

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

PHA Plans

5 Year Plan for Fiscal Years 2008 - 2012

Annual Plan for Fiscal Year 2007

**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: PA-033

PHA Fiscal Year Beginning: (mm/yyyy) 04/2007

PHA Programs Administered:

Public Housing and Section 8
 Section 8 Only
 Public Housing Only
 Number of public housing units: 347
 Number of S8 units:
 Number of public housing units:
 Number of S8 units: 146

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

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 2008 - 2012
[24 CFR Part 903.5]

A. Mission

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

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

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies: **by focusing on efficient turnover of Units as well as tenant screening**
 - Leverage private or other public funds to create additional housing opportunities: **As needs are identified and opportunities arise**
 - Acquire or build units or developments
 - Other (list below)
Analyze project based operations for both financial & efficient sustainability.
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score):
Train staff in understanding PIC, REAC, and the submission process

- Increase customer satisfaction:
Listen to Resident Advisory Board requests
- Concentrate on efforts to improve specific management functions:
Re-evaluate current Job Descriptions & Responsibilities
(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: **If and when needed**
- Provide replacement vouchers:
- Other: (list below)
Continue to understand the needs of the disabled and apply this within regulations.

- PHA Goal: Increase assisted housing choices
Objectives:
 - Provide voucher mobility counseling: **Currently done at the initial briefing**
 - Conduct outreach efforts to potential voucher landlords **for accessible units.**
 - Increase voucher payment standards
 - Implement voucher homeownership program: **currently done, will try to expand.**
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)
Consider converting units to meet the ongoing demands of particular B.R. sizes per waiting list data.

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: **currently implemented**
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: **currently implemented**
 - Implement public housing security improvements: **as identified by Resident Advisory Boards and verified.**
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

- Other: (list below)
Provide educational & economic enhancement by encouraging residents to tap into the resources available as well as the assistance of the Resident Initiatives Coordinator.

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: **Encourage GED's, resume prep, and job availability info**
 - Provide or attract supportive services to improve assistance recipients' employability: **Ongoing**
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities. **As requested by Residents**
 - Other: (list below)
Encourage and promote the use and benefit of Flat Rents.

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: **Ongoing**
 - 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: **Ongoing**
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
Under Development
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

- X** **Utilize available local resources to advance youth, adults, and the family as a whole**

Annual PHA Plan
PHA Fiscal Year 2007
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

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 remained stable 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 in the new Capital Fund Programs which funds ongoing modernization needs.

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

The results of Housing Authority wide *meeting with Resident 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. Reasonable Accommodation Requests have been and will continue to be processed. *The new project based accounting being required in the near future may require job assignment changes as well as additional staffing.*

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

Annual Plan

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

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 for Deconcentration
- Attachment B** FY 2007 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)
- Attachment K** List of Resident Advisory Board Members
- Attachment J** List of Resident Board Member
- Attachment G** Community Service Description of Implementation
- Attachment H** Information on Pet Policy
- Attachment N** Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs, if applicable

Optional Attachments:

- Attachment C** PHA Management Organizational Chart
- Attachment D** FY 2007 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 I Progress in meeting 5 yr. goals

Attachment L Initial Assessment for Voluntary Conversion

Attachment M Performance & Evaluation Reports for CFP-2004, 2005, & 2006

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	Annual Plan: Eligibility, Selection, and Admissions Policies
X	2. Documentation of the required deconcentration and income mixing analysis	
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

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input 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	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	grant and most recently submitted PHDEP application (PHDEP Plan)	
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	Other supporting documents (optional) (list individually; use as many lines as necessary)	Community Service & Reasonable Accommodation Policies

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

(RENTER)

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	331955	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	240277	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	296096	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	238842	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 PA**
Indicate year: **FFY 2004-2008**
- 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	119		
Extremely low income <=30% AMI	90	76%	
Very low income (>30% but <=50% AMI)	24	20%	
Low income (>50% but <80% AMI)	5	4%	
Families with children	35	29%	
Elderly families	22	18.5%	
Families with Disabilities	18	15%	
Race/ethnicity white	104	87%	
Race/ethnicity black	11	9%	
Race/ethnicity multi-racial	2	2%	
Race/ethnicity Hispanic	2	2%	
Characteristics by Bedroom Size (Public Housing Only) -0- Efficiencies	31	26%	
1BR	49	41%	
2 BR	18	15%	

Housing Needs of Families on the Waiting List

3 BR	17	14%	
4 BR	4	3%	
5 BR	-0-	-0-	
5+ BR	-0-	-0-	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List

Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	22		
Extremely low income <=30% AMI	8	36%	
Very low income (>30% but <=50% AMI)	14	64%	
Low income (>50% but <80% AMI)	-0-	---	
Families with children	15	68%	
Elderly families	-0-	---	
Families with Disabilities	2	9%	
Race/ethnicity white	16	68%	
Race/ethnicity black	6	27%	
Race/ethnicity			
Race/ethnicity Hispanic	1	5%	

Housing Needs of Families on the Waiting List

Characteristics by Bedroom Size (Public Housing Only)			
-0- Efficiencies			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 40 Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

Other (list below)

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

Select all that apply

- Apply for additional section 8 units should they become available
 - Leverage affordable housing resources in the community through the creation of mixed - finance housing
 - Pursue housing resources other than public housing or Section 8 tenant-based assistance.
 - Other: (list below)
- Consider purchasing units with Section 8 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)
- Provide guidance & supportive services and/or referrals to obtain GED's and/or jobs.**

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)
- Continue supportive services.**

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)
- Work with and/or meet their needs through information obtained by Resident Advisory Boards.**

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**
- 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)
Encourage service coordination as well as needed care assistance.

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: **as identified**
- 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)
Educate the Public regarding disabilities and Fair Housing Laws.

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)

The overwhelming need for education and assistance in entering the job market or continued education.

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	801,864	
b) Public Housing Capital Fund	523,681	
c) HOPE VI Revitalization	---	
d) HOPE VI Demolition	---	
e) Annual Contributions for Section 8 Tenant-Based Assistance	509,330	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	---	
g) Resident Opportunity and Self-Sufficiency Grants	---	
h) Community Development Block Grant	---	
i) HOME	---	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CF-2005	40,996	Modernization
CF-2006	523,681	Modernization
3. Public Housing Dwelling Rental Income		
	730,928	Operations
4. Other income (list below)		
	49,517	Operations
4. Non-federal sources (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Management Fee	2,165	Undetermined
Total resources	3,182,162	

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 the application is complete and again prior to unit offering.

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 information 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)

(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 due to 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? **-0-**

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)

Disability related needs that are verified,

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)

Displacement 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)

1- Displacement 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)

H.A. Newsletter, Resident Handbook, Posted Notices, Resident Advisory Board

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

- At an annual reexamination and lease renewal
- Any time family composition changes

- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

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

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

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

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

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

B. Section 8

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

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

(1) Eligibility

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

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

Debts to other Federally assisted Housing Providers

- 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)
- Upon Landlord Request, verified Information for the previous 2-yr. period will be shared.**

(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 when the list is open. Limited to distance and/or disability.

(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) 30-day extensions are available based on demonstrated 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) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or

more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

- The Section 8 Administrative Plan

- Briefing sessions and written materials
 - Other (list below)
- Notices to landlords, and 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) **\$200.00 a month**
- Other (list below)

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

Highly recommended by the H.A., however affected residents will be given this 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 market value of the unit, as well as 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)

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

- Annually
- Other (list below)

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

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

2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

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	335	113
Section 8 Vouchers	148	12
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
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)
A.C.O.P., Public Housing Lease,, Pet Policy, Grievance Procedure, Community Service, Charge Listings, & Cockroach Eradication

(2) Section 8 Management: (list below)
H.C.V.P. Administrative Plan, Utility Allowance Schedule, Payment Standards

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-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: (DD/MM/YY)	
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.)

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:)

- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

**Public Housing Homeownership Activity Description
(Complete one for each development affected)**

1a. Development name:

1b. Development (project) number:

2. Federal Program authority:

- HOPE I
- 5(h)
- Turnkey III
- Section 32 of the USHA of 1937 (effective 10/1/99)

3. Application status: (select one)

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

05/12/99; Revised 06/17/03

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. Share joint responsibility for a 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 & Enhancement facilities on site for all ages as well as a Resident Coordinator & Social Services

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	Wm. Gill Commons	Public Housing
Head Start	18	1 st serve	“	“
After School Homework	30	1 st serve	“	“
America Reads	20	Upon Request	“	“
Parent to Parent	5	Upon Request	“	“
Women’s Services	3	Upon Request	“	“
Budgeting	4	Upon Request	“	“
Onsite Library	5-20	Random	“	“
Computer Programs	10	1 st serve	Elmwood Village	“
Friends of Youth	16	1 st serve	Wm. Gill Commons	“

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	10	Exemption Approved

- 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:
Continually reach out to draw interest. Possibly, if agreeable, link up & coordinate with the local Assistance Office.

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)

Counseling clients regarding taking & accepting responsibility to act in a timely manner to all agencies providing benefits.

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

Resident Advisory Board Analysis

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

All Family Housing Locations

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)

Continued Resident Awareness to report promptly & regularly unlawful activity.

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

Family Locations

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)

Agreement to share info for the overall Community good.

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

All

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)
Monitoring social changes to assure long term viability of the various developments.
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) **“J”**
 - 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)

Three meetings were held with the Resident Advisory Boards and all comments were considered, withdrawn, or included. Attachment "J" illustrates those 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: (provide name here) **Crawford County and the 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)

Rehab units in a manner that is sensitive to the needs of those with various types of disabilities. Consider current marketing needs and convert unit configuration to meet those needs. Support aging in place activities, while promoting self sufficiency activities as well as educational opportunities for younger adults.

Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
A commitment to provide and/or assure affordable housing.

D. Other Information Required by HUD

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

Attachment A
Deconcentration of Poverty
Backup Data
October 13, 2006

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

\$12,460.47

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

85% = \$ 10,591.40

115% = \$14,329.54

The Scattered Site location is currently above the 115% E.I.R. This is not uncommon as there are only fifteen units within this project and the lease up of one household above the E.I.R. has an escalating effect on the average. The Housing Authority will continue to monitor household incomes and if necessary offer a lower income household the next available unit if necessary.

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>	\$ 9,575.54	\$ 12,128.77
<u>Morgan Village</u>	\$11,944.41	\$ 12,688.44
<u>Total Average Income</u>	\$10,479.42	\$ 12,342.25

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

# persons @ Elm	=	149		Total Occupied Units	- 97
# persons @ Morgan		<u>92</u>			
Total		241			

<u>Wm. Gill Village</u>	<u>Average Annual Income</u>	<u>W/O Income Excl.</u>
<u>Wm. Gill Village</u>	\$ 9,697.51	\$ 11,630.16

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

# persons @ Gill	=	199		Total Occupied Units	- 72
					12 units vacant due to rehab

<u>Scattered Sites</u>	<u>Average Annual Income</u>	<u>W/O Income Excl.</u>
<u>Scattered Sites</u>	\$12,639.24	\$17,210.49

**Note - There is 1 tenant that has -0- Income in Scattered Sites

# persons @ S.S.	=	48		Total Occupied Units	- 15
------------------	---	----	--	----------------------	------

	<u>Total Annual Income</u>	<u>Occupied Units</u>
Elm & Morgan	\$ 1,197,198	97 units
Gill Village	837,371	72 units (12 units rehab)
Scattered Sites	<u>258,157</u>	<u>15 units</u>
Totals	\$ 2,292,726	184 units (12 units rehab)

Average income \$12,460.47 per 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: 'PA28P03350107 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007
<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	75,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	154,000.00			
10	1460 Dwelling Structures	140,181.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	99,500.00			
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)	523,681.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	270,000.00			
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				

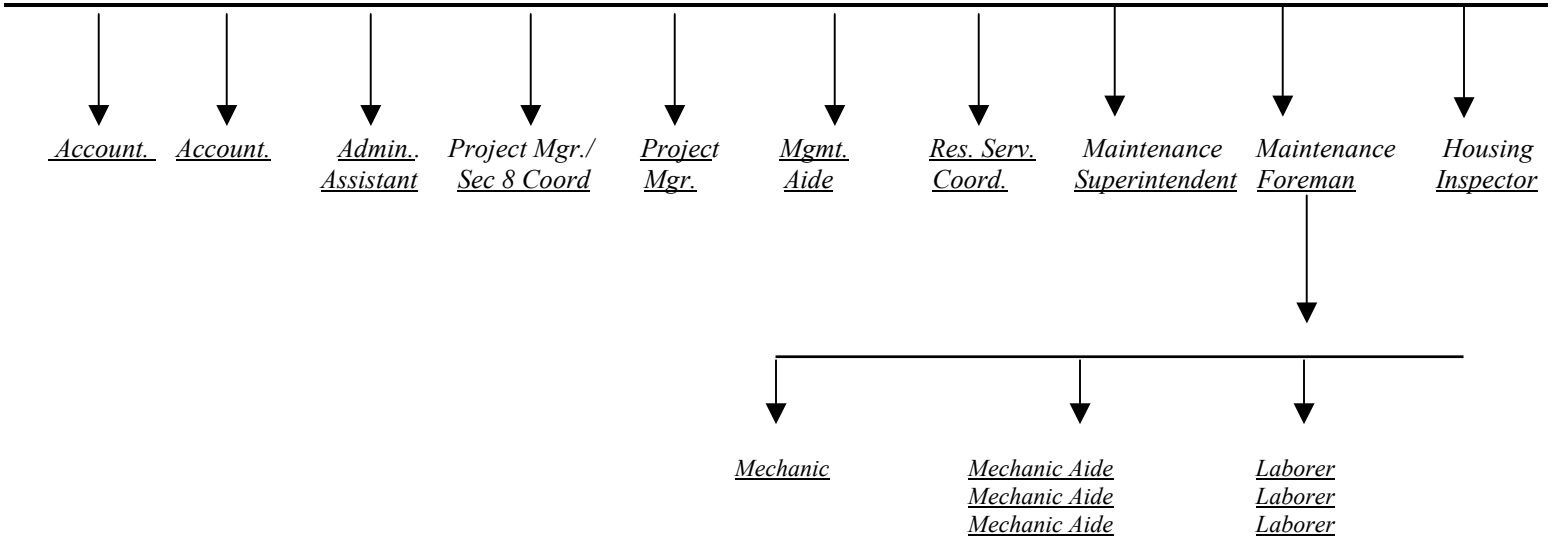
**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Meadville		Grant Type and Number Capital Fund Program Grant No: PA28P03350107 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct Number.	Quantit y	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA33-1 Elmwood Village	Bring site and playground up to meet UFAS standards	1450	As needed	\$74,500.00				
	Total 1450			\$74,500.00				
	Remodel Kitchens Elmwood Village	1460	As needed	\$123,681.00				
	Refurbish units to meet UFAS sight and hearing requirements	1460	As needed	\$5,000.00				
	Total 1460			\$128,681.00				
	Refurbish community room to meet UFAS standards	1470		\$10,000.00				
	Total 1470			\$10,000.00				
	Total Elmwood & Morgan Villages			\$213,181.00				
PA33-2 Holland Towers	Bring site up to meet UFAS Standars	1450	As Needed	\$3,000.00				
	Total 1450			\$3,000.00				
	Refurbish units to meet sight and hearing impaired	1460	As needed	\$5,000.00				
	Total 1460			\$5,000.00				
	Refurbish common areas and elevators to meet UFAS standards	1470	As Needed	\$89,500.00				
	Total 1470			\$89,500.00				
	Total Holland Towers			\$97,500.00				
PA33-3 William Gill Commons	Bring site and playground up to meet UFAS standards	1450	As Needed	\$76,500.00				
	Total 1450			\$76,500.00				
	Refurbish units to meet UFAS sight and hearing requirements	1460	As Needed	\$5,000.00				
	Total 1460			\$5,000.00				
	Total William Gill Commons			\$81,500.00				
PA33-4 Scattered Site	Refurbish units to meet UFAS sight and hearing requirements	1460	As Needed	\$1,500.00				
	Total 1460			\$1,500.00				
	Total Scattered Site			\$1,500.00				
Housing Authority Wide	Staff Training	1408		\$5,000.00				
	Computer Software	1408		\$5,000.00				
	Tenant Training	1408		\$5,000.00				
	Transportation assistance to help residents obtain self-sufficiency	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		\$75,000.00				
	Total 1430			\$75,000.00				
	Total Housing Authority Wide			\$130,000.00				

Attachment C

Housing Authority of the City of Meadville Board

Executive Director



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 2007	Work Statement for Year 2 FFY Grant: 2008 PHA FY: 2009	Work Statement for Year 3 FFY Grant: 2009 PHA FY: 2010	Work Statement for Year 4 FFY Grant: 2010 PHA FY: 2011	Work Statement for Year 5 FFY Grant: 2011 PHA FY: 2012
	Annual Statement				
PA33-1 Elmwood & Morgan Villages		323,681.00	100,000.00	200,000.00	200,000.00
PA33-2 Holland Towers		150,000.00	400,000.00	83,681.00	83,681.00
PA33-3 William Gill Commons		50,000.00	23,681.00	200,000.00	200,000.00
PA33-4 Scattered Site		0.00	0.00	40,000.00	40,000.00
Housing Authority-Wide		0.00	0.00	0.00	0.00
CFP Funds Listed for 5-year planning		523,681.00	523,681.00	523,681.00	523,681.00
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: 2008 PHA FY: 2009			Activities for Year: <u>3</u> FFY Grant: 2009 PHA FY: 2010		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	<i>P033-1 Elmwood and Morgan Village</i>	Remodel Kitchens Elmwood Village	\$323,681.00	<i>P033-1 Elmwood and Morgan Village</i>	Replace Forced Air Furnaces	100,000.00
		Subtotal	\$323,681.00		Subtotal	100,000.00
	<i>P033-2 Holland Towers</i>	Refurbish Lobby and corridors	150,000.00	<i>P033-2 Holland Towers</i>	Replace kitchen cabinets, bathrooms and original flooring	400,000.00
		Subtotal	150,000.00		Subtotal	400,000.00
	<i>P033-3 William Gill Commons</i>	Replace Bifold Doors on Closets and Utility Areas	50,000.00	<i>P033-3 William Gill Commons</i>	Replace baseboard heaters upon unit vacancy	23,681.00
		Subtotal	50,000.00		Subtotal	23,681.00
Total CFP Estimated Cost			\$523,681.00			\$523,681.00

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 7, 2006, a letter was sent to all resident council officers informing them of a meeting to take place on August 7, 2006. Five 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 8, 2006 a second meeting was held to hear and clarify any uncertainty as to what was expected. Seven residents were in attendance. A third and final meeting was held on October 20, 2006 to read over their comments, and ask questions to assure everything was reviewed.

Summary of Family Responses:

At the October 20, 2006 meeting, council representatives were prepared and had a couple of typed lists showing numerous items and/or comments. Due to duplication the list was reduced.

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

The entire list of items will be listed here, and I will provide comment on what the residents chose.

- _____ (1) New gas stoves
- _____ (2) Replace refrigerators
- _____ (3) New cabinets in kitchen with better shelves
- _____ (4) Different bedroom closet doors
- _____ (5) Bigger storage sheds
- _____ (6) More activities for kids w/Adult supervision
- _____ (7) Change machine in Laundromat
- _____ (8) Telephone service through cable company
- _____ (9) Screen doors need replaced front and back
- _____ (10) Repair or replace fence around basketball court
- _____ (11) Ceiling lights in the living room and/or ceiling fans in bedrooms
- _____ (12) Longer computer lab hours
- _____ (13) Day Care Service
- _____ (14) Backyard flooding issues
- _____ (15) Decorate for Holidays without permission
- _____ (16) Painting-different colors
- _____ (17) More playground equipment, and repaint existing
- _____ (18) Carpet in apartments

Items # 1, 2, & 3:

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

Item # 4:

Closet doors are in the 5-Yr. Plan and currently being installed at Wm. Gill Commons.

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 # 6:

The Housing Authority cannot mandate adults to participate in activities with their children. Resident Council can and should provide insight as to any obstacles causing this.

Items #7 & 8:

The Housing Authority will speak with the laundry vendor regarding Item #7.

Item #8 is now available to all residents. The Housing Authority does not control cable and/or telephone. Installation requirements are in force.

Item #9:

The Housing Authority is considering elimination of screen doors, as they are not necessary and they prohibit Maintenance, Fire, or Police entry if locked.

Item #10:

The condition of the fence will be reviewed and a cost/benefit analysis performed.

Item # 11:

The apartments were originally designed for table lamp usage. There is 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 #12:

Longer Computer Hours-Hours have been adjusted on a per need basis. After hours supervision is needed to extend hours which is cost prohibitive, unless tenants would volunteer.

Item #13:

Day Care Service-The Head Start facility is not running to full capacity. There are not enough children of working parents to support a Day Care, especially in light of the various working hours as well as Day Care requirements.

Item #14:

Back Yard Flooding Issues-This has been a very wet fall. It is not unusual to see water lying as the ground is saturated. The H.A. will check with Council on the areas referenced to determine if drainage is feasible as well as obtainable.

Item #15:

Decorate for the Holidays w/o permission-The lease requires approval before attaching anything to the property. An over-exuberant Holiday Planner can create fire hazards for others without realizing their error. The H.A.C.M. will err on the side of caution in the best interest of all their residents by requiring approval. This is not a burden to ask permission. Moderate displays are always approvable.

Item #16:

Painting different colors-Apts. will continue to utilize the neutral off-white color as it "goes with" all furniture, draperies, etc. Restoration costs prohibit colors.

Item #17:

More playground equipment and/or paint existing-The existing equipment will be painted, and the H.A. will work with Councils to determine new or different needs.

Item # 18:

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 representation present at the August 7, 2006 meeting, as well as the September 8, 2006 meeting. Typed lists were presented that were direct and to the point. 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 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, such as a ceiling fan.
- #3 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.
- #4 Air conditioning in Laundry Room & Halls-As stated in #2, a ceiling fan will be considered for the 2nd floor laundry. All apts. have their own A/C unit. The H.A. will not attempt to air condition hallways as this would be substantial direct cost as well as ongoing electrical consumption. Additionally, it is difficult to maintain a temperature that is suitable for 132 households.
- #5 New Carpeting-This is currently in the five-year plan (2010) and may be moved forward to an earlier year should monies be available after completion of Section 504 work.
- #6 Roof and Light over West entrance/exit-The feasibility of this will be looked into.
- #7 Larger Washing Machines capable of doing quilts and/or bedspreads-Front loading machines are being considered which have a larger capacity.
- #8 Ticket cars of those not residing here-The lot is periodically policed and vehicles ticketed. This problem is most evident after normal business hours.
- #9 Elevator Updates to assure safety and security for the residents-Plans are currently being considered to update elevator controls while meeting U.F.A.S. requirements.
- #10 Dress up (Wallpaper/Paint) Public Areas-This will be considered when contracting for the Lobby/Entrance remodeling.
- #11 Replace Circuit Breaker Boxes in the Apts.-The H.A. will take the feasibility of this issue up with our Mechanical Engineers.

Summary of Public Hearing Comments:

The Executive Director of the Crawford County Assistance Office (C.C.A.O.) attended the public hearing. She indicated that cash assistance was up slightly due to the current economy. She emphasized that her office was experiencing an increase in non-elderly, non-disabled single clients (both men & women) needing assistance. This information is consistent with the local Housing Coalition survey, as well as previous internal Housing Authority data. A former Junior High School is currently being remodeled and will directly address this need. The Housing Authority of the City of Meadville will monitor this as well as other waiting list data to determine whether the existing public housing bedroom allocation should be modified to meet this demand.

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.

Recently, a variance of the neutering requirement was presented for a male dog which was intended for stud service.

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 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.**

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 have been renovated for the disabled to meet UFAS requirements. A project at William Gill Commons is near completion which will create five units which will meet UFAS standards.

Deteriorated sidewalk has been replaced and parking lots at Wm. Gill Commons resurfaced.

Plans for the conversion of six units for accessibility purposes are underway at Elmwood Village.

Additional staff has been hired to assist with vacancy turnaround as well as the upcoming conversion to Project based Accounting.

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 adaptable 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.

Ms. Catalano was re-appointed to another 5-year term on 6/22/05 by Meadville City Council.

Ms. Catalano actively participates in all Board Meetings and keeps other members apprised of resident opinion and/or feelings of contentment within the community.

Attachment K

“Membership of the Resident Advisory Board”

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

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

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

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

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

In April 2005, the Family Councils again separated into Wm. Gill Commons standing alone, while Elmwood Village included the fifteen scattered sites.

Meetings were held on August 7, 2006, September 8, 2006, and again on October 20, 2006. 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 concerns while clarifying any issues. The third meeting was to receive their input for consideration into the Annual and Five Year Plan.

Advisory Board Members Attending the Various Meetings

<u>Eric Warner</u> - <u>Elmwood Village</u>	<u>Mary Lou Beach</u> - <u>Holland Towers</u>
<u>Terri McCarl</u> - <u>Elmwood Village</u>	<u>Dan Niwa</u> - <u>Wm. Gill Commons</u>
<u>Tammy Warner</u> - <u>Elmwood Village</u>	
<u>Gladys Prenatt</u> - <u>Holland Towers</u>	
<u>Jean Peterman</u> - <u>Holland Towers</u>	
<u>Dawn/Kevin Miller</u> - <u>Wm. Gill Commons</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
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 2)
 Performance and Evaluation Report for Period Ending: **11/2006** 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	15,261.41	15,261.41	15,219.40
4	1410 Administration	35,000.00	35,000.00	35,000.00	35,000.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	70,000.00	103,102.88	103,102.88	100,552.73
8	1440 Site Acquisition				
9	1450 Site Improvement	100,000.00	8,590.18	8,590.18	8,590.18
10	1460 Dwelling Structures	329,309.00	411,796.53	411,796.53	411,796.53
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	11,608.00	7,166.00	7,166.00	7,166.00
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	580,917.00	578,324.84
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	411,796.53	411,796.53	411,796.53
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	100,000.00	8,590.18	8,590.18	8,590.18	
	Subtotal 1450			100,000.00	8,590.18	8,590.18	8,590.18	
	Total Elmwood & Morgan Village PA28P033-001			100,000.00	8,590.18	8,590.18	8,590.18	
PA28P033-002 Holland Towers	Modify six one bedroom units and one two bedroom unit to conform with UFAS standards	1460	7	329,309.00	402,984.37	402,984.37	402,984.37	
	Subtotal 1460			329,309.00	402,984.37	402,984.37	402,984.37	
	Total Holland Towers PA28P033-002					402,984.37	402,984.37	
PA28P033-003 William Gill Commons	Replace Closet Doors as units are vacated	1460		0.00	8,812.16	8,812.16	8,812.16	
	Subtotal 1460			0.00	8,812.16	8,812.16	8,812.16	
	Total William Gill Commons PA28P033-003			0.00	8,812.16	8,812.16	8,812.16	
Housing Authority Wide	Staff Training	1408		10,000.00	10,609.95	10,609.95	10,609.95	On Going
	Computer Software	1408		5,000.00	4,357.45	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	294.01	294.01	252.00	
	Tenant training	1408		10,000.00				
	Subtotal 1408			35,000.00	15,261.41	15,261.41	15,219.40	
	Administration	1410		35,000.00	35,000.00	35,000.00	35,000.00	
	Subtotal 1410			35,000.00	35,000.00	35,000.00	35,000.00	
	Engineering and other related fees & costs	1430		70,000.00	103,102.88	103,102.88	100,552.73	On Going
	Subtotal 1430			70,000.00	103,102.88	103,102.88	100,552.73	
	Computer hardware and computerized office equipment (upgrade and replace)	1475		11,608.00	7,166.00	7,166.00	7,166.00	
	Subtotal 1475			11,608.00	7,166.00	7,166.00	7,166.00	
	Total Housing Authority Wide			151,608.00	160,530.29	160,530.29	157,938.13	

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
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual	
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 Capital Fund Program Grant No: PA28P03350105 Replacement Housing Factor Grant No: N/A	Federal FY of Grant: 2005
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: **11/2006** Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00	271,968.00	271,968.00	244,771.20
2	1406 Operations				
3	1408 Management Improvements	35,000.00	14,895.67	6,200.40	6,200.40
4	1410 Administration	35,000.00	35,000.00	35,000.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	90,000.00	94,624.53	90,450.53	43,156.99
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	364,349.00	391,152.40	363,236.51	337,194.66
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	20,917.00	9,593.40	9,593.40	9,593.40
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	545,266.00	504,480.84	396,145.45
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	300,000.00	328,876.73	328,876.73	302,834.88
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 to meet various size accessibility requirements	1460	7	300,000.00	328,876.73	328,876.73	302,834.88	
	Replace bifold doors as units are vacated	1460	As Vacated	50,000.00	50,000.00	34,359.78	34,359.78	
	Replace hot water base board heaters as units are vacated	1460	As Vacated	14,349.00	12,275.67			
	Subtotal 1460			364,349.00	391,152.40	363,236.51	337,194.66	
	Total William Gill Commons PA28P033-003			364,349.00	391,152.40	363,236.51	337,194.66	
Housing Authority Wide	Staff Training	1408		10,000.00	5,000.00	2,203.40	2,203.40	
	Computer Software	1408		5,000.00	5,000.00	1,855.00	1,855.00	
	Provide and/or contract for transportation services for tenants to help them achieve self-sufficiency goals	1408		10,000.00	3,514.00	1,567.00	1,567.00	
	Tenant training	1408		10,000.00	1,381.67	575.00	575.00	
	Subtotal 1408			35,000.00	14,895.67	6,200.40	6,200.40	
	Administration	1410		35,000.00	35,000.00	35,000.00	0.00	
	Subtotal 1410			35,000.00	35,000.00	35,000.00	0.00	
	Architectural and/or Engineering, Legal, and Consultant Fees			90,000.00	94,624.53	90,450.53	43,156.99	
	Subtotal 1430			90,000.00	94,624.53	90,450.53	43,156.99	
	Computer hardware & Office Equipment (upgrade,replace,add)	1475		20,917.00	9,593.40	9,593.40	9,593.40	
	Subtotal 1475			20,917.00	9,593.40	9,593.40	9,593.40	
	Total Housing Authority Wide			180,917.00	154,113.60	141,244.33	58,950.79	

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			

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: N/A	Federal FY of Grant: 2006
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 11/2006 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	0.00	0.00	0.00
4	1410 Administration	35,000.00	0.00	0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	15,266.00	0.00	0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	453,415.00	0.00	0.00	0.00
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)	523,681.00	0.00	0.00	0.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	428,415.00	0.00	0.00	0.00
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	
PA28P033-001 Elmwood & Morgan Village	Convert six units to meet various size accessibility requirements	1460	6	428,000.00				
	Subtotal 1460			428,415.00	0.00	0.00	0.00	
	Total Elmwood & Morgan PA28P033-001			428,415.00	0.00	0.00	0.00	
William PA28P033-003 Gill Commons	Replace closet doors as units are vacated	1460	As needed	25,000.00				
	Subtotal 1460			25,000.00	0.00	0.00	0.00	
	Total William Gill Commons PA28P033003			25,000.00	0.00	0.00	0.00	
Housing Authority Wide	Staff Training	1408		5,000.00				
	Computer Software	1408		5,000.00				
	Provide and/or contract for transportation services for tenants to help them achieve self-sufficiency goals	1408		5,000.00				
	Tenant training	1408		5,000.00				
	Subtotal 1408			20,000.00	0.00	0.00	0.00	
	Administration	1410		35,000.00				
	Subtotal 1410			35,000.00	0.00	0.00	0.00	
	Engineering and other related fees & costs	1430		15,266.00				
	Subtotal 1430			15,266.00	0.00	0.00	0.00	
	Total Housing Authority Wide			70,266.00	0.00	0.00	0.00	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part 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	
Elmwood & Morgan Village PA28P033-001 All Work Items	Jul-08			Jul-10			
William Gill Commons PA28P033-003 All Work Items	Jul-08			Jul-10			
Housing Authority Wide All Work Items	Jul-08			Jul-10			

Attachment “N”

Section 8 Homeownership Capacity Statement

The Housing Authority of the City of Meadville (H.A.C.M.) has the capacity to operate a Section 8 Homeownership Program and has demonstrated so by the successful closing on one home in December 2005.

The Program is intended to be available to no more than 10 participants at any one time.

A few clients have expressed the desire however the required pre-assistance homeownership counseling combined with out of range real estate prices have prohibited them from moving forward.

The H.A.C.M. will continue to make this program available to those who desire it and have the ability to fulfill the requirements.

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 preceding 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;
 2. 20-25
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:

1. 20-26
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.

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.