With their most basic housing needs met, these households can then concentrate on obtaining the various other supportive services they need through our county’s human service network.

D. Other Information Required by HUD

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

Criterion for identifying a "substantial deviation" from the PHA Plan

The Housing Authority of Indiana County will consider the following to be changes in its *Agency Plan* necessary and sufficient to require a full review by the Resident Advisory Board before a corresponding change in the *Agency Plan* can be adopted.

1. Any alteration of the Authority's *Mission Statement*;
2. Any change or amendment to a stated Strategic Goal;
3. Any change or amendment to a state Strategic Objective except in a case where the change results from the objective having been met;
4. Any introduction of a new Strategic Goal or a new Strategic Objective;
5. Any alteration in the Capital Fund Program Annual Plan that affects an expenditure greater than twenty percent (20%) of the CFP Annual Budget for that year.

Because the Annual Plan already requires annual review by the Resident Advisory Board and by Public Hearing, the Authority believes this annual process sufficient to meet the spirit of the *Quality Housing and Work Responsibility Act of 1998*. It expects that changes to the Annual Plan will be primarily administrative in nature. It believes, however, as shown in item #5 above, that significant changes in its planned modernization expenditures should be subject to a resident/public review process.

The Housing Authority of Indiana County has also reviewed the requirements set out in HUD Notices PIH 99-51. It here incorporates the additional criteria established by HUD for "*substantial deviation*" and "*significant amendment or modification*" to its Agency Plan. HAIC will also consider the following events to require a public process before amending such changes to its *Agency Plan*.

1. Changes to rent or admissions policies or organization of the waiting list;
2. Additions of non-emergency work items over \$25,000 (items not included in the current Annual Statement or 5-Year Plan) or change in use of replacement reserve funds under the Capital Fund;
3. Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

The Housing Authority of Indiana County acknowledges that an exception will be made for any of the above changes that are adopted to reflect changes in HUD regulatory requirements. Such changes will not be considered significant amendments by HUD.

Attachments

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

PA048a01	Deconcentration Policy
PA048b01	FY 2002 Capital Fund Program Performance & Evaluation Report
PA048c01	FY 2003 Capital Fund Program Annual Statement
PA048d01	Capital Fund Program 5-Year Action Plan
PA048e01	FY 2001 Final Performance & Evaluation Report
PA048f01	Statement of Progress to the Goals and Objectives Provided in the 5-Year Plan
PA048g01	Resident Membership of the PHA Governing Board
PA048h01	Membership of the Resident Advisory Board
PA048i01	Comments of Resident Advisory Board
PA048j01	Pet Policy
PA048k01	Voluntary Conversion Required Initial Assessments
PA048l01	Certification Regarding Section 8 Project-Based Assistance

**Attachment PA048a01
FY 2003 Agency Plan
Housing Authority of Indiana County**

**Policy for the Deconcentration of Poverty
As Adopted by Resolution #14-2000**

**Housing Authority of Indiana County
Attachment PA048a01
FY 2003 Agency Plan**

DECONCENTRATION AND INCOME MIXING

- a) Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? (If no, this

section is complete. If yes, continue to the next question.) Yes

- b) Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? (If no, this section is complete.) No

Average incomes are within the 85% to 115% range at all covered developments.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at '903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at 903.2(c)(1)(v)]

**Policy for the Deconcentration of Poverty
Resolution #14-2000 - Adopted February 22, 2000**

WHEREAS, the Housing Authority of Indiana County (HAIC) desires to comply with the requirements of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), and;

WHEREAS, HAIC wishes to meet the needs of its residents and clients by substituting the debilitating fetters of poverty and poor housing with the mantel of opportunity and safe, decent, affordable living conditions;

NOW, THEREFORE, BE IT RESOLVED, that HAIC does hereby adopt the following Policy for the Deconcentration of Poverty:

The Housing Authority of Indiana County will not concentrate very low-income families in any public housing development or in any single building within a development. For this purpose, very low-income families also includes other families with extremely low incomes.

This Authority will annually review its waiting lists and the census tracts in which it has public housing units in order to determine if they reveal an unacceptable concentration of impoverished families. If such a concentration is determined, the authority will take steps consistent with the policy stated below to remedy that inequity.

Where an inequity has been discovered in the distribution of impoverished families within its jurisdiction or on its waiting list, HAIC will take steps to remove that concentration of poverty by bringing higher income families into its lower income developments and lower income families into its higher income developments.

Among the strategies this authority will consider in attempting to remedy the inequity are the following:

- 1). It may skip certain income families on its waiting list to reach other families with a lower or higher income, as may be required to achieve better income distribution balance in its developments. This authority will apply such skipping uniformly and fairly.**
- 2). It may make concerted efforts to aid lower-income families to increase their income through offering incentives. These incentives may include but are not required to be or limited to the following:**
 - a) Providing referrals to social service agencies, which provide self sufficiency activities and offer supportive services to improve resident employability;**
 - b) Providing permissive deductions from annual income and other permissive deductions to public housing residents as allowed by law. If offered, these options will be spelled out in detail as an amendment to this policy;**
 - c) Establishing a rent structure that encourages deconcentration of poverty;**
 - d) Providing certain admissions preferences, such as those for working families;**

e) Providing additional applicant consultation and information.

In pursuing this policy of deconcentration, where a family receiving public assistance is concerned, HAIC will make every reasonable recourse to coordinate its efforts to provide incentives to families that are consistent with programs administered by the office administering such public assistance.

HAIC will pursue this policy of deconcentration of poverty in a way that affirmatively furthers fair housing, and that ensures for both our applicants and our residents an equitable treatment devoid of discrimination.

The HUD *Public Housing Agency Plans Final Rule*, 24 CFR Part 903, published on October 21, 1999, indicates that Housing Authorities with any concentration of high or low income families at their developments must employ skipping applicants on a waiting list as a means to redress such inequity in income distributions at any specific development with an identified income concentration; therefore, the Housing Authority of Indiana County will act as follows.

Our efforts to reduce the number of higher income families concentrated at any family development will rely on judicious administration of our waiting lists. In order to reach lower income applicants on our waiting lists for admission to that particular site, we will develop a process to “skip” applicants as needed to reach other applicants that will better redress any income imbalances at said public housing developments.

As a further strategy, our Authority will pursue outreach efforts to attract more higher income families to our waiting lists for residence at any developments with a concentration of lower income families.

**Attachment PA048b01
FY 2003 Agency Plan
Housing Authority of Indiana County**

**Performance & Evaluation Report
For FY 2002**

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

PHA Name: Housing Authority of Indiana County	Grant Type and Number Capital Fund Program Grant No:PA28P04850102 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: 1)
 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	0	0	0	0
2	1406 Operations	55,062	55,047	15,000	5,000
3	1408 Management Improvements	6,000	4,000	0	0
4	1410 Administration	34,400	32,900	16,450	16,450
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	15,000	17,000	17,000	1,110
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	15,000	13,200	0	0
10	1460 Dwelling Structures	180,000	175,000	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	35,000	30,000	0	0
13	1475 Nondwelling Equipment	4,000	2,000	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	0	0	0	0

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

PHA Name: Housing Authority of Indiana County	Grant Type and Number Capital Fund Program Grant No:PA28P04850102 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: 1)
 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 Annual Grant: (sum of lines.....)	344,642	329,147	48,450	22,560
	Amount of line XX Related to LBP Activities	0	0	0	0
	Amount of line XX Related to Section 504 compliance	5,000	5,000	0	0
	Amount of line XX Related to Security –Soft Costs	0	0	0	0
	Amount of Line XX related to Security-- Hard Costs	0	0	0	0
	Amount of line XX Related to Energy Conservation Measures	0	0	0	0
	Collateralization Expenses or Debt Service	0	0	0	0

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

PHA Name: Housing Authority of Indiana County	Grant Type and Number Capital Fund Program Grant No:PA28P04850102 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: 1)
 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
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**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name: Housing Authority of Indiana County	Grant Type and Number Capital Fund Program Grant No: PA28P04850102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA 48-4 Chestnut Ridge Terrace	Encapsulate asbestos flooring, install carpeting, overhead light fixtures in bedrooms, install additional phone jacks, electrical and cable outlets	1460		180,000	175,000	0	0	Currently Out to Bid
PA 48-4 Chestnut Ridge Terrace	Redesign existing community & laundry room, expand to include maintenance storage area	1470		35,000	30,000	0	0	Currently Out to Bid
PA 48-4 Chestnut Ridge Terrace	Repave parking areas, repair & replace concrete, install additional lighting, brick dumpster enclosures	1450		15,000	13,200	0	0	Currently Out to Bid

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

PHA Name: Housing Authority of Indiana County	Grant Type and Number Capital Fund Program Grant No:PA28P04850102 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: 1)
 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
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**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name: Housing Authority of Indiana County	Grant Type and Number Capital Fund Program Grant No. PA28P048701-02 Replacement Housing Factor Grant No.	Federal FY of Grant: 2002
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Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Environmental Review	1430		1,500	1,200	1,200	0	In Progress
PHA Wide	A/E Fees	1430		11,500	14,000	14,000	0	Contract Awarded
PHA Wide	Advertising / Sundry	1430		2,000	1,800	1,800	1,110	62%
PHA Wide	Administration	1410		34,400	32,900	16,450	16,450	50%
PHA Wide	Operations	1406		55,062	55,047	15,000	5,000	9%
PHA Wide	Management Improvements	1408		6,000	4,000	0	0	0
PHA Wide	Computer Hardware	1475		4,000	2,000	0	0	0

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

PHA Name: Housing Authority of Indiana County		Grant Type and Number Capital Fund Program No: PA28P04850102 Replacement Housing Factor No:				Federal FY of Grant: 2002	
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	
PA48-4	12-31-03			06-30-05			
Environmental Review	12-31-03		12-31-02	06-30-05			
A/E Fees	12-31-03		12-31-02	06-30-05			
Advertising / Sundry	12-31-03		12-31-02	06-30-05			
Administration	12-31-03			06-30-05			
Operations	12-31-03			06-30-05			
Management Improvements	12-31-03			06-30-05			
Computer Hardware	12-31-03			06-30-05			

**Attachment PA048c01
FY 2003 Agency Plan
Housing Authority of Indiana County**

**Capital Fund Program Annual Statement
For FY 2003**

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

PHA Name: Housing Authority of Indiana County	Grant Type and Number Capital Fund Program Grant No:PA28P04860103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement **Reserve for Disasters/ Emergencies** **Revised Annual Statement (revision no: 1)**
 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	0			
2	1406 Operations	100,000			
3	1408 Management Improvements	4,147			
4	1410 Administration	32,000			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	15,000			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	17,000			
10	1460 Dwelling Structures	161,000			
11	1465.1 Dwelling Equipment—	0			

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

PHA Name: Housing Authority of Indiana County	Grant Type and Number Capital Fund Program Grant No:PA28P04860103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement **Reserve for Disasters/ Emergencies** **Revised Annual Statement (revision no: 1)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Nonexpendable				
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1502 Contingency	0			
	Amount of Annual Grant: (sum of lines.....)	329,147			
	Amount of line XX Related to LBP Activities	0			
	Amount of line XX Related to Section 504 compliance	27,000			
	Amount of line XX Related to Security – Soft Costs	0			
	Amount of Line XX related to Security-- Hard Costs	0			
	Amount of line XX Related to Energy	161,000			

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

PHA Name: Housing Authority of Indiana County	Grant Type and Number Capital Fund Program Grant No:PA28P04860103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Conservation Measures				
	Collateralization Expenses or Debt Service	0			

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

PHA Name: Housing Authority of Indiana County		Grant Type and Number Capital Fund Program Grant No: PA28P04860103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA 48-3 PA 48-6	HVAC replacements (including central air)	1460	46	161,000				
PA 48-4 PA 48-5 PA 48-7	Concrete repair/replacement Installation of handicapped ramps	1450		17,000				
PHA Wide	Consultant to perform UFAS physical needs assessment	1430		10,000				
PHA Wide	Environmental Review	1430		2,000				

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

PHA Name: Housing Authority of Indiana County	Grant Type and Number Capital Fund Program Grant No:PA28P04860103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost			Total Actual Cost		
PHA Wide	Advertising / Sundry	1430		3,000			
PHA Wide	Administration	1410		32,000			
PHA Wide	Operations	1406		100,000			
PHA Wide	Management Improvements	1408		4,147			

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

PHA Name: Housing Authority of Indiana County	Grant Type and Number Capital Fund Program No: PA28P04860103 Replacement Housing Factor No:	Federal FY of Grant: 2003
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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	
PA48-3	12-31-04			06-30-06			
PA 48-6							
PA 48-4	12-31-04			06-30-06			

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

PHA Name: Housing Authority of Indiana County		Grant Type and Number Capital Fund Program No: PA28P04860103 Replacement Housing Factor No:				Federal FY of Grant: 2003	
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	
PA 48-5 PA 48-7							
Consultant	12-31-04			06-30-06			
Environmental Review	12-31-04			06-30-06			
A/E Fees	12-31-04			06-30-06			
Advertising / Sundry	12-31-04			06-30-06			
Administration	12-31-04			06-30-06			
Operations	12-31-04			06-30-06			
Management Improvements	12-31-04			06-30-06			
Computer Hardware	12-31-03			06-30-05			

**Attachment PA048d01
FY 2003 Agency Plan
Housing Authority of Indiana County**

**Capital Fund Program
Five-Year Action Plan
For FY 2004-2007**

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name: Housing Authority of Indiana County				<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 3	
Development Number/Name HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2008
PA 48-1 Conemaugh Terrace			HVAC replacements (including central air) Conversion of 2 studios to 1 accessible unit; conversion of 1 studio & former laundry area to 1 accessible unit Paving & concrete repair/replacement		
PA 48-3 Saltsburg Heights			Paving & concrete repair/replacement		
PA 48-4 Burrell Township		HVAC replacements (including central air) at Chestnut Ridge Terrace Conversion of 4 1-BR units into 2 accessible units; Equip unit for A/V impaired at Black Lick Manor	Replace stoves at Black Lick Manor Paving & concrete repair/replacement at Black Lick Manor	Construct addition to existing accessible unit to achieve compliance with UFAS standards at Chestnut Ridge Terrace Entrance doors, storm doors & window replacements at Black Lick Manor	

PA 48-5 Tate Terrace		HVAC replacements (including central air)	Frost-free refrigerators Paving & concrete repair/replacement		Construct addition to existing accessible unit to achieve compliance with UFAS Encapsulate asbestos floor tile, install carpeting, additional digital cable & phone jacks in living rooms and bedrooms, install overhead lights in bedrooms
PA 48-6 McGregor Manor				Entrance Doors, Storm Doors & Window Replacements	
PA 48-7 Tall Pines Terrace				HVAC replacements (including central air)	
PA 48-8 Green Valley			Frost-free refrigerators		
PHA Wide		Operations	Operations	Operations	Operations
PHA Wide		Administration	Administration	Administration	Administration
PHA Wide		Advertising / Sundry	Advertising Sundry	Advertising / Sundry	Advertising / Sundry
PHA Wide		Management Improvements	Management Improvements	Management Improvements	Management Improvements
PHA Wide		Environmental Review	Environmental Review	Environmental Review	Environmental Review
PHA Wide		A/E fees	A/E fees	A/E fees	A/E fees
PHA Wide			Force account labor for installation of appliances	Force account labor for installation of doors	

Total CFP Funds (Est.)		329,147	329,147	329,147	329,147
Total Replacemnt Hsg. Factor Funds		0	0	0	0

**Attachment PA048e01
FY 2003 Agency Plan
Housing Authority of Indiana County**

**Final Performance & Evaluation Report
For FY 2001**

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

PHA Name: Housing Authority of Indiana County	Grant Type and Number Capital Fund Program Grant No: PA28P048601-01 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:)
 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	0	0	0	0
2	1406 Operations	53,342	43,000	47,512	47,512
3	1408 Management Improvements Soft Costs	2,000	0	0	0
	Management Improvements Hard Costs	2,000	0	0	0
4	1410 Administration	32,400	32,400	32,400	32,400
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	14,900	17,100	18,971	18,971
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	20,000	23,650	23,650	23,650
10	1460 Dwelling Structures	220,000	224,920	218,805	218,805
11	1465.1 Dwelling Equipment— Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	0	3,392	3,304	3,304
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0

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

PHA Name: Housing Authority of Indiana County	Grant Type and Number Capital Fund Program Grant No: PA28P048601-01 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:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
19	1502 Contingency	0	0	0	0
	Amount of Annual Grant: (sum of lines.....)	344,642	344,642	344,642	344,642
	Amount of line XX Related to LBP Activities	0	0	0	0
	Amount of line XX Related to Section 504 compliance	20,000	20,000	0	0
	Amount of line XX Related to Security –Soft Costs	0	0	0	0
	Amount of Line XX related to Security--Hard Costs	0	0	0	0
	Amount of line XX Related to Energy Conservation Measures	0	0	0	0
	Collateralization Expenses or Debt Service	0	0	0	0

PHA Name: Housing Authority of Indiana County		Grant Type and Number: Capital Fund Program Grant No. PA28P048601-01 Replacement Housing Factor Grant No.		Federal FY of Grant: 2001				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA 48-3 Saltsburg Heights	Construct front porches with gabled roofs & privacy dividers; encapsulate asbestos floor tiles, install carpeting, additional phone jacks, electrical & cable outlets Force Account Labor for Patio & Storm Door Replacement; Roof Replacement on Storage Sheds; and Window Glass Replacement	1460		220,000	220,000	213,885	213,885	Complete
		1460		0	4,920	4,920	4,920	Complete
PA 48-3 Saltsburg Heights	Redesign walkways, increase handicapped accessibility, improve curb appeal, landscape	1450		20,000	20,000	20,000	20,000	Complete
PA 48-3 Saltsburg Heights	A/E Fees	1430		11,400	13,900	13,900	13,900	Complete
PA 48-6 McGregor Manor	Carry-over from FY 2000 CFP Contractor Retainage Pending Litigation	1450		0	3,650	3,650	3,650	Complete
PHA-Wide	Environmental Review	1430		1,500	1,200	1,200	1,200	Complete
PHA-Wide	Advertising/Sundry	1430		2,000	2,000	3,871	3,871	Complete
PHA-Wide	Operations	1406		53,342	43,000	47,512	47,512	Complete
PHA Wide	Administration	1410		32,400	32,400	32,400	32,400	Complete

PHA Name: Housing Authority of Indiana County		Grant Type and Number: Capital Fund Program Grant No. PA28P048601-01 Replacement Housing Factor Grant No.		Federal FY of Grant: 2001				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Computer Software	1408		2,000	0	0	0	Deleted
PHA Wide	Training / Travel	1408		2,000	0	0	0	Deleted
PHA Wide	Computer Hardware	1475		0	3,392	3,304	3,304	Complete

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

PHA Name: Housing Authority of Indiana County		Grant Type and Number Capital Fund Program No: PA28P048601-01 Replacement Housing Factor No:					Federal FY of Grant: 2001	
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		
PA 48-3	12-31-02		03-31-02	06-30-04		06-30-02	Completed	
PA 48-6	---	12-31-02	03-31-02	---	06-30-03	06-30-02	Carry-over from FY 2000 CGP Contractor Retainage / Pending Litigation	
PHA Wide:								
Computer Software	12-31-02	Deleted	---	06-30-04	Deleted	---	Deleted	
Training / Travel	12-31-02	Deleted	---	06-30-04	Deleted	---	Deleted	
Environmental Review	09-30-02	09-30-01	09-30-01	06-30-03	09-30-01	09-30-01	Completed	
A/E Fees	12-31-02	09-30-01	09-30-01	06-30-04		06-30-02	Completed	
Advertising / Sundry	12-31-02	09-30-01	09-30-01	06-30-04		03-31-02	Completed	
Administration	12-31-02	09-30-01	09-30-01	06-30-04		12-31-01	Completed	
Operations	12-31-02		03-31-02	06-30-04		06-30-02	Completed	
Computer Hardware	---	06-30-02	03-31-02	---	12-31-02	06-30-02	Completed	

**Attachment PA048f01
FY 2003 Agency Plan
Housing Authority of Indiana County**

**Brief Statement of Progress in
Meeting the 5-Year Plan
Missions and Goals**

**Housing Authority of Indiana County
Attachment PA048f01
FY 2003 Agency Plan**

**BRIEF STATEMENT OF PROGRESS IN MEETING
THE 5-YEAR PLAN MISSION AND GOALS**

GOALS:

- We achieved in excess of 97% occupancy in our public housing program throughout this past year.
- We maintained 100% occupancy in the units designed for those with special needs.
- We have completed all FY 2001 CFP planned modernizations.
- We are currently out for bid for construction contracts for FY 2002 CFP planned modernizations.
- We have obtained grant monies enabling us to continue to contract with the Indiana County Department of Human Services for provision of Family Self-Sufficiency Coordinator duties. The DHS is currently conducting outreach for additional FSS program participants.
- We require all contractors to abide by our Section 3 Policy when hiring additional employees for modernization projects; we continue to comply with Pennsylvania State Civil Service Commission hiring practices.
- All invitations for bid and requests for proposals are published in at least one minority publication.
- We strive to increase our non-HUD income through operation of non-subsidized properties and management of privately owned affordable housing sites financed through the Low-Income Housing Tax Credit Program.
- Section 8 program utilization rates continue to increase as a result of adopting a 110% voucher payment standard.

STRATEGIES:

- We are becoming less dependent upon Federal funds to sustain daily operations of the Housing Authority by maximizing our other income sources, including three projects privately owned by the Housing Authority and management fees, administrative and maintenance salaries earned through management of tax-credit properties.
- Management of 8 projects containing 114 units of affordable housing throughout the county allows us to provide greater housing choice to our clients.
- We continue to exceed the federal targeting requirements for families at or below 30% of AMI in our public housing program.
- We have implemented admissions preferences for families who are working, who are involved in job training, post secondary education or who have graduated from those programs while on our waiting list.

- **Flat rents have been adopted to encourage working families to remain at our sites and provide a good example to other residents.**
- **We market available units to local agencies that assist families and individuals who are handicapped or disabled.**
- **We will continue to pursue public/private partnerships to develop additional housing projects that will meet the long-term housing needs of Indiana County residents. These may include assisted living and a Section 8 project-based tax credit site targeted for families with incomes below 50% median.**

**Attachment PA048g01
FY 2003 Agency Plan
Housing Authority of Indiana County**

**Resident Membership of the
PHA Governing Board**

**Housing Authority of Indiana County
Attachment PA048g01
FY 2003 Agency Plan**

RESIDENT MEMBERSHIP OF THE PHA GOVERNING BOARD

**Benjamin Paul Martino
117 Washington Street, Apt. #1
McGregor Manor Project PA 48-6
Saltsburg, PA 15681**

Appointed by the Indiana County Commissioners effective January, 2000.

Current term will expire January, 2005.

**Attachment PA048h01
FY 2003 Agency Plan
Housing Authority of Indiana County**

**Membership of the
Resident Advisory Board**

**Housing Authority of Indiana County
Attachment PA048h01
FY 2003 Agency Plan**

MEMBERSHIP OF THE RESIDENT ADVISORY BOARD

- ⌚ **Ms. Stella Ray**
150 West Market Street, Apt. #16
Conemaugh Terrace Project PA 48-1
Blairsville, PA 15717

Ms. Ray is an elderly, handicapped public housing resident.

- ⌚ **Ms. A. Virginia O'Neill**
202 Susan Drive, Apt. #20
Chestnut Ridge Terrace, Burrell Township Project PA 48-8
Blairsville, PA 15717

Ms. O'Neill is a resident of our general occupancy (family) public housing.

- ⌚ **Ms. Dorothy Wainwright**
101 Morewood Avenue, Apt. #332
Blairsville, PA 15717

Ms. Wainwright is President of the Morewood Towers Resident Council, and a Section 8 Program participant. Morewood Towers was previously a Section 23 Leased site, subsidized by HUD until 1994 when the lease expired. At that time the Housing Authority obtained an allocation of Section 8 vouchers to continue to subsidize rents for the residents, although the rental assistance is not project-based. The Housing Authority has since purchased the property and operates it as affordable housing for senior citizens.

**Attachment PA048i01
FY 2002 Agency Plan
Housing Authority of Indiana County**

**Comments of
Resident Advisory Board**

**Housing Authority of Indiana County
Attachment PA048i01
FY 2002 Agency Plan**

There were no comments received from Ms. Stella Ray and Ms. Dorothy Wainwright. Comments received from Ms. Alice Virginia O'Neill are as follows:

COMMENTS RECEIVED FROM MS. ALICE VIRGINIA O'NEILL:

- **Larger dumpster or twice a week pick up of garbage;**
- **Parking places for each apartment numbered.**

Received 02-07-03

We are monitoring this site to determine if the need exists for twice weekly trash collection. Only handicapped accessible and/or van accessible parking spaces are assigned. Sufficient off-street parking is available for all residents.

No revisions to the Agency Plan were required to address comments received from the Resident Advisory Council.

**Attachment PA048j01
FY 2003 Agency Plan
Housing Authority of Indiana County**

Pet Policy

**Housing Authority of Indiana County
Attachment PA048j01
FY 2003 Agency Plan**

PET POLICY

ADMINISTRATIVE ACTIONS:

Resolution #10-2000 was adopted on January 18, 2000, amending the Public Housing Admission and Continued Occupancy Policy. Revisions to the Policy reflected requirements of the *Quality Housing and Work Responsibility Act of 1998*, including implementation of regulations regarding the ownership of pets in public housing general occupancy (family) developments.

Prior to this Policy change, all one-bedroom units were permitted one common household pet of a limited size per unit. Resolution #10-2000 broadened the existing Policy to include all public housing units.

RESIDENT NOTIFICATION:

Residents received written notification of these changes on January 27, 2000. The Policy was available for public review and comment as part of our FY 2000 Agency Plan.

RESIDENT REQUIREMENTS:

All pets must be registered with our Property Management Office prior to admission. Registrations must include pet's license number, proof of inoculations, spaying or neutering (if applicable), veterinary information, responsibility form (in case of resident's illness or death).

A refundable pet deposit of \$150 is required and a \$5 fee is charged per month.

Public housing units where a pet resides are inspected quarterly.

**Attachment PA048k01
FY 2003 Agency Plan
Housing Authority of Indiana County**

**Voluntary Conversion
Required Initial Assessments**

**Housing Authority of Indiana County
Attachment PA048k01
FY 2003 Agency Plan**

VOLUNTARY CONVERSION REQUIRED INITIAL ASSESSMENTS

- a) **How many of the PHA’s developments are subject to the Required Initial Assessments?** Eight
- b) **How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy developments)?** One

- c) **How many Assessments were conducted for the PHA’s covered developments?**

A full assessment in compliance with 24 CFR Part 972 was conducted for each covered development.

- d) **Identify developments that may be appropriate for conversion based on the Required Initial Assessments:**

Development Name	Number of Units
None	N/A

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

REQUIRED CERTIFICATION

Introduction

On June 22, 2001, HUD issued 24 CFR Part 972, *Voluntary Conversion of Developments From Public Housing Stock; Required Initial Assessments; Final Rule*. This rule provides Housing Authorities with instructions on how to implement the provisions in Section 533 of the *Quality Housing and Work Responsibility Act of 1998*, which requires that Housing Authorities must complete initial conversion assessments of each of their public housing developments to determine whether or not each should be converted to tenant-based assistance. The Final Rule allows Housing Authorities to complete streamlined initial conversion assessments, as outlined in that rule. The “Background” section of the final rule also indicates that HUD is currently developing its more comprehensive final rule on voluntary conversions and that HUD expects to issue that final rule in the near future. The “Significant Differences” section of the rule indicates “Irrespective of the results of the required initial assessments for particular developments, PHAs retain the discretion whether to propose any particular development for voluntary conversion at a later time.”

On August 2, 2001, HUD issued Notice PIH 2001-26, which offers Housing Authorities with fiscal years beginning January 1, 2002, guidance for preparing their Agency Plan submissions. Section D of that notice provides additional clarification concerning initial conversion assessments. It briefly summarizes the requirements of the Final Rule, then indicates, “The assessment is non-binding and does not require a market study or detailed cost calculations.... After completing the required initial assessment, a PHA must retain documentation of the reasoning (which may be as short as a few sentences for a covered development) with respect to each required initial assessment.”

Housing Developments Subject to Review

The Final Rule asserts that an initial assessment is required for each development that does not meet one or more of four exclusionary criteria. The Housing Authority of Indiana County (HAIC) has therefore considered for its review only developments not meeting those exclusionary standards. Our review will be limited to our covered developments, which are our general occupancy family developments that are not primarily housing elderly and disabled residents.

The following housing developments have general occupancy residential sections not exempt from the conversion assessment requirement:

- PA 48-01 Conemaugh Terrace;
- PA 48-03 Saltsburg Heights;
- PA 48-04 Black Lick Manor;
- PA 48-05 Tate Terrace;
- PA 48-06 McGregor Manor;
- PA 48-07 Tall Pines Terrace;
- PA 48-08 Green Valley Apartments

Difficulties in Financial Analysis

In preparing this certification, HAIC has reviewed the 24 CFR Part 972 *Proposed Rule*, issued July 23, 1999. The Appendix to that rule details the methodology for comparing the cost of public housing with the cost of tenant-based assistance. Although not required for compliance with the Initial Conversion Assessment Final Rule, our authority has commissioned a firm to complete a financial analysis in compliance with the proposed rule. The results of that analysis indicate that *it would not be less expensive to run any of our public housing developments through tenant-based assistance than it is to continue to run them as public housing.*

Necessary Conditions for Conversion

As stated in the final rule cited above, conversion of a public housing development may be appropriate if the Housing Authority concludes that conversion will:

- (1) Not be more expensive than continuing to operate the development (or portion of it) as public housing;
- (2) Principally benefit the residents of the public housing development to be converted and the community; and
- (3) Not adversely affect the availability of affordable housing in the community.

If not all three of these conditions are met, the Housing Authority should conclude that conversion would be inappropriate.

Certification

The Housing Authority of Indiana County hereby certifies that it has reviewed the public housing operations of its covered dwelling units at:

- Conemaugh Terrace;
- Saltsburg Heights;
- Black Lick Manor;
- Tate Terrace;
- McGregor Manor;
- Tall Pines Terrace; and
- Green Valley Apartments

Having considered the implications of converting covered public housing units in those developments to tenant-based assistance, the Housing Authority of Indiana County has concluded that conversion of the covered units may be inappropriate, because:

- (1) Our review demonstrates that conversion of any of our current developments to tenant-based assistance will not be less expensive than continuing to manage the covered units as public housing;
- (2) Our review indicates it is not clear that conversion will principally benefit both our residents and the Indiana County community; and,
- (3) Our review indicates it is also not clear that conversion would not adversely affect the availability of affordable housing in the Indiana County community.

Kelly L. Hicks, Executive Director

Date

**Attachment PA048101
FY 2003 Agency Plan
Housing Authority of Indiana County**

**Certification Regarding Section 8
Project-Based Assistance**

**Housing Authority of Indiana County
Attachment PA048101
FY 2003 Agency Plan**

**CERTIFICATION REGARDING
SECTION 8 PROJECT-BASED RENTAL ASSISTANCE**

- ⌚ On August 22, 1994, HAIC requested HUD approval to project-base a maximum of 40 Section 8 rental certificates.
- ⌚ On September 16, 1994, HUD approved our request to set aside 40 rental certificates for Project-Based Certificate Program Assistance.
- ⌚ On November 15, 1994, HAIC adopted Resolution #04-95 authorizing the allocation of up to 40 units of Section 8 project-based rental assistance from our Existing Certificate Program:
 - 24 of these certificates would be set aside for "*The Homestead*", which would be developed through the use of Low-Income Housing Tax Credits at the border of Indiana Borough and White Township;
 - 8 of these certificates would be set aside for "*Garfield Court*", which would be developed through the use of Low-Income Housing Tax Credits in the Village of Robinson, West Wheatfield Township.
- ⌚ HAIC's non-profit affiliate, the Housing Alliance of Indiana County, Inc., was a co-general partner in both of these developments, utilizing its CHDO status to access tax-credit set-asides and various other funding resources. No HUD money was used for construction or any other related development costs.
- ⌚ The required subsidy layering review was completed and HUD approval to enter into an agreement for project-based rental assistance was received on February 28, 1997.

The Housing Authority of Indiana County will continue to provide Section 8 project-based rental assistance for these two affordable housing communities throughout the tax-credit compliance period.

Such action is consistent with our Agency Plan for the following reasons:

- ⌚ There is an extremely limited number of rental units available within Indiana Borough and White Township that fall within the allowable Fair Market Rents. Provision of project-based assistance at "*The Homestead*" allows Section 8 participants greater housing choice in an area they would not normally be able to find housing, which in turn provides better utilization of our Section 8 Rental Assistance Program.
- ⌚ There are only nine (9) units of rental housing available in the entire West Wheatfield Township, therefore, "*Garfield Court*" insures the availability of adequate and affordable housing to low-income individuals in this rural area.

Our participation in this housing development process through our non-profit affiliate, as well as HAIC's management of the site also coincides with Strategy #1 as included in our Agency Plan in that we are:

Pursuing housing resources other than public housing or Section 8 tenant-based assistance; and

Maintaining or augmenting our public/private partnerships that allow us to manage affordable housing throughout Indiana County.

Also, the project-basing of Section 8 rental assistance at these particular sites is consistent with the goals of deconcentrating poverty and expanding housing opportunities, especially in the case of "*The Homestead*", which is located in a census tract with the highest per capita income in the county.