

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

PHA Plans

5 Year Plan for Fiscal Years 2006 - 2010
Annual Plan for Fiscal Year 2006

**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: Easton Housing Authority

PHA Number: 024

PHA Fiscal Year Beginning: (01/2006)

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:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score - 85)
 - Improve voucher management: (SEMAP score - 81)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:

- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

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

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

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2006
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

See attachment pa024b01 (Progress StatementT oward Meeting Five-Year Plan, Missions and Goals).

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2005 Capital Fund Program Annual Statement (pa024a01.xls)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2005 Capital Fund Program 5 Year Action Plan (pa024b01.xls)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant	Annual Plan: Capital Needs

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
X	year	
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1276	4	1	2	1	3	3
Income >30% but <=50% of AMI	806	3	1	2	1	2	2
Income >50% but <80% of AMI	1279	2	1	2	1	2	1
Elderly	735	2	1	1	2	1	2
Families with Disabilities	225	2	2	1	3	1	3
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
Indicate year: 2005 - 2009
- 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	712		93
Extremely low income <=30% AMI	500	70.22	
Very low income (>30% but <=50% AMI)	167	23.46	
Low income (>50% but <80% AMI)	45	6.32	
Families with children	451	63.34	
Elderly families	132	18.54	
Families with Disabilities	129	18.12	
Race/ethnicity White	415	58.29	
Race/ethnicity Black	268	37.64	
Race/ethnicity American Indian	7	.98	
Race/ethnicity Asian	20	2.81	
Race/ethnicity Pacific Islander	2	.28	

Housing Needs of Families on the Waiting List

Characteristics by Bedroom Size (Public Housing Only)			
1BR	261	36.66	
2 BR	294	41.29	
3 BR	126	17.70	
4 BR	23	3.23	
5 BR	8	1.12	
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 - Public Housing
 - Combined Section 8 and Public Housing
 - 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	963		44
Extremely low income <=30% AMI	701	72.79	
Very low income (>30% but <=50% AMI)	221	22.95	
Low income (>50% but <80% AMI)	41	4.26	
Families with children	666	69.16	
Elderly families	297	30.84	
Families with Disabilities	247	25.65	
Race/ethnicity White	563	58.46	
Race/ethnicity Black	366	38.01	
Race/ethnicity American Indian	2	.21	
Race/ethnicity Asian	31	3.22	
Race/ethnicity Pacific Islander	1	.10	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			

Housing Needs of Families on the Waiting List			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: List closed on 10/15/2004 How long has it been closed (# of months)? 12 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			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs

- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2005 grants)		
a) Public Housing Operating Fund	\$1,674,341.00	
b) Public Housing Capital Fund		
2003 SA	\$ 180,655.00	
2004	\$ 917,594.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Section 8	\$1,595,753.00	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2003 CFP	\$14,131.81	
2003 SA	\$47,386.84	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
2004 CFP	\$318,872.59	
3. Public Housing Dwelling Rental Income (from budget)	\$1,571,690.00	
4. Other income (list below)		
PH Investments	\$ 40,000.00	
Section 8 Admin Fees	\$ 166,961.00	
4. Non-federal sources (list below)		
Total resources	\$6,527,385.24	

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: (120 days)
 Other: (describe)

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

- Criminal or Drug-related activity
 Rental history
 Housekeeping
 Other (Debt to this or any PHA)

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

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

(2)Waiting List Organization

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

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

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

- PHA main administrative office
 PHA development site management office
 Other (list below)
Telephone, mail or home visit for disabled applicants

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?

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

(5) Occupancy

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

Former Federal preferences:

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

Other preferences: (select below)

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

Resident of Easton

Singles

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
- 2 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)

1 Resident of Easton

3 Singles

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)

Staff response to stated questions

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

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

Debt to this or any PHA

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)
Tenant history with previous Section 8 landlords;
Public Housing Tenancy Records as appropriate.

(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)
Telephone, mail or home visit for disabled applicant

(3) Search Time

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

If yes, state circumstances below:

If participant produces Good Faith Effort

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - W-t-W Awardee;
 - Disposition/Demolition relocation from Easton Public Housing;
 - Resident of the City of Easton

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 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)
 - (1) Disposition/Demolition relocation from Easton Public Housing
 - (1) W-t-W Awardee
 - (2) Resident of the City of Easton

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)
 - Through announcements made by Program Partners/Team

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:

The family has lost eligibility or is awaiting determination for Federal, State or Local assistance; the family would be evicted as a result of the imposition of the minimum rent requirement; the income of the family has decreased because of changed circumstances; including:

Loss of employment

Death in family

Other circumstances as determined by PHA or HUD

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:
1. Minimum rent \$50 if family claims zero income.
 2. Flat rents as appropriate per development.

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)
Child Support Payments

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(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)
- (1) The family has lost eligibility or is awaiting determination for Federal, State or Local assistance, including a family with a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity act of 1996;
 - (2) The family would be evicted as a result of the imposition of the minimum rent requirement;
 - (3) The income of the family has decreased because of changed circumstances, including:
 - Loss of employment;
 - Death in the family;
 - Other circumstances as determined by the PHA or HUD.

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:

The management structure of HACE establishes the Board of Commissioners as the ultimate decision making group regarding all policies involving all operations of the agency.

The Executive Director, who answers directly to the Board of Commissioners, is responsible for the successful application of all policies prescribed by the Board, supervising the implementation of resultant programs in compliance with HUD regulations and requirements.

The directors of six departments answer to and assist the Executive Director. The departments are Occupancy, Finance, Operation, Project Management, Modernization (or Capital Improvement) and Special Programs.

The Operations Director applies on-hand guidance and supervision as needed to the private firm contracted through procurement procedure to provide all required maintenance services. The Operations Director also supervises procurement and inventory control.

A housing inspector reports to the Occupancy Director.

All information is channeled from each of the departments to the Executive Director and ultimately to the Board of Commissioners.

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	555	125
Section 8 Vouchers	303	50
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
 - Completed Maintenance Bid Package and Contract Awarded through Procurement
 - Admissions and Continued Occupancy Policy

- (2) Section 8 Management: (list below)
 - Section 8 Administrative Plan

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 (pa024a01.xls)

-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 (pa024bo1.xls)

-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:

Delaware Terrace
Delaware Terrace Annex

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:

PA24-1
PA24-3

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.)
Delaware Terrace – implement Hope VI revitalization grant
Delaware Terrace Annex – implement Hope VI revitalization grant

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: Delaware Terrace 1b. Development (project) number: PA24-1
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(07/06/05)</u>
5. Number of units affected: 228 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 9/1/2005 b. Projected end date of activity: 6/30/2009

Demolition/Disposition Activity Description
1a. Development name: Delaware Terrace Annex 1b. Development (project) number: PA24-3
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(07/06/05)</u>
5. Number of units affected: 10 6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 9/1/2005 b. Projected end date of activity: 6/30/2009

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: Harlan House 1b. Development (project) number: PA025 005
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (06/07/2001)
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

(date submitted or approved: _____)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/>	HOPE I
<input type="checkbox"/>	5(h)

<input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

Eligible participants in the Section 8 Housing Choice Voucher program, including participants with portable vouchers, will have the option of purchasing a home with their Section 8 assistance rather than renting. Participants may have their choice of (1) receiving monthly homeownership assistance for the term permitted by HUD regulations; or (2) receiving a single down-payment assistance grant.

Section 8 homeownership assistance may be used to purchase the following types of homes within the jurisdiction of HACE: new or existing single-family, condominium, planned used developments, cooperatives, lofts, line/work unites, or assistance to another jurisdiction, provided the receiving jurisdiction operates a Section 8 home-ownership program for which the Section 8 home-ownership applicant qualifies.

a. Size of Program

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

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

- 25 or fewer participants
 26 - 50 participants

- 51 to 100 participants
- more than 100 participants

b. PHA established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

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? DD/MM/YY

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
PA Dept. of Education ABLE, GED, and ESL	6	All residents	Site Office	Both
ProJeCt of Easton Even Start	12	All residents	Site Office	Both
Head Start	30	All residents	Site Office	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	25 as of 06-15-05
Section 8	0	20 as of 6-15-05

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

PA024-1
PA024-2

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)

PA024-1
PA024-2

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action

- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
 - Police regularly testify in and otherwise support eviction cases
 - Police regularly meet with the PHA management and residents
 - Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
 - Other activities (list below)
2. Which developments are most affected? (list below)

PA024-1
PA024-2

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 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 2005 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)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

2. What types of asset management activities will the PHA undertake? (select all that apply)
 Not applicable
 Private management
 Development-based accounting
 Comprehensive stock assessment
 Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (File name)
 Provided below:

Q. Can you tell us what types of equipment will be replaced?
A. Selected windows, screen doors, and interior plumbing.

Q. Is there a specific model that is being planned?
A. No specific model at this time. The housing authority relies on the architect to make a recommendation to a particular model or an equal substitute which the architect must approve.

Q. When replacing the canopy at the Walter House, does that also mean that the lighting will also be replaced?

A. The bridge will be repaired and a new canopy and lights will be installed.

Q. Will the lights or lanterns in the court yard be replaced?

A. Yes

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

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

Representatives of all PHA resident and assisted family organizations

Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

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)
Provide tenant based rental assistance program to residents who are cost burdened. Upgrade the existing renter-occupied housing units.
 - Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
Jurisdiction's certification of Plan compliance by PHA.

D. Other Information Required by HUD

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

Attachments

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

PHA Plan Table Library

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

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP 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	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

PET POLICY

HACE has adopted a pet policy in compliance with requirements set forth in the Federal Register of 07/10/00.

PROGRESS STATEMENT TOWARD MEETING
FIVE-YEAR PLAN
MISSIONS AND GOALS

Through the current plan year and as we approach the 2006 plan year, HACE is continuing to implement its policies and programs in compliance with HUD regulations and thus is continuing to promote adequate and affordable housing, economic opportunity and suitable living environment, free from discrimination.

- Continued to manage a successful Section 8 Welfare to Work Voucher Program.
- HACE has recorded solid progress in the implementation of its Family Self-sufficiency Program for its public housing residents. A total of 45 residents are participating at the time of this writing and it is expected that number will increase.
- Maintained a close watch on TARs through the ad hoc duties of a specially trained staff person. Affected timely evictions in cases of non-payment. In order to continue reducing the outstanding debt owed to the housing authority, the Board of Commissioners has begun reviewing the possibility of contracting a Collection Agency.
- HACE continued to direct the expenditures of the CFP allocation and a substantial part of its general fund budget toward the renovation and physical upkeep of its public housing units.
- HACE is in the process of completely updating its MIC system.
- HACE now employs six full-time administrative staff members who have been fully certified by the Pennsylvania Civil Service Commission and who are recognized as bona fide staff members without any limiting qualifications. All six were public housing residents at the time of hiring. The Civil Service Certification for each was accomplished upon completion of a job training process in HACE offices. HACE uses this process to add low-income individuals to the work force, thus enhancing their life values.
- HACE provides bona fide classroom space and all required amenities for the conduction of Adult Basic Literacy Education and English As A Second Language classes administered by faculty members of the Northampton Community College. Funding for the special education classes was obtained by HACE from the Pennsylvania Department of Education.
- Additionally, HACE provides rent free bona fide classroom space, offices, kitchen facilities and restrooms for the federally funded Head Start Program and also for the nationally acclaimed Even Start Program conducted by ProJeCT of Easton.
- The housing authority has continued to allow to the Boys & Girls Club of Easton exclusive occupancy of the Martin Luther King Center which serves as the home of the Boys & Girls Club in the very midst of Delaware Terrace, the housing authority's largest development.
- HACE continues to apply policies ensuring Equal Housing Opportunity, including units made accessible to persons with disabilities.

- During the 2004 plan year, the Housing Authority revised its agency plan to allow for the implementation of a Section 8 Homeownership program. That program continues to be further developed.
- HACE submitted a Hope VI application for the revitalization of Delaware Terrace and the surrounding neighborhood through HUD's 2003 NOFA. The application did not receive funding, due to poor representation on the community service level.
The Board of Commissioners agreed to reapply for a Hope VI grant when the 2004 NOFA was published. The application received 67 community service agencies support. Due to volatile circumstances within the housing authority, HUD denied funding again.
The above situation has been corrected by the hiring of a new Executive Director, appointment of a new Board member by the Mayor, and some senior staff changes. Community support and confidence convinced the Board of Commissioners to reapply for the Hope VI grant through the 2005 NOFA. The application, with 70 community service agencies support, has been submitted and we are awaiting HUD's decision.
- The housing authority welcomes the life value enhancements made available to its residents by Head Start, ProJeCT Even Start, the Northampton Community College and the Boys & Girls Club of Easton. Therefore, if Hope VI funding should be a reality, facilities for those entities will be modernized so that their operations may continue and increase.
- HACE continues to have a two-person housing management staff occupy offices in the site administration building in Delaware Terrace.
- HACE has made an application to the Northampton County Community and Economic Development Association for funding to implement a Lease to Purchase Homeownership Program.
- HACE in cooperation with Nan McKay and their instructors has sponsored two seminars for local housing authorities to address issues including Fraud and Rent Calculation.
- Revision of the housing authority by-laws has been completed by the Board of Commissioners.
- HACE has implemented a newsletter which is sent quarterly to all public housing and Section 8 residents.
- HACE has held resident/staff meetings at all of the development sites. The main objective of these meetings is to develop an open door policy between the Resident Management Association and the residents of each development. The plan of the housing authority is that once the Resident Management Associations are empowered, resident issues will be addressed at the Resident Advisory Board meetings.

POLICY FOR COMMUNITY SERVICE

1. The Housing Authority will administer the community service or self-sufficiency activities of its residents in compliance with 24CFR Part 960.
2. Along with the notice for re-examination any household with members 18 through 61 years of age will receive a list of household members who are subject to the service.
3. At the re-examination interview, the resident shall declare any exempt members and the reason for exemption. Verification forms will be sent to document any exempt status or the resident may present verification.
4. The resident will be notified that changes in exemption status can be requested at any time and verified as noted in 3 above.
5. After verification, the Housing Authority will notify the family of its findings regarding the exempt members and those subject to service requirements. A description of the service requirement will be sent to those who qualify.
6. The Housing Authority will review compliance with service requirements and verify compliance annually at least 30 days prior to the end of the 12-month lease term.
7. Documentation of service performance or exemption will be maintained in the resident's/family file.
8. The policy will comply with non-discrimination and equal opportunity requirements.

As developed by HACE policy, community service requirements are described as the performance of voluntary work or duties that provide a public benefit and that serve to improve the quality of life, enhance resident self-sufficiency and increase resident self-responsibility in the community. Such service is not employment and is not to include any political activities.

In compliance with 24CFR 960.600 through 960.609, each non-exempted adult resident must contribute 8 hours per month. Community service can be performed at a housing authority location, with the type of duties to be determined after consultation with the resident involved. Other sites for community service may be pre-approved by the housing authority. Residents who participate in the "Economic Self-Sufficiency Program" for 8 hours each month will be recognized as meeting their monthly requirements. Residents may combine community service and self-sufficiency activities to meet the monthly requirements. The participating resident will be required to submit a monthly verification form confirming participation.

RESIDENT COMMISSIONER IDENTIFICATION

Debra L. Lutz

Appointed by:

Thomas F. Goldsmith, Mayor
City of Easton

Appointment Date:

March 23, 2001

Term Expiration:

February 15, 2006

RESIDENT ADVISORY BOARD MEMBERS

Mary Ann Breuer

Aljetta Broughton

Anne DeNoyelles

Katherine Howell

Roberta Jones

Ray Kravanja

Ethel Metler

Louella Morris

Daisy Rogers

Mary Louise Smith

Cassandra Thompson

Valerie Vining

Barbara Weaver

Sylvia Wesley

FOLLOW-UP PLAN 2004
PA024 – HOUSING AUTHORITY OF THE CITY OF EASTON

Deficiency: Communication

1. Conduct with each new leaseholder and family a special lease orientation session during which all conditions of the lease will be explained clearly in sufficient detail to ensure understanding. Questions from the new residents will be welcomed and answered completely. Role-playing may be employed as appropriate.
2. Site management staff will increase postings of notices regarding activities, both business and social, between agency and the residents.
3. A quarterly newsletter will be published and delivered to all residents. The newsletter will include information for all developments including: a question and answer section, information from various housing authority departments updating residents on improvements or reaffirming policies, and a section written by resident management associations.
4. Residents will be encouraged to read and become familiar with housing authority policies. Quarterly resident/staff meetings will be held, at each development, to encourage residents to comment on policies and help design solutions to issues affecting residents.
5. Bi-monthly meetings of the Resident Advisory Board will continue to take place. Board members will be advised to discuss the information they receive at these meetings at their Resident Management Association Meetings, this will keep the general population informed of housing authority activities.

Deficiency: Safety

1. The housing authority recognizes that the Resident Management Associations are the direct link to residents in each development. Staff meetings with residents that include RMA's are being used to empower the residents through use of the RMA's and subsequently the Resident Advisory Board.
2. Bi-monthly meetings of the Resident Advisory Board will continue to take place. Board members will be asked to help design solutions to the safety issues.
3. Resident Management Associations will be asked to communicate with their members and ask them to inform the police department and the housing authority of any problems in their neighborhood.
4. Police will continue to send all incident reports regarding any criminal activity that ensues on housing authority property. Housing Authority personnel will investigate and take appropriate action to remove residents when applicable.
5. The housing authority will continue to work in cooperation with the police department. Police substations in the developments are accessible to police at all times and use of vacant units for surveillance or pursuit will be made available upon police request.
6. The housing authority's Board of Commissioners has initiated a contract with the local police department to perform above baseline patrols. The housing authority will continue to explore other possible solutions to prevent crime and improve the quality of life for its residents.
7. Lighting in common areas will be checked routinely by the housing authority and residents will be asked to notify the housing authority immediately of any lights that are not working properly.

Deficiency: Neighborhood Appearance

1. Site management personnel will continue to encourage residents to dispose of trash and waste matter properly.
2. Housing management will meet with Resident Management Associations to enlist their aid in encouraging residents of their development to dispose of trash and waste matter properly. The housing authority will also encourage residents who must perform community service, to perform their services within their own communities and help clean and beautify their neighborhoods.
3. The housing authority will continue to research various options to remedy the trash problems within the family developments. The housing authority will repaint designated areas so that trash will not block sidewalks or be placed randomly throughout the neighborhood. The current lease will be amended to include a stipulation that all trash must be disposed of in lidded receptacles.
4. Graffiti will continue to be removed immediately upon its discovery.
5. Vigorous lease policy enforcement and actions will be applied and whenever necessary, matters will be placed in the hands of the judicial system.
6. The continuation of Operation CLEAN on a monthly basis will reward residents who keep their property clean and free of debris.
7. Evictions will take place upon the fourth violation of the clean-up program established by the housing authority in 2004. This program's goal is to keep yards cut, trimmed and free of litter, debris, broken furniture, broken toys, broken bicycles, bicycle parts, abandoned auto parts and any other unauthorized items.
8. The housing authority is also looking into using court appointed citizens required to perform community service to perform clean-up in the developments.

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:

PHA Name:	Grant Type and Number	Federal FY of Grant:
EASTON HOUSING AUTHORITY	Capital Fund Program Grant No: Replacement Housing Factor Grant No:	2006

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	175,233.80	-	-	-
3	1408 Management Improvements	48,515.00	-	-	-
4	1410 Administration	91,760.00			
5	1411 Audit	1,000.00	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	60,500.00	-	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	54,000.00	-	-	-
10	1460 Dwelling Structures	308,160.20	-	-	-
11	1465.1 Dwelling Equipment - Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	40,000.00	-	-	-
13	1475 Nondwelling Equipment	92,000.00	-	-	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	5,000.00	-	-	-
18	1499 Development Activities		-	-	-
19	1501 Collateralization or Debt Service		-	-	-
20	1502 Contingency		-	-	-
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 876,169.00	\$ -	\$ -	\$ -
22	Amount of line 21 Related to LBP Activities	6,000.00	-	-	-
23	Amount of line 21 Related to Section 504 Compliance	28,000.00	-	-	-
24	Amount of line 21 Related to Security - Soft Costs	15,662.00	-	-	-
25	Amount of line 21 Related to Security - Hard Costs	17,000.00	-	-	-
26	Amount of line 21 Related to Energy Conversation Measures	25,500.00	-	-	-

t:

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages--Work Activities

Activities for 2006	Activities for Year: 2007 FFY Grant: 2007 PHA FY: 12/31/2007			Activities for Year: 2008 FFY Grant: 2008 PHA FY: 12/31/2008			
See Annual Statement	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
	PA24-1	50% Interior Doors	\$59,864.00	PA24-1	50% Interior Doors	\$70,000.00	
	Delaware Terrace	Repl. 50% basebd/trim	54,891.00	Delaware Terrace	Repl. 50% basebd/trim	54,891.00	
		Paint 50% interior units	50,000.00		Paint 50% interior units	28,575.00	
		Repl./refinish 50%			Install New Boilers		
		wood floors	114,313.00		for Heat	79,826.00	
		Install 50% stove top			Install 50% stove top		
		fire suppression system	30,495.00		fire suppression system	30,495.00	
		Repl. 50% medicine cab.	17,463.00		Repl. 50% medicine cab.	17,463.00	
		Repl. Utility poles	8,000.00		Paint porch railings/		
					Construct Storage	8,000.00	
		Authority Wide	Repl/repair selected		Sheds, Boiler Rooms		
			sidewalks	15,000.00			
			Pave Parking Lots	18,285.20			
		PA2A & 2B	Replace Selected Roofs	20,000.00	PA24-2A & 2B	Remve VAT gallery bldgs	56,700.00
		Jefferson & N. Union S	Relocation (1495.1)	3,000.00		Install VCT gallery bldgs	56,700.00
			Replace Exterior Lights	10,000.00			
			Install Playground Equip.	10,000.00		Relocation (1495.1)	6,000.00
		Contingency (1502)	Contingency	2,000.00	PA24-3	Replace Selected	10,000.00
					Delaware Terrace	Roofs	
		PA24-4	Replace Int. Lights	10,124.00	Annex	Replace Selected	28,285.20
		Walter House	Replce Mail Boxes	5,000.00		Sidewalks	
	PA24-6C	Replace Int. Lights	10,000.00				
	Bushkill House	Replace Mail Boxes	5,000.00				
	157 Bldg. (1470)	Replace Parking Lot	10,000.00				
	Total CFP Estimated Cost		\$ 453,435.20			\$ 446,935.20	

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages--Work Activities

Activities for 2006	Activities for Year: <u>2007</u> FFY Grant: <u>2007</u> PHA FY: <u>12/31/2007</u>			Activities for Year: <u>2008</u> FFY Grant: <u>2008</u> PHA FY: <u>12/31/2008</u>			
See Annual Statement	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
	Operations (1406)	Operations	\$175,233.80	Operations (1406)	Operations	\$175,233.80	
	Management Improvements (1408)	Staff Training	2,000.00	Management	Staff Training	6,000.00	
		MIS Training	2,000.00	Improvements (1408)	MIS Training	3,000.00	
		MIS Imprvmts - software	4,000.00		MIS Imprvmts - software	5,000.00	
		Family Self-sufficiency	2,000.00		Family Self-sufficiency	3,000.00	
		Resident Initiatives	2,000.00		Resident Initiatives	3,000.00	
	Administration (1410)	Salaries/empl. Benefits	120,000.00	Administration (1410)	Salaries/empl. Benefits	120,000.00	
		Advertising	500.00		Advertising	500.00	
		Sundries	2,000.00		Sundries	2,000.00	
	Audit Costs (1411)	Closed out programs	500.00	Audit Costs (1411)	Closed out programs	500.00	
	Fees & Costs (1430)	A/E fees	30,000.00	Fees & Costs (1430)	A/E fees	30,000.00	
		Consultants	20,000.00		Legal fees	1,000.00	
		Legal fees	500.00		Consultants	15,000.00	
					Non-dwelling	20,000.00	
	Non-dwelling	MIS Hardware	20,000.00	Equipment (1475)	MIS Hardware	5,000.00	
	Equipment (1475)	Office furniture/equipmt.	2,000.00		Office furniture/equipmt	5,000.00	
		Purchase Vehicles	20,000.00		Purchase Vehicles	20,000.00	
	Non-Dwelling	Repair Maint. Bldg.	20,000.00	Non-Dwelling	Repair Maint. Bldg.	20,000.00	
	Building (1470)			Building (1470)			
	Total CFP Estimated Cost			\$ 422,733.80			
					\$ 429,233.80		

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages--Work Activities

Activities for Year: 2009 FFY Grant: 2009 PHA FY: 12/31/2009			Activities for Year: 2010 FFY Grant: 2010 PHA FY: 12/31/2010		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PA24-2A Jefferson	Replace baseboard/trim	\$16,200.00	PA24-2A Jefferson St	Repl. Roofs family units	103,575.00
	Paint interior of units	30,000.00		Repl roofs gallery bldgs	90,000.00
	Refinish/rpl. Wood flrs.	33,469.00			
	Install stove top fire suppression system	19,240.00	PA24-2B N. Union St	Replace roof 619 bldg.	20,000.00
	Repl. Medicine cabinets	11,545.00		Replace baseboard/trim	\$16,600.00
	Replace 55 ranges	11,950.00		Paint interior of units	30,000.00
	Replace 55 refrigerators	19,250.00		Refinish/rpl. Wood flrs.	30,000.00
	Replace kitchen cabinets	40,000.00		Install stove top fire suppression system	10,000.00
PA24-2A & 2B - Jefferson- N. Union	Pressure wash privacy fences	15,000.00		Repl. Medicine cabinets	5,000.00
				Replace 57 ranges	12,370.00
				Replace 57 refrigerators	19,950.00
				Replace kitchen cabinets	60,000.00
PA24-3 Delaware Terrace Annex	Pressure wash privacy fences	5,000.00			
	Repl. Kitchen cabinets	18,575.00	PA24-6C Bushkill Hol	Repair Ext. of Bldg.	28,285.20
	Repl. Baseboard/trim	25,000.00		Replace automatic door	13,500.00
	Paint interior of units	25,000.00		Replace hall lights	10,000.00
	Repl/refinish wood flrs.	27,421.00		Replace Exterior Lights	10,000.00
	Install stove top fire suppression system	16,000.00		Replace Selected Windows	10,000.00
	Replace 50 ranges	14,000.00			
	Replace 50 refrigerators	18,000.00			
	Replace medicine cabinets	7,500.00		Relocation (1495.1)	13,155.00
Relocation (1495.1)	Relocate tenants during renovations	36,000.00			
	Replace Exterior Lights	18,285.20			
Total CFP Estimated Cost		\$ 407,435.20			\$ 482,435.20

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages--Work Activities

Activities for Year: <u>2009</u> FFY Grant: <u>2009</u> PHA FY: <u>12/31/2009</u>			Activities for Year: <u>2010</u> FFY Grant: <u>2010</u> PHA FY: <u>12/31/2010</u>		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Operations (1406)	Operations	\$175,233.80	Operations (1406)	Operations	\$175,233.80
Management	Staff Training	10,000.00	Management	Staff Training	10,000.00
Improvements (1408)	MIS Training	15,000.00	Improvements (1408)	MIS Training	5,000.00
	MIS Imprvmts - software	20,000.00		MIS Imprvmts - software	10,000.00
	Family Self-sufficiency	10,000.00		Family Self-sufficiency	5,000.00
	Resident Initiatives	10,000.00		Resident Initiatives	5,000.00
Administration (1410)	Salaries/Benefits	110,000.00	Administration (1410)	Salaries/Benefits	110,000.00
	Advertising	500.00		Advertising	500.00
		1,500.00		Sundries	1,500.00
Audit Costs (1411)	Closed out programs	500.00	Audit Costs (1411)	Closed out programs	500.00
Fees & Costs (1430)	A/E Costs	30,000.00	Fees & Costs (1430)	A/E fees	35,000.00
	Legal fees	1,000.00		Legal fees	1,000.00
	Consultants	10,000.00		Consultants	10,000.00
Non-dwelling			Non-dwelling	MIS Hardware	20,000.00
Equipment (1475)	MIS (Hardware)	30,000.00	Equipment (1475)	Office Equip/furniture	5,000.00
	Office furniture/equipment	5,000.00			
	Purchase vehicle for				
	Mod Dept.	20,000.00			
Non-Dwelling Building (1470)	Repair Maint. Bldg.,	20,000.00			
Total CFP Estimated Cost		\$ 468,733.80			\$ 393,733.80

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

PHA Name: EASTON HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: PA26PO2450102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no. **#5**) **6-30-05**
 Performance and Evaluation Report for Program Year Ending Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	220,340.80	220,340.80	220,340.80	220,340.80
3	1408 Management Improvements	85,000.00	70,266.88	70,266.88	35,655.23
4	1410 Administration	103,000.00	100,343.08	100,343.08	100,343.08
5	1411 Audit	500.00	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	37,000.00	37,686.01	37,686.01	31,016.01
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	380,863.20	567,486.27	567,486.27	508,258.67
10	1460 Dwelling Structures	-	-	-	-
11	1465.1 Dwelling Equipment - Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	225,000.00	-	-	-
13	1475 Nondwelling Equipment	50,000.00	105,580.96	105,580.96	94,848.46
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)	\$ 1,101,704.00	\$ 1,101,704.00	\$ 1,101,704.00	\$ 990,462.25
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 Conversation 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: Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Summary		Grant Type and Number Capital Fund Program Grant No: 0 Replacement Housing Factor Gr:			Federal FY of Grant: 0			
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	
Operations	20% to Operating Fund	1406.00		220,340.80	220,340.80	220,340.80	220,340.80	Completed
Management Improvement	MIS Improvements	1408.00		20,000.00	54,932.24	54,932.24	20,320.59	On Going
	Family Self-Sufficiency	1408.00		9,791.14	-			Deleted
	Resident Initiatives	1408.00		5,000.00	1,173.39	1,173.39	1,173.39	Completed
	Staff Training	1408.00		20,000.00	-			Deleted
	MIS Training	1408.00		20,000.00	3,952.39	3,952.39	3,952.39	Completed
	Employee Benefits	1408.00		10,208.86	10,208.86	10,208.86	10,208.86	Completed
Administra-tion	Salaries	1410.00		100,000.00	100,000.00	100,000.00	100,000.00	Completed
	Advertising	1410.00		500.00	317.88	317.88	317.88	Completed
	Sundries	1410.00		2,500.00	25.20	25.20	25.20	Completed
Audit Costs	Audit closed out programs	1411.00		500.00				Deleted
Fees & Costs	A/E fees	1430.00		30,000.00	32,800.00	32,800.00	26,130.00	On-going
	Legal fees	1430.00		2,000.00				Deleted
	Consultant Fees	1430.00		5,000.00	4,886.01	4,886.01	4,886.01	Completed
Dwelling Equipment-	Replace Ranges	1465.10	188					
	Replace rRefrigerators	1465.10	188					
Non-dwelling Equipment-	Purchase Mod. Vehicle	1475.00	1		24,471.00	24,471.00	24,471.00	Complete
	MIS Improvements - hardware	1475.00		40,000.00	81,109.96	81,109.96	70,377.46	On-going

	Office Equipment	1475.00		10,000.00	-			Deleted
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**Annual Statement / Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: Easton Housing Authority	Grant Type and Number Capital Fund Program Grant No: PA26PO2450103 Replacement Housing Factor Grant No: #5 6-30-2005
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Line No.	Summary by Development Account	Total Estimated Cost		Total Ac
		Original	Revised	Obligated
1	Total Non-CGP Funds			
2	1406 Operations	181,293.00	181,293.00	181,293.00
3	1408 Management Improvements	57,960.32	57,960.32	30,328.48
4	1410 Administration	90,646.00	90,646.00	90,507.44
5	1411 Audit	500.00	500.00	-
6	1415 Liquidated Damages	-	-	-
7	1430 Fees and Costs	48,015.75	48,015.75	46,543.81
8	1440 Site Acquisition	-	-	-
9	1450 Site Improvement	100,242.72	172,266.57	170,959.98
10	1460 Dwelling Structures	296,912.21	247,088.36	118,970.79
11	1465.1 Dwelling Equipment - Nonexpendable	-	-	-
12	1470 Nondwelling Structures	102,845.00	105,645.00	105,645.00
13	1475 Nondwelling Equipment	28,050.00	3,050.00	1,284.69
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)	\$ 906,465.00	\$ 906,465.00	\$ 745,533.19
22	Amount of line 21 Related to LBP Activities	24,248.00	-	-
23	Amount of line 21 Related to Section 504 Complian	132,023.85	-	-
24	Amount of line 21 Related to Security - Soft Costs	-	-	-
25	Amount of line 21 Related to Security - Hard Costs	7,788.80	-	-
26	Amount of line 21 Related to Energy Conversation	141,433.00	-	-

Federal FY of Grant:	
2003	
Actual Cost	
Expended	
	181,293.00
	29,978.28
	90,507.44
	-
	-
	32,883.81
	-
	32,242.73
	84,270.79
	-
	75,200.50
	1,284.69
	-
	-
	-
	-
	-
\$	527,661.24
	-
	-
	-
	-
	-

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

PHA Name:		Grant Type and Number			Federal FY of Grant:		
Capital Fund Program and Capital Fund Program Replacement Housing Factor		Capital Fund Program Grant No: 0			0		
		Replacement Housing Factor Grant No: 0					
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised	Funds Obligated	Funds Expended
Authority Wide	Operations	1406.00		181,293.00	181,293.00	181,293.00	181,293.00
Management Improvement	Staff Training	1408.00		3,680.45	3,680.45	3,680.45	3,680.45
	Mis Training	1408.00		3,556.68	3,556.68	3,556.68	3,556.68
	Mis Improvements	1408.00		20,000.00	20,000.00	1,755.56	1,405.36
	Family-self Sufficiency	1408.00			-		
	Resident Initiatives	1408.00		10,000.00	10,000.00	612.60	612.60
	Employee Benefits	1408.00		20,723.19	20,723.19	20,723.19	20,723.19
Adminis- tration	Salaries/Employee Benefits	1410.00		90,146.00	90,146.00	90,146.00	90,146.00
	Advertising	1410.00		500.00	500.00	361.44	361.44
Audit Costs	Closed Out Programs	1411.00		500.00	500.00		
Fees & Costs	A/E fees	1430.00		39,500.00	39,500.00	39,500.00	26,240.00
	Consultants	1430.00		4,259.34	4,259.34	3,739.90	3,339.90
	Legal Fees	1430.00		4,256.41	4,256.41	3,303.91	3,303.91
Non-Dwelling Equipment	Mis Hardware	1475.00		20,000.00	-		
	Office furniture/equipment	1475.00		8,050.00	3,050.00	1,284.69	1,284.69

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

PHA Name:		Grant Type and Number				Federal FY of Grant:	
Development		Capital Fund Program Grant No:		Total Estimated Cost		Total Actual Cost	
		Replacement Housing Factor Grant No:		0			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised	Funds Obligated	Funds Expended
PA24-1	Replace interior doors 50% units	1460.00	114	18,412.28	16,305.88		
Delaware	Replace baseboard 50% units	1460.00	114	20,873.67	20,873.67		
Terrace	Paint interior 50% of units	1460.00	114				
	Repl./refinish wood floors in						
	50% of units	1460.00	114	29,544.87	-		
	Install stove top fire suppr. System	1460.00	114	18,262.60	10,774.00		
	Repl. Medicine cab. 50% units	1460.00	114	17,643.00	164.02		
	Replace utility poles	1450.00	8	7,999.99	1,306.59		
	Multi-purpose field	1450.00	1	32,242.73	32,242.73	32,242.73	32,242.73
	Rep. Roof at 508 Charles St.	1470.00	1	102,845.00	105,645.00	105,645.00	75,200.50
Authority Wide	Repl/Replace Selected Sidewalks Curbs, Steps	1450.00	923 LF	50,000.00	138,717.25	138,717.25	
PA24-2	Rep. Ext. of Gallery Bldgs. & Pairs	1460.00	5	32,593.00	34,700.00	34,700.00	
Jefferson St. N. Union St.	Remove VAT/Replace W/VCT Gallery Building	1460.00	7	24,248.00	28,936.00	28,936.00	28,936.00
	Repair steps on 1108 Bldg.	1460.00	1	7,500.00	7,500.00	7,500.00	7,500.00
	Replace Roof 619 Bldg.	1460.00	1	35,000.00	35,000.00	35,000.00	35,000.00
PA24-6C Bushkill House							

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

PHA Name:		Grant Type and Number				Federal FY of Grant:	
Development		Capital Fund Program Grant No:		Total Estimated Cost		Total Actual Cost	
		Replacement Housing Factor Grant No:		0			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised	Funds Obligated	Funds Expended
PA24-4 Walter	Repair Railings	1460.00	6	6,017.33	6,017.33	6,017.33	6,017.33
House	Install Fire Exit Hardware, Fire Doors in Stairwells	1460.00	22	2,972.46	2,972.46	2,972.46	2,972.46
	Repair Ext. Columns, 4th. Floor bridge, and rep. brick veneer at ext. elevator shaft	1460.00	1	80,000.00	80,000.00		
PA24-6A Scattered Sites	Window Replacement	1460.00	18	3,845.00	3,845.00	3,845.00	3,845.00
157 Bldg.	Repair, Re-pave Parking Lot	1450.00	5400 SF.	10,000.00	-		

Status of Work
Complete
Complete
Complete
Deleted
Complete
Complete
Deleted

Status of Work
Deleted
Deleted
Moved from 2004 CFP
Moved from 2004 CFP
On Going
Complete
Complete
Moved from 2004 CFP

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

PHA Name: Easton Housing Authority	Grant Type and Number Capital Fund Program Grant No: PA26PO24502-03 Replacement Housing Factor Grant No: #4 6-30-05	Federal FY of Grant: 2003
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Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	269.16	269.16	269.16	269.16
3	1408 Management Improvements	18,066.00	18,066.00	18,066.00	18,066.00
4	1410 Administration	-	-	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	15,000.00	15,000.00	3,475.00	3,475.00
7	1430 Fees and Costs	-	-	-	-
8	1440 Site Acquisition	84,803.00	84,803.00	84,803.00	84,803.00
9	1450 Site Improvement	26,655.00	26,655.00	26,655.00	26,655.00
10	1460 Dwelling Structures	-	-	-	-
11	1465.1 Dwelling Equipment - Nonexpendable	35,861.84	35,861.84	1,480.00	1,480.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1501 Collateralization or Debt Service	-	-	-	-
20	1502 Contingency	-	-	-	-
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 180,655.00	\$ 180,655.00	\$ 134,748.16	\$ 134,748.16
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 Conversation Meas	26,655.00	-	-	-

Annual Statement / Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name:		Grant Type and Number		Federal FY of Grant:	
EASTON HOUSING AUTHORITY		Capital Fund Program Grant No: PA26PO2450104		2004	
		Replacement Housing Factor Grant No:		5 1/10/06	
		09/12/2008			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	183,518.80	183,518.80	183,518.80	183,518.80
3	1408 Management Improvements	34,853.00	22,201.17	7,701.77	7,701.77
4	1410 Administration	92,260.00	91,759.40	91,259.40	91,259.40
5	1411 Audit	500.00	500.00	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	250,000.00	245,000.00	237,693.28	237,693.28
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	30,000.00	19,870.00	8,701.69	8,701.69
10	1460 Dwelling Structures	58,800.20	76,213.03	57,082.09	-
11	1465.1 Dwelling Equipment - Nonexpendable	15,000.00	-	-	-
12	1470 Nondwelling Structures	277,000.00	277,000.00	220,404.88	220,404.88
13	1475 Nondwelling Equipment	1,031.00	1,031.00	-	-
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)	\$ 942,963.00	\$ 917,594.00	\$ 806,361.91	\$ 749,279.82
22	Amount of line 21 Related to LBP Activities	-	-	-	-
23	Amount of line 21 Related to Section 504 Compliance	50,000.00	10,000.00	-	-
24	Amount of line 21 Related to Security - Soft Costs	-	-	-	-
25	Amount of line 21 Related to Security - Hard Costs	7,788.80	61,745.00	61,745.00	-
26	Amount of line 21 Related to Energy Conversation Measures	-	-	-	-

Annual Statement / Performance and Evaluation Report

Part II: Supporting Pages

PHA Name:		Grant Type and Number				Federal FY of Grant:		
EASTON HOUSING AUTHORITY		Capital Fund Program Grant PA26PO2450104				2004		
		Replacement Housing Factor 0						
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	
Authority	Operations	1406.00		183,518.80	183,518.80	183,518.80	183,518.80	
Wide								
Management	Staff Training	1408.00		-	-			Deleted
Improve-	MIS Training	1408.00		-	-			Deleted
ments	MIS Improvements	1408.00		15,000.00	15,000.00			
	Family Self-Sufficiency	1408.00		-	-			Deleted
	Resident Initiatives	1408.00		-	-			Deleted
	Employee Benefits	1408.00		19,853.00	7,701.77	7,701.77	7,701.77	Completed
Administra-	Salaries/Employee Benefits	1410.00		91,760.00	91,259.40	91,259.40	91,259.40	Completed
tion	Legal Fees	1410.40		500.00	500.00			
	Advertising	1411.00						Deleted
Audit	Close out programs	1411.00		500.00	500.00			
Fees &	A/E Fees	1430.00		15,000.00	10,000.00	2,693.28	2,693.28	
Costs	Consultants	1430.00		235,000.00	235,000.00	235,000.00	235,000.00	
Nondwelling	MIS Hardware	1475.00		-	-			Deleted
Equipment	Office furniture/equipment	1475.00		1,031.00	1,031.00			
	Purchase skid/bucket loader	1475.00		-	-			Deleted
Authority	Concrete Work, Repair/Replace	1450.00	1000 LF.	10,000.00	10,239.00	8,701.69	8,701.69	On Going
Wide	sidewalks, curbs, steps							
	Concrete Work, Repair/Replace	1460.00	600 LF	9,815.00	9,815.00			
	stoops, stairwells, steps							

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

PHA Name: Easton Housing Authority	Grant Type and Number Capital Fund Program Grant No: PA26PO2450105 Replacement Housing Factor Grant No:
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#1 October 1, 2005

12/31/2005

Line No.	Summary by Development Account	Total Estimated Cost		Total Act
		Original	Revised	Obligated
1	Total Non-CGP Funds			
2	1406 Operations	175,233.80	-	175,233.80
3	1408 Management Improvements	66,013.00	-	-
4	1410 Administration	90,646.00	-	-
5	1411 Audit	200.00	-	-
6	1415 Liquidated Damages	-	-	-
7	1430 Fees and Costs	36,000.00	-	-
8	1440 Site Acquisition	-	-	-
9	1450 Site Improvement	38,163.00	-	-
10	1460 Dwelling Structures	357,784.20	-	-
11	1465.1 Dwelling Equipment - Nonexpendable	-	-	-
12	1470 Nondwelling Structures	11,129.00	-	-
13	1475 Nondwelling Equipment	101,000.00	-	-
14	1485 Demolition		-	
15	1490 Replacement Reserve		-	
16	1492 Moving to Work Demonstration		-	
17	1495.1 Relocation Costs	-		-
18	1499 Development Activities	-		-
19	1501 Collateralization or Debt Service	-		-
20	1502 Contingency	-	-	-
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 876,169.00	\$ -	\$ 175,233.80
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 Conversation Measures	-	-	-

Summary

Federal FY of Grant:

2005

Total Cost

Expended	
	175,233.80
	-
	-
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	-
\$	175,233.80
	-
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	-
	-
	-

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

PHA Name: Capital Fund Program and Capital Fund Program Replacement Housing Factor		Grant Type and Number Capital Fund Program Grant No: 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	
				Original	Revised	Funds Obligated	Funds Expended
Authority Wide	Operations 1406.	1406.00		175,233.80		175,233.80	175,233.80
Management Improvement	Staff Training	1408.00		10,000.00			
	MIS Training	1408.00		5,000.00			
	MIS Improvements	1408.00		10,000.00			
	Family Self-Sufficiency	1408.00		3,000.00			
	Resident Initiatives	1408.00		3,000.00			
	Employee Benefits	1408.00		35,013.00			
Administration	Salaries/Employee Benefits	1410.00		90,146.00			
	Advertising	1410.00		500.00			
Audit	Close Out Programs	1411.00		200.00			
Fees/Costs	A/E Fees	1430.00		30,000.00			
	Consultants	1430.00		5,000.00			
	Legal Fees	1430.00		1,000.00			
Non Dwelling Equipment	MIS Hardware	1475.00		10,000.00			
	Office Furniture	1475.00		1,000.00			
	Maintenance Vehicles	1475.00	3	90,000.00			
Authority Wide	Landscaping	1450.00		5,000.00			
	Concrete work, curbs, sidewalks	1450.00		25,000.00			
	patios, steps.						
	Repl. Selected fencing	1450.00		1,000.00			

