

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

---

# PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005

Annual Plan for Fiscal Year 2001

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

---

HUD 50075  
OMB Approval No: 2577-0226  
Expires: 03/31/2002

**PHA Plan  
Agency Identification**

**PHA Name:** Trumbull Metropolitan Housing Authority

**PHA Number:** OH 008

**PHA Fiscal Year Beginning: (mm/yyyy)** 07/2000

**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 2001 - 2005**  
[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)

The mission of the Trumbull Metropolitan Housing Authority is to be a leader in the housing industry by providing safe, clean and modern housing opportunities while promoting self-sufficiency, upward mobility, and customer satisfaction to the citizens of Trumbull County. These aims shall be further achieved by developing public-private partnerships, homeownership and entrepreneurial opportunities.

**B. Goals**

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

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

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

- Improve voucher management: (SEMAP score)
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

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

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

- PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

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

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

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

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

**GOALS AND OBJECTIVES**

**Five-Year Goal:**     *Enhance the attractiveness and marketability of the housing stock and neighborhoods in order to attract working families.*

*Annual Objectives:*

- By **September 30, 2000**, the Housing Director will identify those developments that appear most marketable and provide input for amenities, services and initiatives to improve overall marketability of individual developments.
- By **November 15, 2000**, the Facilities Director will estimate the cost of improvements and work with the Housing Director to further identify marketable sites.
- By **December 31, 2000**, the Housing Director and Facilities Director will present a proposed plan to the Executive Director for consideration.
- By **March 31, 2001**, the Executive Director will finalize the plan and present to the Board for consideration and approval.
- By **June 30, 2001**, the Executive Director and the Facilities Director will develop and

begin executing a detailed implementation plan related to the increased marketability of developments.

**Five-Year Goal:**                    **Increase opportunities for the residents to become self-sufficient and increase the level of supportive services.**

*ANNUAL OBJECTIVES:*

- By **September 30, 2000**, the Housing Director will identify current initiatives aimed at promoting and achieving self-sufficiency including job training, job readiness, job placement, and other similar initiatives.
- By **December 31, 2000**, the Housing Director and the Grants Manager will determine which additional initiatives are required to achieve the stated goal.
- By **December 31, 2000**, the Executive Director and the Grants Manager will identify current and additional sources of funding for the implementation of identified initiatives.
- By **March 31, 2001**, the Grants Manager will develop and implement an annual plan for funding applications to promote self-sufficiency and supportive service activities.
- By **June 30, 2001**, the Grants Manager and the Executive Director will develop the FY 2002 plan for self-sufficiency and supportive services.

**Five-Year Goal:**                    **Establish a Staff Development Program that will result in increased team spirit, a more professional and knowledgeable staff, and exceptional customer service.**

*ANNUAL OBJECTIVES:*

- By **July 31, 2000**, the Executive Director will finalize the implementation of proposed organizational changes.
- By **August 31, 2000**, the Executive Director and Human Resources Director will review the compensation system (where not covered by a collective bargaining agreement) to ensure the ability to attract and retain the most highly qualified staff.
- By **September 30, 2000**, the Human Resources Director will develop and document a formal staff orientation and technical training (initial and ongoing) program.
- By **December 31, 2000**, the Human Resources Director will review and recommend updates to the Performance Evaluation System to support a merit-based system.
- By **December 31, 2000**, the Human Resources Director will identify and contract for dedicated training to improve customer service.
- By **March 31, 2001** and ongoing thereafter, the Human Resources Director will implement and track progress for staff technical training.

**Five-Year Goal:**                    **Enhance and improve the quality of the fiscal management system and develop a plan for the continued increase in the availability of reliable management information.**

***ANNUAL OBJECTIVES:***

- By **July 31, 2000**, the Finance Director will assess the quality and accuracy of ledgers with a focus on enhancing the budgeting and cost reporting at the development level. The goal should be distribution of expenses based on actual expenditures to the greatest extent possible.
- By **September 30, 2000**, the Executive Director and Finance Director will solicit input from all management staff to determine the needed management information.
- By **December 31, 2000**, the Finance Director will assess the need for new or upgraded software or hardware systems to produce the required reporting.
- By **March 31, 2001**, the Finance Director will develop a comprehensive automation plan that includes initial specifications for reporting and functionality and present that plan to the Executive Director and senior management staff.
- By **June 30, 2001**, the Finance Director will develop a final plan (and required specifications) for the upgrade or replacement of the automated Management Information System to be implemented in FY 2002.

***Five-Year Goal:***                    **Develop and implement a plan for the Authority to become more diversified and entrepreneurial with a goal to decrease dependency on HUD subsidy.**

***ANNUAL OBJECTIVES:***

- By **September 30, 2000**, the Executive Director will identify possible areas of diversification and expansion based on the housing needs of the county.
- By **September 30, 2000**, the Executive Director will assess potential entrepreneurial activities in the area including contract management and maintenance services for public and private providers of affordable housing.
- By **December 31, 2000**, the Executive Director will develop a plan for diversification and expansion and present that plan to the Board.
- By **March 31, 2001**, the Executive Director will investigate the feasibility of developing and submitting an application for funding under HOPE VI for the redevelopment initiatives. Other potential funding sources will also be identified.
- By **March 31, 2001**, the Executive Director and Board will enhance county, city, community, and state relationships to improve relations so that additional development can be accomplished.
- By **June 30, 2001**, the Executive Director will begin the implementation of various initiatives designed to achieve this goal.



# Annual PHA Plan PHA Fiscal Year 2001

[24 CFR Part 903.7]

## **i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

### **Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

The purpose of the Agency Plan is to empower and equip the PHA to exercise optimum flexibility in meeting local housing needs within the community while also meeting its own needs. The Agency Plan contains a FY-2001-FY-2005 Five-Year Plan that includes the Authority's mission and long range goals and objectives. The FY-2001 Annual Plan addresses the Authority's immediate operations, current policies, program participants, programs and services, and the PHA's strategy for handling operational concerns, resident concerns and needs, and programs and services for the upcoming fiscal year. The Agency Plan outlines the PHA's efforts in meeting the needs of the low, very-low and extremely-low income population in its community and effectively serves as a management, operational and accountability tool for the PHA.

Preliminary planning sessions were conducted with the Authority's residents, Resident Advisory Board, community leaders and organizations, and State and local authorities during the development of the Agency Plan to ensure that the needs of the residents and community are addressed in the Agency Plan. The Agency Plan is consistent with the Consolidated Plan/CHAS.

### **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**

|   | <u>Page #</u> |
|---|---------------|
| <b>Annual Plan</b>  |               |
| i. Executive Summary  | 1             |
| ii. Table of Contents   | 1             |
| 1. Housing Needs  | 6             |
| 2. Financial Resources  | 12            |
| 3. Policies on Eligibility, Selection and Admissions                    | 13            |
| 4. Rent Determination Policies  | 23            |
| 5. Operations and Management Policies                                   | 27            |
| 6. Grievance Procedures   | 29            |
| 7. Capital Improvement Needs  | 30            |
| 8. Demolition and Disposition   | 31            |
| 9. Designation of Housing   | 33            |
| 10. Conversions of Public Housing                                       | 34            |
| 11. Homeownership   | 35            |
| 12. Community Service Programs  | 37            |
| 13. Crime and Safety  | 40            |
| 14. Pets (Inactive for January 1 PHAs)                                  | 42            |
| 15. Civil Rights Certifications (included with PHA Plan Certifications) | 42            |
| 16. Audit   | 42            |
| 17. Asset Management  | 43            |
| 18. Other Information   | 43            |

#### **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:

- A. Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement (OH008a01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan (OH008a01)
- Public Housing Drug Elimination Program (PHDEP) Plan (OH008b01)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

| <b>List of Supporting Documents Available for Review</b> |  |  |
|--|--|--|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>   | <b>Applicable Plan Component</b>                             |
| X  | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations   | 5 Year and Annual Plans                                      |
| X  | State/Local Government Certification of Consistency with the Consolidated Plan   | 5 Year and Annual Plans                                      |
| X  | Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement. | 5 Year and Annual Plans                                      |
| X  | Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction   | Annual Plan: Housing Needs                                   |
| X  | Most recent board-approved operating budget for the public housing program   | Annual Plan: Financial Resources;                            |
| X  | Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]   | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X  | Section 8 Administrative Plan  | Annual Plan: Eligibility, Selection, and Admissions Policies |

| <b>List of Supporting Documents Available for Review</b> |   |  |
|--|---|--|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b>                             |
| X  | Public Housing Deconcentration and Income Mixing Documentation:<br>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<br>2. Documentation of the required deconcentration and income mixing analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X  | Public housing rent determination policies, including the methodology for setting public housing flat rents<br><input checked="" type="checkbox"/> check here if included in the public housing A & O Policy  | Annual Plan: Rent Determination                              |
| X  | Schedule of flat rents offered at each public housing development<br><input checked="" type="checkbox"/> check here if included in the public housing A & O Policy  | Annual Plan: Rent Determination                              |
| X  | Section 8 rent determination (payment standard) policies<br><input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan   | Annual Plan: Rent Determination                              |
| X  | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)  | Annual Plan: Operations and Maintenance                      |
| X  | Public housing grievance procedures<br><input checked="" type="checkbox"/> check here if included in the public housing A & O Policy  | Annual Plan: Grievance Procedures                            |
| X  | Section 8 informal review and hearing procedures<br><input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan   | Annual Plan: Grievance Procedures                            |
| X  | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year  | Annual Plan: Capital Needs                                   |
|  | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant   | Annual Plan: Capital Needs                                   |
|  | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)  | Annual Plan: Capital Needs                                   |
|  | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing   | Annual Plan: Capital Needs                                   |
|  | Approved or submitted applications for demolition and/or disposition of public housing  | Annual Plan: Demolition and Disposition                      |
|  | Approved or submitted applications for designation of public housing (Designated Housing Plans)   | Annual Plan: Designation of Public Housing                   |

| <b>List of Supporting Documents Available for Review</b> |   |   |
|--|---|---|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b>                  |
|  | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act     | Annual Plan: Conversion of Public Housing         |
|  | Approved or submitted public housing homeownership programs/plans   | Annual Plan: Homeownership                        |
| X  | Policies governing any Section 8 Homeownership program<br><input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan   | Annual Plan: Homeownership                        |
|  | Any cooperative agreement between the PHA and the TANF agency   | Annual Plan: Community Service & Self-Sufficiency |
|  | FSS Action Plan/s for public housing and/or Section 8   | Annual Plan: Community Service & Self-Sufficiency |
|  | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports  | Annual Plan: Community Service & Self-Sufficiency |
| X  | The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)                        | Annual Plan: Safety and Crime Prevention          |
| X  | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit                         |
|  | Troubled PHAs: MOA/Recovery Plan  | Troubled PHAs                                     |
|  | Other supporting documents (optional)<br>(list individually; use as many lines as necessary)  | (specify as needed)                               |
|  |   |   |

# 1. Statement of Housing Needs

[24 CFR Part 903.79 (a)]

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

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

| Housing Needs of Families in the Jurisdiction<br>by Family Type |         |                |        |         |                |      |           |
|---|---------|----------------|--------|---------|----------------|------|-----------|
| Family Type   | Overall | Afford-ability | Supply | Quality | Access-ibility | Size | Loca-tion |
| Income <= 30% of AMI  | 4,300   | 4              | 3      | 2       | 3              | 3    | 4         |
| Income >30% but <=50% of AMI                                    | 6,600   | 3              | 3      | 3       | 3              | 3    | 3         |
| Income >50% but <80% of AMI                                     | 3,500   | 2              | 4      | 4       | 3              | 3    | 3         |
| Elderly   | 1,970   | 4              | 3      | 3       | 4              | 3    | 3         |
| Families with Disabilities                                      | 650     | 4              | 3      | 3       | 4              | 3    | 3         |
| Race/Ethnicity  | N/A     | N/A            | N/A    | N/A     | N/A            | N/A  | N/A       |
| Race/Ethnicity  | N/A     | N/A            | N/A    | N/A     | N/A            | N/A  | N/A       |
| Race/Ethnicity  | N/A     | N/A            | N/A    | N/A     | N/A            | N/A  | N/A       |
| Race/Ethnicity  | N/A     | N/A            | N/A    | N/A     | N/A            | N/A  | N/A       |

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

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

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

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

| Housing Needs of Families on the Waiting List               |   |                     |                 |
|---|---|---------------------|-----------------|
| Waiting list type: (select one)                             |   |                     |                 |
| <input type="checkbox"/>                                    | Section 8 tenant-based assistance                                       |                     |                 |
| <input checked="" type="checkbox"/>                         | Public Housing  |                     |                 |
| <input type="checkbox"/>                                    | Combined Section 8 and Public Housing                                   |                     |                 |
| <input type="checkbox"/>                                    | Public Housing Site-Based or sub-jurisdictional waiting list (optional) |                     |                 |
| If used, identify which development/subjurisdiction:        |   |                     |                 |
|   | # of families   | % of total families | Annual Turnover |
| Waiting list total  | 346   |                     |                 |
| Extremely low income<br><=30% AMI                           |   |                     |                 |
| Very low income<br>(>30% but <=50%<br>AMI)                  |   |                     |                 |
| Low income<br>(>50% but <80%<br>AMI)                        |   |                     |                 |
| Families with children                                      |   |                     |                 |
| Elderly families  |   |                     |                 |
| Families with<br>Disabilities                               |   |                     |                 |
| Race/ethnicity  | 153   | 44%                 |                 |
| Race/ethnicity  | 193   | 56%                 |                 |
| Race/ethnicity  | 0   | 0%                  |                 |
| Race/ethnicity  | 0   | 0%                  |                 |
| Characteristics by<br>Bedroom Size (Public<br>Housing Only) |   |                     |                 |
| 1BR   | 87  | 25%                 |                 |
| 2 BR  | 150   | 43%                 |                 |
| 3 BR  | 105   | 30%                 |                 |

| Housing Needs of Families on the Waiting List   |   |              |  |
|---|---|--------------|--|
| 4 BR  | 3 | 1%           |  |
| 5 BR  | 1 | Less than 1% |  |
| 5+ BR   |   |              |  |
| Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes  |   |              |  |
| If yes:   |   |              |  |
| How long has it been closed (# of months)?  |   |              |  |
| Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes   |   |              |  |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes |   |              |  |

| Housing Needs of Families on the Waiting List  |               |                     |                 |
|--|---------------|---------------------|-----------------|
| Waiting list type: (select one)  |               |                     |                 |
| <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   | 149           |                     |                 |
| Extremely low income<br><=30% AMI  |               |                     |                 |
| Very low income<br>(>30% but <=50%<br>AMI)   |               |                     |                 |
| Low income<br>(>50% but <80%<br>AMI)   |               |                     |                 |
| Families with children   |               |                     |                 |
| Elderly families   | 70            | 47%                 |                 |
| Families with<br>Disabilities  | 29            | 20%                 |                 |
| Race/ethnicity   | 12            | 8%                  |                 |
| Race/ethnicity   | 137           | 92%                 |                 |
| Race/ethnicity   | 0             | 0%                  |                 |
| Race/ethnicity   | 0             | 0%                  |                 |



| <b>Housing Needs of Families on the Waiting List</b>  |    |     |  |
|---|----|-----|--|
| Characteristics by Bedroom Size (Public Housing Only)   |    |     |  |
| 1BR   | 77 | 52% |  |
| 2 BR  | 49 | 33% |  |
| 3 BR  | 16 | 11% |  |
| 4 BR  | 7  | 4%  |  |
| 5 BR  |    |     |  |
| 5+ BR   |    |     |  |
| Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes  |    |     |  |
| If yes:   |    |     |  |
| How long has it been closed (# of months)?  |    |     |  |
| Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes   |    |     |  |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes |    |     |  |

### **C. Strategy for Addressing Needs**

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

#### **(1) Strategies**

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

| <b>Financial Resources:<br/>Planned Sources and Uses</b>                                    |                    |                     |
|---|--------------------|---------------------|
| <b>Sources</b>  | <b>Planned \$</b>  | <b>Planned Uses</b> |
| <b>1. Federal Grants (FY 2000 grants)</b>   |                    |                     |
| a) Public Housing Operating Fund  | \$2,030,000        |                     |
| b) Public Housing Capital Fund  | \$2,854,664        |                     |
| c) HOPE VI Revitalization   |                    |                     |
| d) HOPE VI Demolition   |                    |                     |
| e) Annual Contributions for Section 8<br>Tenant-Based Assistance                            |                    |                     |
| f) Public Housing Drug Elimination<br>Program (including any Technical<br>Assistance funds) | \$320,233          |                     |
| g) Resident Opportunity and Self-<br>Sufficiency Grants                                     |                    |                     |
| h) Community Development Block<br>Grant   |                    |                     |
| i) HOME   |                    |                     |
| Other Federal Grants (list below)   |                    |                     |
|   |                    |                     |
| <b>2. Prior Year Federal Grants<br/>(unobligated funds only) (list below)</b>               |                    |                     |
|   |                    |                     |
|   |                    |                     |
|   |                    |                     |
| <b>3. Public Housing Dwelling Rental<br/>Income</b>   | \$1,711,700        |                     |
|   |                    |                     |
|   |                    |                     |
| <b>4. Other income (list below)</b>   | \$27,250           |                     |
|   | \$5,400            |                     |
|   |                    |                     |
| <b>4. Non-federal sources (list below)</b>  |                    |                     |
|   |                    |                     |
|   |                    |                     |
|   |                    |                     |
| <b>Total resources</b>  | <b>\$6,977,704</b> |                     |
|   |                    |                     |
|   |                    |                     |

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

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

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

##### **(1) Eligibility**

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

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

At the time of application taking, verification for eligibility is begun

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)

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)

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?(12 – includes public housing and Section 8.

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

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

In the case of Elderly applicants, one offer is done by each community on a geographic basis. Further information may be obtained from the Admissions and Continued Occupancy Policy.

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

Former Federal preferences:

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



Other preferences: (select below)

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

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

#### 1 Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- 1 Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers

- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

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

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

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

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

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

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

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

## B. Section 8

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

### (1) Eligibility

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

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

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

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

**(2) Waiting List Organization**

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

**(3) Search Time**

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

If yes, state circumstances below:

**(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)

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

- Through published notices
- Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7.9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent



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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

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

e. Ceiling rents

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

Yes for all developments

- Yes but only for some developments
- No

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

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

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

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

f. Rent re-determinations:

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

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

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month

disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

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

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

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

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

Only those policies enacted under the QHWRA of 1998 concerning minimum rent hardship exemptions have been adopted.

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

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

The Trumbull Metropolitan Housing Authority operates a total of 1,450 public housing units in 14 developments located in Trumbull County. The Trumbull Metropolitan Housing Authority provides housing to approximately 2,290 very-low, low and moderate-income public housing residents of Trumbull. Also, Section 8 existing residents and those under the TMHA Voucher program make up approximately 1,826 tenants in approximately 640 total units.

The TMHA is a standard performer receiving a 79.25% for its most recent PHMAP submission. The Trumbull Metropolitan Housing Authority strives to provide quality housing for low-income families, help residents increase their opportunities for self-sufficiency and achieve economic independence.

**B. HUD Programs Under PHA Management**

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

| <b>Program Name</b>   | <b>Units or Families Served at Year Beginning</b> | <b>Expected Turnover</b> |
|---|---|--------------------------|
| Public Housing  | 1,456   |                          |
| Section 8 Vouchers  | 1,021   |                          |
| Section 8 Certificates  |   |                          |
| Section 8 Mod Rehab   |   |                          |
| Special Purpose Section 8 Certificates/Vouchers (list individually) |   |                          |
| Public Housing Drug Elimination Program (PHDEP)                     | 1,456   |                          |
|   |   |                          |
|   |   |                          |
| Other Federal Programs(list individually)                           |   |                          |
|   |   |                          |
|   |   |                          |

**C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or

eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

Personnel Policy, Procurement Policy, Capitalization Policy, Cash Management and Investment Policy, Insurance Policy, and Disposition of Property Policy.

(2) Section 8 Management: (list below)

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.79 (g)]

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

### **A. Capital Fund Activities**

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (OH008a01)

-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 (OH008a01)

-or-

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



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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

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

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

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

## 8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

| <b>Designation of Public Housing Activity Description</b>                |                          |
|--|--------------------------|
| 1a. Development name:  |                          |
| 1b. Development (project) number:  |                          |
| 2. Designation type:   |                          |
| Occupancy by only the elderly  | <input type="checkbox"/> |
| Occupancy by families with disabilities                                  | <input type="checkbox"/> |
| Occupancy by only elderly families and families with disabilities        | <input type="checkbox"/> |
| 3. Application status (select one)                                       |                          |
| Approved; included in the PHA’s Designation Plan                         | <input type="checkbox"/> |
| Submitted, pending approval  | <input type="checkbox"/> |
| Planned application  | <input type="checkbox"/> |
| 4. Date this designation approved, submitted, or planned for submission: | <u>(DD/MM/YY)</u>        |

|   |
|---|
| <p>5. If approved, will this designation constitute a (select one)</p> <p><input type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p> |
| <p>6. Number of units affected:</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>                         |

## **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.

| <b>Conversion of Public Housing Activity Description</b>  |
|---|
| <p>1a. Development name:</p> <p>1b. Development (project) number:</p>   |
| <p>2. What is the status of the required assessment?</p> <p><input type="checkbox"/> Assessment underway</p> <p><input type="checkbox"/> Assessment results submitted to HUD</p> <p><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)</p> <p><input type="checkbox"/> Other (explain below)</p> |
| <p>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.)</p>   |

4. Status of Conversion Plan (select the statement that best describes the current status)

Conversion Plan in development

Conversion Plan submitted to HUD on: (DD/MM/YYYY)

Conversion Plan approved by HUD on: (DD/MM/YYYY)

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)

Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)

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

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

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

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

Other: (describe below)

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

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

2. Activity Description

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

| <b>Public Housing Homeownership Activity Description</b><br>(Complete one for each development affected) |   |
|--|---|
| 1a. Development name:  |   |
| 1b. Development (project) number:  |   |
| 2. Federal Program authority:  | <input type="checkbox"/> HOPE I<br><input type="checkbox"/> 5(h)<br><input type="checkbox"/> Turnkey III<br><input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)     |
| 3. Application status: (select one)  | <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program<br><input type="checkbox"/> Submitted, pending approval<br><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<br><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 (l)]

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

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

1. Cooperative agreements:

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

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

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs

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

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

**(1) General**

a. Self-Sufficiency Policies

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

(select all that apply)

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

b. Economic and Social self-sufficiency programs

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



| <b>Services and Programs</b>                                       |                   |  |  |  |
|--|-------------------|--|--|--|
| Program Name & Description<br>(including location, if appropriate) | Estimated<br>Size | Allocation<br>Method<br>(waiting<br>list/random<br>selection/specific<br>criteria/other) | Access<br>(development office /<br>PHA main office / other<br>provider name) | Eligibility<br>(public housing or<br>section 8<br>participants or<br>both) |
|  |                   |  |  |  |
|  |                   |  |  |  |
|  |                   |  |  |  |
|  |                   |  |  |  |
|  |                   |  |  |  |
|  |                   |  |  |  |
|  |                   |  |  |  |
|  |                   |  |  |  |
|  |                   |  |  |  |
|  |                   |  |  |  |
|  |                   |  |  |  |
|  |                   |  |  |  |

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

a. Participation Description

| <b>Family Self Sufficiency (FSS) Participation</b> |  |  |
|--|--|--|
| Program  | Required Number of Participants<br>(start of FY 2000 Estimate) | Actual Number of Participants<br>(As of: DD/MM/YY) |
| Public Housing                                     | 0  | 0  |
| Section 8  | 50   | 0  |

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:

1. Hire a Coordinator
2. Revise Action Plan
3. Notify current residents about programs and base implementation procedures on number of respondees.
4. Proceed with evaluations
5. Enter into Contract with participants
6. If asked, work with all agencies involved.

### 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)

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

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

[24 CFR Part 903.79 (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)

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

|                  |                |
|------------------|----------------|
| Highland Terrace | Trumbull Homes |
| Fairview Gardens | Colt Court     |

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

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

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

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

|                  |                |
|------------------|----------------|
| Highland Terrace | Trumbull Homes |
| Fairview Gardens | Colt Court     |

**C. Coordination between PHA and the police**

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

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

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

|                  |                |
|------------------|----------------|
| Highland Terrace | Trumbull Homes |
| Fairview Gardens | Colt Court     |

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

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: (OH008b01))

**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?

A partial demolition plan will be submitted during the first annual update of the PHA Agency Plan.

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)

Provided below:

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

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

The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

Other (list)

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

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

1. Consolidated Plan jurisdiction: (State of Ohio Consolidated Plan)
  
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)
  
  - Other: (list below)
  
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

**D. Other Information Required by HUD**

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

## Attachments

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

A.

### **Deconcentration Policy**

#### Introduction

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires that the Authority adopt policies and procedures governing the deconcentration of very low-income families and income mixing as required by section 10(a)(3)(B) of the 1937 Housing Act. To implement this requirement, the Authority will compare the relative incomes of each development occupied predominantly by families with children. A development with more than 50% of its occupants being families with children shall be considered to fall under this policy.

The goal of this policy is to create mixed-income communities and lessen the concentration of very low-income families within the Authority's public housing developments through admissions practices designed to bring in higher income tenants to lower income developments and lower income tenants into higher income developments.

The Deconcentration Policy is intended to work in conjunction with the Authority's annual income targeting requirements that require that 40% of all new admissions to public housing developments during a fiscal year must be residents whose household income, at the time of admission, is equal to or lower than 30% of the Area Median Income. This income targeting requirement is separate from the Deconcentration Policy, which is comparative in nature.

#### Definitions

The following definitions are provided in order to clearly define the affected developments and families under this Deconcentration Policy.

*PHA-Wide Average Household Income:* The average annual household income of all residents of all developments with more than 50% of its occupants being families with children.

*Development Average Household Income:* The average annual household income of all residents of a specific development with more than 50% of its occupants being families with children.

*Higher Income Development:* A development where the Development Average Household Income is greater than 120% of the PHA-Wide Average Household Income.



Lower Income Development: A development where the Development Average Household Income is less than 80% of the PHA-Wide Average Household Income.

Higher Income Family: A family whose annual household income is greater than 120% of the PHA-Wide Average Household Income.

Lower Income Family: A family whose annual household income is less than 80% of the PHA-Wide Average Household Income.

#### Testing

In order to achieve and maintain deconcentration, the Authority will calculate the PHA-Wide Average Household Income for all developments with 50% or more of its occupants being families with children on at least an annual basis. At the same time, the Authority will calculate the Development Average Household Income for each development with 50% or more of its occupants being families with children. The results shall be documented as follows:

- a) If the Development Average Household Income for a particular development is greater than 120% of the PHA-Wide Average Household Income, then that development shall be identified as a High-Income Development.
- b) If the Development Average Household Income for a particular development is less than 80% of the PHA-Wide Average Household Income, then that development shall be identified as a Low-Income Development.

*Testing can be run more frequently to determine the effectiveness of various initiatives employed to achieve deconcentration.*

#### Corrective Action

Once a development has been identified as a High-Income Development or a Low-Income Development, the Authority will define and communicate specific procedures to be employed with the goal of achieving deconcentration. It is the goal of the Authority to generally increase the level of income for residents of public housing, create more stratified developments, and obtain agency self sufficiency, therefore; the Deconcentration Policy shall not be employed to be counterproductive to that goal. In addition, the policy will, under no circumstances, be employed through steering or in any way reducing the choice in residence of the individual family.

*In order to correct a concentrated development, the Authority will, to the greatest extent possible, provide incentives to promote a Lower-Income Family to select a Higher-Income Development and to promote a Higher-Income Family to select a Lower-Income Development.*

Procedures to be employed in the development of a corrective action plan may include:

- a) Incentives to select particular developments.
- b) Payment Plans for deposits.
- c) Flexibility in move-in dates.

Since it is impossible to design a policy that will address every scenario, the Authority will, upon the identification of a need to deconcentrate, develop a specific Action Plan that will be included in the Annual Plan update.

**B.** OH008a01 will be submitted as an attachment

**C.** OH008b01 will be submitted as an attachment

# PHA Plan Table Library

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

### Annual Statement

### Capital Fund Program (CFP) Part I: Summary

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

Original Annual Statement

| Line No. | Summary by Development Account                            | Total Estimated Cost |
|----------|---|----------------------|
| 1        | Total Non-CGP Funds                                       |                      |
| 2        | 1406 Operations   |                      |
| 3        | 1408 Management Improvements                              |                      |
| 4        | 1410 Administration                                       |                      |
| 5        | 1411 Audit  |                      |
| 6        | 1415 Liquidated Damages                                   |                      |
| 7        | 1430 Fees and Costs                                       |                      |
| 8        | 1440 Site Acquisition                                     |                      |
| 9        | 1450 Site Improvement                                     |                      |
| 10       | 1460 Dwelling Structures                                  |                      |
| 11       | 1465.1 Dwelling Equipment-Nonexpendable                   |                      |
| 12       | 1470 Nondwelling Structures                               |                      |
| 13       | 1475 Nondwelling Equipment                                |                      |
| 14       | 1485 Demolition   |                      |
| 15       | 1490 Replacement Reserve                                  |                      |
| 16       | 1492 Moving to Work Demonstration                         |                      |
| 17       | 1495.1 Relocation Costs                                   |                      |
| 18       | 1498 Mod Used for Development                             |                      |
| 19       | 1502 Contingency  |                      |
| 20       | <b>Amount of Annual Grant (Sum of lines 2-19)</b>         |                      |
| 21       | Amount of line 20 Related to LBP Activities               |                      |
| 22       | Amount of line 20 Related to Section 504 Compliance       |                      |
| 23       | Amount of line 20 Related to Security                     |                      |
| 24       | Amount of line 20 Related to Energy Conservation Measures |                      |

**Annual Statement**

**Capital Fund Program (CFP) Part II: Supporting Table**

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

**Annual Statement**  
**Capital Fund Program (CFP) Part III: Implementation Schedule**

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

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

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

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

## **Optional Public Housing Asset Management Table**

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

| <b>Public Housing Asset Management</b> |  |                             |  |  |  |  |  |  |  |
|--|--|-----------------------------|--|--|--|--|--|--|--|
| <b>Development Identification</b>      |  | <b>Activity Description</b> |  |  |  |  |  |  |  |
|  |  |                             |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |



**Annual Statement /  
Performance and Evaluation Report**  
Part I: Summary  
Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (Exp. 3/31/2001)

| HA Name <b>Trumbull Metropolitan Housing Authority</b>   |   | Comprehensive Grant Number<br><b>OH12P008-709</b> |  | FFY of Grant Approval<br><b>2000</b> |          |
|--|---|---|--|--------------------------------------|----------|
| <input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement/Revision N[ <input type="checkbox"/> Performance and Evaluation Report for Program Year Ending _____<br><input type="checkbox"/> Final Performance and Evaluation Report |   |   |  |                                      |          |
| Line No.   | Summary by Development Account                            | Total Estimated Cost                              |  | Total Actual Cost (2)                |          |
|  |   | Original  | Revised (1)  | Obligated                            | Expended |
| 1  | Total Non-CGP Funds                                       | <b>\$0</b>  |  |                                      |          |
| 2  | 1406 Operations (May not exceed 10% of line 20)           | <b>\$50,000</b>                                   |  |                                      |          |
| 3  | 1408 Management Improvements                              | <b>\$443,400</b>                                  |  |                                      |          |
| 4  | 1410 Administration                                       | <b>\$100,000</b>                                  |  |                                      |          |
| 5  | 1411 Audit  | <b>\$0</b>  |  |                                      |          |
| 6  | 1415 Liquidated Damages                                   | <b>\$0</b>  |  |                                      |          |
| 7  | 1430 Fees and Costs                                       | <b>\$55,000</b>                                   |  |                                      |          |
| 8  | 1440 Site Acquisition                                     | <b>\$0</b>  |  |                                      |          |
| 9  | 1450 Site Improvement                                     | <b>\$478,784</b>                                  |  |                                      |          |
| 10   | 1460 Dwelling Structures                                  | <b>\$1,341,634</b>                                |  |                                      |          |
| 11   | 1465.1 Dwelling Equipment - Nonexpendable                 | <b>\$0</b>  |  |                                      |          |
| 12   | 1470 Nondwelling Structures                               | <b>\$86,372</b>                                   |  |                                      |          |
| 13   | 1475 Nondwelling Equipment                                | <b>\$0</b>  |  |                                      |          |
| 14   | 1485 Demolition   | <b>\$43,601</b>                                   |  |                                      |          |
| 15   | 1490 Replacement Reserve                                  | <b>\$0</b>  |  |                                      |          |
| 16   | 1492 Moving to Work Demonstration                         | <b>\$0</b>  |  |                                      |          |
| 17   | 1495.1 Relocation Costs                                   | <b>\$27,500</b>                                   |  |                                      |          |
| 18   | 1498 Mod Used for Development                             | <b>\$0</b>  |  |                                      |          |
| 19   | 1502 Contingency (may not exceed 8% of line 20)           | <b>\$228,373</b>                                  |  |                                      |          |
| 20   | Amount of Annual Grant (Sum of lines 2 - 19)              | <b>\$2,854,664</b>                                |  |                                      |          |
| 21   | Amount of line 20 Related to LBP Activities               | <b>\$0</b>  |  |                                      |          |
| 22   | Amount of line 20 Related to Section 504 Compliance       | <b>\$0</b>  |  |                                      |          |
| 23   | Amount of line 20 Related to Security                     | <b>\$0</b>  |  |                                      |          |
| 24   | Amount of line 20 Related to Energy Conservation Measures | <b>\$0</b>  |  |                                      |          |
| (1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.            (2) To be completed for the Performance and Evaluation Report.   |   |   |  |                                      |          |
| Signature of Executive Director and Date   |   |   | Signature of Public Housing Director/Office of Native American Programs Administrator and Date |                                      |          |

**Annual Statement /  
Performance and Evaluation Report  
Part II: Supporting Pages  
Comprehensive Grant Program (CGP)**

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

OMB Approval No. 2577-0157 (Exp. 3/31/2001)

| Development Number / Name<br>HA - Wide Activities | General Description of Major Work Categories                         | Development Account Number | Quantity | Total Estimated Cost |             | Total Actual Cost   |                    | Status of Proposed Work (2) |
|---|--|----------------------------|----------|----------------------|-------------|---------------------|--------------------|-----------------------------|
|   |  |                            |          | Original             | Revised (1) | Funds Obligated (2) | Funds Expended (2) |                             |
| <b>PHA - Wide</b>                                 | <b><u>Operations</u></b><br>-Operations                              | 1406                       | LS       | \$50,000             |             |                     |                    |                             |
|   | <b>Total for Account 1406</b>  |                            |          | <b>\$50,000</b>      |             |                     |                    |                             |
| <b>PHA - Wide</b>                                 | <b><u>Management Improvements</u></b><br>-Additional Law Enforcement | 1408                       | LS       | \$342,000            |             |                     |                    |                             |
|   | -Security & RIC Coordinators   | 1408                       | LS       | \$61,400             |             |                     |                    |                             |
|   | -Maintenance Training  | 1408                       | LS       | \$40,000             |             |                     |                    |                             |
|   | <b>Total for Account 1408</b>  |                            |          | <b>\$443,400</b>     |             |                     |                    |                             |
| <b>PHA - Wide</b>                                 | <b><u>Administration</u></b><br>-Administration                      | 1410                       | LS       | \$100,000            |             |                     |                    |                             |
|   | <b>Total for Account 1410</b>  |                            |          | <b>\$100,000</b>     |             |                     |                    |                             |
| <b>PHA - Wide</b>                                 | <b><u>Fees &amp; Costs</u></b><br>-A & E and Fees & Costs            | 1430                       | 3%       | \$55,000             |             |                     |                    |                             |
|   | <b>Total for Account 1430</b>  |                            |          | <b>\$55,000</b>      |             |                     |                    |                             |
| <b>PHA - Wide</b>                                 | <b><u>Relocation Costs</u></b><br>-OH12P008-002 Highland Terrace     | 1495                       | LS       | \$27,500             |             |                     |                    |                             |
|   | <b>Total for Account 1495</b>  |                            |          | <b>\$27,500</b>      |             |                     |                    |                             |
| <b>PHA - Wide</b>                                 | <b><u>Contingency</u></b><br>-Contingency                            | 1502                       | LS       | \$228,373            |             |                     |                    |                             |
|   | <b>Total for Account 1503</b>  |                            |          | <b>\$228,373</b>     |             |                     |                    |                             |

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**Annual Statement /  
Performance and Evaluation Report  
Part II: Supporting Pages  
Comprehensive Grant Program (CGP)**

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

OMB Approval No. 2577-0157 (Exp. 3/31/2001)

| Development Number / Name<br>HA - Wide Activities | General Description of Major Work Categories  | Development Account Number | Quantity | Total Estimated Cost |             | Total Actual Cost   |                    | Status of Proposed Work (2) |
|---|---|----------------------------|----------|----------------------|-------------|---------------------|--------------------|-----------------------------|
|   |   |                            |          | Original             | Revised (1) | Funds Obligated (2) | Funds Expended (2) |                             |
|   | <b>OH 008-02, Highland Terrace</b>  |                            |          |                      |             |                     |                    |                             |
|   | <u>Site Improvements</u><br><i>Comprehensive modernization as follows (Phase 2)</i>                     | 1450                       | LS       | <u>\$478,784</u>     |             |                     |                    |                             |
|   | -Site defensible space fencing/landscaping  | 1450                       |          |                      |             |                     |                    |                             |
|   | -Unit allocation for shrubby and ground cover   | 1450                       |          |                      |             |                     |                    |                             |
|   | -Parking lot repairs and additions  | 1450                       |          |                      |             |                     |                    |                             |
|   | -Concrete sidewalk and step repairs   | 1450                       |          |                      |             |                     |                    |                             |
|   | -Master antenna system  | 1450                       |          |                      |             |                     |                    |                             |
|   | -Site reconfiguration after demolition  | 1450                       |          |                      |             |                     |                    |                             |
|   | <b>Sub-Total</b>  |                            |          | <b>\$478,784</b>     |             |                     |                    |                             |
|   | <u>Dwelling Structures</u><br><i>Comprehensive modernization as follows (Phase 2)</i>                   | 1460                       | LS       | <u>\$1,341,634</u>   |             |                     |                    |                             |
|   | -Update electrical  | 1460                       |          |                      |             |                     |                    |                             |
|   | -Asbestos removal/siding/soffits  | 1460                       |          |                      |             |                     |                    |                             |
|   | -Replace siding and soffit  | 1460                       |          |                      |             |                     |                    |                             |
|   | -New canopies   | 1460                       |          |                      |             |                     |                    |                             |
|   | -Replace roofing  | 1460                       |          |                      |             |                     |                    |                             |
|   | -Replace hot water heaters  | 1460                       |          |                      |             |                     |                    |                             |
|   | -Kitchen modernization including wall and base cabinets, counter tops, sinks, faucets, and exhaust fans | 1460                       |          |                      |             |                     |                    |                             |
|   | -Bath modernization   | 1460                       |          |                      |             |                     |                    |                             |
|   | -Replace floor tile in 114 units  | 1460                       |          |                      |             |                     |                    |                             |
|   | -Replace interior doors and closet doors in 114 units   | 1460                       |          |                      |             |                     |                    |                             |
|   | -Replace entrance doors, frames, hardware in 114 units  | 1460                       |          |                      |             |                     |                    |                             |
|   | <b>Sub-Total</b>  |                            |          | <b>\$1,341,634</b>   |             |                     |                    |                             |

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement. (2) To be completed for the Performance and Evaluation Report.

|  |  |
|--|--|
| Signature of Executive Director and Date | Signature of Public Housing Director/Office of Native American Programs Administrator and Date |
|--|--|

**Annual Statement /  
Performance and Evaluation Report  
Part II: Supporting Pages  
Comprehensive Grant Program (CGP)**

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

OMB Approval No. 2577-0157 (Exp. 3/31/2001)

| Development Number / Name<br>HA - Wide Activities | General Description of Major Work Categories   | Development Account Number | Quantity | Total Estimated Cost |             | Total Actual Cost   |                    | Status of Proposed Work (2) |
|---|--|----------------------------|----------|----------------------|-------------|---------------------|--------------------|-----------------------------|
|   |  |                            |          | Original             | Revised (1) | Funds Obligated (2) | Funds Expended (2) |                             |
|   | <u><b>Non-Dwelling Structure</b></u><br><i>Comprehensive modernization as follows (Phase 1):</i><br>-Remodel resident Services Building (4 Units)<br>-Non-Dwelling Rehab 2 Bldg. (4 Units)<br><p style="text-align: right;"><b>Sub-Total</b></p> | 1470                       | LS       | \$86,372             |             |                     |                    |                             |
|   | <u><b>Demolition</b></u><br>-Demolish 78 Units<br><p style="text-align: right;"><b>Sub-Total</b></p>   | 1485                       | LS       | \$43,601             |             |                     |                    |                             |
|   | <b>Total: OH 008-02, Highland Terrace</b>  |                            |          | <b>\$2,854,664</b>   |             |                     |                    |                             |

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement. (2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date \_\_\_\_\_ Signature of Public Housing Director/Office of Native American Programs Administrator and Date \_\_\_\_\_

**Annual Statement /  
Performance and Evaluation Report  
Part III: Implementation Schedule  
Comprehensive Grant Program (CGP)**

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

OMB Approval No. 2577-0157 (Exp. 3/31/2001)

| Development<br>Number / Name<br>HA - Wide<br>Activities | All Funds Obligated (Quarter Ending Date) |             |            | All Funds Expended (Quarter Ending Date) |             |            | Reasons for Revised Target Dates (2) |
|---|---|-------------|------------|--|-------------|------------|--------------------------------------|
|   | Original                                  | Revised (1) | Actual (2) | Original                                 | Revised (1) | Actual (2) |                                      |
| 1406  | 03/31/02                                  |             |            | 09/30/03                                 |             |            |                                      |
| 1408  | 03/31/02                                  |             |            | 09/30/03                                 |             |            |                                      |
| 1430  | 03/31/02                                  |             |            | 09/30/03                                 |             |            |                                      |
| 1470  | 03/31/02                                  |             |            | 09/30/03                                 |             |            |                                      |
| 1485  | 03/31/02                                  |             |            | 09/30/03                                 |             |            |                                      |
| 1495  | 03/31/02                                  |             |            | 09/30/03                                 |             |            |                                      |
| 1502  | 03/31/02                                  |             |            | 09/30/03                                 |             |            |                                      |
| OH 008-02, Highland Terrace                             | 03/31/02                                  |             |            | 09/30/03                                 |             |            |                                      |

To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date



**U.S. Department of Housing**

| Trumbull Metropolitan Housing Authority |                      | Warren/Trumbull/Ohio |                    |                    |                    |             |
|---|----------------------|----------------------|--------------------|--------------------|--------------------|-------------|
| A. Development Number/Name              | Work                 | Original             |                    | Revision No.       |                    |             |
|   |                      | Work Statement for   | Work Statement for | Work Statement for | Work Statement for |             |
|   | FFY: 2000            |                      |                    |                    |                    |             |
| OH12P008-001, Trumbull Homes            | See Annual Statement | \$0                  | \$0                | \$0                | \$0                |             |
| OH12P008-002, Highland Terrace          |                      | \$1,997,891          | \$121,293          | \$0                | \$0                |             |
| OH12P008-003, Buckeye Apartments        |                      | \$0                  | \$0                | \$0                | \$0                |             |
| OH12P008-004, Fairview Gardens          |                      | \$0                  | \$0                | \$0                | \$0                |             |
| OH12P008-005, Tod Ave Apartments        |                      | \$0                  | \$0                | \$0                | \$0                |             |
| OH12P008-006, McKinley Towers           |                      | \$0                  | \$1,706,598        | \$887,800          | \$0                |             |
| OH12P008-007, Hubbard Manor             |                      | \$0                  | \$50,000           | \$1,116,091        | \$683,165          |             |
| OH12P008-008, Warren Scattered Sites    |                      | \$0                  | \$0                | \$0                | \$1,394,760        |             |
| OH12P008-009, Rio Terra                 |                      | \$0                  | \$0                | \$0                | \$0                |             |
| OH12P008-011, Girard Scattered Sites    |                      | \$0                  | \$0                | \$0                | \$0                |             |
| OH12P008-012, Northview Apartments      |                      | \$0                  | \$50,000           | \$0                | \$0                |             |
| OH12P008-013, Eastview Apartments       |                      | \$0                  | \$30,000           | \$0                | \$0                |             |
| OH12P008-014, Hilltop Gardens           |                      | \$0                  | \$0                | \$0                | \$0                |             |
| OH12P008-016, Valley West               |                      | \$0                  | \$40,000           | \$0                | \$0                |             |
| B. Physical Improvements-Subtotal       |                      |                      | \$1,997,891        | \$1,997,891        | \$1,997,891        | \$1,997,891 |
| C. Management Improvements (1498)       |                      |                      | \$423,400          | \$423,400          | \$423,400          | \$423,400   |
| D.                                      |                      | \$0                  | \$0                | \$0                | \$0                |             |
| E. Administration (1419)                |                      | \$100,000            | \$100,000          | \$100,000          | \$100,000          |             |
| F. Other (1430-1495-1502)               |                      | \$283,373            | \$283,373          | \$283,373          | \$283,373          |             |
| G. Operations                           |                      | \$50,000             | \$50,000           | \$50,000           | \$50,000           |             |
| H. Demolition                           |                      | \$0                  | \$0                | \$0                | \$0                |             |
| I. Replacement Reserve                  |                      | \$0                  | \$0                | \$0                | \$0                |             |
| J. Mod Used for Development             |                      | \$0                  | \$0                | \$0                | \$0                |             |
| <b>K. Total CGP Funds</b>               |                      | <b>\$2,854,664</b>   | <b>\$2,854,664</b> | <b>\$2,854,664</b> | <b>\$2,854,664</b> |             |
| L. Total Non-CGP Funds                  |                      | \$0                  | \$0                | \$0                | \$0                |             |
| <b>M. Grand Total</b>                   |                      | <b>\$2,854,664</b>   | <b>\$2,854,664</b> | <b>\$2,854,664</b> | <b>\$2,854,664</b> |             |
| Signature of Executive Director         |                      | Date:                |                    | Date:              |                    |             |









| Work Statement for Year 1<br>FFY-2000 | Work Statement for Year 2001                 |          |                | Work Statement for Year 2002                 |          |                |           |
|---------------------------------------|--|----------|----------------|--|----------|----------------|-----------|
|                                       | FFY-2000                                     |          |                | FFY-2000                                     |          |                |           |
|                                       | General Description of Major Work Categories | Quantity | Estimated Cost | General Description of Major Work Categories | Quantity | Estimated Cost |           |
| <b>Management Improvements</b>        |  |          |                | <b>Management Improvements</b>               |          |                |           |
| Maintenance Training                  | LS   | \$20,000 |                | Maintenance Training                         | LS       | \$20,000       |           |
| Subtotal of Estimated Cost            |  |          | \$425,400      | Subtotal of Estimated Cost                   |          |                | \$425,400 |









| Work Statement for Year 1<br>FFY-2000       | Work Statement for Year 2003                 |                  |                | Work Statement for Year 2004                 |          |                  |
|---|--|------------------|----------------|--|----------|------------------|
|   | FFY: 2000                                    |                  |                | FFY: 2000                                    |          |                  |
|   | General Description of Major Work Categories | Quantity         | Estimated Cost | General Description of Major Work Categories | Quantity | Estimated Cost   |
| <b>Management Improvements</b>              |  |                  |                | <b>Management Improvements</b>               |          |                  |
| -Security & RIC Coordinators                | LS   | \$61,400         |                |  | LS       | \$61,400         |
| -Maintenance Training                       | LS   | \$20,000         |                | -Maintenance Training                        | LS       | \$20,000         |
| <b>Total for Account 1408</b>               |  | <b>\$423,400</b> |                | <b>Total for Account 1408</b>                |          | <b>\$423,400</b> |
| <b>Subtotal of Estimated Cost \$423,400</b> |  |                  |                | <b>Subtotal of Estimated Cost \$423,400</b>  |          |                  |



# Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

**Annual PHDEP Plan Table of Contents:**

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

**Section 1: General Information/History**

- A. Amount of PHDEP Grant \$320,233**
- B. Eligibility type (Indicate with an “x”) N1\_\_\_\_\_ N2\_\_\_\_\_ RX**
- C. FFY in which funding is requested 2000**
- D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

TMHA’s PHDEP Plan is a multiple partnership designed to decrease drug and drug related criminal activity while uplifting and enhancing the lives of the affected TMHA residents. Coordination of the program will come from Kent State University/Trumbull Campus in conjunction with the Warren City Schools. Youth and adults of the targeted areas are provided an important linkage to self-sufficiency by participating in a curriculum structured for success. Youth are offered alternative programs and activities in a safe and enriching environment. While not working with the youth program in the Computer Learning Centers, city police officers patrol the targeted developments and compile information on the persons prohibited from being on TMHA property and pass on information to the Trumbull County Sheriff’s Office, who is the lead agency in conducting undercover investigations of drug related activities.

**E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

| PHDEP Target Areas<br>(Name of development(s) or site) | Total # of Units within<br>the PHDEP Target<br>Area(s) | Total Population to<br>be Served within the<br>PHDEP Target<br>Area(s) |
|--|--|--|
| Trumbull Homes   | 224  | 417  |
| Fairview Gardens                                       | 200  | 439  |
| Highland Terrace                                       | 200  | 365  |
| Colt Court   | 24   | 63   |

**F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

**6 Months\_\_\_\_\_ 12 Months\_\_\_\_\_ 18 Months X 24 Months\_\_\_\_\_ Other \_\_\_\_\_**

## G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

| Fiscal Year of Funding | PHDEP Funding Received | Grant #           | Fund Balance as of Date of this Submission | Grant Extensions or Waivers | Anticipated Completion Date |
|------------------------|------------------------|-------------------|--|-----------------------------|-----------------------------|
| FY 1995                | Not Funded             | N/A               | N/A  | N/A                         | N/A                         |
| FY 1996                | \$375,000              | OH 12 DEP 0080196 | Expended                                   | N/A                         | N/A                         |
| FY 1997                | \$375,560              | OH 12 DEP 0080197 | Expended                                   | N/A                         | N/A                         |
| FY1998                 | \$375,560              | OH 12 DEP 0080198 | \$118,948.47                               | N/A                         | 4/30/99                     |
| FY 1999                | \$320,233              | OH 12 DEP 0080199 | \$320,233                                  | N/A                         | 5/1/00                      |

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

TMHA has partnered with professionals from the field of education (Kent State University/Trumbull Campus and Warren City Schools) to design programs that feature career aptitude assessment through GED classes, computer literacy and college credit for adults of the targeted developments. Youth residing in the developments are able to attend the Computer Learning Centers after school and receive help with their homework, learn more about computers and instill positive attitudes and work habits that youth may draw upon for years to come.

Other partners include the Warren Police Department and Trumbull County Sheriff’s Office. The law enforcement aspect of the grant provides community policing in the targeted developments, Operation Safe Home initiatives and special HUD Agents out of the Columbus, Ohio Office of the Inspector General. They work together by sharing information obtained while patrolling the developments, identifying unwanted and unauthorized persons that frequent the premises providing testimony in civil and criminal court cases and work together toward the elimination of drug related and other violent activity.

TMHA currently contracts for the evaluation of its Drug Elimination Program with an outside third party. The current evaluator, SPARTA Consulting, has an extensive history of working with Public Housing Authorities to eliminate the drugs that so often plague them. SPARTA sends a team of personnel to TMHA and the targeted developments on numerous occasions each year. They survey the staff of the center, TMHA staff, law enforcement personnel and residents and recommend subtle changes in the program to ensure goals and objectives are met and properly utilized.

### B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

| FY _2000 PHDEP Budget Summary |               |
|-------------------------------|---------------|
| Budget Line Item              | Total Funding |
|                               |               |

|   |                  |
|---|------------------|
| 9110 - Reimbursement of Law Enforcement | \$57,600         |
| 9120 - Security Personnel               | N/A              |
| 9130 - Employment of Investigators      | \$83,000         |
| 9140 - Voluntary Tenant Patrol          | N/A              |
| 9150 - Physical Improvements            | N/A              |
| 9160 - Drug Prevention                  | \$128,000        |
| 9170 - Drug Intervention                | N/A              |
| 9180 - Drug Treatment                   | \$8,133          |
| 9190 - Other Program Costs              | \$43,500         |
|   |                  |
| <b>TOTAL PHDEP FUNDING</b>              | <b>\$320,233</b> |

### C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

| <b>9110 - Reimbursement of Law Enforcement</b> |  |                   |            |                        |                | <b>Total PHDEP Funding: \$57,600</b> |                        |
|--|--|-------------------|------------|------------------------|----------------|--------------------------------------|------------------------|
| Goal(s)  | Decrease criminal activity in PHDEP targeted areas.            |                   |            |                        |                |                                      |                        |
| Objectives                                     | Make residents more aware of police presence in the community. |                   |            |                        |                |                                      |                        |
| Proposed Activities                            | # of Persons Served  | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount/Source)        | Performance Indicators |
| 1. Community Police Officers                   |  |                   | 1/1/01     | 6/30/02                | \$57,000       |                                      |                        |
| 2. Phone Lines                                 |  |                   | 1/1/01     | 6/30/02                | \$600          |                                      |                        |

| <b>9130 - Employment of Investigators</b> |  |                   |            |                        |                | <b>Total PHDEP Funding: \$83,000</b> |                        |
|---|--|-------------------|------------|------------------------|----------------|--------------------------------------|------------------------|
| Goal(s)                                   | Increase Police Presence and function of Operation Safe Home.            |                   |            |                        |                |                                      |                        |
| Objectives                                | Provide two investigators at 7/8 FTE for the targeted areas of the TMHA. |                   |            |                        |                |                                      |                        |
| Proposed Activities                       | # of Persons Served  | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount/Source)        | Performance Indicators |
| 1. Trumbull County Sheriff                |  |                   | 1/1/01     | 6/30/02                | \$83,000       |                                      |                        |

| <b>9160 - Drug Prevention</b>     |   |                   |            |                        |                | <b>Total PHDEP Funding: \$128,000</b> |                        |
|-----------------------------------|---|-------------------|------------|------------------------|----------------|---------------------------------------|------------------------|
| Goal(s)                           | Spread the knowledge base on Drug Prevention to all populations beginning with the young. |                   |            |                        |                |                                       |                        |
| Objectives                        | Supply teachers to computer centers and coaches to assist in drug prevention programs.    |                   |            |                        |                |                                       |                        |
| Proposed Activities               | # of Persons Served   | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount/Source)         | Performance Indicators |
| 1. Program Director               |   |                   | 1/1/01     | 6/30/02                | \$28,000       |                                       |                        |
| 2. Assistant                      |   |                   | 1/1/01     | 6/30/02                | \$9,000        |                                       |                        |
| 3. Certified Teachers and Coaches |   |                   | 1/1/01     | 6/30/02                | \$91,000       |                                       |                        |

| <b>9180 - Drug Treatment</b> |   |  |  |  |  | <b>Total PHDEP Funding: \$8,133</b> |  |
|------------------------------|---|--|--|--|--|-------------------------------------|--|
| Goal(s)                      | Continue with work begun under the Urban Minority Outreach Program (UMOP)                 |  |  |  |  |                                     |  |
| Objectives                   | Serve populations in need of drug related services regarding intervention and prevention. |  |  |  |  |                                     |  |

| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
|---------------------|---------------------|-------------------|------------|------------------------|----------------|--------------------------------|------------------------|
| 1. UMOP             |                     |                   | 1/1/01     | 6/30/02                | \$8,133        |                                |                        |

| 9190 - Other Program Costs       |  |                   |            |                        | Total PHDEP Funds: \$43,500 |                                |                        |
|----------------------------------|--|-------------------|------------|------------------------|-----------------------------|--------------------------------|------------------------|
| Goal(s)                          | Supply Programs with appropriate level of resources to achieve milestones.     |                   |            |                        |                             |                                |                        |
| Objectives                       | Achieve success through full implementation of programs and services provided. |                   |            |                        |                             |                                |                        |
| Proposed Activities              | # of Persons Served  | Target Population | Start Date | Expected Complete Date | PHEDEP Funding              | Other Funding (Amount /Source) | Performance Indicators |
| 1. Secretary                     |  |                   | 1/1/01     | 6/30/02                | \$15,000                    |                                |                        |
| 2. Computer Supplies             |  |                   | 1/1/01     | 6/30/02                | \$5,000                     |                                |                        |
| 3. Phone Service                 |  |                   | 1/1/01     | 6/30/02                | \$1,500                     |                                |                        |
| 4. Alternative Activities/Travel |  |                   | 1/1/01     | 6/30/02                | \$5,000                     |                                |                        |
| 5. Equipment Repairs             |  |                   | 1/1/01     | 6/30/02                | \$5,000                     |                                |                        |
| 6. Cleaning Supplies             |  |                   | 1/1/01     | 6/30/02                | \$3,000                     |                                |                        |
| 7. Evaluation                    |  |                   | 1/1/01     | 6/30/02                | \$9,000                     |                                |                        |

### **Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

| Budget Line Item #                 | 25% Expenditure of Total Grant Funds By Activity # | Total PHDEP Funding Expended (sum of the activities) | 50% Obligation of Total Grant Funds by Activity # | Total PHDEP Funding Obligated (sum of the activities) |
|------------------------------------|--|--|---|---|
| <i>e.g Budget Line Item # 9120</i> | <i>Activities 1, 3</i>                             |  | <i>Activity 2</i>                                 |   |
| 9110                               | 2  | \$600  | 1   | \$57,000  |
| 9130                               |  |  | 1   | \$83,000  |
| 9160                               |  |  | 1, 2, 3   | \$128,000   |
| 9180                               |  |  | 1   | \$8,133   |
| 9190                               | 1, 2, 3, 4, 5, 6, 7                                | \$43,500   |   |   |
| <b>TOTAL</b>                       |  | \$44,100   |   | \$276,133   |

### **Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

