

# PHA Plans

5 Year Plan for Fiscal Years 2006 - 2010

Annual Plan for Fiscal Year 2005

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

## PHA Plan Agency Identification

**PHA Name:** Housing Authority of the City of Meadville

**PHA Number:** PA28-033

**PHA Fiscal Year Beginning:** April 2004

### 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 2006 - 2010**  
[24 CFR Part 903.5]

**A. Mission**

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

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

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for additional rental vouchers: **Continue to push the Housing Choice Voucher Program and if possible apply for additional vouchers**
  - Reduce public housing vacancies
  - Leverage private or other public funds to create additional housing opportunities: **Should the needs be identified and opportunities arise.**
  - Acquire or build units or developments, as the need dictates, should waiting lists increase
  - Other (list below)  
Support transitional housing efforts to teach life skills to those *chronically homeless*.
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score) **Continually retain Hi-Performer Status**
  - Improve voucher management: (SEMAP score) Continually Increase voucher utilization to full capacity
  - Increase customer satisfaction – maximize flexibility of changing regulations to the residents advantage:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units - Ongoing:
  - Demolish or dispose of obsolete public housing –
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)  
Renovate units into fully accessible units for those with various physical limitations
- PHA Goal: Increase assisted housing choices  
Objectives:

- Provide voucher mobility counseling: Information is provided at initial briefing
  - Conduct outreach efforts to potential voucher landlords with accessible units.
  - Increase voucher payment standards Have increased to 110% of FMR
  - Implement voucher homeownership program – If viable candidates are identified:
  - Implement public housing or other homeownership programs – If viable candidates are identified:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers
  - Other: (list below)
- Consider purchasing units with, Section eight reserves, for conversion to accessible housing.

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

- PHA Goal: Provide an improved living environment
- Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments – Continue following established policy: Regarding Deconcentration of Poverty:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments – As policy dictates: Deconcentration of Poverty
  - Implement public housing security improvements – Ongoing as identified.:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities) If waiting list shows the capability and the community has expressed the desire
  - Other: (list below)
- Provide educational and learning opportunities. Encourage Resident Councils to represent the needs and desires of their community. Listen to the needs expressed by residents. Promote newly developed Resource Center

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- Increase the number and percentage of employed persons in assisted families- Provide job listings and resume preparation training (Ongoing):
  - Provide or attract supportive services to improve recipients' employability: **As opportunities arise, they will be brought onsite directly to the residents.**
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities. **As opportunities arise and residents request or respond to the need.**
  - Other: (list below)
- Continue Flat Rents so that additional education or home ownership can become a reality  
Utilize the Computer Center for children and adults to achieve skills in technology; increase job skills, and create possibilities for advancement in education and social skills.

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required – Provide Reasonable Accommodations increasing the supply as requested, including visitability (Ongoing):

Other: (list below)

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

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

**Annual PHA Plan**  
**PHA Fiscal Year 2005**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

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

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

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

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

Section 8 payment standards have been increased in an effort to assist participants in finding quality units in an era of rising rents.

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

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

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

The results of Housing Authority wide *meeting with residents councils* provides an overview of Resident Advisory Board comments, along with a statement of consistency with the State Consolidated Plan.. HUD Regulations require each housing authority to perform an income analysis of their individual developments. Attachment A attached provides this information and the Housing Authority of the City of Meadville recommended application of it. Capital Funds will be utilized to adhere to Section 504 regulations as well as the enhancement of the new Community Learning Center. A special primary focus will be placed on the development of accessible housing units. The new project based accounting being required in the near future will require job assignment changes as well as additional staffing.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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#### Attachments

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

#### Required Attachments:

- Attachment A** Admissions Policy and Questions for Deconcentration Of Poverty
- Attachment B** FY 2005 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled **ONLY**)

#### Optional Attachments:

- Attachment C** PHA Management Organizational Chart
- Attachment D** FY 2005 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Attachment E** Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
- Attachment F** Definition of Substantial Deviation and Significant Modification
- Attachment G Implementation of Public Housing Resident Community Service Requirements
- Attachment H Pet Policy
- Attachment I Progress in Meeting 5-Year Plan Mission and Goals
- Attachment J Resident Membership of PHA Governing Board
- Attachment K Membership of the Resident Advisory Board
- Attachment L Required Initial Assessment for Voluntary Conversion
- Attachment M Performance and Evaluation Reports 2002 CFP, 2003 CFP, and 2004 CFP

#### 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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
N/A	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or	Annual Plan: Capital Needs



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

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

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ability</b>	<b>Size</b>	<b>Location</b>
Income <= 30% of AMI	17,983	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	11,410	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but	4,920	N/A	N/A	N/A	N/A	N/A	N/A

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ability	Size	Location
<80% of AMI							
Elderly	8,998	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s - State of Pennsylvania  
Indicate year: 2000 - 2004
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	<b>106</b>		
Extremely low income	<b>75</b>	<b>70%</b>	

<b>Housing Needs of Families on the Waiting List</b>			
<=30% AMI			
Very low income (>30% but <=50% AMI)	<b>22</b>	<b>21%</b>	
Low income (>50% but <80% AMI)	<b>9</b>	<b>8%</b>	
Families with children	<b>18</b>	<b>17%</b>	
Elderly families	<b>32</b>	<b>31%</b>	
Families with Disabilities	<b>9</b>	<b>8%</b>	
Hispanic	<b>1</b>	<b>1%</b>	
White	<b>98</b>	<b>93%</b>	
Black	<b>6</b>	<b>6%</b>	
Asian/Pacific	<b>0</b>	<b>0%</b>	
American Indian	<b>1</b>	<b>1%</b>	
Multi-Racial	<b>0</b>	<b>0%</b>	
Characteristics by Bedroom Size (Public Housing Only)			
Efficiencies	<b>31</b>	<b>29%</b>	
1BR	<b>57</b>	<b>53%</b>	
2 BR	<b>13</b>	<b>12%</b>	
3 BR	<b>4</b>	<b>4%</b>	
4 BR	<b>2</b>	<b>2%</b>	
5 BR	<b>0</b>	<b>0%</b>	
5+ BR	<b>0</b>	<b>0%</b>	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>			
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	<b>85</b>		
Extremely low income <=30% AMI	<b>64</b>	<b>75%</b>	

<b>Housing Needs of Families on the Waiting List</b>			
Very low income (>30% but <=50% AMI)	<b>21</b>	<b>25%</b>	
Low income (>50% but <80% AMI)	<b>0</b>	<b>0%</b>	
Families with children	<b>50</b>	<b>59%</b>	
Elderly families	<b>12</b>	<b>14%</b>	
Families with Disabilities	<b>10</b>	<b>12%</b>	
Black	<b>14</b>	<b>16%</b>	
Hispanic	<b>0</b>	<b>0%</b>	
White	<b>69</b>	<b>81%</b>	
American Indian	1	1%	
Asian	1	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	<b>35</b>	<b>41%</b>	
2 BED ROOM	<b>24</b>	<b>28%</b>	
3 BR	<b>22</b>	<b>26%</b>	
4 BR	<b>4</b>	<b>5%</b>	
5 BR	<b>0</b>	<b>0%</b>	
5+ BR	<b>0</b>	<b>0%</b>	
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)? 19			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Family Reunification Only and reasonable accommodation for a disability to a public housing participant.			

**C. Strategy for Addressing Needs**

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

**(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line (Continually analyze policies and procedures)
- Reduce turnover time for vacated public housing units – Speed up application process and unit preparation
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development

- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
  - Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction (Increased October, 1 1999 & November 2000, & October 2001 & October 2004)
  - Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required Will accommodate families requiring reasonable accommodations
  - Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration Periodic news releases
  - Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
  - Participate in the Consolidated Plan development process to ensure coordination with broader community strategies – We are currently doing this and will continue
  - Other (list below)
1. **Express the need to Human Service Agencies** for case management services to assist applicants/residents in creating and implementing service plans to improve their life skills.
  2. Consider hiring a landscaping consultant to make recommendations for improving site plans at the public housing communities and at Scattered Site residents
  3. Work with *landlords* to expand the capacity of the Section 8 Program *for the physically disabled*
  4. Support the development of one bedroom units for the general population

**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)  
Consider purchasing units with Section Eight Reserves

**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)

*Coordinate services for the elderly*

Continue to monitor the local need based on waiting list data

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

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

Select all that apply

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

*Provide service coordination for the disabled*

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

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

Select if applicable

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

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

Select all that apply

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

*Encourage and support equal treatment of all individuals regardless of sex, creed, or national origin.*

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community

- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)  
Continually pursuing life skill development for residents – agency representation will be invited on site as well as Head Start for children.

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

[24 CFR Part 903.79 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2005 grants)</b>		
a) Public Housing Operating Fund	<b>\$685,245.00</b>	
b) Public Housing Capital Fund	<b>\$580,917.00</b>	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	<b>\$531,227.00</b>	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	Comp Grant Funds As of November 1, 2004	
<b>Capital Fund Program 2004</b>	<b>\$580,917.00</b>	Modernization and Security
<b>3. Public Housing Dwelling Rental Income</b>	<b>\$876,900.00</b>	Operations and tenant support
<b>4. Other income (list below)</b>	<b>\$52,600.00</b>	Operations
Late fees, appliance charges, pet fees		
Vending machines, and work order charges		
<b>4. Non-federal sources (list below)</b>	N/A	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Management Fee	\$2150.00	Undetermined
	N/A	
	N/A	
<b>Total resources</b>	<b>\$3,309,956.00</b>	

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

[24 CFR Part 903.7 9 (c)]

**A. Public Housing**

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

**(1) Eligibility**

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

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

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

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe) **Any verifiable evidence when there is no landlord history**

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

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

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

f.  Other County Court House record search for local applicants

**(2)Waiting List Organization**

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

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

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

- PHA main administrative office



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

Upon request applications will be mailed to those who are unable to visit the office (*Disability or Distance*).

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

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

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

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

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

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

### **(3) Assignment**

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

- One
- Two
- Three or More

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

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

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

a. Income targeting:

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

b. Transfer policies:

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

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

Other: (list below)

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

c. Preferences

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

Handouts and Brochures, **Resident Councils/Housing Authority interaction, Housing Authority newsletter**

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

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

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

Other (list policies and developments targeted below)

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

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

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

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:  
William Gill Village- Flat rents may be re-evaluated to attract Higher Incomes

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

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

## B. Section 8

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

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

### (1) Eligibility

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

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

Debts to other assisted housing facilities, Lifetime sex offender registration

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

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)

If requested *verified* history is given (Limited to most recent two years)

**(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) **By mail if located a distance away or has a medical hardship. They will be returned if the Section 8 list is closed, which it is currently.**

**(3) Search Time**

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

If yes, state circumstances below:

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

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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) Date and time of application will be used. The targeting goal for the extremely low income will be monitored monthly. Waiting list skipping will be utilized only when needed to meet the 75% requirement for new admissions. 80% of those invited to a briefing will be extremely low income

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

X Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

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

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

Notices to landlords and/or applicants

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

- Through published notices
- Other (list below)

Through correspondence to appropriate agencies

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

Market comparability study

Fair market rents (FMR)

95<sup>th</sup> percentile rents

75 percent of operating costs

100 percent of operating costs for general occupancy (family) developments



- Operating costs plus debt service
- The “rental value” of the unit
- Other (list below)

f. Rent re-determinations:

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

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

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

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year? – This will be the tenant’s choice but highly recommended by the Housing Authority. The Housing Authority would like to extend saving accounts to all residents as an option.

**(2) Flat Rents**

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

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

Rental value of unit, and operating costs

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)  
To be in compliance with regulations; **to assure that 40% are not paying more than 30% of their adjusted gross income *in any particular bedroom size*.**

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

- Annually
- Other (list below)

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

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

Funding availability

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	<b>347</b>	<b>119</b>
Section 8 Vouchers	<b>155</b>	<b>30</b>
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)		
Tax Credit Penn Homes	<b>11</b>	<b>1</b>

**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.

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

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

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment B  
-or-  
 The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

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

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name: 1b. Development (project) number:	
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/>	

Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: ( )
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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

[24 CFR Part 903.79 (j)]

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

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

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

See Attachment L (Required Initial Assessment for Voluntary Conversion)

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

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:

Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )

Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

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

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

Development Name	Number of Units

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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



program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes  No:

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

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

**B. Section 8 Tenant Based Assistance**

1.  Yes  No:

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

**The Housing Authority of the City of Meadville was approached by local social service agencies regarding the need for homeownership. The Housing Authority of the City of Meadville committed to work proactively with these agencies to identify viable candidates. Should no candidate qualify for a loan by September 30, 2005 the Housing Authority of the City of Meadville will suspend any home ownership program until such a time as viable candidates are positively identified. Forty families were invited to have their credit reviewed by a HUD certified housing counseling agency. No candidates were identified as being prepared to qualify. The Housing Authority will work with agencies to identify and recruit candidates. The Housing Authority will again try to encourage residents to clear up debt related issues preventing homeownership. A viable candidate was identified and on February 14, 2005, the Housing Authority of the City of Meadville Board approved the posting of a homeownership policy for a thirty day comment. A copy was also sent to the counseling agency for comment.**

## 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 PHA's are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

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

#### 1. Cooperative agreements:

Yes  No: Has the PHA has 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? 5/12/1999 and revised 6/17/2003

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

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

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

#### **(1) General**

##### a. Self-Sufficiency Policies

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

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

- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)  
Learning facilities on site with social service involvement.

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)
Computer Programs	40-50	1 <sup>st</sup> serve	William Gill Commons	Public Housing
Head Start	18-20	1 <sup>st</sup> serve	William Gill Commons	Public Housing

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

a. Participation Description

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

- 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:  
No public housing requirement.

**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**

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

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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)

William Gill Commons

**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)

William Gill Commons

**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)  
Involvement in crime watch
2. Which developments are most affected? (list below)  
All

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

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

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

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

See Attachment H "Pet Policy"

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

- 1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (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 PHA's are not required to complete this component. High performing and small PHAs are not required to complete this component.

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
  
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting Currently performed
  - Comprehensive stock assessment
  - Other: (list below)  
An awareness of changing housing trends and societal changes that reflects back to the CFP.
  
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 903.79 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - Attached at Attachment (File name) Attachment E
  - Provided below:
  
3. In what manner did the PHA address those comments? (select all that apply)
  - Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments  
List changes below:
  - Other: (list below)  
Comments were received prior to creating plan and afterward. Consideration was given to all comments

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

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

#### 3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
  - Candidates were nominated by resident and assisted family organizations

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  1. Address transportation needs of residents **who work, provide staff support to encourage educational and financial uplift**
  2. Stress the availability of family housing for persons with disabilities, **while re-habbing units in a manner that is sensitive to accessibility for those disabled**
  3. **Provide economic self-sufficiency programs for public housing residents**
- Other: (list below)

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

1. Need for transportation
2. Housing for persons with disabilities
3. **Supportive services for residents**

**D. Other Information Required by HUD**

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

**Attachments**

**Attachment A**

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

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

If yes, list these developments as follows:

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



**Attachment A**  
**Deconcentration of Poverty**  
**Backup Data**  
**October 26, 2004**

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

\$11,008.42

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

85% = \$ 9,357.16

115% = \$12,659.68

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

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

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

# of units

**DEVELOPMENT NAME**

Scattered Sites

PA 033-004

15

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

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

Due to the appealing nature of these remote units, residents usually stay for prolonged periods of time. *Many* of the residents have lived in Public Housing for nearly ten years each. They are promoting their lives in a nice neighborhood and are prospering well with incomes *nearly* one and half (1 ½) times the Housing Authority average. Should these people move out, and residents with the Housing Authority overall average move in, this development would then be within the Established Income Range. It is the small size of this development that causes a couple higher incomes to escalate the overall development average, **as well as all the units being three bedroom.**

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

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

Attachment A

Attachment A

October 26, 2004

Deconcentration of Poverty  
(Resident Income)  
Survey

<u>Project</u>	<u>Average Annual Income</u>	<u>W/O Income Disregard</u>
<u>Elmwood Village</u>	\$ 8,569.86	\$ 10,266.70
<u>Morgan Village</u>	\$11,231.13	\$12,477.26
<u>Total Average Income</u>	\$ 9,890.47	\$10,225.22

\*\*Note-There are 3 tenants @ Elm that have -0- Income  
There are 0 tenants @ Morgan that have -0- Income  
# persons @ Elm = 155 Total Occupied Units - 98  
# persons @ Morgan= 97  
Total 252

	<u>Average Annual Income</u>	<u>W/O Income Disregard</u>
<u>Wm. Gill Village</u>	\$ 8,053.52	\$ 10,401.83

\*\*Note -There is 1 tenant that has -0- Income @ Gill Village

# persons @ Gill = 272 Total Occupied Units -96

	<u>Average Annual Income</u>	<u>W/O Income Disregard</u>
<u>Scattered Sites</u>	\$11,156.60	\$13,988.97

\*\*Note - There are -0- tenants that have -0- Income in Scattered Sites

# persons @ S.S.= 45 Total Occupied Units - 15

	<u>Total Annual Income</u>	<u>Occupied Units</u>
Elm & Morgan	\$ 1,092,349	98 units
Gill Village	998,576	96 units
Scattered Sites	<u>209,835</u>	<u>15 units</u>
Totals	\$2,300,760	209 units

Average income \$11,008.42 for Family Public Housing

**Attachment A**  
**Deconcentration of Poverty**  
**Resolution # 469**

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

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

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

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

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

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

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: Housing Authority of the City of Meadville</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: 'PA28P03350105 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  2005
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	35,000.00			
4	1410 Administration	35,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	90,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	400,000.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	20,917.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>580,917.00</b>			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	350,000.00			
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

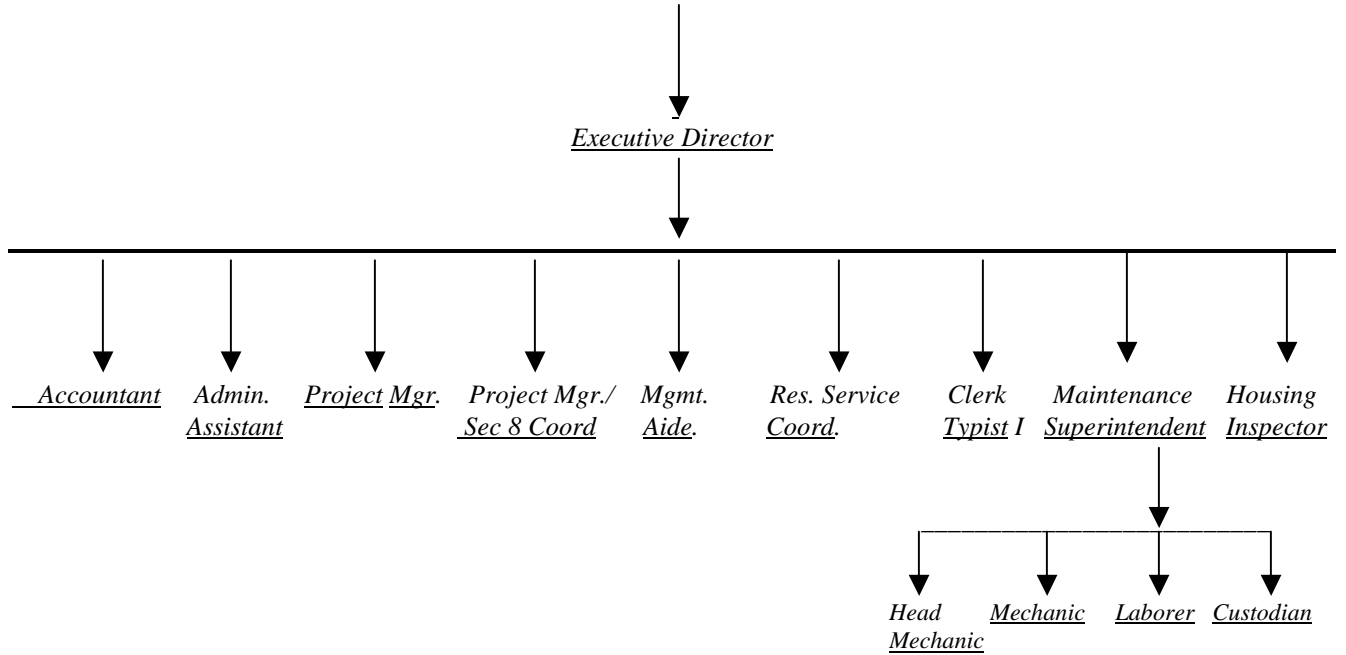
PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program Grant No: 'PA28P03350105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA33-3 William Gill Village	Convert five units to meet various size accessibility requirements	1460	5	300,000.00				
	<b>Replace closet door as units are vacated</b>	1460	As needed	50,000.00				
	<b>Replace low water base board heater as units vacate</b>	1460	As needed	50,000.00				
	Total 1460			400,000.00				
	<b>Total 33-3 William Gill Village</b>			<b>400,000.00</b>				
Housing Authority Wide	Staff Training	1408		10,000.00				
	Computer Software	1408		5000.00				
	Tenant Training	1408		10,000.00				
	Provide and/or contract for transportation services for tenants to help them achieve self-sufficiency goals	1408		10,000.00				
	<b>Total 1408</b>			<b>35,000.00</b>				
	Administration	1410		35,000.00				
	<b>Total 1410</b>			<b>35,000.00</b>				
	Engineering and other related fees & costs	1430		90,000.00				
	<b>Total 1430</b>			<b>90,000.00</b>				
	'Computer Hardware & Computerized Office Equipment (Upgrade, Replace, & Add)	1475		20,917.00				
	<b>Total 1475</b>			<b>20,917.00</b>				
	<b>Total Housing Authority Wide</b>			<b>180,917.00</b>				

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

PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program No: PA28P03350105 Replacement Housing Factor No:					Federal FY of Grant: 2005	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
PA33-3 William Gill Village All Work Items	9/2007			9/2009				
Housing Authority Wide All Work Items	9/2007			9/2009				

Attachment C

Housing Authority of the City of Meadville Board



Civil Service directs regulations for all Office Staff

Union Contract directs policy for all Maintenance Staff

### Attachment D

<b>Capital Fund Program Five-Year Action Plan</b>					
Part I: Summary					
PHA Name Housing Authority of the City of Meadville		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA -Wide	Year 1 2005	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2008	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2009	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2010
	Annual Statement				
PA33-1 Elmwood & Morgan Villages		475,000.00	150,000.00	415,000.00	125,000.00
PA33-2 Holland Towers		0.00	0.00	60,000.00	400,000.00
<i>PA33-3 William Gill Village</i>		100,000.00	0.00	100,000.00	50,000.00
PA33-4 Scattered Site		0.00	100,000.00	0.00	0.00
Housing Authority-Wide		0.00	325,000.00	0.00	0.00
CFP Funds Listed for 5-year planning		575,000.00	575,000.00	575,000.00	575,000.00
Replacement Housing Factor Funds					



Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2006 PHA FY: 2007			Activities for Year: <u>3</u> FFY Grant: 2007 PHA FY: 2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>	<i><b>P033-1 Elmwood and Morgan Village</b></i>	Convert five units to meet one, two, and four bedroom assess ability requirements	\$425,000.00	<i><b>P033-4 Scattered Site</b></i>	Refurbish existing three bedroom units to create three bedroom accessible units	100,000.00
<b>Annual</b>		Re-Pave Parking areas	50,000.00			
<b>Statement</b>		Subtotal	475,000.00		Subtotal	100,000.00
				<i><b>P033-1 Elmwood and Morgan Village</b></i>	Remodel Kitchens Morgan Village	150,000.00
					Subtotal	150,000.00
				<i><b>Housing Authority Wide Activities</b></i>	Bring all site conditions into compliance with 504/USAFS requirements	275,000.00
					Revamp units at all sites for resident’s handicap needs in regards to vision/hearing impairments	50,000.00
					Subtotal	325,000.00
<b>Total CFP Estimated Cost</b>			\$575,000.00			\$575,000.00

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : <u>4</u> FFY Grant: 2008 PHA FY: 2009			Activities for Year: <u>5</u> FFY Grant: 2009 PHA FY: 2010		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See	<b><i>P033-1 Elmwood &amp; Morgan Village</i></b>	Remodel Kitchens Elmwood Village	165,000.00	<b><i>P033-1 Elmwood &amp; Morgan Village</i></b>	Replace storm and or entry doors	125,000.00
					Subtotal	125,000.00
Annual		Remodel Community Center at Elmwood Village	250,000.00	<b><i>P033-3 William Gill Village</i></b>	Replace baseboard heaters upon unit vacancy	50,000.00
		Subtotal	415,000.00		Subtotal	50,000.00
Statement	<b><i>P033-2 Holland Towers</i></b>	Refurbish Lobby and corridors	\$60,000.00	<b><i>P033-2 Holland Towers</i></b>	Replace kitchen cabinets, bathrooms, and original flooring	400,000.00
		Subtotal	60,000.00		Subtotal	575,000.00
	<b><i>P033-3 William Gill Village</i></b>	Replace closet doors	100,000.00			
		Subtotal	100,000.00			
Total CFP Estimated Cost			\$575,000.00			\$575,000.00

**ATTACHMENT E**  
**Resident Advisory Board Summary**

Due to newly merged resident councils, the Housing Authority decided to utilize the traditional Advisory Board as required by the Department of Housing and Urban Development. In the previous few years, the Housing Authority had utilized a questionnaire that was sent to each household. While this method did work in recording the needs and desires of the residents, it was also an administrative burden to record, as the questionnaire was seven pages and sent to over 500 households.

On August 13, 2004, a letter was sent to all resident council officers informing them of a meeting to take place on August 24, 2004. Eleven officers were present at this meeting where the Executive Director explained the responsibilities of the Resident Advisory Board and the need for them to seek the input of residents for the Annual Plan.

It was clearly put forth that a complete listing of any and all needs should be presented along with any recommendations for management to consider.

On September 30, 2004 a second meeting was held to hear and clarify their comment. Below is a summary of the comments.

**Summary of Family Responses:**

Family residents are having continual problems with closet doors coming off track and shelving coming loose. They expressed that maintenance repairs often take three or four visits before the problem is corrected.

Rusty range hoods and ranges were reported

The possibility of larger mail boxes was requested

**Summary of Elderly/Disabled Responses:**

1. Outlets in elevator area (Christmas Trees etc.)
2. Have maintenance man here on weekend
3. Walk in showers
4. Garbage pick up daily
5. Elevator and other rugs cleaned
6. Furniture in lobby cleaned (Peed on)
7. Shuffleboard game
8. Garbage room cleaned
9. Laundry room cleaned
10. Closet doors painted
11. Apartment carpet cleaned or replaced
12. Another laundry room
13. New counter tops
14. Fans in laundry rooms
15. Security guard on front door

16. Air vents cleaned in units
17. Put vent in second floor laundry room
18. Camera in laundry rooms
19. Ceiling fans in hall
20. Put larger washers in laundries (For comforters etc.)
21. New floors in kitchen and bathroom
22. New cabinets
23. Refinish old cabinets
24. Refinish door to units
25. Outside work done before August
26. More counter space
27. Covered Shelter for bus
28. Better security
29. New furniture in lobby
30. Carpeting is coming loose and buckeling
31. Check water coming in patio doors during rain
32. Ceiling light in units
33. Modernize kitchen
34. Swimming pool

#### H.A.C.M. Response to Advisory Board Comments

On September 30, 2004, at the second meeting of the advisory board, each comment and/or request was read aloud and a verbal response given. Where statements needed additional clarification, the Executive Director inquired and then again responded verbally to the Advisory Board.

#### Summary of Family Responses

As a result of the resident concerns about closet doors (specifically at William Gill Commons) coming off track repeatedly, the Housing Authority has included this item for the proposed use of 2005 Capital Funds. The doors will be replaced by Housing Authority staff upon apartment vacancy. Additionally the Housing Authority has plugged in \$100,000 in Capital Funds Year 2008 to complete the balance of the doors. Regarding a comment that maintenance staff has to come back repeatedly regarding the same problem, it was revealed that the problems referred to were with bathroom fluorescent lighting. Those directly presenting these problems admitted that bulbs were changed and the light worked well for about a week and then their problem was back. New lamp ends were then installed with similar success, then a switch and lastly a new ballast. It should be noted that troubleshooting fluorescent lighting is not as simple as replacing a bulb. Also, residents were not billed for these multiple new parts or attempts to correct lighting issues.

Rusty range hoods were the result of oven cleaner being applied by residents. Rusty areas do not pass the physical site inspection and are currently re-painted when found on Preventative Maintenance or Annual Inspections.

Larger mailboxes were discussed; just recently the Federal Agency responsible for size and location had implemented a new ruling. The Housing Authority will consider this after consultation with the local postmaster. If done, funding will either come from within the Housing Authority Budget or from a Capital Fund year as the minor cost of mailboxes would not be a significant amendment or modification as per the Housing Authority definition.

#### Summary of Elderly/Disabled Responses

- 1 Residents questioned the use of current receptacles for Christmas trees, etc. Permission was granted pending that wiring was safely run, there were no overloads, and that access for those with disabilities were not obstructed.
- 2 It is not cost effective to have maintenance men on duty at the premises on the weekends. Residents were reminded that the Maintenance Department is on call after hours for their emergency needs.
- 3 Walk in/Roll in showers were discussed. The Director explained that the seven units currently in the planning stage would have these types of showers. He also reminded individuals of their ability to request a "Reasonable Accommodation" if needed.
- 4 Garbage – This is a normal daily maintenance function. After review, it appears that certain residents do not follow the rules and place their garbage in areas that they should not. A reminder letter was issued to residents.
- 5 Elevator and Rugs cleaned - The Director explained that throw rugs were periodically exchanged allowing the originals to be thoroughly scrubbed. Elevators are cleaned daily excluding weekends. Residents were made aware of the number of residents using the elevators as well as service personnel and resident pets.
- 6 The furniture in the lobby has been cleaned several times as elderly residents have accidents. The furniture will be professionally cleaned or replaced depending on funding availability.
- 7 Shuffleboard Game – The residents simply inquired where their game was as they could not locate it. The game was located in storage.
- 8 Garbage Room Cleaned – As previously mentioned in #4, some residents create these problems which then offend everyone. It was not known who the violators were. The Maintenance Department is now daily cleaning floor level trash rooms as the need dictates.
- 9 Laundry Room Cleaned – The cleaning cycle of the Maintenance Department was adjusted to meet the laundry appearance needs.
- 10 Closet Doors Painted – These doors have a factory baked on finish. The color is now fading with age. Closet doors are repainted on all vacancies.
- 11 Apartment Carpet Cleaned or Replaced – The residents were reminded of the carpet policy regarding cleaning. Carpet in some apartments is dirty in appearance. The tenants were reminded that the carpet is only (6) six years old with a depreciable life of (7) seven.
- 12 Another Landry Room – This was the first time this comment has ever been brought up. The building has operated successfully for over 30 years with the current number of washers. Usage has not increased. It was suggested that residents communicate with one and another regarding time of day usage in order to freely wash clothing.
- 13 New Counter Tops – Capital Fund Grant for Fiscal Year 2009 has \$400,000 for this purpose. (Note: Kitchens are original)
- 14 Fans in Laundry Rooms – Residents were shown that the existing exhaust fans operate. It appears that they were turned off by a resident who did not like the noise.
- 15 Security Guard on Front Door - The cost of a security guard cannot be justified. WE have no issues of interior disturbances. The only issue we have and have had repeatedly is resident's not paying attention to who they are letting in.
- 16 Air Vents cleaned in Units – The grills on exhaust fans do get covered with lint, dust, etc. based on the residents' living standards. These will be removed and cleaned on an as needed basis on Preventative Maintenance Inspections.
- 17 Put Vent in 2<sup>nd</sup> Fbor Laundry Room - Previously addressed in #14.
- 18 Camera in Laundry Room – The cost of installing a security camera in the laundry area cannot be justified simply to find out who wiped out the washer or not to identify a caseworker doing laundry for an in-hose tenant. Note: No vandalism has ever occurred to a washer/dryer.

- 19 Ceiling Fans in Halls – There is currently a roof top fresh air make up system to ventilate the hallways. The ceiling fans in a public area could become a problem during move-in/move out and also if a fire were to develop the fans would disburse the smoke to other areas of the building, therefore this is denied.
- 20 Larger Washers for Comforters – This area will be addressed regarding the possibility when common areas are addressed for Section 504 needs as illustrated in the (5) five year C.F. plan for F.F.Y. 2007.
- 21 In 5 year plan F.F.Y. 2009
- 22 In 5 year plan F.F.Y. 2009
- 23 Same as item #22
- 24 Apartment Doors are the solid wood type and have scratches, etc. from 30 years of use. Locksets have been changed within the last three-four years. The cost of removal to refinish verses replacement is close to the same. The doors are functional and not all are marred. Doors will be addressed out of budget on a case by case basis.
- 25 Outside Work Done Before August – Residents requested that when performing outside contractual work that it be completed before August as they like to keep their windows open and it becomes very dusty. The Director indicated he would keep this in mind; however it was not totally controllable. Residents should be aware of the work around the premises and open windows at the end of the day when work is completed or before work commences in the morning.
- 26 In 5 year plan F.F.Y. 2009
- 27 A recently constructed bus shelter is of the gazebo type. The open sides have been covered with plastic in the winter to cut the wind and/or blowing snow.
- 28 Better Security– Previously addressed in #15.
- 29 New Furniture in Lobby – Previously addressed in #6 – also this topic is in the five year plan F.F.Y. 2008.
- 30 Carpeting Coming Loose and Buckling – Excessive carpet extraction in a few apartments has caused the glue to release. Repairs have been performed by outside sources as the problems become known. Operations have funded this normal maintenance repair.
- 31 Water Coming in Patio Doors – The Resident Advisory Board did know who submitted this problem but rather indicated they have no problem.
- 32 Ceiling Light in Units – Original construction put lighting on walls. Elderly generally need more light. Fluorescent retrofit bulbs are utilized to enhance lighting. Residents were again reminded about Reasonable Accommodations for a disability.
- 33 Modernize Kitchen – Previously addressed in #'s 21,22. and 23.
- 34 Install Swimming Pool – Explained that a swimming pool was considered a luxury and that Public Housing was to be modest in design and development. The Director suggested that Resident Council approach the YWCA regarding a reduced fee for the residents of Holland Towers.

## **Attachment F**

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

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

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

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

Any work related item funded from the Capital Fund that was not included in a current or prior Annual Statement or Five Year Action Plan.

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

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

## Attachment G

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

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

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

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

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

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

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

As of November 1, 2002 there has not been a new Federal Budget for HUD passed. The Housing Authority of the City of Meadville will not apply the Community Service requirement unless a new budget, when passed authorizes the spending of Federal Funds for this purpose.

*In April 2003, letters were sent to all residents informing them that the Community Service Requirements were again effective. Additionally, the letter informed each adult about their exempt or non-exempt status and their rights as a result of this determination.*

*Currently, the Resident Initiatives Coordinator along with managers are encouraging and following up on resident progress. The Housing Authority has encouraged tenants to help those with disabilities as well as elderly with lease requirements. Resident involvement in training programs is being counted towards their hours required. The requirement has had little adverse action.*



## Attachment H “Pet Policy” Family Locations Summary

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

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

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

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

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

Minor mishaps have occurred, however they are minimal. Some residents still try to bypass registration of the animal prior to bringing the pet on-site.

# Attachment I

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

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

Transitional housing efforts have been supported, and a local Chodo is currently under construction. Waiting lists are beginning to increase and vacancies are **readily turned around**.

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

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

A second shift bus service was obtained through a grant from the Pennsylvania Department of Transportation, and the Housing Authority of the City of Meadville is providing free passes to those needing assistance to training and/or work. A Sunday service is not available.

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

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

Computer Classes for at risk youth are in place and supported through a partnership with the local school district and Allegheny College. **Training has been provided to all ages and computers are available for all residents to utilize.**

A Resident Initiatives Coordinator has been hired to help meet the various needs of residents of all ages. **She has assisted in the formation of councils at all locations.**

**Move out charges, to residents, have been reduced as a result of the new custodian position.**

Vacancies **have been filled and units are being turned around in a timely manner.**

**Security lights and cameras were installed at Holland Towers as were new gas ranges. An exterior recreational area was developed at Holland Towers, the building exterior rehabbed, and the landscaping and signage updated.**

**A new maintenance garage was constructed at William Gill Village..**

*A family resource and community center was constructed at William Gill Commons. It houses a Head Start Program, library, computer center for children and adults, laundry mat, community room with kitchen, and office space for Housing Authority management and social service agencies.*

*Reasonable accommodation policies have been passed and are an ongoing part of the application as well as the tenant related and employee related needs process.*

## Attachment J

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

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

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

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

On December 19, 2003 Ms. Reichel resigned due to moving out of state. On January 27, 2004, Joyce Catalano a resident of William Gill Village was appointed to complete Ms. Reichel's term. Ms. Catalano is and has been a long term resident of this community and is well versed on Housing Authority progress as well as the needs of the community.

# Attachment K

## “Membership of the Resident Advisory Board”

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

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

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

The questionnaires were determined to be a great success, especially in comparison to the Resident Advisory Boards.

*In 2003, Family Resident Councils merged in what appears to be a positive move. Due to the administrative time involved in reviewing and summarizing hundreds of questionnaires, the Resident Advisory Board process was again attempted. Results were positive and a written report was received from both councils. Their comments are included elsewhere in the plan and priorities are in the Five Year Plan*

*Meetings were held on August 24, 2004 and again on September 30, 2004. The first meeting explained the purpose of the Advisory Board and encouraged council representation to seek out, at meetings, the residents thoughts and opinions in all matters of Housing Authority operation. The second meeting was held to hear their responses while clarifying any issues. The responses are incorporated elsewhere in the plan.*

### **Advisory Board Members** **Attending the September thirty-two thousand four, Meeting**

<u>Harland Phillips</u>	<u>Richard Casler</u>
<u>Marge Betts</u>	<u>Linda Casler</u>
<u>Mary Lou Beach</u>	<u>Janet Waltermire</u>
<u>Karen Gilbert</u>	
<u>Joanie Smith</u>	
<u>Norma Oriens</u>	

## Attachment L

### Required Initial Assessment for Voluntary Conversion

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

Development Name	Number of Units

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

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

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

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

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

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

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

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

Date: August 13, 2001

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

**August 13, 2001**

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

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

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

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

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

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

Date: August 13, 2001

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

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

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

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

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

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

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

Date: August 13, 2001

## Attachment M

### Performance and Evaluations Tables Start Here

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part I: Summary</b>					
<b>PHA Name: Housing Authority of the City of Meadville</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28P03350102 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  <b>2002</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 2005 <input type="checkbox"/> Final Performance and Evaluation Report					
Lin e No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	80,000.00	21,029.63	21,029.63	21,029.63
4	1410 Administration	35,000.00	35,000.00	35,000.00	35,000.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000.00	117,927.79	117,927.79	116,306.95
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	424,648.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures	0	431,823.88	431,823.88	396,589.33
13	1475 Nondwelling Equipment	35,000.00	3,866.70	3,866.70	3,866.70
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>609,648.00</b>	<b>609,648.00</b>	<b>609,648.00</b>	<b>572,792.61</b>
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program Grant No: PA28P03350102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>William Gill Village PA28P033-003</b>	Remodel Kitchens	1460	100	278,222.00	0.00			
	Replace Storm Doors	1460	200	40,000.00	0.00			
	Replace Entrance Doors including Knobs	1460	200	55,000.00	0.00			
	Replace Bifold Doors	1460	All Units	51,426.00	0.00			
	<b>Subtotal 1460</b>			<b>424,648.00</b>	<b>0.00</b>			
	Construct Community/Learning Center	1470	1	0.00	178,479.79	178,479.79	143,245.24.00	
	Construct Authority Garage for Vehicles	1470	1	0.00	253,344.09	253,344.09	253,344.09	
	<b>Subtotal 1470</b>			<b>0.00</b>	<b>431,823.88</b>	<b>431,823.88</b>	<b>396,589.33</b>	
	<b>Total William Gill Village PA28P033-003</b>			<b>424,648.00</b>	<b>431,823.88</b>	<b>431,823.88</b>	<b>396,589.33</b>	
<b>AGENCY-WIDE Management Improvements</b>	Staff Training	1408		10,000.00	14,446.41	14,446.41	14,446.41	
	Computer Software	1408		10,000.00	4,516.46	4,516.46	4,516.46	
	Tenant Training	1408		10,000.00	2,066.76	2,066.76	2,066.76	
	Coordinator salary for tenant Services	1408		30,000.00	0.00	0.00	0.00	



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

**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program Grant No: PA28P03350102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Security Drug Elimination	1408		10,000.00	0.00	0.00	0.00	
	Provide and/or contract for transpiration services for tenants to help them achieve self-sufficiency goals			10,000.00	0.00	0.00	0.00	
	<b>Subtotal 1408</b>			<b>80,000.00</b>	<b>21,029.63</b>	<b>21,029.63</b>	<b>21,029.63</b>	
<b>AGENCY-WIDE Nontechnical Salaries</b>	Administration	1410		35,000.00	35,000.00	35,000.00	35,000.00	
	<b>Subtotal 1410</b>			<b>35,000.00</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>35,000.00</b>	
<b>AGENCY-WIDE Engineering Fees</b>	Architectural/Engineering, Legal, and Consultant Fees	1430		35,000.00	117,927.79	117,927.79	116,306.95	
	<b>Subtotal 1430</b>			<b>35000.00</b>	<b>117,927.79</b>	<b>117,927.79</b>	<b>116,306.95</b>	
<b>AGENCY-WIDE Non-Dwelling Equipment</b>	Computer Hardware & Office Equipment (Upgrade, Replace, & Add)	1475		35,000.00	3,866.70	3,866.70	3,866.70	
	<b>Subtotal 1475</b>			<b>35,000.00</b>				
					<b>3,866.70</b>	<b>3,866.70</b>	<b>3,866.70</b>	
	<b>Total AGENCY-WIDE</b>			<b>185,000.00</b>	<b>177,824.12</b>	<b>177,824.12</b>	<b>176,203.28</b>	

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

**Part III: Implementation Schedule**

PHA Name: Housing Authority of the City of Meadville		<b>Grant Type and Number</b> Capital Fund Program No: PA28P03350102 Replacement Housing Factor No:					<b>Federal FY of Grant: 2002</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
PA-28-P033-003 William Gill Village	5/31/2004			5/31/2006				
PA-28-P033 Agency Wide	5/31/2004			5/31/2006				

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

<b>PHA Name: Housing Authority of the City of Meadville</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28P03350103 Replacement Housing Factor Grant No: N/A	<b>Federal FY of Grant:</b>  <b>2003</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 2)  
 Performance and Evaluation Report for Period Ending: 2005  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00	151,660.41	151,660.41	149,343.02
2	1406 Operations				
3	1408 Management Improvements	70,000.00	33,957.53	33,957.53	3,957.53
4	1410 Administration	35,000.00	35,000.00	33,957.53	3,957.53
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000.00	39,672.00	39,672.00	28,692.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures	356,608.00	391,294.29	391,294.29	300,099.90
13	1475 Nondwelling Equipment	5,000.00	1,684.18	1,684.18	1,684.18
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>501,608.00</b>	<b>501,608.00</b>	<b>501,608.00</b>	<b>334,433.61</b>
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program Grant No: PA28P03350103 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	
<b>William Gill Village PA28P033-003</b>	Construct Community/Learning Center	1470	1	356,608.00	391,294.29	391,294.29	300,099.90	
	<b>Subtotal 1470</b>			<b>356,608.00</b>	<b>391,294.29</b>	<b>391,294.29</b>	<b>300,099.90</b>	
	<b>Total William Gill Village PA28P033-003</b>			<b>356,608.00</b>	<b>391,294.29</b>	<b>391,294.29</b>	<b>300,099.90</b>	
<b>Housing Authority Wide</b>	Staff Training	1408		10,000.00	2,312.68	2,312.68	2,312.68	
	Computer Software	1408		5,000.00	1,209.85	1,209.85	1,209.85	
	Tenant Training	1408		10,000.00	435.00	435.00	435.00	
	Security & Drug Elimination	1408		5,000.00	0.00	0.00	0.00	
	Coordinator for tenant Services	1408		30,000.00	30,000.00	30,000.00	0.00	
	Provide and/or contract for transportation services for tenants to help them achieve self-sufficiency goals	1408		10,000.00	0.00	0.00	0.00	
	<b>Subtotal 1408</b>			<b>70,000.00</b>	<b>33,957.53</b>	<b>33,957.53</b>	<b>3,957.53</b>	
	Administration	1410		35,000.00	35,000.00	35,000.00	0.00	
	<b>Subtotal 1410</b>			<b>35,000.00</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>0.00</b>	
	Architectural and/or Engineering, Legal, and Consultant Fees	1430		35,000.00	39,672.00	39,672.00	28,692.00	
	<b>Subtotal 1430</b>			<b>35,000.00</b>	<b>39,672.00</b>	<b>39,672.00</b>	<b>28,692.00</b>	
	Computer Hardware & Office Equipment (Upgrade, Replace, & Add)	1475		5,000.00	1,684.18	1,684.18	1,684.18	
	<b>Subtotal 1475</b>			<b>5,000.00</b>	<b>1,684.18</b>	<b>1,684.18</b>	<b>1,684.18</b>	
	<b>Total Housing Authority Wide</b>			<b>145,000.00</b>	<b>110,313.71</b>	<b>110,313.71</b>	<b>34,333.71</b>	

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

PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program No: PA28P03350103 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
William Gill Village All work items	16-Sept-2005			16-Sept-2007				
Housing Authority Wide All work items	16-Sept-2005			16-Sept-2007				

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

<b>PHA Name: Housing Authority of the City of Meadville</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28P03350203 Replacement Housing Factor Grant No: N/A	<b>Federal FY of Grant:</b>  <b>2003</b>
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Original Annual Statement    Reserve for Disasters/ Emergencies    Revised Annual Statement (revision no: 2)  
 Performance and Evaluation Report for Period Ending: 2005    Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures	99,968.00		99,968.00	89,174.77
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>99,968.00</b>		<b>99,968.00</b>	<b>89,174.77</b>
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

# Annual Statement/Performance and Evaluation Report

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

### Part II: Supporting Pages

PHA Name: Housing Authority of the City of Meadville		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28P03350203 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2003</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>William Gill Village PA28P033-003</b>	Construct Community/Learning Center			99,968.00		99,968.00	89,174.77	
	<b>Subtotal 1470</b>			99,968.00		99,968.00	89,174.77	
	<b>Total William Gill Village PA28P033-003</b>			<b>99,968.00</b>		<b>99,968.00</b>	<b>89,174.77</b>	

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

PHA Name: Housing Authority of the City of Meadville		<b>Grant Type and Number</b> Capital Fund Program No: PA28P03350203 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
William Gill Village PA28P033-003	3/31/2004			3/31/2006				



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

<b>PHA Name: Housing Authority of the City of Meadville</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28P03350104 Replacement Housing Factor Grant No: N/A	<b>Federal FY of Grant:</b>  <b>2004</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 2005  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	35,000.00			
4	1410 Administration	35,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	70,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	100,000.00			
10	1460 Dwelling Structures	329,309.00			
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	11,608.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>580,917.00</b>			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program Grant No: PA28P03350104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>PA28P033-001 Elmwood and Morgan Village</b>	Refurbish and landscape playground at Morgan Village	1450	1	100,000				
	<b>Subtotal 1450</b>			100,000.00				
	<b>Total Elmwood &amp; Morgan Village PA28P033-001</b>			<b>100,000.00</b>				
<b>PA28P033-002 Holland Towers</b>	Modify six one bedroom units and one two bedroom unit to conform with UFAS standards	1460	7	329,309.00				
	<b>Subtotal 1460</b>			<b>329,309.00</b>				
	<b>Total Holland Towers PA28P033-002</b>			<b>329,309.00</b>				
<b>Housing Authority Wide</b>	Staff Training	1408		10,000.00				
	Computer Software	1408		5,000.00				
	Provide and/or contract for transportation services for tenants to help them achieve self-sufficiency goals	1408		10,000.00				
	Tenant training	1408		10,000.00				
	<b>Subtotal 1408</b>			<b>35,000.00</b>				
	Administration	1410		35,000.00				
	<b>Subtotal 1410</b>			<b>35,000.00</b>				
	Engineering and other related fees & costs	1430		70,000.00				
	<b>Subtotal 1430</b>			<b>70,000.00</b>				
	Computer hardware and computerized office equipment (upgrade and replace)	1475		11,608.00				
	<b>Subtotal 1475</b>			<b>11,608.00</b>				
	<b>Total Housing Authority Wide</b>			<b>151,608.00</b>				

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

PHA Name: Housing Authority of the City of Meadville		<b>Grant Type and Number</b> Capital Fund Program No: PA28P03350104 Replacement Housing Factor No:					Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
Elmwood & Morgan Village PA28P033-001	9/6/2006			9/5/2008				
Holland Towers PA28P033-002	9/6/2006			9/5/2008				
Housing Authority Wide	9/6/2006			9/5/2008				