

# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2000

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

**PHA Plan  
Agency Identification**

**PHA Name:** Housing Authority of the County of Lawrence (PA)

**PHA Number:** PA-26

**PHA Fiscal Year Beginning:** 01/2000

**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 2000 - 2004**  
[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)

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

**B. Goals**

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

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

- X     PHA Goal: Expand the supply of assisted housing  
Objectives:  
    Apply for additional rental vouchers:  
X     Reduce public housing vacancies: 2% yearly, 10% over 5 years.  
X     Leverage private or other public funds to create additional housing opportunities: See page 4 of this document.  
    Acquire or build units or developments  
    Other (list below)
- X     PHA Goal: Improve the quality of assisted housing  
Objectives:  
X     Improve public housing management: (PHAS score) Achieve and maintain high performer status (90). See page 5 of this document.  
    Improve voucher management: (SEMAP score)

- X Increase customer satisfaction: Improve preventive and routine maintenance. See page 5 of this document.
- X Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- X Renovate or modernize public housing units: In accordance with modernization plan.
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- X Other: (list below)
  - Conversion of (16) 0 bedroom units to (8) 1 bedroom units at McGrath Manor.
- X PHA Goal: Increase assisted housing choices
  - Objectives:
    - X Provide voucher mobility counseling: Periodic meeting with applicants and tenants.
    - X 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:
    - X Other: (list below)
      - Implement public housing municipal based waiting lists

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

- X PHA Goal: Provide an improved living environment
  - Objectives:
    - X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: See newly adopted economic deconcentration policy.
    - X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: See newly adopted economic deconcentration policy.
    - X Implement public housing security improvements: As per approved PHDEP.
    - X 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**

- X PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
  - X Increase the number and percentage of employed persons in assisted families: 10% annual increase of families with no income.
  - X Provide or attract supportive services to improve assistance recipients' employability: Explore additional job readiness contracts with local social service providers.
  - 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**

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
  - X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:  
 The PHA will continue all measures to insure access to assisted housing regardless of race. The PHA is not contemplating additional efforts in this regard since minorities and other target classes are not underrepresented in Authority units compared to the population as a whole.
  - X 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:  
 See comment above.
  - 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)**

Prior to the issuance of form HUD 50075, the Housing Authority of the County of Lawrence developed a Five-Year Plan. A copy of that Plan follows.

**I. Housing Authority of the County of Lawrence  
Five Year Plan 2000-2004**

A. Summary

The Quality Housing and Work Responsibility Act at Section 511 requires that the Housing Authority of the County of Lawrence submit to HUD a Five Year Plan that provides a statement of:

1. The Housing Authority's Mission Statement for serving the needs of low income and very low-income families in Lawrence County over the next five years.
2. The Goals and Objectives that the Housing Authority has established to accomplish the stated "Mission".

With the Five Year Plan and the Annual Plan the Housing Authority will advise HUD, our residents, and members of the public of our mission and goals for serving the needs of our current and future tenants.

B. Mission Statement of the Housing Authority of the County of Lawrence

The mission of the Housing Authority of the County of Lawrence (HACL) is to provide adequate, decent, safe and affordable housing to low income residents of Lawrence County. The HACL will strive to become an active force in providing economic opportunities, including family self-sufficiency programs for all of its current and future residents. The Authority will increase efforts to provide a suitable living environment, without discrimination, to all of our tenants in cooperation with the larger community of Lawrence County. The Authority will strive to provide these services in a professional, sensitive, and business-like manner.

C. Goals and Objectives for the years 2000-2004

The following Goals and Objectives were designed specifically to accomplish the above stated long-range mission of the Housing Authority.

1. Expand Private and Public Resources

The Housing Authority of the County of Lawrence intends to aggressively pursue all possibilities for involving private resources, including banks and other lending institutions in developing strategies for home-ownership possibilities for tenants as first time homebuyers. Other real estate professionals such as Sec. 8 owners, builders and developers will also be consulted on various home-ownership possibilities, including rehabilitation of existing homes for sale or lease to current tenants that are able to achieve economic self-sufficiency.

Also, other public resources will be pursued in an effort to either bring more and better services to the current tenants or to assist tenants to achieve economic self-sufficiency so that they are able to take advantage of other housing opportunities that may be available. For example the HACL has had an on-going relationship with the Lawrence County Family Center that has shown very promising results. The Family Center's Affordable Housing Initiative has within the past three years assisted five low income Housing Authority tenants to purchase their first home. The Family Center, in concert with the United Way and the Pennsylvania State Cooperative Extension also enrolled 16 Authority tenants in their Homebuyers education courses. The Housing Authority will also continue to work with the Family Center's "Parents as Teachers Program". This is a child development after school program. It is these types of cooperative agreements that the Housing Authority intends to pursue. Other public agencies or organizations, such as the Department of Public Welfare, the Lawrence County Area Agency on Aging, the Pennsylvania Housing Finance Agency, the County Redevelopment Authority and the County Department of Social Services, will also be contacted in an effort to reach agreements to provide a broad range of educational, economic and home-ownership opportunities.

## 2. Utilization of the Resident Advisory Board

The QHWRA requires that a Resident Advisory Board be created that will advise the Authority on matters of policy and procedures, long and short term planning, and general matters of concern or importance. The Housing Authority intends to work with the Advisory Board to gain as much "grassroots" input and advice as possible. The Authority believes that by involving tenants and others into the planning process that the overall mission of the Authority can be better achieved.

## 3. Increased Maintenance of Public Housing Units

Although the Housing Authority of the County of Lawrence does not plan to make major changes to its maintenance program in the first year the Authority understands and believes that a well-run maintenance program is critical, not only to the preservation and upkeep of the housing stock, but it is also critical to the livability of the units and the satisfaction of the tenants. The Housing Authority therefore intends as part of an ongoing, long-term objective, to place increased efforts on preventative maintenance surveys, inspections and scheduling.

## 4. Increased PHMAP/MAS Ratings

The Housing Authority recognizes the necessity of a fair evaluation system established by HUD as a means to allocate staff resources; particularly to lessen the reporting burden on high performing PHAs, and to provide additional assistance to those Authorities that need more assistance in achieving their mandated purpose. Therefore the Housing Authority of the County of Lawrence has established a goal of increasing its PHMAP/MAS score by four (4) points each year for the next five years until this Authority reaches a sustainable PHMAP/MAS score of 90.

Extended vacancies in two elderly developments, McGrath Manor and Lawrence Manor have adversely affected the Authorities PHMAP scores in the past two years. The HACL intends to apply to HUD in 2001 for approval to convert 16 zero bedroom units to 8 one bedroom units at McGrath Manor and twenty zero bedroom units to ten one bedroom units at Lawrence Manor. If these conversions from efficiencies to one-bedroom units are approved by HUD, the Authority believes that the PHMAP/MAS scores will increase significantly. It is the Authority's goal to maintain a "High Performer" status on a continuing basis.

#### 5. Drug Elimination

The Authority has established a long-range goal of increasing its efforts in eliminating drugs from our communities. The HACL intends to make full use of available HUD/PHDEP (Public Housing Drug Elimination Program) funds as they become available, either as an entitlement or as a competitive application process. In addition, the Authority intends to pursue the possibility of renting a public housing unit to a police officer in order to increase security for the residents of a selected development. No development or project has been selected at this time. However, the HACL intends to study this possibility in the next two years. The Resident Advisory Board will be consulted on this matter, and a long-range plan will be developed.

#### 6. Homeownership Program – Sec. 536

The QHWRA authorizes the sale of public housing units or buildings to public housing residents; to other entities for resale to residents, or other low-income persons. The Authority intends to research the possibility and advisability of utilizing Sec. 536 within the next three years. The Authority does not intend to sell any buildings or units to either investors or tenants in the first year of this Five-Year Agency Plan.

#### D. Statement of Consistency with State Consolidated Plan

The Housing Authority of the County of Lawrence's 2000 Annual Plan and Five-Year Plan have been compared with the Consolidated Plan prepared by the Commonwealth of Pennsylvania. Particular attention was paid to the relationship of the Housing Needs Analysis as it appears in the Annual Plan to the housing needs identified in the Northwest Region of the Commonwealth's Plan.

Following this analysis it has been determined that the findings and solutions contained in the Annual Plan generally mirror the findings and solutions in the Commonwealth's Plan.



**Annual PHA Plan**  
**PHA Fiscal Year 2000**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

X      **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.

Prior to the issuance of form HUD 50075 the PHA developed an Annual Plan. Following is the Executive Summary of that Plan.

**ii. Housing Authority of the County of Lawrence**  
**2000 Annual Plan**

**Executive Summary**

On October 21, 1998 President Clinton signed into law the Quality Housing and Work Responsibility Act of 1998 (QHWRA) as Title V of the 1999 HUD Appropriations Act. The QHWRA constitutes a substantial overhaul of HUD's public housing and Section 8 assistance programs. The Act provides for consolidation of public housing programs, decreased regulations of well managed public housing agencies (PHA's), while increasing performance standards for PHA's with troubled management. (The Housing Authority of the County of Lawrence is not a "troubled Authority"). The QHWRA also enacts additional measures to protect access to housing assistance for the poorest of families, deconcentrate poverty in public housing, support families making the transition from welfare to work, and is designed to transform existing public housing into quality housing communities.

As part of the QHWRA, all Housing Authorities including the Housing Authority of the County of Lawrence are required to develop a Public Housing Agency Plan. This Plan is to be developed by the Housing Authority with input from tenants, interested citizens, and local elected officials. The Agency Plan is to consist of a "Five Year Plan" which describes the mission of the PHA's long range goals and objectives over the subsequent 5 years, and an "Annual Plan" which provides details about the PHA's immediate operations, program participants, program operations, tenant services and

the Authority's strategy for improving general maintenance operations for the upcoming fiscal year. The Agency Plan is to be used as an ongoing planning mechanism. Through this Agency Plan preparation process, the Housing Authority has examined its existing policies and procedures, its short and long term needs, and has attempted to develop a strategy to make more efficient use of federal assistance, and better serve its existing and future tenants. In addition, all existing policies were examined to ensure compliance with the newly enacted QHWR Act. Where non-compliance was found the policies were amended to conform to the new Act.

One of the goals of the Annual Plan is to reduce the number of reports that will be required to be sent to HUD. In the future the Annual Plan will, to the extent practicable, consolidate all PHA information that is now required to be submitted to HUD. The stated HUD objective is for the Annual Plan to supercede submission requirements currently imposed on PHA's under the various housing programs.

The QHWR Act also requires that the Agency Plan developed by the Housing Authority of the County of Lawrence be consistent with the Consolidated Plan for the jurisdiction in which the Authority is located. Since Lawrence County does not have a Consolidated Plan, the Agency Plan must therefore be consistent with the Commonwealth of Pennsylvania's Consolidated Plan. A copy of the Public Housing Agency Plan will be sent to the PA. Dept. of Community and Economic Affairs for their determination of consistency with the State Plan.

Following is a summary of required components of the Annual Plan:

### **1. Housing Needs.**

This section reviews existing demographic information in an attempt to project future housing needs in Lawrence County by race, income category, elderly, special needs, and persons with disabilities. Data sources utilized include the U.S. Census Bureau, the Pennsylvania University Data Center, and various Lawrence County Agencies, including the Lawrence County Planning Commission. Also, Economist at the local office of HUD was consulted regarding his analysis of low-income housing demands in the County.

In summary there does not appear to be a significant need for family units generally in Lawrence County and specifically in the City on New Castle. At a minimum, an increased effort to rehabilitate scattered site housing may be appropriate. An analysis of existing data regarding special needs families or families with disabilities, also indicates a very low demand/need. The statistical data for elderly persons and elderly families appear to indicate more of a need/demand for assisted units. Recent experience however, has shown a relatively slow rent up for new elderly developments and a corresponding slow turnover rate for existing developments. The Housing Authority has indicated in its Annual Plan that it will investigate the advisability and possibility of providing additional elderly units in the County in the near future.

The Authority is not precluding the consideration of additional family units in the future. Revised data, particularly the 2000 Census data may indicate an expanding need for assisted housing in later years. The Authority intends to use this Housing Needs Analysis, as a planning tool that will be consistently upgraded and refined and it will therefore reflect changing needs. Homeownership programs for eligible families will also be researched in the coming year.

## **2. Financial Resources.**

The QHWRA requires the Authority's Annual Plan to include a statement of the financial resources available to the Authority and the planned uses of those resources. This statement includes the estimated resources/income for major categories as well as proposed expenditures presented by general account classifications.

The Authority anticipates a relatively stable year. For the past four 4 years the Authority's income has increased, from all sources, by approximately 2.5%. This trend is expected to continue. Expenses are also expected to remain constant. No new undertakings are planned that would significantly increase expenses or outlays.

## **3. Policies Governing Eligibility, Selection and Admission.**

The QHWRA mandates significant changes to the Authority's Eligibility, Selection and Admission Policy ( i.e. Occupancy Policy). The QHWRA requires that PHAs make 40% of their units available to families earning at or below 30% of the area medium income. For the Section 8, tenant based program, 75% of new vouchers must be available to families earning at or below 30% of the area medium income. The QHWRA also requires PHAs to undertake an economic deconcentration effort to see that lower income families are not concentrated in certain developments, and that higher income families are not likewise concentrated in other developments.

In addition the new Act allows Housing Authorities to use site-based, or municipal waiting lists. The HACL has decided to use municipal, (as opposed to Countywide ) waiting lists. Therefore the Authority will have two separate waiting lists; one for the City of New Castle, and one for Ellwood City.

Importantly, the QHWRA requires that all tenants that are not exempt participate in a Community Service and Self-Sufficiency program. The revised Occupancy Policy, and tenant lease will require that affected tenants must contribute 8 hours per month of community service or volunteer work, or their lease will not be renewed.

It is important to recognize that while the Housing Authority of the County of Lawrence will attempt to further economic deconcentration in all of its communities, all other admission and occupancy regulations still must be adhered to. Federal laws and regulations regarding site-based waiting lists, numerous income targets, affirmative action plans, and non-discrimination regulations still apply.

The Authority's Admission and Occupancy will be amended to include this new requirement.

#### **4. Rent Determination.**

The QHWRA requires all PHAs to include in their Annual Plan a statement of their discretionary policies that govern rent charges for public housing units, including a discussion of "Flat Rents, Ceiling Rents, and Income Based Rents". These rental policies are also applicable to families assisted under the Section 8 Program.

The HACL has recently adopted ceiling rents, and will continue to use these in place of "flat rents" at this time. The Authority will adopt "flat rents" within the three-year time frame imposed by HUD. Flat rents are based on the rental value of the unit, as opposed to income based rent, which is based on 30% of a tenant's adjusted income. Ceiling rents are also based on the market value of comparable private rental units in the locality, and are also the most a tenant can pay

#### **5. Operations and Management.**

The QHWRA requires a statement of the rules, standards and policies governing maintenance and management of all housing owned or operated by the Housing Authority. These internal operating policies were not directly affected by the new Act, and therefore amendments were not necessary. Existing operational procedures are on file, and available for review at the Housing Authority's Office.

In program year, 2000, the Authority intends to provide staff training on all aspects of the QHWRA, and its affect on the standard operating procedures of the HACL. As importantly, the Authority intends to continue internal staff training regarding changing regulations and policies as they are issued.

The Executive and Management staff will carefully monitor those areas that are reflected in HUD's PHMAP/MAS standards so that the Authority's PHMAP scores can be increased to "high performer" status. .Emphasis will be placed on vacancies, turnover time and maintenance.

#### **6. Grievance Procedure.**

The Housing Authority of the County of Lawrence has had a Grievance Procedure in place for many years, the latest revision being in February 1993. HUD has approved the Authority's Grievance Procedure. The only change that is now being made, to insure conformity with the new Act, is the addition of certain language under "definitions". This will permit tenants to file grievances if the Authority decides not to reduce the monthly rent when the PA Department of Welfare reduces a tenants welfare due to fraud or failure to participate in a work activity requirement.

If the Housing Authority receives a request for income reexamination and rent reduction predicated on a reduction in tenant income from the Department of Public Assistance, (Welfare) the Authority will deny the request only after obtaining written verification from the Welfare agency that the family's benefit has been reduced because of non-compliance with economic self-sufficiency programs or work activities requirements, or because of fraud.

Tenants have the right to an administrative review through the Housing Authority's Grievance Procedure.

### **7. Capital Improvements.**

The new Act requires the Housing Authority to describe the capital improvements necessary to insure long-term physical and social viability of its public housing developments. A capital improvement plan could consist of a list of all capital projects and estimated costs. Alternatively, in at least the first year of the Annual Plan an update of the Comprehensive Grant Plan forms will satisfy this component of the Plan.

### **8. Demolition and/or Disposition.**

The Housing Authority of the County of Lawrence has no specific plans for disposing or demolishing any public housing units in the year 2000.

The Housing Authority is not required to demolish or dispose of any units because of their troubled or distressed status.

### **9. Designation of Public Housing as Elderly or Disabled.**

The QHWRA requires Housing Authorities to identify any community or development or building that will be designated for conversion or selected for concentration for elderly or disabled tenants. The Housing Authority of the County of Lawrence has not made a decision to change the current configuration of any of its properties. In 2000 the Authority intends to study the feasibility of designating certain elderly buildings for elderly only, and others for elderly and disabled.

### **10. Conversion of Public Housing.**

The QHWRA requires that the annual plan include a description of any building or buildings that the Housing Authority of the County of Lawrence is required to convert, or voluntarily plans to convert to tenant based assistance. HUD can require Housing Authorities to convert certain buildings to tenant-based assistance if the property is determined to be distressed, and the Authority cannot guarantee the buildings long term viability even with reasonable modernization, density reduction, or other activities. The HACL has no property that falls into this category.

The QHWRA also requires local housing agencies to assess the desirability or possibility of converting certain buildings to tenant based assistance after HUD issues a final rule on this issue. The Housing Authority of the County of Lawrence will conduct the required assessment in the year 2000 to become a part of the year 2001 Annual Plan. The Authority does not plan to convert any buildings to tenant-based assistance in 2000.

### **11. Homeownership.**

The QHWRA requires Housing Authorities to submit as part of their Annual Plan a description of any homeownership programs underway or proposed for the ensuing year. For the past three years the Authority has been working with the Lawrence County Family Center for education and assistance to tenants that were interested in pursuing homeownership. Five tenants were successful in buying a home. The Authority will continue working with the Family Center in 2000 in an effort to increase the number of participating families.

### **12. Community Service and Self-Sufficiency.**

The QHWRA requires all adult tenants, with some exceptions, who are not employed must participate in a community service or an economic self sufficiency program for at least 8 hours per month. The purpose of this requirement is to create economic opportunities for public housing and Section 8 tenants. Community service can include volunteer work.

The Housing Authority of the County of Lawrence, with advice from the Authority's resident Social Services Coordinator, has established certain educational and training opportunities that are designed to meet the program objective of fostering economic self-sufficiency.

It is important to recognize that failure to meet the community service requirements is cause for eviction from Authority owned and operated housing units. The Occupancy Policy and the Lease Agreement have been amended to include this requirement.

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

The new Act requires PHAs to plan, in conjunction with local law enforcement officials, to increase safety for tenants, and to reduce crime in Authority owned developments.

Since illegal drug use and sales have been determined to be the primary cause of most significant crime in Authority owned developments (absent domestic disputes), the principal focus of the HA's Safety and Crime prevention activities are centered around a recently approved HUD Drug Elimination Grant Program.

### **14. Ownership of Pets.**

The QHWRA now permits common household pets in all public housing units subject to reasonable requirements set by the Housing Authority. The Housing Authority of the County of Lawrence will adopt a revised pet policy after a final rule is issued by HUD. The new policy will apply to all family and elderly public housing units. The requirements will limit the number of pets per unit, the size, type, breed, security deposits, and animal control requirements. A detailed description of the conditions necessary for pet ownership in public housing is included in the revised and proposed Pet Policy.

#### **15. Civil Rights Certification.**

Certification is provided under a separate submission.

#### **16. Most Recent Fiscal Year Audit.**

The most recent Audit is on file at the offices of the Housing Authority. The Audit was done Jean Siekels Co. dated Dec. 31, 1998.

#### **17. Asset Management.**

HUD requires PHAs to submit a general statement explaining how they will deploy physical and financial assets to fulfill their mission to the extent that this information is not otherwise addressed in other components of the Plan. The Authority believes that it has already addressed these items throughout this document. As other issues arise, either from public comments or resident involvement they will be addressed here. This Plan element discusses the possible conversions of efficiency units to one-bedroom units at McGrath Manor and Lawrence Manor.

#### **18. Other Information.**

The Act requires that each Annual Plan contain a Table of Contents, Executive Summary, and a Progress Report. With the exception of the Progress Report, which becomes part of the 2001 Annual Plan, the other required items are included in this document.

Also to be included here are all comments, suggestions and advisory recommendations presented at the public hearing. The Housing Authority's response to the public recommendations, if appropriate, will be presented here as well.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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#### **Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment.

Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

#### Required Attachments:

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

#### Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan (PA026a01, PA026a02)



- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- X Other (List below, providing each attachment name)
1. Minutes on the Public Hearing on the Annual and Five Year Plan
  2. Public Housing Assessment System Resident Service & Satisfaction Indicator Improvement/Follow-up Plan

**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

<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	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures

<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	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

[24 CFR Part 903.79 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Qualit-y	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	134	4	4	4	1	1	1
Income >30% but <=50% of AMI	153	3	3	3	1	1	1
Income >50% but <80% of AMI	180	2	2	2	1	1	1
Elderly	368	2	2	2	2	1	1
Families with Disabilities	260	N/A					
Race/Ethnicity	N/A						

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-	Supply	Qualit	Access	Size	Loca-
	l	-ability		y	-ibility		tion
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

Does not meet the 10% threshold.

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.)

- X Consolidated Plan of the Jurisdiction/s  
Indicate year: 1999
- X U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset  
American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- X Other sources: (list and indicate year of information)  
Pennsylvania State University Data Center - 1999  
U.S. Census data: Small Income and Poverty Estimates 1990 and updates  
Housing Authority Waiting List 1999

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

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

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	360		60
Extremely low income <=30% AMI	75	20.8	12
Very low income (>30% but <=50% AMI)	84	23.3	15
Low income (>50% but <80% AMI)	103	28.6	19
Families with children			
Elderly families	46	12.8	6
Families with Disabilities	52	14.4	8
Race/ethnicity	White 254	81.4	48
Race/ethnicity	Black 55	17.6	12
Race/ethnicity	Other 4	1	0
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	148	41.1	27
2 BR	130	36.1	23
3 BR	33	9.2	6
4 BR +	3	.8	0
5 BR			
Elderly	46	12.8	6

<b>Housing Needs of Families on the Waiting List</b>	
Is the waiting list closed (select one)? X 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	

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
X 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	253	100	43
Extremely low income <=30% AMI	48	19	8
Very low income (>30% but <=50% AMI)	61	24	10
Low income (>50% but <80% AMI)	101	40	17
Families with children			
Elderly families	1	0	0
Families with Disabilities	42	17	7
Race/ethnicity	White 197	78	
Race/ethnicity	Black 47	19	
Race/ethnicity	Other 9	3	
Race/ethnicity			
Characteristics by Bedroom Size			

<b>Housing Needs of Families on the Waiting List</b>			
(Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR +			
5 BR			
Elderly			
Is the waiting list closed (select one)? X 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

- X      Employ effective maintenance and management policies to minimize the number of public housing units off-line
- X      Reduce turnover time for vacated public housing units
- X      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
- X      Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required



- X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- X 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

- X 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
- X 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
- X 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: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>	3,985,783	Operations
a) Public Housing Operating Fund	1,357,000	
b) Public Housing Capital Fund	1,351,298	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,142,335	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	258,418	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Section 8 Reserves	325,000	Sec. 8 tenant-based assistance
Public Housing Reserves	430,000	Public housing operations
<b>3. Public Housing Dwelling Rental Income</b>	1,567,000	Public housing operations
<b>4. Other income (list below)</b>		
Investments (Public Housing)	29,000	Public housing operations
Investments (Section 8)	8,500	Sec. 8 tenant-based assistance
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	6,345,283	Public housing/Sec. 8

### **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) 6 months
  - X Other: (describe) The PHA verifies eligibility upon application receipt.
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- X Criminal or Drug-related activity
  - X Rental history
  - X Housekeeping
  - Other (describe)
- c. X Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. X Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes X 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
  - X Sub-jurisdictional lists: (2) by municipality
  - Site-based waiting lists
  - Other (describe)
- b. Where may interested persons apply for admission to public housing?
- X PHA main administrative office
  - X 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?  
2 municipal lists, City of New Castle and Ellwood City

2. X 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? 2
3. X Yes  No: May families be on more than one list simultaneously  
If yes, how many lists? 2
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- X PHA main administrative office
  - X 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)
- X One
  - Two
  - Three or More
- b. X Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

- a. Income targeting:  
 Yes X 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)
- X Emergencies
  - X Overhoused
  - X Underhoused
  - X 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:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing

- Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- Homelessness
- 2 High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- X 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)

- X The PHA-resident lease
- X The PHA's Admissions and (Continued) Occupancy policy
- X 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)

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



**(6) Deconcentration and Income Mixing**

a. X 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. X 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:

X Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:  
Targeted for higher income residents: Lincoln, McGrath, and Sciota  
Targeted for lower income residents: Lawrence, Brinton Hill, and Crescent Place.

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

Other (list policies and developments targeted below)

d. X 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)

X 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

X Other (list below) Lease was amended to reflect deconcentration policy.

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:

X List (any applicable) developments below:

Lincoln Terrace, McGrath Manor and Sciota Street

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:

X List (any applicable) developments below:

Lawrence Manor, Brinton Hill and Crescent Place

### **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)

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

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

d.  Yes X 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)

X Criminal or drug-related activity

X Other (describe below)

Tenancy history of the applicant.

#### **(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)

X 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)

- X PHA main administrative office
- X Other (list below) PHA will mail application forms to prospective tenants and will also visits with applicants in cases of hardship or disability.

**(3) Search Time**

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

If yes, state circumstances below: The PHA grants 30 day extensions on a case by case basis.

**(4) Admissions Preferences**

a. Income targeting

Yes X 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. X 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

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

1      Date and Time

Former Federal preferences

- 1      Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1      Victims of domestic violence
- 1      Substandard housing
- Homelessness
- 2      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---

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

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

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

Waiver of minimum rent for PHA approved hardship cases.

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

1. X 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: When the ceiling rent is less than 30% of adjusted income, tenant can choose between the ceiling or percentage rent.

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

- X For the earned income of a previously unemployed household member  
X 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
- X 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)

- X 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)

- X 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)

- X Market comparability study
- X 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
- X 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)

- X 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)

- X Success rates of assisted families
- X Rent burdens of assisted families
- X Other (list below) Examination of the private market and its effect on the Section 8 program.

## **(2) Minimum Rent**

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

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

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

Waiver of minimum rent for PHA approved hardship cases.

## **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 PHA is generally divided among 4 areas; public housing management, public housing maintenance, the Section 8 division, and the Comptrollers Office. These 4 divisions report directly to the Ex. Director who is responsible to the appointed Board of Directors.

**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	871	178
Section 8 Vouchers	39	7
Section 8 Certificates	314	57
Section 8 Mod Rehab	48	8
Special Purpose Section 8 Certificates/Vouchers (list individually)	16 SRO	4
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

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

- (1) Public Housing Maintenance and Management: (list below)  
The Maintenance Branch is directed by a Superintendent and is responsible through a foreman for the supervision of employees in receiving and completing work orders, annual inspection of the units, lawn care, snow removal and preventive maintenance functions. All rules, standard, and policies are maintained in the Administration Division with specific instructions at the Branch level. Maintenance standards, policies, and schedules are maintained in the Maintenance Department.
- (2) Section 8 Management: (list below)  
Same as above.

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

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

1.  Yes X 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)
- X PHA main administrative office
- Other (list below)

### **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

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

-or-

- X The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

### **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 PA28PO26708 FFY of Grant Approval: (MM/1999)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	150,000
4	1410 Administration	22,440
5	1411 Audit	1,000
6	1415 Liquidated Damages	
7	1430 Fees and Costs	127,300
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	799,208
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	244,650
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	103,339
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>1,447,937</b>
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	135,000
24	Amount of line 20 Related to Energy Conservation Measures	79,660

**Annual Statement**

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PA26-2 Harbor Heights	Install faucets w/aerators, install new thermostats.	1460	16,400

PA26-3 Walnut Ridge	Install tile above kitchen sink and range, remove existing vents and faucets in laundry room, install faucets w/aerators, replace water lines, replace baseboard heating fin tubes, install range hoods.	1460	342,907
PA26-4 Grant Street	Replace gas lines, resurface wood floors, install faucets w/aerators, install low flow shower heads.	1460	319,716
PA26-5 Brinton Hill, Sciota Street, Big Run	Install faucetsw/aerators, install thermostats.	1460	20,210
PA26-6 Skyview Towers	Install mailboxes.	1470	12,650
PA26-7 Lincoln Terrace	Install storm doors.	1460	25,000
PA26-9 Neshannock Village	Install ceiling lights, install faucets w/aerators, install low flow shower heads, install new thermostats.	1460	74,975
PA-26-10 Lawrence Manor	Install mailboxes	1470	15,800
PA26-12 McGrath Manor	Install air conditioners	1470	216,200
PHA-Wide	Salaries	1410	21,200
	Architect/Engineer	1430	70,000
	Consultant	1430	57,300
	Resident Coordinator	1408	15,000
	Audit	1411	1,000
	Advertising	1410	1,240
	Contingency	1502	103,339
	Security Guard for highrises	1408	69,000
	Police patrols	1408	66,000
	<b>GRAND TOTAL</b>		<b>1,447,937</b>

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PHA-Wide	03/31/01	09/30/02
PA26-2	03/31/01	09/30/02
PA26-3	03/31/01	09/30/02
PA26-4	03/31/01	09/30/02

PA26-5	03/31/01	09/30/02
PA26-7	03/31/01	09/30/02
PA26-8	03/31/01	09/30/02
PA26-9	03/31/01	09/30/02
PA26-10	03/31/01	09/30/02
PA26-12	03/31/01	09/30/02

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

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

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

b. If yes to question a, select one:

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

-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)

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA26-2	Harbor Heights	6	7%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Install hydronic heating			342,000
Construct new playground			40,000
Total estimated cost over next 5 years			382,000
			Planned Start Date (HA Fiscal Year)
			2002
			2004

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA26-3	Walnut Ridge	2	2%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Construct two new playgrounds			60,000	2001
Separate furnace/heating system for community room			7,500	2001
Install parking spaces at Massachusetts Ave.			2,000	2001
Erect storage area for each unit			90,000	2001
Provide resident community center			290,000	2004
<b>Total estimated cost over next 5 years</b>			449,500	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA26-4	Grant Street	13	13%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Construct new playground			30,000	2001
Replace windows and add full security screens			428,400	2001
Install hydronic heating			450,000	2003
Erect storage area for each unit			250,000	2003
<b>Total estimated cost over next 5 years</b>			1,158,400	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA26-5	Brinton Hill, Sciota St., Big	3	3%



Run			
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace tile in kitchens at Brinton Hill		48,300	2002
Replace exhaust fans in all kitchens		34,560	2002
Install hydronic heating		433,560	2003
<b>Total estimated cost over next 5 years</b>		516,420	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA26-6	Skyview Towers	2	1%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace closet doors in hallways near bathrooms in 1 and 2 bedroom units		24,300	2001
Security screens on first floor		4,700	2001
<b>Total estimated cost over next 5 years</b>		29,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA26-7	West Lincoln Terrace	3	6%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Clothes line poles		7,800	2001
Insulate water pipes		3,250	2001
Insulate ducts		20,000	2001
Glass block in basement windows		18,000	2001
Sidewalks from units to community building		24,000	2001
Install showers		47,500	2001
Larger playground		15,000	2001
Lighting in rear of building		4,500	2001
Heavy duty laundry tubs in basements		27,500	2001
Landscape hillside		18,000	2001
Erect front and rear porches		200,000	2002
Convert building to storage shed		10,000	2002

Replace tile in living rooms	50,025	2002
Restore brick on all units	54,912	2003
Waterproof basements	203,750	2004
Replace lighting fixtures in all rooms	40,000	2004
<b>Total estimated cost over next 5 years</b>	<b>744,237</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
PA26-8	Crescent Place	3	6%
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Install park benches		1,950	2001
Install security cameras		27,280	2001
Install automatic entrance doors		27,600	2002
Replace mail boxes		16,560	2002
<b>Total estimated cost over next 5 years</b>		<b>73,390</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
PA26-9	Neshannock Village	3	4%
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace closet doors		48,300	2001
Install hydronic heating		310,000	2002
<b>Total estimated cost over next 5 years</b>		<b>358,300</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant</b>	<b>% Vacancies in Development</b>

		Units	
PA26-10	Lawrence Manor	18	12%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Convert (20) 0 bedroom units to (10) 1 bedroom units			141,600
Install grab bars in bathrooms			44,100
Replace ranges			95,445
<b>Total estimated cost over next 5 years</b>			<b>281,145</b>

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA26-12	McGrath Manor	32	35%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Convert (16) 0 bedroom units to (8) 1 bedroom units			96,480
<b>Total estimated cost over next 5 years</b>			<b>96,480</b>

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PHA-Wide		85	9%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Salaries			21,200
Architect/Engineer			70,000
Consultant			57,300
Resident Coordinator			15,000
Audit			1,000
Advertising			1,240
Contingency			65,137
Security guard for highrises			69,000
Salaries			21,200
Architect/Engineer			70,000
Consultant			57,300
Resident Coordinator			15,000
Audit			1,000
Advertising			1,240

Police patrols	66,000	2002
Contingency	57,413	2002
Operations	119,739	2002
Salaries	21,200	2003
Architect/Engineer	70,000	2003
Consultant	57,300	2003
Resident Coordinator	15,000	2003
Audit	1,000	2003
Advertising	1,240	2003
Contingency	24,725	2003
Security guard for highrises	69,000	2003
Salaries	21,200	2004
Architect/Engineer	70,000	2004
Consultant	57,300	2004
Resident Coordinator	15,000	2004
Audit	1,000	2004
Advertising	1,240	2004
Police patrols	66,000	2004
Contingency	115,835	2004
Operations	144,793	2004
Replacement reserve	242,274	2004
<b>Total estimated cost over next 5 years</b>	<b>1,702,876</b>	

Vacancy data as of Sept 1, 1999

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

2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/>

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

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

[24 CFR Part 903.7 9 (i)]

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

1.  Yes X 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:

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

<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>
<p>4. Status of Conversion Plan (select the statement that best describes the current status)</p> <p><input type="checkbox"/> Conversion Plan in development</p> <p><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway</p>
<p>5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <p><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)</p> <p><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent</p> <p><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units</p> <p><input type="checkbox"/> Other: (describe below)</p>

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

## B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

**12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

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

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

1. Cooperative agreements:

- Yes  No: Has the PHA 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)
- X Client referrals
  - X Information sharing regarding mutual clients (for rent determinations and otherwise)
  - X 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)

- X 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

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

**Services and Programs**

Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Adult Basic Education	Varies	Self selection	PHA main office	Both
Family Counseling	Varies	As needed	School District	Both
Employment Training	Varies	Self selection	Sec. 3 Consultant	Both
Employment Readiness	Varies	Self selection	PHA main office	Both Volunteers

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

a. Participation Description

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

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:  
The PHA does not now have an FSS program. The appropriate waiver request will be submitted to HUD.

**C. Welfare Benefit Reductions**

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

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

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

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

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

- Safety and security survey of residents

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

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

**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)

- X Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- X Crime Prevention through Environmental Design
- X 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) All PHA developments.

**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)

- X Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- X Police provide crime data to housing authority staff for analysis and action
- X Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- X Police regularly testify in and otherwise support eviction cases
- X Police regularly meet with the PHA management and residents
- X 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) All PHA developments.

**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.

X Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

Yes X No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

X Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: PA026a01, PA026a02)

#### **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 X 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. X Yes  No: Was the most recent fiscal audit submitted to HUD?

3.  Yes X 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 X No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating,

capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

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

**18. Other Information**

[24 CFR Part 903.7 9 (r)]

**A. Resident Advisory Board Recommendations**

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (File name)

Provided below:

**HOUSING AUTHORITY OF THE COUNTY OF  
LAWRENCE**

481 NESHANNOCK AVENUE • P.O. BOX 988

NEW CASTLE~ PENNSYLVANIA 16103-988

PHONE (724) 656-100

SECTION 8. (724)6665106

FAX (724) 658-7140

TDW~ (724) 658-1388

**ROBERT J. EVANICK**

*Execudve D'rector*

**ROBERT M. J**  
*Chairman*

*JEFFREY A. S*  
*Vice-Chakman*  
**LAWRENCE W**  
**KEITH A. PAT**  
**ROBERT SESS**

*RESIDENT ADVISORY BOARD MEETING*

*September 30, 1999*

*Attendance:*

*Lilly M. Mahone - Brinton Hill*  
*Nora Canterbury - Crescent Place*  
*Cheryl Mitchell - Neshannock Village*  
*Ka?e-i-Vicari ---- Walnut Ridge*  
*R. J. Evanick - HACL*  
*M. Yerage - HACL*

3:00 p.m.



Mr. Evanick welcomed the members attending and stated we are seeking your comments regarding the information sent on the Quality Housing and Work Responsibility Act. We are here to talk about the Plan.

Ms. Mitchell stated she liked the budget in the Plan and it looked pretty good to her. She also stated she didn't have a chance to read the whole thing but she is working on it.

Mr. Wvanick stated if you have any questions or concerns please call me.

Ms. Mahone stated she read all of it. She liked the Pet Ownership rules and regulations. She feels it needs enforced and insurance is a good thing. We also need some new modernization in the apartments. We need battery back up for the smoke alarmseven though they are electric.

Mr. Evanick stated we could look into that. We will make sure that the Advisory Board is invited to the CGP modernization meetings. We do not get aresponse from Brinton Hill tenants when we send out the notices for the Mod Meetings. We could talk with you about starting a Tenant Council there.

Ms. Mahone stated she thought they tried to form one and no one participated.

Ms. Viccari stated she liked that the budget was in there and knowing what is in the budget. The Plan looks good.

Ms. Canterbury stated the basic Plan is in good shape. Some of the people have been asking me about the door locks. People are always being locked out.

Mr. Evanick stated he looked at those locks. There is a way you can set them without getting locked out. I will talk to the Manager and next month we could have a training session with the tenants to learn how to set the locks.

Ms. Canterbury stated some of the emergency lights over the unit doors do not work all the time. If I hear the buzzer and take care of the emergency, if I don't see the light on, I can't tell where the emergency is.

Mr. Evanick stated we will have Maintenance check that out.

There being no further comments the meeting was adjourned.

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

In the Commonwealth of Pennsylvania appointment to the PHA Board is done by the elected officials for the jurisdiction in which the PHA operates. In the case of the Lawrence County PHA appointment to the Board is done by the Lawrence County Board of Commissioners. The recently created Resident Advisory Board will nominate an adult resident leaseholder for consideration for appointment by the County Commissioners. The nomination activity will take place in December 1999, and the appointment by the Commissioners is expected to occur in February 2000.

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)  
Any adult leaseholder receiving PHA assistance.

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)  
Members of the Resident Advisory Board.

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

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

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

- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- X 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)
- a. Both plans identify a stagnant aging housing market reflecting a population that has continued to age and decrease over the past 30 years.
  - b. The commonality between the plans in identifying the number of housing programs available and used throughout the area.
  - c. The relationship between income and housing needs is universal throughout the Commonwealth.
  - d. For those living in assisted housing, the importance of the linkage between supportive services and housing needs.
  - e. The need to increase rental housing opportunities.
  - f. The need to promote housing opportunities reflecting a diversity of income levels, race, ethnicity and disability.
  - g. The need to increase the availability of housing opportunities for persons with disabilities.

**D. Other Information Required by HUD**

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

## Attachment 1

Public Hearing for the 2000 Annual Agency Plan and Five-Year Housing Agency Plan

September 21, 1999 3:00 p.m. Neshannock Village Community Center

Attendance:

Georgia L. Goslee - McGrath Manor

William R. Goslee - McGrath Manor

Rick Elia - New Castle News

R. J. Evanick - HACL

Michele Conti - HACL Project Manager

William R. Costello - Consultant, Wm. Costello & Associates

Jim Robinson - Consultant

Pauf C. Steimer - Consultant

Janet Wallace - McGrath Manor

Ed Fisher - Lawrence Manor

LaBelle Robinson - Neshannock Village

Debbie Donaldson - Neshannock Village

A. Burrelli - HACL

M. Yerage - HACL

Mr. Evanick opened the Public Hearing on the Annual Plan and Five-Year Agency Plan and thanked everyone for coming. We will entertain all comments from the floor. We sent the plan to the Resident Advisory Board for review. He introduced the consultants from William Costello & Associates. They put the plan together. It will be revamping public housing.

Mr. Robinson explained eleven months ago Congress signed the Quality Housing and Work Responsibility Act. In February HUD the Federal Agency came out with some regulations.

1. Development by each housing authority for year 2000 and five-year plan and worked with the Housing Authority on this.
2. Document developed advising the Plan was available August 6, 1999 which was published in the newspaper.
3. HUD new regulations came in shortly thereafter.
4. A Template was developed which condensed the format of the Plan. This was also advertised in the newspaper and has been available for review. We now have this on a disk ready to send to HUD following this meeting and other meetings to be held. We are interested in feedback from these meetings for anything needing changed or modified.

Mr. Robinson explained that the plan consists of eighteen separate elements to be discussed and commented on such as: housing needs, financial assistance, demolition and disposition, community service programs and economic deconcentration.

Mr. Goslee commented he likes the idea of deconcentration. Some of our tenants in our building are the poorest of the poor.

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Public Hearing QHWRA

Mr. Robinson stated that this element of the plan identified which projects have the average high income and the average low income. In our plan there were three projects of high income levels such as: Brinton Hill, Crescent Place and Lawrence Manor and three projects of low income levels such as: West Lincoln Terrace, McGrath Manor and Sciota Street.

Mr. Steimer stated the resolution is to try to become more balance or more equal. Congress is concerned because some housing tends to have all high income or all low income. Congress requires housing authorities place 40% of the applicants which should be at 30% of the median income into the vacant units. They will have a difficult time putting in and balancing this.

Mr. Goslee asked what is the poverty level in Lawrence County?

Mr. Costello stated the median income is \$34,000 according to family size and then 30% of that.

Mr. Steimer stated the average is approximately \$6,000 or \$7,000.

Mr. Goslee asked 30% rent or flat rate rent, how does that apply?

Mr. Steimer stated Congress changed that. If a tenant should have a job and live in public housing and have an opportunity to get a better job, the income went up and the rent went up. The flat rent or ceiling rent that will be used in its place. If the tenant gets an increase in income, they can have a choice of the flat rent. It would be lower. The tenant is trying to increase her income and their rent would not go up. This applies to tenants that already work or tenants who have just found a job.

Mr. Fisher asked what does this mean volunteers or community service requirement?

Mr. Robinson replied tenants not working or not disabled or between the ages of eighteen and sixty-two years of age; if you are in those categories, the tenant will be required to do community service work.

Mr. Fisher stated there are six units for disabled people in Lawrence Manor. Are there plans to build more handicap units?

Mr. Costello stated there isn't a provision for that now but it is being looked at now. There are handicapped vacancies housing authority wide.

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Public Hearing QHWRA

Mr. Costello stated in regard to those people that are non-exempt they will have to participate eight hours per month community service. HUD put a hold on that until they write some rules. The Housing Authority will offer to residents self-improvement or self-efficiency courses. We will set up community services and the Housing Authority will have to keep records on this. Fifty to seventy-five households will be required to fulfill the requirements under community service. if you are employed, Congress, HUD and the Housing Authority are interested in putting you on the right track to self-sufficiency.

Mr: Fisher asked when they change these apartments are there going to be more couples then singles moving in?

Mr. Evanick stated who moves into the apartments depends on the waiting list.

Ms. Donaldson stated the community service, what kind?

Mr. Evanick stated we are working with Lawrence County Social Services for community services.

Mr. Goslee stated he likes the idea of taking sixteen efficiency apartments and change to one bedroom units.

Mr. Evanick stated efficiencies are difficult to rent. We will be submitting a request for funds and should be able to do that in 2001. We have to get approval from HUD then next year we can perform the physical improvements. We agree with you. We are going to take two efficiencies and combine them to make a one bedroom apartment.

Mr. Goslee stated there was a part in there that said you could rent an apartment to a police officer, for what?

Mr. Evanick stated if a police officer would want to live in public housing, even if he would be over income, a waiver would be made to let him reside there. The Housing Authority would welcome that idea, certainly encourage that type of arrangement.

Ms. Donaldson stated that should have been done a long time ago.

There being no further comments or questions the meeting was adjourned.

## Attachment 2

### **Public Housing Assessment System Resident Service & Satisfaction Indicator Improvement/Follow-up Plan**

The Housing Authority of the County of Lawrence scored under 60 points on the Safety and Neighborhood Appearance Indicators of the Resident Service and Satisfaction Survey under the Public Housing Assessment System. The following is the Improvement/Follow-up Plan in response to these scores:

#### Safety

The Housing Authority has recognized the problem in our elderly high rise buildings that security guards are needed. With this in mind, the Housing Authority has applied for and received a Grant for security in our high rises.

The Housing Authority has placed an RFP in the newspapers for these services and would expect to have the security guards under contract by April 30, 2000 at our high rise buildings.

#### Neighborhood Appearance

I, Robert Evanick, Executive Director, will have a meeting with the Project Managers and the Maintenance Department in regard to the Neighborhood Appearance Indicator. Under the management, I will instruct the Project Manager Supervisor to review the neighborhood appearance with the Project Managers and give me a report each week and give me a follow up action report if there is anything that needs to be improved.

I will have a meeting with the Maintenance Superintendent to insure that if management has given him any areas to clean up, if they are done as quickly as possible and report back to management when cleaned.

Since we do not know which areas have been reported under Neighborhood Appearance we will have all areas checked. We will, also, be surveying the residents to find where the specific problems are with a survey response date of March 31, 2000. Based on the results of the survey appropriate action will be taken.



**Optional Public Housing Asset Management Table**

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

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

**Table Library**

# 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 \$ 270,300.00**

**B. Eligibility type (Indicate with an "x")**      N1 \_\_\_\_\_ N2 \_\_\_\_\_ R \_\_\_\_\_

**C. FFY in which funding is requested 1998**

**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

The Authority proposes to eliminate illegal drugs in the project areas by using prevention and intervention services, alternative activities, and by reimbursement of local police for additional protective services. The Authority feels that it will be successful if we can decrease the drug-related arrests by 50%, decrease the vacancies by 10%, increase school attendance by 20%, and offer the residents a safer way of life.

**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 (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Harbor Heights	76	210
Walnut Ridge	100	223
Grant Street	100	241
Brinton Hill	50	78
Sciota Street	24	57
Big Run	22	53
Skyview Towers	120	125
Lincoln Terrace	50	113
Crescent Place	50	50
Neshannock Village	69	197
Lawrence Manor	150	142
McGrath Manor	92	64

**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 \_\_\_\_\_ 24 Months X 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					
FY 1996	278,700	PA28DEP0260196	0		Complete
FY 1997					
FY 1998	270,300	PA28DEP0260198	139,697		10/31/00
FY 1999	198,606	PA28DEP0260199	198,606		10/31/01

## 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.

The goals of our PHDEP Plan are to decrease the drug related arrests by 50%, decrease the vacancies by 10%, increase school attendance by 20%, and offer the residents a safer way of life.

In order to achieve these goals, the following services will be provided by our plan partners: local law enforcement agencies will provide additional security and protective services; a drug counselor/teacher will work with parents and children of the housing communities to offer training/workshops on drug use and abuse and will work with the school district and the police on school attendance; a grant coordinator will work in cooperation with the police, Authority, school district, and drug counselor to coordinate all activities under the grant.

In order to monitor and evaluate the PHDEP plan, the Authority will conduct resident surveys before, during, and after the grant to determine the effectiveness of the activities, prepare monthly progress reports, review police logs and arrest sheets to check for increases or decreases in individual communities to see where patrols are needed most, and review vacancies and evictions to evaluate our policies and procedures concerning each and determine if any changes are needed.

### B. PHDEP Budget Summary

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

FY 1998 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	193,650
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	

9160 - Drug Prevention	48,325
9170 - Drug Intervention	28,325
9180 - Drug Treatment	
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	<b>270,300</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: \$193,650</b>		
Goal(s)	Reduce drug related arrests by 50% and reduce vacancies by 10%						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Security patrols			1/1/99	10/31/00	193,650	0	Security
2.							
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$48,325</b>		
Goal(s)	Increase school attendance by 20%						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Coordinator	1553	1553	1/1/99	10/31/00	20,000	0	
2. Drug Counselor	1553	1553	1/1/99	10/31/00	28,325	0	
3.							

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$28,325</b>		
Goal(s)	Increase school attendance by 20%						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Drug Counselor	1553	1553	1/1/99	10/31/00	28,325	0	
2.							
3.							

### 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.

<b>Budget Line Item #</b>	<b>25% Expenditure of Total Grant Funds By Activity #</b>	<b>Total PHDEP Funding Expended (sum of the activities)</b>	<b>50% Obligation of Total Grant Funds by Activity #</b>	<b>Total PHDEP Funding Obligated (sum of the activities)</b>
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Activity 1	62,835	Activity 1	193,650
9120				
9130				
9140				
9150				
9160	Activities 1,2	29,542	Activities 1,2	48,325
9170	Activity 1	18,808	Activity 1	28,325
9180				
9190				
<b>TOTAL</b>		\$111,185		\$270,300

**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.”



# 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 \$\_198,606.00\_**

**B. Eligibility type (Indicate with an "x")**      N1\_\_\_\_\_ N2\_\_\_\_\_ R\_\_\_\_\_

**C. FFY in which funding is requested** \_1999\_

**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

The Authority proposes to eliminate illegal drugs in the highrise areas and offer the residents additional security through the use of extra security patrols.

**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 (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Skyview Towers	120	125
Crescent Place	50	50
Lawrence Manor	150	142
McGrath Manor	92	64

**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\_\_\_\_\_ 24 Months X 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					
FY 1996	278,700	PA28DEP0260196	0		complete
FY 1997					
FY 1998	270,300	PA28DEP0260198	139,697		10/31/00
FY 1999	198,606	PA28DEP0260199	198,606		10/31/01

## 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.

The Authority’s goal is to offer the residents a feeling of safety and security and to help eliminate illegal drugs in the highrise buildings. The security guards hired under this grant will be required to fill out shift reports and issue citations to those residents causing problems and or violating their lease. We will review these reports and citations to determine where the problems are occurring.

### B. PHDEP Budget Summary

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

FY 1998 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	198,606
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	<b>198,606</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.

9120 - Security Personnel					Total PHDEP Funding: \$198,606		
Goal(s)	To offer the residents a feeling of safety and security an to eliminate illegal drugs in the highrise buildings.						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Security patrols			05/00	10/01	198,606		security
2.							
3.							

### 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				
9120	Activity 1	49,652	Activity 1	198,606
9130				
9140				
9150				
9160				
9170				
9180				
9190				
<b>TOTAL</b>		\$ 49,652		\$ 198,606

### 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.”