

PHA Plans

5 Year Plan for Fiscal Years 2007 - 2011

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: Housing Authority of the City of Meadville

PHA Number: PA28-033

PHA Fiscal Year Beginning: April 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 2007 - 2011
[24 CFR Part 903.5]

A. Mission

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

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

B. Goals

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

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

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

Objectives:

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

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

- PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families- Provide job listings and resume preparation training (Ongoing):
- Provide or attract supportive services to improve recipients' employability: **As opportunities arise, they will be brought onsite directly to the residents, revolving services based on need.**
- Provide or attract supportive services to increase independence for the elderly or families with disabilities. **As opportunities arise and residents request or respond to the need.**
- Other: (list below)
Continue Flat Rents so that additional education or home ownership can become a reality
Utilize the Computer Center for children and adults to achieve skills in technology,; increase job skills, and create possibilities for advancement in education and social skill. Enhance the library at William Gill Commons to promote high school diplomas and preparation for college entry.

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required – Provide Reasonable Accommodations increasing the supply as requested, including visitability (Ongoing):
- Other: (list below)

Other PHA Goals and Objectives: (list below)

- Encourage savings plans to further homeownership –Provide computer based programs.
- Utilize local college assistance working with youths – Potentially Edinboro and Allegheny Colleges.

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)]

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

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

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

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

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

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

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

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

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

The results of Housing Authority wide meeting with residents councils provides an overview of Resident Advisory Board comments, along with a statement of consistency with the State Consolidated Plan.. HUD Regulations require each housing authority to perform an income analysis of their individual developments. Attachment A attached provides this information and the Housing Authority of the City of Meadville

recommended application of it. Capital Funds will be utilized to adhere to Section 504 regulations as well as **the improvements necessary to maintain viable housing units**. A special primary focus will be placed on the development of accessible housing units, programs, and policies. The new project based accounting being required in the 2007 calendar year will require job assignment changes as well as additional staffing.

iii. Annual Plan Table of Contents

[24 CFR Part 903.79 (r)]

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

Table of Contents	
	Page #
Annual Plan	
i. Executive Summary	4
ii. Table of Contents	5
1. Housing Needs	7
2. Financial Resources	13
3. Policies on Eligibility, Selection and Admissions	14
4. Rent Determination Policies	21
5. Operations and Management Policies	25
6. Grievance Procedures	26
7. Capital Improvement Needs	26
8. Demolition and Disposition	28
9. Designation of Housing	28
10. Conversions of Public Housing	29
11. Homeownership	31
12. Community Service Programs	32
13. Crime and Safety	34
14. Pets (Inactive for January 1 PHAs)	35
15. Civil Rights Certifications (included with PHA Plan Certifications)	36
16. Audit	36
17. Asset Management	36
18. Other Information	36

Attachments

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

Required Attachments:

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

Optional Attachments:

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

Attachment F Definition of Substantial Deviation and Significant Modification

Attachment G Implementation of Public Housing Resident Community Service Requirements

Attachment H Pet Policy

Attachment I Progress in Meeting 5-Year Plan Mission and Goals

Attachment J Resident Membership of PHA Governing Board

Attachment K Membership of the Resident Advisory Board

Attachment L Required Initial Assessment for Voluntary Conversion

Attachment M Performance and Evaluation Reports 2002 CFP, 2003 CFP, and 2004 CFP

Attachment N Section 8 Home Ownership

Attachment O Cockroach Eradication Procedure

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
N/A	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input type="checkbox"/> check here if included in Section 8 Administrative Plan	
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Performance and Evaluation Reports for all open Capital Improvements Programs	Annual Plan: Attachment M
X	Conversion of Public Housing to Tenant-Based Assistance Required Initial Assessment	Annual Plan: Conversion of Public Housing to Tenant-Based Assistance and Attachment L
X	Other supporting documents (optional) (list individually; use as many lines as necessary)	Community Service and Reasonable Accommodation Policies

1. Statement of Housing Needs

[24 CFR Part 903.79 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ability	Size	Location
Income <= 30% of AMI	17,983	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	11,410	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	4,920	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	8,998	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

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

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- 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	92		
Extremely low income <=30% AMI	65	71%	
Very low income (>30% but <=50% AMI)	17	19%	
Low income (>50% but <80% AMI)	10	11%	
Families with children	21	23%	
Elderly families	27	29%	
Families with Disabilities	21	23%	
Hispanic	2	2%	
White	86	94%	
Black	5	5%	
Asian/Pacific	0	0%	
American Indian	1	1%	
Multi-Racial	0	0%	

Characteristics by
Bedroom Size (Public
Housing Only)

Efficiencies	23	25%	
1BR	46	50%	
2 BR	17	19%	
3 BR	3	3%	
4 BR	3	3%	
5 BR	0	0%	
5+ BR	0	0%	

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

Housing Needs of Families on the Waiting List

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	56		
Extremely low income <=30% AMI	37	66%	
Very low income (>30% but <=50% AMI)	19	34%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	36	64%	
Elderly families	6	11%	
Families with Disabilities	8	14%	
Black	11	20%	
Hispanic	2	4%	
White	44	79%	
American Indian	1	1%	
Asian	0	0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	20	36%	
2 BED ROOM	18	32%	
3 BR	15	27%	
4 BR	3	5%	
5 BR	0	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 31			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Family Reunification Only and reasonable accommodation for a disability to a public housing participant.			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Continue to monitor the local need based on waiting list data

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)
Encourage and support equal treatment of all individuals regardless of sex, creed, or national origin.

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)
Continually pursuing life skill development for residents – agency representation will **continue to** be invited on site as well as Head Start for children.

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 2006 grants)		
a) Public Housing Operating Fund	\$926,645.00	
b) Public Housing Capital Fund	\$545,266.00	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$513,984.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)		
J) Graduation Incentive Bonus	\$36,882.00	Public Housing Operations
2. Prior Year Federal Grants (unobligated funds only) (list below)	Comp Grant Funds As of November 1, 2005	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Capital Fund Program 2004	\$26,489.00	Management Improvements , and UFAS Renovations
Capital Fund Program 2005	\$542,807.00	Modernization, UFAS Renovations, Management Improvements
3. Public Housing Dwelling Rental Income	\$732,156.00	Operations and tenant support
4. Other income (list below)	\$36,435.00	Operations
Late fees, appliance charges, pet fees		
Vending machines, and work order charges		
4. Non-federal sources (list below)	N/A	
Management Fee	\$2150.00	Undetermined
	N/A	
	N/A	
Total resources	\$3,362,814.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

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

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

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

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

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

- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- f. Other County Court House record search for local applicants

(2) Waiting List Organization

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

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
 Two
 Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

A priority is given to families previously assisted who are displaced due to a federally declared disaster.

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.

2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

A priority is given to families previously assisted who are displaced due to a federally declared disaster.

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

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

Other (list policies and developments targeted below)

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

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

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

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:
Apply waiting list skipping Scattered Sites

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

B. Section 8

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

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

(1) Eligibility

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

Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

Debts to other assisted housing facilities, Lifetime sex offender registration

- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
 - Criminal or drug-related activity
 - Other (describe below)

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

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
 - None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
 - PHA main administrative office
 - Other (list below)

By mail if located a distance away or has a medical hardship. They will be returned if the Section list is closed, which it is currently and applicants will be offered Public Housing.

(3) Search Time

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

If yes, state circumstances below:

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

(4) Admissions Preferences

- a. Income targeting
 - Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?
- b. Preferences
 - 1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5))

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below) Date and time of application will be used. The targeting goal for the extremely low income will be monitored monthly. Waiting list skipping will be utilized only when needed to meet the 75% requirement for new admissions at least 80% of those invited to a briefing will be extremely low income

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

X Date and Time completed application is received

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

Notices to landlords and/or applicants

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

- Through published notices
- Other (list below)

Through correspondence to appropriate agencies

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

 Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
 For household heads
 For other family members
 For transportation expenses
 For the non-reimbursed medical expenses of non-disabled or non-elderly families
 Other (describe below)

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 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)

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

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing

- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

Rental value of unit, and operating costs

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

Funding availability

(2) Minimum Rent

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

- \$0

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

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

5. Operations and Management

[24 CFR Part 903.79 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	347	130
Section 8 Vouchers	155	30
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)		
Tax Credit Penn Homes	11	1

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)
Admission and Continued Occupancy Policy, Public Housing Lease, Pet Policy, Community Service Policy, and Charge Listings, Cockroach Eradication Procedure (See attachment O).

(2) Section 8 Management: (list below)
Housing Choice Voucher Program Administration Plan

6. PHA Grievance Procedures

[24 CFR Part 903.79 (f)]

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

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 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 903.79 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using

the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

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

(2) Optional 5-Year Action Plan

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

- a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment D
-or-
 The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
 2. Development (project) number:
 3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway
- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by

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

2. Activity Description

Yes No:

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 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.)

See Attachment L (Required Initial Assessment for Voluntary Conversion)

2. Activity Description

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

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

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

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

Development Name	Number of Units

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

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.)

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

2. Program Description

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 5/12/1999 and revised 6/17/2003

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Computer Programs	40-50	1 st serve	William Gill Commons	Public Housing
Head Start	18-20	1 st serve	William Gill Commons	Public Housing
After school homework	20	1 st serve	William Gill Commons	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants	Actual Number of Participants

	(start of FY 2000 Estimate)	(As of: DD/MM/YY)

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

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

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

See Attachment G “Implementation of Public Housing Resident Community Service Requirement”

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
 - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
 - Residents fearful for their safety and/or the safety of their children
 - Observed lower-level crime, vandalism and/or graffiti
 - People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
 - Other (describe below)
Enhance development lighting
2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).
- Safety and security survey of residents
 - Analysis of crime statistics over time for crimes committed “in and around” public housing authority
 - Analysis of cost trends over time for repair of vandalism and removal of graffiti
 - Resident reports

- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

All family housing (Equally)

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

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

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

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

William Gill Commons

C. Coordination between PHA and the police

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

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

Involvement in crime watch

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

All

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment H "Pet Policy"

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 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) Attachment E
- Provided below:

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

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

Other: (list below)

Comments were received prior to creating plan and afterward. Consideration was given to all comments

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (Crawford County and State of Pennsylvania)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

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

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:
(describe below)
1. Need for transportation
 2. Housing for persons with disabilities
 3. **Supportive services for residents**

D. Other Information Required by HUD

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

Attachments

Attachment A

Component 3, (6) Deconcentration and Income Mixing

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

If yes, list these developments as follows:

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

Attachment A
Deconcentration of Poverty
Backup Data
November 2, 2005

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

\$12,102.39

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

85% = **\$ 10,287.03**

115% = **\$13,917.75**

Note: **All locations are currently between 85 – 115% of the overall average.**

Attachment A

Deconcentration of Poverty (Resident Income) Survey

<u>Project</u>	<u>Average Annual Income</u>	<u>W/O Income Excl.</u>
<u>Elmwood Village</u>	\$ 8,499.05	\$ 10,506.36
<u>Morgan Village</u>	\$12,852.18	\$ 13,960.08
<u>Total Average Income</u>	\$10,231.42	\$ 11,880.80

**Note-There are 0 tenants @ Elm that have -0- Income
There are 0 tenants @ Morgan that have -0- Income

# persons @ Elm	=	142	Total Occupied Units	- 98
# persons @ Morgan	=	<u>97</u>		
Total		239		

<u>Wm. Gill Village</u>	<u>Average Annual Income</u>	<u>W/O Income Excl.</u>
	\$ 9,680.14	\$ 12,188.01

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

# persons @ Gill = 258	Total Occupied Units - 92
	4 units vacant due to rehab

<u>Scattered Sites</u>	<u>Average Annual Income</u>	<u>W/O Income Excl.</u>
	\$10,361.50	\$13,090.82

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

# persons @ S.S.= 43	Total Occupied Units - 14
----------------------	---------------------------

	<u>Total Annual Income</u>	<u>Occupied Units</u>
Elm & Morgan	\$ 1,164,318	98 units
Gill Village	1,121,297	92 units (4 units rehab)
Scattered Sites	<u>183,272</u>	<u>14 units</u>
Totals	\$ 2,468,887	204 units (4 units rehab)

Average income \$12,102.39 for Family Public Housing

Attachment A
Deconcentration of Poverty
Resolution # 469

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

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

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

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

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

Attachment B
CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program Grant No: 'PA28P03350106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	20,000.00			
4	1410 Administration	35,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	15,266.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	475,000.00			
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	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	545,266.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	425,000.00			
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

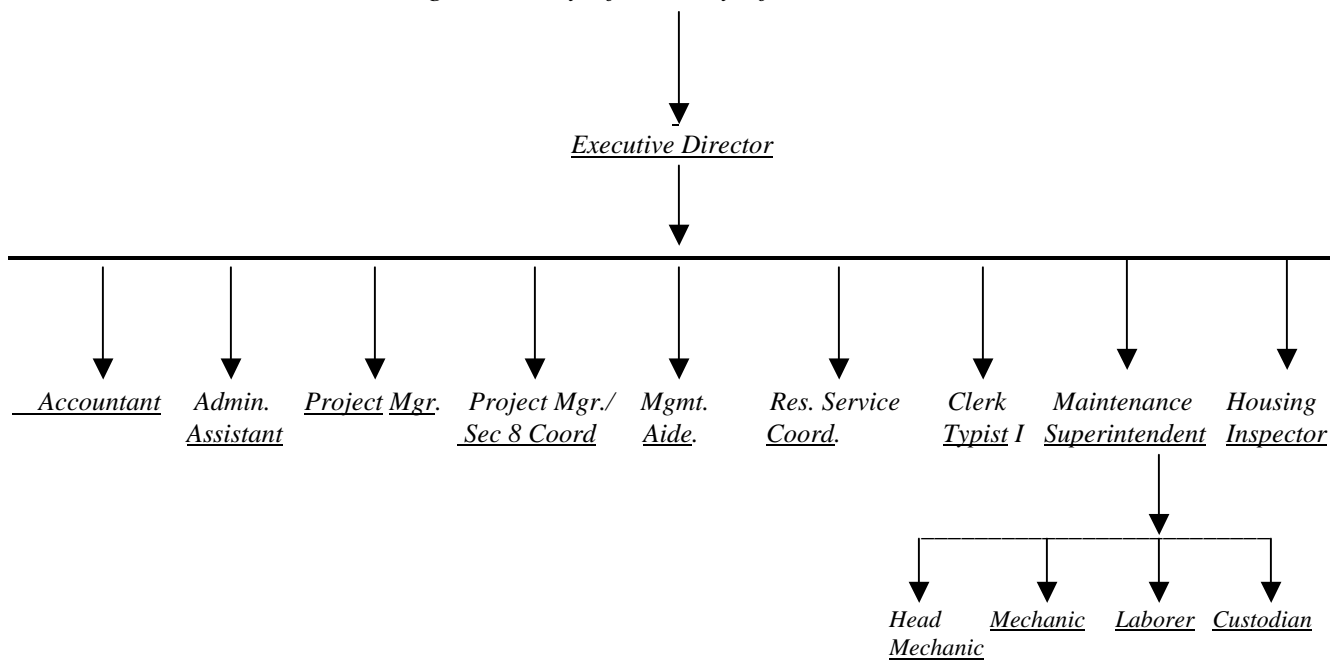
PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program Grant No: PA28P03350106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA33-1 Elmwood & Morgan Villages	Convert five units to meet various size bedroom accessibility requirements	1460	5	425,000.00				
	Total 1460			425,000.00				
	Total Elmwood & Morgan Villages			425,000.00				
PA33-3 William Gill Commons	Re-Pave/Replace Parking areas, Curbs, & Sidewalks	1450	As needed	25,000.00				
	Total 1450			25,000.00				
	Replace closet door as units are vacated	1460	As needed	25,000.00				
	Total 1460			25,000.00				
	Total 33-3 William Gill Village			50,000.00				
Housing Authority Wide	Staff Training	1408		5,000.00				
	Computer Software	1408		5,000.00				
	Tenant Training	1408		5,000.00				
	Provide and/or contract for transportation services for tenants to help them achieve self-sufficiency goals	1408		5,000.00				
	Total 1408			20,000.00				
	Administration	1410		35,000.00				
	Total 1410			35,000.00				
	Engineering and other related fees & costs	1430		15,266.00				
	Total 1430			15,266.00				
	Total Housing Authority Wide			70,266.00				

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

PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program No: PA28P03350106 Replacement Housing Factor No:					Federal FY of Grant: 2006
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PA33-1 Elmwood & Morgan Villages All Work Items	9/2008			9/2010			
PA33-3 William Gill Village All Work Items	9/2008			9/2010			
Housing Authority Wide All Work Items	9/2008			9/2010			

Attachment C

Housing Authority of the City of Meadville Board



Civil Service directs regulations for all Office Staff

Union Contract directs policy for all Maintenance Staff

Attachment D

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name Housing Authority of the City of Meadville		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA -Wide	Year 1 2005	Work Statement for Year 2 FFY Grant: 2007 PHA FY: 2008	Work Statement for Year 3 FFY Grant: 2008 PHA FY: 2009	Work Statement for Year 4 FFY Grant: 2009 PHA FY: 2010	Work Statement for Year 5 FFY Grant: 2010 PHA FY: 2011
	Annual Statement				
PA33-1 Elmwood & Morgan Villages		120,266.00	460,266.00	125,000.00	200,000.00
PA33-2 Holland Towers		0.00	60,000.00	400,000.00	105,266.00
<i>PA33-3 William Gill Village</i>		0.00	25,000.00	20,266.00	200,000.00
PA33-4 Scattered Site		100,000.00	0.00	0.00	40,000.00
Housing Authority-Wide		325,000.00	0.00	0.00	0.00
CFP Funds Listed for 5-year planning		545,266.00	545,266.00	545,266.00	545,266.00
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2007 PHA FY: 2008			Activities for Year: <u>3</u> FFY Grant: 2008 PHA FY: 2009		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	P033-1 Elmwood and Morgan Village	Remodel Kitchens Morgan Village	\$120,266.00	P033-1 Elmwood and Morgan Village	Remodel Kitchens Elmwood Village	210,,266.00
		Subtotal	\$120,266.00		Remodel Community Center at Elmwood Village	250,000.00
	P033-4 Scattered Site	Refurbish existing three bedroom units to create three bedroom accessible units	100,000.00		Subtotal	460,266.00
				P033-2 Holland Towers	Refurbish Lobby and corridors	60,000.00
		Subtotal	100,000.00		Subtotal	60,000.00
	Housing Authority Wide Activities	Bring all site conditions into compliance with 504/USAFS requirements	275,000.00	P033-3 William Gill Commons	Replace Bifold Doors on Closets and Utility Areas	25,000.00
		Revamp units at all sites for resident's handicap needs in regards to vision/hearing impairments	50,000.00		Subtotal	25,000.00
		Subtotal	325,000.00			
Total CFP Estimated Cost			\$545,266.00			\$545,266.00

ATTACHMENT E
Resident Advisory Board Summary

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

On July 8, 2005, a letter was sent to all resident council officers informing them of a meeting to take place on July 29, 2005. Only three officers were present at this meeting where the Executive Director explained the responsibilities of the Resident Advisory Board and the need for them to seek the input of residents for the Annual Plan.

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

On September 29, 2005 a second meeting was held to hear and clarify their comment. Seven residents were in attendance. Below is a summary of the comments.

Summary of Family Responses:

At the September 29, 2005 meeting, council representatives were prepared and had a couple of typed lists showing seventy items and/or comments. They were asked to see if their constituents could identify the most important ten items. Due to duplication the list was reduced to sixty items. The top ten list was requested due to funding restraints caused by the high cost of making accessible units at each location over a four year period.

Residents were assured that what was dear to them would be given consideration.

While the entire list of sixty items will be listed here, I will provide comment only on what the residents chose as the top eight. Eight items were clearly the desire of the residents responding. The remaining items were very mixed as important or not.

- _____ (1) New gas stoves
- _____ (2) Replace stove tops
- _____ (3) New cabinets in kitchen with better shelves
- _____ (4) Different bedroom closet doors
- _____ (5) Bigger storage sheds
- _____ (6) Bathtub surrounds need re-glued and chanked
- _____ (7) Replace bathroom surrounds that re-damaged or rust stained
- _____ (8) Toilets need chalking around base
- _____ (9) Screen doors need replaced front and back
- _____ (10) Windows that are easier to open/close and easier to clean
- _____ (11) Ceiling lights in the living room and/or ceiling fans
- _____ (12) More electrical outlets in unit
- _____ (13) Replace fans in the bathroom
- _____ (14) New weather stripping around outside doors; front and back
- _____ (15) Sewage drains need to be rotor routed
- _____ (16) Speed bumps to slow traffic down
- _____ (17) Designated crosswalk near park with signs to get cars to go slow
- _____ (18) Level yards
- _____ (19) Spray attics for nasty yellow spiders
- _____ (20) Replant trees in front yards
- _____ (21) Plant grass where needed
- _____ (22) Replace tubs or re-glaze inside
- _____ (23) New light fixtures in kitchen and utility rooms
- _____ (24) New grease guards behind stove
- _____ (25) Fix gates on back yards so can close properly
- _____ (26) Garbage cans in playground
- _____ (27) Hood with fan over stove
- _____ (28) Different type of spigots for kitchen sinks
- _____ (29) Painting
- _____ (30) Bigger parking spaces
- _____ (31) Visitor parking – At community center

- _____ (32) Weather stripping around windows
- _____ (33) Porches with railing need to be replaced with new and have smaller spaces between vertical bars so small children heads can not fit between them
- _____ (34) Person to watch kids in park – Community Service?
- _____ (35) New toilet seats
- _____ (36) Clean rain gutters
- _____ (37) Porches for people that do not have them
- _____ (38) Read Program, CHAPS, Etc., at Elm Community Center
- _____ (39) Lights changed in kitchen
- _____ (40) Redo bathrooms
- _____ (41) Bigger computer lab
- _____ (42) Dim lights at the basketball court
- _____ (43) More playground equipment
- _____ (44) Bike rack at park
- _____ (45) Door between laundry room and kitchen
- _____ (46) Carpet in apartments
- _____ (47) Better shelves in laundry room and closets
- _____ (48) More off street parking – non community center
- _____ (49) Bigger porches
- _____ (50) Rails in the stairways
- _____ (51) Higher fences to make it easier to mow
- _____ (52) Paint kitchen cabinets
- _____ (53) Cut trees back from house
- _____ (54) Access to heat control
- _____ (55) Air conditioning
- _____ (56) New countertops
- _____ (57) Bathroom vanities
- _____ (58) Handicap ramps fixed and painted
- _____ (59) Shrubs removed
- _____ (60) Shrubs not removed

Items # 1, 3, & 45:

Remodeling of kitchen is set in the 5 year plan to begin with 2007 Capital Funds and continues with 2008 Capital Funds.

Item # 22:

Is scheduled in the 5 year plan under 2010 Capital Funds. This would be bathroom remodeling. Tubs are re-glazed as detected and/or reported as defective.

Item # 5:

This item is not in the 5 year plan. Although the Housing Authority agrees with the residents that size and space is a factor, the limited access due to underground utilities may prevent increased size. Additional research is necessary before considering this request.

Item # 10:

The windows do not operate with great effort if the balances are operating correctly. Felt seals may cause extra effort on the initial raising of the window. An energy audit was recently performed and the results not yet received. Should the windows in question show negatively for air infiltration, the Housing Authority will consider their options for replacement.

Item # 11:

The apartments were originally designed for table lamp usage. There are no wall or ceiling mounted lights in the living room. The Housing Authority will consider this possibility when contemplating other work items at this location. In addition, a pilot unit or two may be altered to seek out resident opinion.

Item # 46:

Carpeting of apartments in family locations has been viewed in the past as not feasible. Food, cigarette burns, etc. cut the life of the carpet significantly resulting in increased costs to residents moving out and/or the Housing Authority of the City of Meadville. The potential lack of proper cleaning habits also makes carpet a bad choice as it provides a safe harbor for many insects and pests, especially when pets are now permitted. Residents desiring carpet should seek Housing Authority approval and the use of area rugs.

Summary of Elderly/Disabled Responses:

There was no representation present at the July 29, 2005 meeting. At the September 29, 2005 meeting the Resident Council indicated that they had not received any written responses to council. They had a brief list of their own which was addressed. They were encouraged again to reach out to residents and to respond by November 1, 2005. Below is a list of their requests and the Housing Authority of the City of Meadville's response to those requests:

- #1 **New Furniture in Lobby:**
This item is in the 5 year plan to be included with 2008 Capital Funds.

- #2 **Better Lights in Halls:**
This is interpreted to mean –additional lighting or increased light output. Refurbishing corridors is in the 5 year plan with 2008 Capital Funds. The results of the energy audit will soon be known. This work item may fall under one of these two topics.

- #3 **A Bench Near Where the Bus Stops:**
The bus stop has been debated over the last year. There are currently two benches within 60 feet of the current bus stop.

- #4 **Paint Bi-Folds in Apartments:**
This is currently done when vacant or when the cyclical painting is done.

- #5 **Light in Bedroom:**
There is currently a wall light. This will be considered when the results of the energy audit become available.

- #6 **Move Intercom Closer with Remote:**
The current intercom system is becoming obsolete. A new system will be considered in the near future. Easy usage on the part of residents will also be considered.

- #7 **Cameras on all Floors:**
This topic has been brought up in previous years. The minimal security issues cannot justify the cost of the Referenced cameras.

- #8 **A New Television in the Lobby:**
As previously mentioned above the Lobby is projected to be remodeled utilizing 2008 Capital Funds. Should the television cease to operate prior, a new set would be purchased.

- #9 **Paint Parking Lot:**
This procedure is usually done annually and will continue to be done.

- #10 **Fan in 2nd Floor Laundry Room:**
This fan was eliminated in 2000 when a seismic improvement was made. The Housing Authority will look into alternative venting for this area.

- #11 **Cracks in the Hallways Fixed:**
Hairline cracks have been in the hallways since shortly after initial construction. They are currently and will continue to be dealt with as halls are repainted. Additionally, these cracks are monitored periodically to determine whether another course of action is needed.

- #12 **Fix Sidewalks Out Front:**
Sidewalk repair and/or replacement at this location is part of a larger job being reviewed currently by the Housing Authority Engineer.

- #13 **Shade on the Outside Lights Next to the Building:**
For years residents wanted additional exterior lighting. In 2002 this was done. There is no shade for this type of lighting. The lighting operates as intended and the Housing Authority administration has been thanked many times for providing it.

- #14 **Dead Shrubbery Removed From the South Side of the Building:**
No dead shrubbery was observed on the south end of the building. One shrub is struggling on the east side of the building and will be monitored.

- #15 Stopper on lower walls that will stick out so those in wheelchairs are alerted so they know they are too close to the walls: The individual making this comment could not be identified to clarify whether this was an apartment or hallway related request.
- #16 Swimming Pool:
No swimming pool will be considered. Public Housing is to be modest in design and meet everyday needs.
- #17 Make sure chutes are empty at all times:
The trash chutes allow trash to fall into a compactor with an electric eye. When the compactor becomes full, trash will fill up in the chute, or when the compactor dumpster is removed for the purpose of emptying. The issue is temporary and is corrected as soon as the empty dumpster is re-installed. Residents are made aware of collection days and should work with management to avoid these issues.
- #18 Make sure while doing remodeling to keep halls free of dust and materials:
Construction for Section 504 alterations is currently under way. Demolition of existing walls has left drywall dust footprints randomly on hallway carpet. Contractors have been notified to create a vent to exterior to prevent unwanted odors from the hallways.
- #19 Laundry Areas kept clean IE: walls, floors, lint areas of the dryers:
The laundry areas are on a regular cleaning schedule. Some residents do not clean up after themselves therefore causing Housing Authority staff additional work as the laundry rooms are public areas for the convenience of the residents.
- #20 Winter sidewalks clean by 9:00 a.m.:
Sidewalks are a top priority in winter. Holland Towers is #1 each work day morning and are always clean prior to 9:00 a.m. After hours and on weekends they are cleaned when a snowfall of 2" or greater are reported by a resident residing in the building.
- #21 Cleaner Building:
As previously mentioned construction is underway. The janitorial staff has put on an increased effort to maintain clean hallways and contractors likewise have made efforts.

Attachment F

Substantial Deviation from the 5-Year Plan

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

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

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

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

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

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

Attachment G

“Implementation of Public Housing Resident Community Service Requirement”

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

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

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

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

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

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

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

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

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

Attachment H “Pet Policy” Family Locations Summary

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

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

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

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

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

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

Attachment I

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

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

Transitional housing efforts have been supported, and a local Chodo is currently **operating**. Waiting lists are beginning to **lag** and vacancies are **constant**.

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

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

A second shift bus service was obtained through a grant from the Pennsylvania. Department of Transportation, and the Housing Authority of the City of Meadville is providing free passes to those needing assistance to training and/or work. A Sunday service is **now** available.

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

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

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

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

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

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

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

Seven units at Holland Towers are being renovated for the disabled to meet UFAS requirements. A project at William Gill Commons is presently being advertised to renovate seven apartments five of which will meet UFAS standards.

Attachment J

“Resident Membership of the PHA Governing Board”

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

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

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

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

Ms. Catalano recently transferred to Elmwood Village so that the USAF Renovations can commence at William Gill Commons.

Attachment K

“Membership of the Resident Advisory Board”

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

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

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

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

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

Meetings were held on July 29, 2005 and again on September 29, 2005. The first meeting explained the purpose of the Advisory Board and encouraged council representation to seek out, at meetings, the residents thoughts and opinions in all matters of Housing Authority operation. The second meeting was held to hear their responses while clarifying any issues. The responses are incorporated elsewhere in the plan.

Advisory Board Members

Attending the September twenty-ninth-two thousand Five, Meeting

<u><i>Eric Warner</i></u>	
<u><i>Marge Betts</i></u>	
<u><i>Tammy Warner</i></u>	
<u><i>Joanie Smith</i></u>	
<u><i>Linda Casler</i></u>	
<u><i>Janet Waltermire</i></u>	

Attachment L

Required Initial Assessment for Voluntary Conversion

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

Development Name	Number of Units

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

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

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

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

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

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

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

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

Date: August 13, 2001

Resolution #513
Voluntary Conversion of Elmwood Village & Morgan Village
From Public Housing to Tenant Based Section 8
August 13, 2001

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

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

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

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

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

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

Date: August 13, 2001

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

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

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

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

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

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

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

Date: August 13, 2001

Attachment M

Performance and Evaluations Tables Start Here

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program Grant No: PA28P03350104 Replacement Housing Factor Grant No: N/A			Federal FY of Grant: 2004
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 11/2005 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	35,000.00	34,134.22	12,967.00	12,967.00
4	1410 Administration	35,000.00	35,000.00	35,000.00	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	70,000.00	98,654.49	98,654.49	70,256.29
8	1440 Site Acquisition				
9	1450 Site Improvement	100,000.00	8,590.29	8,590.29	
10	1460 Dwelling Structures	329,309.00	392,930.00	392,930.00	17,924.85
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	11,608.00	11,608.00	6,286.00	6,286.00
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)	580,917.00	580,917.00	554,427.78	107,434.14
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	329,309.00	392,930.00	392,930.00	17,924.85
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program Grant No: PA28P03350104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA28P033-001 Elmwood and Morgan Village	Refurbish and landscape playground at Morgan Village	1450	1	100,000	8,590.29	8,590.29		In Progress
	Subtotal 1450			100,000.00	8,590.29	8,590.29		
	Total Elmwood & Morgan Village PA28P033-001			100,000.00	8,590.29	8,590.29		
PA28P033-002 Holland Towers	Modify six one bedroom units and one two bedroom unit to conform with UFAS standards	1460	7	329,309.00	392,930.00	392,930.00	17,924.85	In Progress
	Subtotal 1460			329,309.00	392,930.00	392,930.00	17,924.85	
	Total Holland Towers PA28P033-002			329,309.00	392,930.00	392,930.00	17,924.85	
Housing Authority Wide	Staff Training	1408		10,000.00	10,000.00	8,609.55	8,609.55	On Going
	Computer Software	1408		5,000.00	5,000.00	4,357.45	4,357.45	On Going
	Provide and/or contract for transportation services for tenants to help them achieve self-sufficiency goals	1408		10,000.00	9,134.22			
	Tenant training	1408		10,000.00	10,000.00			
	Subtotal 1408			35,000.00	34,134.22	12,967.00	12,967.00	
	Administration	1410		35,000.00	35,000.00	35,000.00		
	Subtotal 1410			35,000.00	35,000.00	35,000.00		
	Engineering and other related fees & costs	1430		70,000.00	98,654.49	98,654.49	70,256.29	On Going
	Subtotal 1430			70,000.00	98,654.49	98,654.49	70,256.29	
	Computer hardware and computerized office equipment (upgrade and replace)	1475		11,608.00	6,286.00	6,286.00	6,286.00	
	Subtotal 1475			11,608.00	6,286.00	6,286.00	6,286.00	
	Total Housing Authority Wide			151,608.00	179,396.71	152,907.49	89,509.29	

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

PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program No: PA28P03350104 Replacement Housing Factor No:					Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
Elmwood & Morgan Village PA28P033-001	9/6/2006		8/9/2005	9/5/2008				
Holland Towers PA28P033-002	9/6/2006		9/2/2005	9/5/2008				
Housing Authority Wide	9/6/2006			9/5/2008				

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

PHA Name: Housing Authority of the City of Meadville	Grant Type and Number	Federal FY of Grant:
	Capital Fund Program Grant No: PA28P03350105 Replacement Housing Factor Grant No: N/A	2005

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: **11/2005** Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	35,000.00			
4	1410 Administration	35,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	90,000.00		11,936.46	2,458.80
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	364,349.00		9,672.23	
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	20,917.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	545,266.00		21,608.69	2,458.80
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	300,000.00			
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program Grant No: PA28P03350105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA28P033-003 William Gill Commons	Replace/Convert five units of various sizes to meet UFAS Standards	1460	7	300,000.00				
	Replace bifold doors as units are vacated	1460	As Vacated	50,000.00		9,672.23		On Going
	Replace hot water base board heaters as units are vacated	1460	As Vacated	14,349.00				
	Subtotal 1460			364,349.00		9,672.23		
	Total William Gill Commons PA28P033-003			364,349.00		9,672.23		
Housing Authority Wide	Staff Training	1408		10,000.00				
	Computer Software	1408		5,000.00				
	Provide and/or contract for transportation services for tenants to help them achieve self-sufficiency goals	1408		10,000.00				
	Tenant training	1408		10,000.00				
	Subtotal 1408			35,000.00				
	Administration	1410		35,000.00				
	Subtotal 1410			35,000.00				
	Engineering and other related fees & costs			90,000.00		11,936.46	2,458.80	On Going
	Subtotal 1430			90,000.00		11,936.46	2,458.80	
	Computer hardware and computerized office equipment (upgrade and replace)	1475		20,917.00				
	Subtotal 1475			20,917.00				
	Total Housing Authority Wide			180,917.00		11,936.46	2,458.80	

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

PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program No: PA28P03350105 Replacement Housing Factor No:					Federal FY of Grant: 2005
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
William Gill Commons PA28P033-003	8/17/2007			8/17/2009			
Housing Authority Wide	8/17/2007			8/17/2009			

Attachment N

G. SECTION 8 HOMEOWNERSHIP 24 CFR 982.625-642

1 PURPOSE

The Housing Authority's homeownership option is designed to promote and support homeownership by a "first-time" homeowner – a family that meets the definition in this Plan. It allows one or more members of the family to purchase a home. Section 8 payments supplement the family's own income to facilitate the transition from rental to homeownership. The initial availability of these assistance payments helps the family pay the costs of homeownership, and may provide additional assurance for a lender, so that the family can finance the purchase of the home.

Section 8 homeownership assistance for a cooperative homeowner is specifically authorized for both families that are first-time cooperative homeowners and families that owned their cooperative unit prior to receiving Section 8 assistance.

2. FAMILY PARTICIPATION REQUIREMENTS

- A. This program shall be available to current program participants as well as new participants who have just been issued a voucher under the guidelines of the H.A.C.M.'s waiting list management. Current participants must be in compliance with the programs "Family Responsibilities" as defined in 24CFR Part 982.551.
- B. No more than 10 of the Housing Authority's vouchers shall be utilized at any one time.
- C. The family is qualified to participate as set forth in Section G-3 of this policy.
- D. The unit to be purchased is eligible as set forth in Section G-4 of this policy.
- E. The family has satisfactorily completed the required pre-assistance homeownership counseling, prior to the start of Homeownership Assistance.
- F. If located in a special flood hazard area, the purchaser has obtained flood insurance on the home and agrees to maintain this insurance.

3. FAMILY ELIGIBILITY REQUIREMENTS

- A. The family has been admitted to the Section 8 Housing Choice Voucher program and desires to participate in the homeownership program.
 - B. At the commencement of homeownership assistance the family must be one of the following:
 - 1. A first-time homeowner;
 - 2. A cooperative member; or
- 20-13
- 3. A family of which a family member is a person with disabilities, and the use of the homeownership option is needed as a reasonable accommodation so that the program is readily accessible to and usable by such person.
 - C. At commencement of homeownership assistance for the family, the family must demonstrate that the total annual income (gross income), as determined by the Housing Authority, of all the adult members who will own the home at commencement of homeownership assistance is not less than the Federal minimum hourly wage multiplied by 2,000 hours. However, in the case of disabled families, the minimum income shall be equal to the monthly Federal Supplemental Security Income (SSI) for an individual living alone (or paying his or her share of food and housing costs) multiplied by twelve.

Except in the case of an elderly family or a disabled family, the Housing Authority shall not count any welfare assistance received by the family in determining annual income under this section.

The disregard of welfare assistance income under the preceding paragraph only affects the calculation of minimum annual income used to determine if a family initially qualifies for commencement of homeownership assistance in accordance with this section, but does not affect:

1. The determination of income-eligibility for admission to the voucher program;
2. Calculation of the amount of the family's total tenant payment (gross family contribution); or
3. Calculation of the amount of homeownership assistance payments on behalf of the family.

In the case of an elderly family or a disabled family, welfare assistance shall be counted in determining annual income.

- D. The family must demonstrate that one or more adult members of the family who will own the home at commencement of homeownership assistance:
1. Is currently employed on a full-time basis (the term "full-time employment" means not less than an average of 30 hours per week); and
 2. Has been continuously so employed during the year before commencement of homeownership assistance for the family.

20-14

This requirement shall be considered fulfilled if:

1. The family member is self-employed and earning a net income (income after business expenses have been deducted) that equals the federal minimum hourly wage multiplied by 2,000 hours; or
2. Any employment interruptions either were not the fault of the family member or were for less than 30 days and caused by an effort to improve the family's situation.

The employment requirement does not apply to an elderly family or disabled family. Furthermore, if a family other than an elderly family or disabled family, includes a person with disabilities, an exemption from the employment requirement shall be granted if the Housing Authority determines that an exemption is needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

- E. The Housing Authority shall not commence homeownership assistance for a family if any family member has previously received assistance under the homeownership option while an adult, and has defaulted on a mortgage securing debt incurred to purchase the home.
- F. Except for cooperative members who have acquired cooperative membership shares prior to commencement of homeownership assistance, no family member who has a present ownership interest in a residence at the commencement of homeownership assistance will be eligible for the purchase of any other home.

- G. Except for cooperative members who have acquired cooperative membership shares prior to the commencement of homeownership assistance, and the family has entered into a contract of sale.

4. ELIGIBLE UNITS

- A. Any unit that is eligible under the Section 8 rental assistance program is eligible for this program.
 - 1. Single family dwellings;
 - 2. Condominiums;
 - 3. Cooperatives; and
 - 4. Manufactured Housing and their pads (must have at least a permanent foundation and at least a 40-year lease).
- B. The unit must be either existing or under construction (the footers have been poured) at the time the family enters into the contract of sale.

20-15

- C. The unit must be either a one unit property or a single dwelling unit in a cooperative or condominium.
- D. The unit must satisfy the housing quality standards (HQS) and have been inspected by an independent inspector designated and paid for by the family.
- E. The seller cannot be someone who has been debarred, suspended, or is subject to a limited denial of participation by HUD.

5. SEARCH FOR A NEW HOME

Because the financial health of the Housing Authority's Section 8 program depends upon having units either under lease or being purchased, it is necessary for the Housing Authority to limit the amount of time a family can take between the time a Housing Choice Voucher is issued to the family and the time a home is identified that the family wishes to purchase. Normally, families will have up to sixty (60) days to locate an appropriate property and notify the housing authority. If extraordinary difficulties are encountered the family can request up to two (2) thirty (30) day extensions that may be granted at the sole discretion of the Housing Authority. If an extension is requested and granted, the family will orally report to the Housing Authority every two weeks to update the Housing Authority on the progress of its search.

Once a suitable property has been identified and an agreement to purchase contract entered into, the Housing Authority will determine a maximum time in which the closing must occur and the family to take occupancy of the property. This time frame will vary depending on market conditions.

If a new family is unable to locate a suitable home to purchase, it can request that the Housing Choice Voucher be converted into a rental assistance voucher. This request must be made before the voucher expires. Approval of the request will be at the sole discretion of the Housing Authority with the decision being based on the effort exerted by the family and the condition of the marketplace. Likewise, should a current rental participant who endeavors to find a home to purchase be unsuccessful, they may remain receiving rental assistance provided they remain in compliance with the "Family Obligations".

Additional time will be granted to a disabled family as a reasonable accommodation if justified by the family's actions and/or marketplace conditions.

6. HOMEOWNERSHIP COUNSELING

Before the commencement of homeownership assistance for a family, the family must attend and satisfactorily complete a pre-assistance homeownership and

20-16

housing counseling program required by the Housing Authority (pre-assistance counseling). If possible, the counseling will be conducted by a HUD-approved counseling agency. If a HUD approved counseling agency is not available, the Authority will ensure that all recommended counseling programs are consistent with the topics covered in 24 CFR Part 982.630.

Among the topics to be covered in the PHA-required pre-assistance counseling program are:

- A. Home maintenance (including care of the grounds)
- B. Budgeting and Money management;
- C. Credit Counseling
- D. How to negotiate the purchase price of a home;
- E. How to obtain homeownership financing and loan pre-approvals, including a description of types of financing that may be available, and the pros and cons of different types of financing;
- F. How to find a home, including information about homeownership opportunities, schools, and transportation in the PHA jurisdiction;
- G. Advantages of purchasing a home in an area that does not have a high concentration of low-income families and how to locate homes in such areas;
- H. Information on fair housing, including fair housing lending and local fair housing enforcement agencies; and
- I. Information about Real Estate Settlement Procedures Act (RESPA), state and Federal truth-in-lending laws, and how to identify and avoid loans with oppressive terms and conditions

The Housing Authority will also offer additional counseling after commencement of homeownership assistance (ongoing counseling). This counseling will be voluntary for all homeownership assistance recipients except those requesting their second, fourteenth and fifteenth years of assistance. The reason for this mandatory counseling is to make sure the families are either off to a good start or preparing for the termination of their assistance.

7. HOME INSPECTIONS

The Housing Authority will not commence homeownership assistance for a family until it has inspected the unit and has determined that the unit passes HQS.

The unit must also be inspected by an independent professional inspector selected by and paid by the family. The independent inspection must cover major building

20-17

systems and components, including foundation and structure, housing interior and exterior, and the roofing, plumbing, electrical, and heating systems. The independent inspector must be qualified to report on property conditions, including major building systems and components.

The Housing Authority may not require the family to use an independent inspector selected by the Housing Authority. The independent inspector may not be a housing authority employee or contractor, or other person under control of the Housing Authority. The independent inspector shall be certified by the American Society of Home Inspectors or one whose inspections are

accepted by three local lenders. It shall be the responsibility of the inspector to verify that the inspector meets this certification qualification.

The independent inspector must provide a copy of the inspection report both to the family and to the Housing Authority. The housing authority will not commence homeownership assistance for the family until it has reviewed the inspection report of the independent inspector. Even if the unit otherwise complies with the HQS (and may qualify for assistance under the Housing Authority's tenant-based rental voucher program), the housing authority shall have discretion to disapprove the unit for assistance under the homeownership option because of information in the inspection report.

8. CONTRACT OF SALE

Before commencement of homeownership assistance, a member or members of the family must enter into a contract of sale with the seller of the unit to be acquired by the family. The family must give the Housing Authority a copy of the contract of sale.

The contract of sale must:

- A. Specify the price and other terms of sale by the seller to the purchaser.
- B. Provide that the purchaser will arrange for a pre-purchase inspection of the dwelling unit by an independent inspector selected by the purchaser.
- C. Provide that the purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser.
- D. Provide that the purchaser is not obligated to pay for any necessary repairs.
- E. Contain a certification from the seller that the seller has not been debarred, suspended, or subject to a limited denial of participation.

20-18

9. FINANCING THE PURCHASE OF THE HOME

- A. A purchasing family must invest at least three percent of the purchase price of the home they are buying in the property. This can take the form of a down payment, closing costs, or a combination of the two. Of this sum, at least one percent of the purchase price must come from the family's personal resources.
- B. The family must qualify for the mortgage loan under a lender's normal lending criteria taking into account the fact that this is by definition a low-income family.
- C. If the home is purchased using FHA mortgage insurance, it is subject to FHA mortgage insurance requirements.
- D. If the loan is financed either by the seller or a non-traditional mortgage lending institution or individual, the loan shall be subject to the review of the Housing Authority. The housing authority may verify that there are no unusual or onerous requirements in the loan documents and that the mortgage is affordable to the purchasing family. Also, the lender must require that an appraisal of the property is conducted and the appraiser must determine that the property is worth at least as much as the purchaser is paying.
- E. Unless the purchaser can convince the Housing Authority of unusual circumstances, no balloon payment mortgages or variable rate mortgages shall be allowed in the program.
- F. All mortgage loans must close within the period of time established by the Housing Authority at the time the purchaser and seller enter into their sale contract.
- G. The Housing Authority may assist homeownership participants with closing costs. Participants must:

1. Be employed for a minimum of 1 year; and
 2. Have 1% of their own money for closing costs.
- Or
1. Be a household headed by an elderly person or a person with a disability; and
 2. Have 1% of their own money for closing costs.

10. REQUIREMENTS FOR CONTINUING ASSISTANCE

Homeownership assistance will only be paid while the family is residing in the home. If the family moves out of the home, the Housing Authority may not continue homeownership assistance after the month when the family moves out. The family or lender is not required to refund to the PHA the homeownership assistance for the month when the family moves out.

20-19

The family must comply with the following obligations:

- A. The family must attend and complete ongoing homeownership and housing counseling before the end of the first, thirteenth and fourteenth years of assistance in order for assistance to continue.
- B. The family must comply with the terms of any mortgage securing debt incurred to purchase the home (or any refinancing of such debt).
- C. As long as the family is receiving homeownership assistance, use and occupancy of the home is subject to the following requirements:
 1. The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
 2. The composition of the assisted family residing in the unit must be approved by the Housing Authority. The family must promptly inform the Housing Authority of the birth, adoption or court-awarded custody of a child. The family must request Housing Authority approval to add any other family member as an occupant of the unit. No other person (i.e., nobody but members of the assisted family) may reside in the unit (except for a foster child or live-in aide).
 3. The family must promptly notify the Housing Authority if any family member no longer resides in the unit.
 4. If the Housing Authority has given approval, a foster child or a live-in-aide may reside in the unit.
 5. Members of the household may engage in legal profit-making activities in the unit, but only if such activities are incidental to the primary use of the unit for residence by members of the family.

20-20

6. The family must not sublease or sublet the unit.
 7. The family must not assign the lease or transfer the unit.
 8. The family must supply any information or certification requested by the housing authority to verify that the family is living in the unit, or relating to family absence from the unit, including any Housing Authority requested information or certification on the purposes of family absences. The family must cooperate with the housing authority for these purposes. The family must promptly notify the housing authority of their absence from the unit.
- D. The family may grant a mortgage on the home for debt incurred to finance the purchase of the home or any refinancing of such debt.
- E. Upon death of a family member who holds, in whole or in part, title to the home or ownership of cooperative membership shares for the home, homeownership assistance may continue pending settlement of the decedent's estate, notwithstanding transfer of title by operation of law to the decedent's executor or legal representative, so long as the home is solely occupied by remaining family members in accordance with Paragraph C above. In the case of a divorce or family separation, the assistance shall follow what a court decrees.
- F. The family shall supply the Housing Authority with any required information requested by the housing authority. In particular this shall include information relating to the following:
1. Citizenship or related immigration matters;
 2. Family income and composition;
 3. Social security numbers;

20-21

4. Any mortgage or other debt placed on the property;
 5. Any sale or other transfer of any interest in the home; and
 6. The family's homeownership expenses.
- G. The family must notify the housing authority before the family moves out of the home.
- H. The family must notify the housing authority if the family defaults on a mortgage securing any debt incurred to purchase the home.
- I. During the time the family received homeownership assistance under this program, no family member may have any ownership interest in any other residential property.

- J. Before commencement of homeownership assistance, the family must execute a statement of family obligations in the form prescribed by HUD. In the statement, the family agrees to comply with all family obligations under the homeownership option.
- K. The family must secure the written permission of the Housing Authority before it refinances any debt secured by the home or places any additional secured debt on the property.
- L. The family must assure the Housing Authority that all real estate taxes were paid on a timely basis. If they are not paid, assistance shall be terminated.

11. MAXIMUM TERM OF HOMEOWNERSHIP ASSISTANCE

- A. Except in the case of a family that qualifies as an elderly or disabled family, family members shall not receive homeownership assistance for more than fifteen years if the initial mortgage incurred to finance purchase of the home has a term of 20 years or longer; or ten years, in all other cases.
- B. The maximum term described in the proceeding paragraph applies to any member of the family who has an ownership interest in the unit during the time the homeownership payments are made or is the spouse of any member of the household who has an ownership interest during the time the homeownership payments are made.

20-22

- C. As noted in Paragraph A of this Section, the maximum homeownership assistance term does not apply to elderly and disabled families. In the case of an elderly family, the exception only applies if the family qualifies as an elderly family at the start of homeownership assistance. In the case of a disabled family, the exception applies if at any time during receipt of homeownership assistance the family qualifies as a disabled family. If, during the course of homeownership assistance, the family ceases to qualify as a disabled or elderly family, the maximum term becomes applicable from the date homeownership assistance commenced. However, such a family must be provided at least 6 months of homeownership assistance after the maximum term becomes applicable (provided the family is otherwise eligible to receive homeownership assistance in accordance with this program)
- D. If the family has received such assistance for different homes, or from different housing authorities, the total of such assistance terms is subject to the maximum term described in Paragraph A of this Section.

12. AMOUNT AND DISTRIBUTION OF HOMEOWNERSHIP ASSISTANCE

- A. While the family is residing in the home, the Housing Authority shall pay a monthly homeownership assistance payment on behalf of the family that is equal to the lower of:
 - 1. The payment standard minus the total tenant payment; or
 - 2. The family's monthly homeownership expenses minus the total tenant payment.
- B. The payment standard for a family is the lower of:
 - 1. The payment standard for the family unit size; or
 - 2. The payment standard for the size of the home.

If the home is located in an exception payment standard area, the Housing Authority will use the appropriate payment standard for the exception payment standard area.

The payment standard for a family is the greater of:

- i. The payment standard (as determined in accordance with Paragraph A of the is Section) at the commencement of homeownership assistance for occupancy of the home; or

20-23

- ii. The payment standard (as determined in accordance with Paragraph A of this Section) at the most recent regular reexamination of family income and composition since the commencement of homeownership assistance for occupancy of the home.

The Housing Authority will use the same payment schedule, payment standard amounts, and subsidy standards for the homeownership option as for the rental voucher program.

C. A family's homeownership expenses shall include the following items:

1. Principle and interest on initial mortgage debt, any refinancing of such debt, and any mortgage insurance premium incurred to finance the purchase of the home;
2. Real Estate taxes and public assessments on the home;
3. Home insurance;
4. Maintenance expenses of \$25 per month;
5. An allowance of \$25 a month for costs of major repairs and replacements;
6. The Housing Authority's utility allowance for the home; and
7. Principle and interest on mortgage debt incurred to finance costs for major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the Housing Authority determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person.

D. Homeownership expenses for a cooperative member may only include amounts to cover:

1. The cooperative charge under the cooperative occupancy agreement including payment for real estate taxes and public assessments on the home;
2. Principle and interest on initial debt incurred to finance the purchase of cooperative membership shares and any refinancing of such debt;
3. Home insurance;

20-24

4. The PHA allowance for maintenance expenses; (\$25.00 per month)

5. The PHA allowance for costs of major repairs and replacements; (\$25.00 per month)
 6. The PHA utility allowance for the home; and
 7. Principle and interest on debt incurred to finance major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the housing authority determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person.
- E. If the home is a cooperative or condominium unit, homeownership expenses may also include cooperative or condominium operating charges or maintenance fees assessed by the condominium or cooperative homeowner association.
- F. The Housing Authority will pay homeownership assistance payments directly to the lender on behalf of the family unless the lender does not want the payment to be made directly to them. If there is any excess assistance, it will be paid to the family.
- G. Homeownership assistance for a family terminates automatically 180 calendar days after the last housing assistance payment on behalf of the family. However, the Housing Authority retains the discretion to grant relief from this requirement in those cases where automatic termination would result in extreme hardship for the family.

13. HOMEOWNERSHIP PORTABILITY

- A. A family may qualify to move outside the initial Housing Authority's jurisdiction with continued homeownership assistance under the voucher program. Families determined eligible for homeownership assistance by the Housing Authority may purchase a unit outside our jurisdiction, if:
1. They meet our normal requirements for portability under the rental program;
- 20-25
2. The receiving Housing Authority is administering a voucher homeownership program and the family meets the receiving Housing Authority's eligibility requirements; and
 3. The receiving Housing Authority is accepting new homeownership families.
- B. Conversely, if the Housing Authority has slots open in our homeownership program we will accept homeowners exercising portability from another program and absorb such families if possible.
- C. In general, the portability procedures described previously in this Administrative Plan apply to the homeownership option. The administrative responsibilities of the initial and receiving housing authorities are not altered except that some administrative functions (e.g., issuance of a voucher or execution of a tenancy addendum) do not apply to the homeownership option.

- D. The family must attend the briefing and counseling sessions required by the receiving Housing Authority. The receiving Housing Authority will determine whether the financing for, and the physical condition of the unit, are acceptable. The receiving Housing Authority must promptly notify the initial Housing Authority if the family has purchased an eligible unit under the program, or if the family is unable to purchase a home within the maximum time established by the Housing Authority.
- E. Continued assistance under portability procedures is the next Section of this Administrative Plan.

14. MOVING WITH CONTINUED TENANT-BASED ASSISTANCE

- A. A family receiving homeownership assistance may move to a new unit with continued tenant-based assistance. The family may move either with voucher rental assistance (in accordance with rental assistance program requirements) or with voucher homeownership assistance (in accordance with homeownership option program requirements). The Housing Authority will not commence continued tenant-based assistance for occupancy of the new unit so long as any family member owns any title or other interest in the prior home. No more than one move per year may occur in the program.
- B. The Housing Authority must be able to determine that all initial requirements have been satisfied if a family that has received homeownership assistance wants to move to a new unit with continued homeownership assistance. However, the following requirements do not apply:

20-26

- 1. The requirement for pre-assistance counseling is not applicable.
- 2. The requirement that a family must be a first-time homeowner is not applicable.
- C. The Housing Authority may deny permission to move with continued assistance in the following circumstances:
 - 1. The Housing Authority may deny permission to move with continued rental or homeownership assistance if the Housing Authority determines that it does not have sufficient funding to provide continued assistance.
 - 2. At any time, the Housing Authority may deny permission to move with continued rental or homeownership assistance in accordance with the next Section.

15. DENIAL OR TERMINATION OF ASSISTANCE FOR FAMILIES

- A. At any time, the Housing Authority may deny or terminate homeownership assistance in accordance with the same rules as it utilizes for the rental program.
- B. The same restrictions on admission or continued assistance in regards to criminal activities shall apply to the homeownership program as the rental program.
- C. The Housing Authority may deny or terminate assistance for violation of participation obligations as previously described for the rental program.
- D. The PHA shall terminate voucher homeownership assistance for any member of a family receiving homeownership assistance that is dispossessed from the home pursuant to a judgment or order of foreclosure on any mortgage (whether FHA-insured or non-FHA) securing debt incurred to purchase the home, or any refinancing of such debt. The Housing Authority, in its discretion, may permit the family to move to a new unit with continued voucher rental assistance if the family can show that the default was for reasons beyond its control. However, the Housing Authority will deny such permission, if:

1. The family defaulted on an FHA-insured mortgage; and
2. The family fails to demonstrate that:
 - a. The family has conveyed title to the home, as required by HUD, to HUD or HUD's designee; and
 - b. The family has moved from the home within the period established or approved by HUD.

20-27

Attachment O

Cockroach Eradication Procedure

The Housing Authority of the City of Meadville goal is to eradicate all Authority units, buildings, and common areas from cockroach infestation to the greatest extent possible. In order to achieve this goal the Housing Authority has developed a Cockroach Eradication Procedure as follows:

1. In order to maintain the Housing Authority resident's privacy to the greatest extent possible and still strive to achieve this goal the Housing Authority will conduct a visual cockroach inspection during the semiannual preventive maintenance inspection thus eliminating the need for entering a resident's unit additional times during the year. During this visual inspection Authority staff will place roach buttons in strategic out of the way places in the kitchen and bathroom of each unit (i.e. under and behind refrigerators, ranges, on top and under cupboards and medicine cabinets, etc.). The purpose of these buttons is to eradicate any cockroaches, which might be introduced into the unit, between inspections, before they can reproduce causing an infestation. These buttons do not emit odor or chemicals and are certified safe for use in all types of units. The inspector will also place one or two sticky traps in these areas, which will be checked at the following inspection to help determine whether or not cockroaches, are present.
2. In the event that there is determined to be a cockroach infestation in an unit during the visual inspection or in the case of a resident calling and reporting a infestation the Housing Authority will schedule the infested unit and any unit which is connected by a common wall or floor to be sprayed monthly until the cockroach infestation is determined to be eradicated. This scheduled extermination will require that the residents cooperate by preparing their unit. This preparation will entail the resident moving furniture and other household items so the exterminator can apply insecticide to the proper locations. This preparation will be more explicitly explained in a notice sent to the resident informing them that their unit is being scheduled for a monthly extermination. The extent of preparation will be based on the exterminator's estimation of the seriousness of the infestation. MSDS sheets will be supplied, to the applicable residents if requested, for all chemicals that will be used. If a affected resident claims there is a medical reason that prohibits their unit from being exterminated the Housing Authority will, upon a medical doctors written certification of this, make reasonable accommodations for the resident enabling the cockroach infestation to be eradicated in this unit. A reasonable accommodation will also be provided in preparing the unit for residents having a disability that prevents them or other household members from performing this preparation.
3. All common areas and buildings will be routinely inspected and insecticides applied in accordance with an infestation or as preventive measures as determined by the percentage of chance of an infestation occurring.
4. All vacated units will be treated with insecticides prior to releasing in an attempt to eradicate any cockroaches that might be introduced by a new resident before they become ingrained thus causing a serious infestation.

The Housing Authority, so that this procedure may be carried out in an efficient manner, maintains two maintenance employees who are trained, certified, and licensed in the state of Pennsylvania to use and apply insecticides. The Housing Authority of the City of Meadville also maintains an extermination license and insurance for this purpose.