
Housing Authority City of Pittsburgh

PHA Plans

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

HACP Board of Directors

Herb Elish, Chairman

Patricia Bagley

Ada Blackman

Stephanie Cipriani

Eric Dickerson

Sala Udin

HACP Executive Director

Stanley A. Lowe

**PHA Plan
Agency Identification**

PHA Name: Housing Authority City of Pittsburgh

PHA Number: PA-28-P001

PHA Fiscal Year Beginning: 01/1999

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)

- *HACP Occupancy Department*

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)

- *HACP Occupancy Department*

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)

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

B. Goals

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

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

- PHA Goal: Increase efficiency and lower costs in delivering public and assisted housing in order to serve as many families as possible.
- Objectives:
- Convert 2,100 units at HACP successful sites to Section 8 Voucher subsidy under the Moving to Work demonstration within 5 years.
 - Complete all existing community revitalization efforts (Manchester, Allequippa Terrace, Bedford/Middle Hill, Pennley) within 5 years.
 - Initiate 2 new community revitalization efforts at HACP distressed sites within 5 years.
- PHA Goal: Stabilize the supply of assisted housing
- Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:

- Acquire or build units or developments
- PHA Goal: Improve the quality of assisted housing
 - Objectives:
 - Improve public housing management: (PHAS score) 90 +
 - Improve voucher management: (SEMAP score) 90 +
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions:
 - financial systems and business processes; security and safety;
 - resident relations & support
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:

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

** **Note:** Per the Smith Consent Decree, a court order under which the HACP currently operates, this Authority is not permitted to maintain site-based waiting lists. In the event that site-based waiting lists are approved in the future, however, the HACP plans to maintain waiting lists at Hope VI sites.*

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

- PHA Goal: Provide an improved living environment
 - Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

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

PHA Goal: Create incentives for public and assisted housing residents to become successful in the American economy

Objectives:

- Replace Brooke rents with a value-based rent system for all HACP units under the Moving to Work demonstration within 5 years.
- Provide comprehensive case management services for all family and elderly public and assisted housing households within 5 years.
- Provide life skills training for all family public and assisted housing households within 5 years.

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

Objectives:

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

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

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.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) effects numerous changes in the way that the Housing Authority City of Pittsburgh (HACP or Authority) administers its properties. One provision, Section 511, calls for the HACP to submit a five-year plan to the Department of Housing and Urban Development (HUD).

The QHWRA also requires the Authority to review 17 of its most critical operating criteria with a tenant review board as well as allow for public review of these documents.

Because HUD was not able to supply the HACP with a final ruling concerning the eight-hour community service portion of the Self-Sufficiency criteria, the Authority does not address that component.

Highlights of the Housing Authority City of Pittsburgh Plan:

- The Plan includes a proposed modification to the HACP Tenant Selection and Assignment Policy (TSAP) that would allow the Authority to implement a tenant queuing system for unit selection.*

- *The Plan replaces the HACP ceiling rent with a voluntary flat rent system.*
- *A homeownership plan will increase the residents' ability to pursue home purchases.*
- *In accordance with the QHWRA, the HACP will enact a deconcentration policy.*
- *The Plan includes units that the Authority plans to remove through demolition and/or disposition.*
- *The Plan includes units that the Authority plans to place under HOPE VI.*

iii. Annual Plan Table of Contents

[24 CFR Part 903.79 (r)]

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

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	6
ii. Table of Contents	7
1. Housing Needs	11
2. Financial Resources	19
3. Policies on Eligibility, Selection and Admissions	20
4. Rent Determination Policies	33
5. Section 8 Tenant-Based Assistance	37
6. Grievance Procedures	38
7. Capital Improvement Needs	38
8. Demolition and Disposition	47
9. Designation of Housing	50
10. Conversions of Public Housing	51
11. Homeownership	51
12. Community Service Programs	52
13. Crime and Safety	53
14. Pets (Inactive for January 1 PHAs)	53
15. Civil Rights Certifications (included with PHA Plan Certifications)	53
16. Audit	53
17. Asset Management	54
18. Other Information	54

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
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - *Section 8 Selection Process*
 - *HACP Pet Policy*
 - *Section 8 Family Self-Sufficiency*
 - *HACP Resident Lease*

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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 Transfer Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
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
X	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
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
X	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
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

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

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	11,922	3	2	5	2	2	5
Income >30% but <=50% of AMI	11,670	1	2	3	3	2	3
Income >50% but <80% of AMI	10,002	1	1	2	3	2	1
Elderly 0 – 80% AMI	11,034	1	1	3	3	1	1
Families with Disabilities	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Black Family <=30%	5,301	n/a	n/a	n/a	n/a	n/a	n/a
Black Family 31% - 50%	3,330	n/a	n/a	n/a	n/a	n/a	n/a
Black Family 51% - 80 %	2,971	n/a	n/a	n/a	n/a	n/a	n/a
Black Elderly <= 30%	1,299	n/a	n/a	n/a	n/a	n/a	n/a
Black Elderly 31% - 50 %	2,674	n/a	n/a	n/a	n/a	n/a	n/a
Black Elderly 51% - 80%	1,030	n/a	n/a	n/a	n/a	n/a	n/a

Notes: 1) All data are 1996 estimates; Black estimates are adjusted for Census undercount

2) "Overall" column represents estimated total demand (total rental population)

3) Elderly = total elderly rental households w/income <81% AMI, which are included in prior rows

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

- Consolidated Plan of the Jurisdiction/s
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year: 1997
- Other sources: (list and indicate year of information)

Source: “Housing Demand and Supply Conditions Affecting the Performance of Public Housing” prepared for the Housing Authority of the City of Pittsburgh, Price Waterhouse Coopers, November 1997. Available for review at HACP headquarters offices and at www.hacp.org/html/special/projects.html

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	523		100%
Extremely low income <=30% AMI	481	92%	
Very low income (>30% but <=50% AMI)	38	7.27%	

Housing Needs of Families on the Waiting List			
Low income (>50% but <80% AMI)	4	0.76%	
Families with children	165	31.55%	
Elderly families	48	9.18%	
Families with Disabilities	5	0.96%	
White	120	22.94%	
African American	401	76.67%	
Asian	2	0.38%	
Race/ethnicity			

Characteristics by Bedroom Size (Public Housing Only)			
1BR	354	67.69%	100%
2 BR	103	19.69%	100%
3 BR	47	8.99%	100%
4 BR	14	2.68%	100%
5 BR	5	0.96%	100%
5+ BR	0	0%	100%
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	3,908		
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children	2,224	57%	
Elderly families	235	6%	
Families with Disabilities	479	12%	
Race/ethnicity:			
Black	2,988	77%	
White	885	22%	
Asian	31	0.8%	
Native American	4	0.2%	
Hispanic *	(42)	(1.08%)	
* Hispanic ethnicity included in other race categories: (e.g., White-Hispanic)			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: *Current subsidized housing stock is poorly located and obsolete.*

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

Select all that apply

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

- *Continue offering units through our Home Selection Process.*
- *Conduct landlord outreach seminars designed to encourage participation of owners of rental property, especially in areas of low poverty concentrations.*
- *Preside at monthly Landlord Advisory Committee meetings to encourage greater participation of existing landlords and to foster better PHA/landlord relationships.*
- *Monitor housing market and seek approval for exception rent areas and/or request increases in existing Section 8 exception rent areas.*

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)
 - *Replace obsolete elderly housing with new, well-located, service-enriched elderly housing.*

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)
 - *Produce supportive housing as part of future mixed-income developments.*

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)

- *Conduct landlord outreach seminars designed to encourage participation of owners of rental property, especially in areas of low poverty concentrations.*
- *Provide specialized informational materials to participants that encourage mobility and provide information regarding housing opportunities in areas of low poverty.*

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)

- *Significant decline in demand for HACP products in the low-income market.*

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	20,184,000	
b) Public Housing Capital Fund	25,774,000	
c) HOPE VI Revitalization	35,000,000	Replacement of obsolete units under the mixed finance development method
d) HOPE VI Demolition	7,950,000	Demolition of obsolete units
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,950,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	1,600,000	Public Housing, Safety/Security and Public Housing Supportive Services
g) Resident Opportunity and Self-Sufficiency Grants	10,000	Public Housing Supportive Services
h) Community Development Block Grant	350,000	Public Housing Supportive Services
i) HOME		
Other Federal Grants (list below)		
Department of Labor	800,000	Public Housing Supportive Services
Family Investment Centers	379,000	Public Housing Supportive Services & Public Housing Capital Improvements
Economic Development & Supportive Services	346,000	Public Housing Supportive Services

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Youth Build	350,000	Public Housing Supportive Services
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Public Housing Capital Fund	27,000,000	
Drug Elimination Grant	515,000	Public Housing, Safety/Security and Public Housing Supportive Services
HOPE VI	30,500,000	(See HOPE VI above)
3. Public Housing Dwelling Rental Income		
Rental Income	12,700,00	Public Housing Operations
4. Other income (list below)		
Investment Interest	400,000	Public Housing Operations
5. Non-federal sources (list below)		
Allegheny County	20,000	Public Housing Supportive Services
Total resources	154,783,000	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

· *At time of application.*

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

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

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

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

(2)Waiting List Organization

Note: *Per the Smith Consent Decree, a court order under which the HACP currently operates, this Authority is not permitted to maintain site-based waiting lists. In the event that site-based waiting lists are approved in the future, however, the HACP plans to organize the waiting lists as indicated below.*

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

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

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

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

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

- *Allequippa Terrace*
- *Manchester*
- *Pennley Place*
- *Christopher A. Smith*

1. How many site-based waiting lists will the PHA operate in the coming year? 4

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists? 4
3. Yes No: May families be on more than one list simultaneously
If yes, how many lists? 4 (+) *Authority-wide List*
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
- In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies

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

c. Preferences

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

Former Federal preferences:

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

Other preferences: (select below)

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

- *Clear criminal background check*
- *Clear rental history*

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
- 3 Substandard housing
- 3 Homelessness
- 4 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)

- *Clear criminal background check*
- *Clear rental history*

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

· *Home Selection Guide*

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

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

(6) Deconcentration and Income Mixing

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

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

Explanatory Note, items 6a and 6b

HACP analyzed its family (general occupancy) sites and found only modest variance in site median incomes from the authority- wide median incomes (\$6,497):

Site	Median	Variance (1)	Mean	Households
Addison Terrace	\$6,257	-3.7%	\$6,311	628
Bedford Dwellings	\$6,257	-3.7%	\$6,730	401
Allequippa Terrace	\$6,257	-3.7%	\$7,287	370
Arlington Heights	\$5,720	-12.0%	\$6,638	239
Allegheny Dwellings	\$5,631	-13.3%	\$5,982	264
Broadhead Manor	\$5,964	-8.2%	\$6,806	59
St. Clair Village	\$6,257	-3.7%	\$7,639	421
Bedford Additions	\$5,964	-8.2%	\$7,132	429
Northview Heights	\$6,564	1.0%	\$8,767	587
Glen Hazel – Cove	\$6,257	-3.7%	\$6,759	36
Homewood North	\$7,068	8.8%	\$8,765	121
Glen Hazel Row House	\$9,184	41.4%	\$11,946	100
Glen Hazel 504	\$8,204	26.3%	\$14,259	14
Garfield (Fam + Senior)	\$7,206	10.9%	\$8,983	454

Source: HACP Rent Roll, August 1999.

Notes: (1) Variance = percentage variance from portfolio-wide median of \$6,497 in the prior 12 months. *This analysis indicates that, with only modest exceptions, HACP sites share a similar income profile, and therefore there is not a need to develop strategies to deconcentrate poverty among HACP family (general occupancy) sites.*

HACP family sites nonetheless comprise households with incomes that are significantly below those of the region as a whole. HACP’s median income for the prior 12 months was \$6,497 (for the average HACP household of 2.23 persons), just 19.9% of the 1998 Regional Median Income (for a household of 2.00) of \$32,700.

HACP intends to promote income diversity within its communities and to stabilize its financial base by attracting households with higher incomes. Accordingly, HACP has adopted several strategies, described below, to attract higher income households to existing HACP communities. HACP nonetheless recognizes that its sites are at a competitive disadvantage in attracting people with higher incomes and consequently, in providing more choices in the housing market, because the HACP real estate inventory is aged, dense, poorly located, and perceived to be unsafe. The stigma of “public housing” will be difficult to overcome.

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:

- *Allequippa Terrace*
- *Manchester*
- *Pennley Place*
- *Christopher A. Smith*

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

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

- *Allequippa Terrace*
- *Manchester*
- *Pennley Place*
- *Christopher A. Smith*

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - See below
 - Other (list below)

The Housing Authority of the City of Pittsburgh will deny program assistance to a Section 8 applicant (or will terminate participation for a participant) if:

- a. Any member of the family has been evicted from any public housing, Indian housing, Section 23, or any Section 8 Program because of drug-related criminal activity as defined in 24 CFR §982.4, or if any member of the family has been evicted from public housing for any other reason in the past three years. The three-year period shall begin on the date of such eviction. The HACP will obtain verification from the PHA or the owner of federally assisted housing if applicable;*
- b. Any PHA has terminated program assistance for violating family obligations or program regulations under the Certificate or Voucher Program for any family member in the past three years. The HACP will obtain verification from the PHA if applicable;*
- c. Any member of the family has committed drug-related criminal activity or violent criminal activity within the past three years as defined in 24 CFR §982.4. The HACP obtains Criminal Background Checks (CBCs) on each family member age 18 or older. Police reports may also be used for verification;*
- d. Any family member, in the past three years, has demonstrated a pattern in the abuse of alcohol or a pattern of illegal use of a controlled substance that may interfere with the health, safety or right to peaceful enjoyment of persons residing in the immediate vicinity of the residence (neighbors). If the HACP has reason to believe that a detrimental*

pattern exists, additional inquiry may be initiated through such resources as police and medical records (if available) to determine if there is a threat to the health, safety, or right to peaceful enjoyment of neighbors;

- e. Any family member has ever been convicted of manufacturing or producing methamphetamine;*
- f. Any family member has committed any fraud, bribery or other corrupt or criminal act in connection with any federal housing program;*
- g. The family currently owes rent or other amounts to the HACP or to another PHA in connection with Section 8 or public housing under the 1937 Housing Act;*
- h. The family has not reimbursed a PHA for amounts paid to an owner under an HACP contract for rent, damages to the unit, or other amounts owed by the family under the lease;*
- i. The family has breached an agreement with the HACP to pay amounts owed to the HACP, or amounts paid to an owner by the HACP; or*
- j Any member of the family fails to sign and submit the required consent forms for obtaining information, including form HUD 9886;*
- k. Any member of the family has ever engaged in or threatened abusive or violent behavior toward HACP personnel.*

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
- Other (describe below)

- *Names and addresses of all previous landlords are available to prospective landlords.*

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)

*HACP Occupancy Office
Section 8 Applications
100 Grant Street, Mezzanine Level
Pittsburgh, PA 15219*

(3) Search Time

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

If yes, state circumstances below:

- *A 30-day extension will be provided if the family demonstrates that they have been actively searching for housing during the initial 60-day period.*
- *An additional 30-day extension (totaling 120 days of search time) will be granted, via management approval, for special circumstances such as head or family member hospitalization, or other legitimate reason acceptable to the HACP.*

(4) Admissions Preferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program

to families at or below 30% of median area income?

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

• See Attachment HACP-I

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

1 Date and Time

Former Federal preferences

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

Victims of domestic violence

2 Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

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

. See Attachment HACP-I

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)

· *Special purpose programs applications*

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

If yes, state amount/s and circumstances below:

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

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

a) *Child Care: any reasonable amount that does not exceed \$5,400.00 per year necessary to enable a member of the family to be employed or to further his/her education; the maximum age for a childcare deduction shall be 13 years of age. However, if the family is caring for a dependent adult then the family would be eligible for the above-mentioned deduction. To be eligible for the childcare and/or Adult Dependent Care (only to the extent such amounts are not reimbursed) the Head of the Household must actively seek employment, be gainfully employed or in the process of furthering his or her education. The*

amount deducted shall not exceed the amount of countable income received from such employment.

- b) *Child Support Payments: up to \$480.00 for each child, not residing in the unit, for whom payment is made;*
- c) *Spousal Support: the exclusion shall not exceed the lesser of (1) the amount of the payer's legal obligation or (2) \$550.00 for each person for whom payment is due, but only to the extent provided in the appropriations acts; and*

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

• *Residents are required to report all changes in income and family composition any time they occur*

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

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)

*****The HACP is a high-performing housing authority *****

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.

*****The HACP is a high-performing housing authority *****

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-

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

**Capital Fund Program Annual Statement
Parts I, II, and III**

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (10/01/00)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	0
2	1406 Operations	2,433,357.00
3	1408 Management Improvements	4,866,714.00
4	1410 Administration	2,433,357.00
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	1,406,000.00
8	1440 Site Acquisition	0
9	1450 Site Improvement	2,295,000.00
10	1460 Dwelling Structures	5,110,000.00
11	1465.1 Dwelling Equipment-Nonexpendable	55,000.00
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	344,000.00
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	0
18	1498 Mod Used for Development	5,390,140.00
19	1502 Contingency	0
20	Amount of Annual Grant (Sum of lines 2-19)	24,333,568.00
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	0
24	Amount of line 20 Related to Energy Conservation Measures	0

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
Management Improvements	Financial Systems Reengineering	1408	236,714.00
	Public Safety & Security Initiatives	1408	3,300,000.00
	Resident Training & Employment Initiatives	1408	300,000.00
	Resident Relations Salaries & Benefits	1408	200,000.00
	Resident Organization TA/Support	1408	40,000.00
	Business Process Improvements	1408	200,000.00
	HACP Wide Staff Training	1408	40,000.00
	Prescreening of Residents	1408	50,000.00
	Technical Assistance Contract	1408	500,000.00
	===Management 1408 Subtotal ===		4,866,714.00
Operations	Operations	1406	2,433,357.00
		===Operations 1406 Subtotal	2,433,357.00
Administration	Administrative Salaries and Benefits	1410	1,133,357.00
	Mod/Dev Salaries and Benefits	1410	1,100,000.00
	HOPE VI Management	1410	200,000.00
		===Administration 1410 Subtotal	2,433,357.00
Fees & Costs	A/E Services	1430	300,000.00
	Professional Legal Services	1430	450,000.00
		====Fees & Costs Subtotal =====	750,000.00
HA-Wide Activities	Mod for Development	1498	2,700,000.00
	Interior Highrise Signage	1460	125,000.00
		==HA-Wide Improvements ==	2,825,000.00
PA-1-005 ALLEGHENY DWELLINGS	General A/E	1430	25,000.00
	DHW Upgrade	1460	375,000.00
		====PA28001005 Subtotal =====	400,000.00

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
PA-1-007 ST. CLAIR VILLAGE	General A/E	1430	35,000.00
	Landscaping and Fencing	1450	465,000.00
	====PA28001007 Subtotal ====		500,000.00
PA-1-009 NORTHVIEW HEIGHTS	General A/E	1430	55,000.00
	Road Resurfacing	1450	465,000.00
	Recreational Facility Upgrade	1450	330,000.00
====PA28001009 Subtotal ====		850,000.00	
PA-1-010 GLEN HAZEL	General A/E	1430	35,000.00
	Recreational Facility Upgrade	1450	185,000.00
	Kitchen Upgrades	1460	380,000.00
	Stove and Refrigerator Replacement	1465.1	40,000.00
====PA28001010 Subtotal ====		640,000.00	
PA-1-012 GARFIELD HEIGHTS	General A/E	1430	200,000.00
	Fencing and Landscaping	1450	250,000.00
	Mod. For Development in Support of Hope VI	1498	2,690,140.00
====PA28001012 Subtotal ====		3,140,140.00	
PA-1-013 ADDISON ADDITIONS	General A/E	1430	6,000.00
	Compactor and Dumpster Replacement	1475	94,000.00
====PA28001013 Subtotal ====		100,000.00	
PA-1-14 KELLY STREET	General A/E	1430	100,000.00
	Balcony Repair and Enclosure-Phase I	1460	675,000.00
	Masonry Repair-Exterior	1460	275,000.00
	Kitchen & Bathroom Replacement-Phase 11	1460	475,000.00
	In-Unit Cooling	1460	275,000.00
====PA28001014 Subtotal ====		1,800,000.00	
PA-1-020 HOMEWOOD NORTH	General A/E	1430	10,000.00
	Kitchen Replacement	1460	150,000.00

	====PA28001020 Subtotal ====		160,000.00
--	------------------------------	--	-------------------

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
PA-1-032 GLEN HAZEL HEIGHTS	General A/E	1430	100,000.00
	Resurface Parking Lot	1450	200,000.00
	Site Improvements	1450	400,000.00
	Replace DHW	1460	30,000.00
	Kitchen Replacement	1460	1,000,000.00
	====PA28001032 Subtotal ====		1,730,000.00
PA-1-038 GLEN HAZEL SCATTERED SITES	Stove and Refrigerator Replacement	1465.1	15,000.00
	====PA28001038 Subtotal ====		15,000.00
PA-1-041 CALIGUIRI ALLENTOWN PLAZA	Sprinkler Repairs	1460	100,000.00
	====PA28001041 Subtotal ====		100,000.00
HA WIDE SCATTERED SITES	General A/E	1430	90,000.00
	Interior/Exterior Building Renovations	1460	1,250,000.00
	====SCATTERED SITES Subtotal ====		1,340,000.00
Non Dwelling Equipment	Computer Equipment Upgrades	1475	250,000.00
	====Non Dwelling Equipment Subtotal ====		250,000.00
	GRAND TOTAL		24,333,568.00

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)
1408 Management Improvements	09/30/2002	09/30/2003
1410 Administration	09/30/2002	09/30/2003
1430 Fees and Costs	09/30/2002	09/30/2003
1498 HA Development Costs	09/30/2002	09/30/2003
PA-1-2/008 Bedford Dwellings	09/30/2002	09/30/2003
PA-1-5 Allegheny Dwellings	09/30/2002	09/30/2003
PA-1-7 St. Clair Village	09/30/2002	09/30/2003
PA-1-9 Northview Heights	09/30/2002	09/30/2003
PA-1-10 Glen Hazel Heights	09/30/2002	09/30/2003
PA-1-12 Garfield Heights	09/30/2002	09/30/2003
PA-1-13 Addison Additions	09/30/2002	09/30/2003
PA-1-14 Kelly Street Highrise	09/30/2002	09/30/2003
PA-1-20 Homewood North	09/30/2002	09/30/2003
PA-1-32 Glen Hazel Heights	09/30/2002	09/30/2003
PA-1-38 Glen Hazel Scat. Sites	09/30/2002	09/30/2003
PA-1-41 Caliguiri Plaza	09/30/2002	09/30/2003
HA-Wide Scattered Sites	09/30/2002	09/30/2003
Contingency 1502	09/30/2002	09/30/2003

(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)

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: **Manchester**
2. Development (project) number: **PA-1-24**
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

1. Development name: **Allequippa Terrace**
2. Development (project) number: **PA-1-3**
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

1. Development name: **Bedford / Middle Hill**
2. Development (project) number: **PA-1-8**
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Garfield Heights

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

Current HOPE VI projects (as above)

East Hills High Rise replacement

Louis Mason Jr. High-Rise Replacement

Supportive (disabled) Housing development

New Pennley Park

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

If yes, list developments or activities below:

Current HOPE VI projects (as above)

Louis Mason Jr. High-Rise Replacement

Supportive (disabled) Housing development

New Pennley Park

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description	
1a. Development name: Broadhead Manor	
1b. Development (project) number: PA-1-6	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(11/17/99)</u>	
5. Number of units affected: 64	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 1/1/00 b. Projected end date of activity: 6/1/00	

Demolition/Disposition Activity Description	
1a. Development name: St. Clair Village	
1b. Development (project) number: PA-1-7	
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(12/02/99)</u>	
5. Number of units affected: 266	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 6/1/99 b. Projected end date of activity: 6/1/00	

Demolition/Disposition Activity Description	
1a. Development name: Arlington Heights	
1b. Development (project) number: PA-1-4	
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(12/02/99)</u>	
5. Number of units affected: 366	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 6/1/99 b. Projected end date of activity: 6/1/00	

Demolition/Disposition Activity Description
1a. Development name: Northview Heights 1b. Development (project) number: PA-1-9
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(12/02/99)</u>
5. Number of units affected: 208
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 6/1/99 b. Projected end date of activity: 6/1/00

Demolition/Disposition Activity Description
1a. Development name: Addison Terrace 1b. Development (project) number: PA-1-1
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(12/02/99)</u>
5. Number of units affected: 90
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

7. Timeline for activity:

- a. Actual or projected start date of activity: 6/1/99
- b. Projected end date of activity: 6/1/00

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>

<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 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.)

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.)

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:

*****The HACP is a high-performing housing authority*****

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

*****The HACP is a high-performing housing authority*****

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.

*****The HACP is a high-performing housing authority*****

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

- *See Attachment HACP-II*

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? 6
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?
• *January 31, 2000*

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.

****The HACP is a high-performing housing authority****

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:

Comments of RAB membership on 6/23/99 meeting concerning the Pet Policy:

- A pet deposit of \$250.00 should be required.
- Dogs do not belong in public housing.

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.)

We lack sufficient information to respond to this question. Section 2(b) (2) was renumbered to Section 1402 several years ago. In 1974, Section 1402 was omitted and now bears a note to "see Section (1437 (a))." That section, however, deals with rental payments and does not appear to apply to this question. We do have at least one resident appointed to our Board by the Mayor of the City of Pittsburgh and approved by the City Council.

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: *City of Pittsburgh*

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- *Mixed finance developments at Manchester, Allequippa Terrace, Bedford/Middle Hill, and Pennley Park*

- Other: (list below)

- *(See above re: Mixed finance developments)*

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

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

Attachments

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

Attachment HACP-I

Section 8 Selection

All information on the application will be verified when the HACP estimates that a Certificate/Voucher can be issued within 60 days. A family will not be selected for admission until verification of all required information including Local Preferences and Citizenship has been completed.

To assure compliance with §513 of the Quality Housing and Work Responsibility Act of 1998, all families will be positioned on the waiting list based upon Federal Income Targeting as defined in this Plan. Families who at admission meet the requirements of Federal Income Targeting will have a preference over those who do not. Therefore, the waiting list will be divided into two segments; Federal Income Targeting Eligible and Federal Income Targeting Ineligible. Within these two segments, families may possess “singles” or “local” preferences for selection which will determine the positioning within the segments. Selection will be made based upon the HACP’s obligation that 75% of all new admissions to the Section 8 Program must meet this income targeting requirement. Notwithstanding any preferences, selection will occur by admitting three Federal Income Targeting Eligible families for every one Federal Income Targeting Ineligible family.

The HACP at its sole discretion, may at any time and without notice, adjust the admissions of Income Targeting Eligible families to any amount between 75% and 100% if it has determined that there are an insufficient number of families being admitted to the Section 8 Program whose incomes do not exceed 30% of the area median income. Compliance with Federal Income Targeting requirements will be evaluated by the HACP at various intervals throughout the year to determine if any adjustments are necessary.

E. Targeting and Preferences

Eligible applicants will be placed on the waiting list and selected for admission based upon Federal Income Targeting eligibility requirements and any Singles and/or Local Preferences.

1. Federal Income Targeting

All Families whose annual gross incomes, at the time of admission do not exceed 30% of the area median income will be considered Federal Income Targeting Eligible. 75% of all new admissions to the Section 8 Program are required in this category. Families not meeting this income requirement will be placed on the waiting list as Federal Income Targeting Ineligible.

Where necessary, a request will be made to HUD by the HACP to establish and implement different targeting standards, for "good cause", in accordance with the HACP's Public Housing Agency Plan. "Good cause" may include, but is not limited to, the requirement to house eligible families as special non-waiting list admissions and the treatment of the family's income for the purposes of eligibility and Federal Income Targeting.

2. Preferences

Preference(s) will be given to applicants who are otherwise eligible and who at the time they are seeking assistance meet the definition of the preference(s) described below. The following preference system will be applied in the selection of applicants for admissions:

Singles Preference:

Elderly families (including persons with disabilities), and eligible Displaced Persons shall be given a preference for selection over Other Single Persons and defined as follows:

1. Elderly Families - A family whose head or spouse (or sole member) is at least 62 Years of Age, Disabled or Handicapped;
 2. Displaced Persons - A family (or sole member) who has been displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized under Federal disaster relief laws;
2. Other Single Persons - Those who live alone or intend to live alone, and who are not 62 years old or older, handicapped, disabled, a Displaced Person or the remaining member of a tenant family.

Local Preferences:

Eligible applicants who qualify for a local preference are entitled to be placed on the waiting list and receive a preference in selection of Rental Certificates or Vouchers. Families who qualify as local preference holders, as defined in this section, will be admitted prior to families who do not have a local

preference within either the Federal Income Targeting Eligible or Income Targeting Ineligible categories of the waiting list.

Each of the local preferences have an individual weighted number. That number is will be used in calculating the total points of the family's application for positioning on the waiting list as a Local Preference holder. The total points are determined by adding each corresponding individual weighted number of each local preference for which they qualify. The HACP Section 8 department will place families on the waiting list as either Federal Income Targeting Eligible or Federal Income Targeting Ineligible, by time and date of application, and by total points in accordance with the following:

HUD Special Program Population Preference (weight: 5):

Any applicant who is eligible for Section 8 housing assistance through the Family Unification Program, or the Mainstream Housing Opportunities Program for Persons with Disabilities. Applicants must be deemed eligible for assistance under these special HUD programs and the HACP must have been awarded funding for the purpose of housing eligible applicants in accordance with program regulations.

Involuntary Displacement Preference due to Demolition / Disposition of Public Housing (weight: 4):

Any applicant who is being involuntarily displaced due to the demolition or disposition of Public Housing. In instances where HUD has not provided replacement housing (funds) or when approvals for such funds are delayed, the HACP will inform Public Housing families of these developments that they may apply for Section 8 Assistance and be given a Local Preference.

Witness Relocation Displacement Preference (weight: 4):

Any applicant who is involuntarily displaced to avoid reprisals and is part of witness relocation program of a law enforcement agency. A family member must have provided information on criminal activities to a law enforcement agency; and based upon a written threat assessment, the law enforcement agency recommends rehousing the family to avoid or minimize a risk of violence against family members as a reprisal for providing such information.

Rent Burden Family Preference (weight: 2):

Any applicant family who pays more than 50% of their gross monthly income for rent and utilities for at least 90 days. Rent is considered the monthly amount paid to the landlord under a lease or other rental agreement. Gross monthly income is determined as the gross monthly amount of income received by all family members of the household. Tenant-paid utility costs will be determined using the Section 8 Utility Allowance Schedules, or at the request of the family, the family may provide verification of actual average monthly utility costs over the most

recent 12 month period. Receipts, cancelled checks, or money orders indicating payment of rent for at least the past six months will be required for the purpose of determining monthly rent. The HACP may, at its sole discretion, accept a written lease agreement or other legitimate verification as evidence of rental payment.

Substandard Housing / Homeless Preference (weight:1):

Any applicant currently living in housing that is dilapidated or does not provide a safe and adequate shelter which endangers the health, safety and well-being of the family. The family must be without housing, or must be residing in housing that has been declared unfit for habitation by the appropriate unit of government assigned to health and/or building safety. Appropriate verification will be required.

Domestic Violence Displacement Preference (weight: 1):

Any applicant who is involuntarily displaced because of actual or threatened violence against him/her or any other family member by a spouse or any other member of the household. The member in the household who engaged in such violence will not be admitted as part of the participant household. Documentation from a law enforcement agency, social service agency, or other appropriate governmental agency is required.

F. Special Admissions (non-waiting list selection)

A special admission is an admission of an applicant who is not on the HACP's waiting list or is admitted without considering the applicant's waiting list position. The HACP will admit families as special admissions for the following:

1. If HUD awards funding that is targeted for families living in specified units:
 - The HACP will use the assistance for the families living in these units; and
 - The HACP will maintain records showing that a family was admitted with HUD-targeted assistance.
2. The HACP will admit a family that is part of a HUD Office of Inspector General (OIG) witness protection program, provided that the OIG furnishes a written threat assessment that recommends rehousing the family to avoid or minimize a risk of violence against family members as a reprisal for providing such information.

Attachment HACP-II

PET RIDER TO LEASE NO. _____

STREET ADDRESS _____ **APARTMENT NUMBER**

By and between the Housing Authority of the City of Pittsburgh, hereinafter referred to as the "Authority" and _____ hereinafter referred to as the "Tenant" or "Pet Owner."

The parties hereto, intending to be legally bound hereby, agree as follows:

SECTION 1. DEFINITION OF PET AND NUMBER PER UNIT

A common household pet is defined as being a cat, dog, fish, canary, parakeet, or lovebird. No other type of pet will be permitted. Any other pet will be refused registration. Dogs cannot weigh more than 20 pounds; cats cannot weigh more than 15 pounds. If the dog or cat grows to weigh more than the allowable weight, it then must be removed from the household immediately or the entire household will face eviction.

Only one pet to a unit is permitted, i.e., one cat or dog. An exception is made for fish, where the tenant is limited to one twenty-gallon tank, and for birds, where two may be allowed in one cage.

SECTION 2. PRE-REGISTRATION AND PET RESPONSIBILITY CARD (REQUIRED PRIOR TO ADMISSION)

No less than ten (10) days before pet is to be brought into the building, such pet must be registered with management. Registration must show the type of pet, a recent picture, name, age, license number and current inoculation information, name and address of pet's veterinarian. Also, a completed written responsibility card showing name, address, and phone number of three (3) local persons who will come and get the pet in the event of tenant's illness, vacation, or death.

Tenants in residency who already have fish or birds may keep the pets they have now but will be required to fill out a registration form and responsibility card within 30 days of the effective date of this Pet Rider. If the pet owner fails to provide complete pet registration information or fails to update the pet registration annually by February 15th, the pet will not be permitted on the premises.

If Management determines, based on a pet applicant or owner's housekeeping habits or health, that such person will be unable to comply fully with this Pet Rider in its entirety, the pet will be denied registration and admission. A notice will be sent to the pet owner stating the basis for the Authority's determination, and notifying the tenant of their right to an administrative grievance hearing.

SECTION 3. REQUIRED UPDATE OF REGISTRATION & RESPONSIBILITY CARD

Each pet's registration must be updated once each year and no later than February 15th annually. Updated annual registration will include:

- a. Verification that the pet's license is in effect and has been renewed for the current year;
- b. The Dog or Cat must be brought to the management office each year to be photographed;
- c. Proof of any inoculations that are required for such pet, that all shots are current.
- d. Proof of annual veterinary care

At this time, the Pet Responsibility Card will be reviewed with the tenant to see that the 3 persons listed are still correct and that there has been no change in their addresses or phone numbers.

SECTION 4. SECURITY DEPOSIT

A Pet Security Deposit in the amount of \$200.00 will be required of pet owners. The Authority will refund any unused portion of the Pet Security Deposit within a reasonable time after a tenant moves from the building or no longer owns or keeps a pet in their dwelling unit (provided that tenant notifies the management office in writing of their forwarding address). The resident must provide written proof that the pet is no longer in the household.

SECTION 5. PETS - GENERAL CONDITIONS

The tenant agrees to comply with these rules, and the violation of these rules may be grounds for removal of the pet or termination of the pet owner's tenancy, or both, in accordance with the provisions of this policy, the lease, and applicable regulations.

- a. Only 1 pet is allowed in the elevator at a time. If one pet is already in the elevator car when it stops at a floor, the second pet owner must wait for a car to stop without another pet in it.
- b. Pet owners must use the nearest accessible exit when taking their pet outside.
- c. No pet is permitted to be taken to a floor in the tenant's building other than the first floor and their own apartment floor.
- d. Pets are not to be taken into other tenants apartment for any reason.
- e. Pets are never permitted in the building's public rooms such as the offices, laundry room, lounges, or community rooms.

- f. Tenants shall not alter their unit, porch, balcony, or hallway, yard in any way as to create an enclosure for their pets.
- g. Apartments, porches, balconies, hallways, and yards must be kept clean and free of hair, feathers, seeds, droppings, urine, feces and odors at all times.
- h. Costs of extermination from fleas, ticks, or other animal related pests caused by a tenant's pet will be the responsibility of such tenant. Failure to pay these costs is grounds for the termination of tenancy.
- i. Tenants shall not permit any disturbance by their pet that interferes with other tenants' quiet enjoyment of their accommodations. This includes disturbances such as barking, howling, scratching, whining, loud chirping, yowling, screeching, or other such activities.
- j. Pet Waste must be properly disposed of as specified in the specific pet regulations applying to the type of pet in question.
- k. Pet waste of all types, including litter box and cage cleaning, must be put in tightly fastened, heavy-duty plastic bags and placed outside in the dumpster or (for residents who live in row houses) in garbage cans with lids, provided by the resident. A \$10.00 charge will be levied each time a pet owner fails to remove pet waste in accordance with the rules. Failure to pay this charge is grounds for termination of tenancy.
- l. If a pet is moved out of the apartment or house for any reason, such pet will be restrained in some way so that it does not become loose in the building. Recapture of a loose pet is the sole responsibility of the pet owner. Management or staff will not be involved or take responsibility for such recapture.
- m. Pet blankets and bedding are not to be cleaned or washed in the laundry for hygienic reasons.
- n. Pets are not to be tied outside or left unattended on a patio, deck, porch, hallway, backyards, or on grounds used by the community.

SECTION 6. VISITING PETS

Visiting pets are not permitted unless they are dogs aiding the handicapped (i.e., seeing-eye dogs).

SECTION 7. PROTECTION OF THE PET

If the health or the safety of a pet is threatened by the death or incapacity of the pet owner or by other factors that render the pet owner unable to care for the pet, the Authority will contact one of the three persons listed on the Pet Responsibility Card. If none of these people are willing or able to care for the pet, or after reasonable efforts the Housing Authority has been unable to

contact any of the three persons, the Authority will contact the appropriate state or local agency and request the removal of such pet. If there is no state or local agency authorized to remove a pet under these circumstances, the Authority will enter the pet owner's unit, remove the pet, and place it with the Animal Rescue League.

SECTION 8. OWNER'S ABSENCE

If the tenant will be temporarily absent from the unit at a time when Management has notified tenant that they need to enter the unit for a purpose authorized by the lease, tenant shall crate or cage the pet until they return to the unit.

If the resident is going to be away for an extended period of time, such as in the hospital or on vacation, the Authority must be notified as soon as possible before the tenant leaves with the name of the person who will take responsibility to regularly care for the pet until the owner returns. Failure to abide by this requirement will cause Management to arrange for removal and care of the pet as stated in Section 7, with the cost for such removal to be the full responsibility of the pet owner.

SECTION 9. PET VIOLATIONS

If the Housing Authority determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the Housing Authority will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:

- a. Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated;
- b. State that the pet owner has 10 days from the effective date of service of the notice to correct the violation (including, in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation with the Property Manager.
- c. If the pet owner's fails to correct the violation, to request a meeting, or to appear at a grievance hearing this will result in initiation of such procedures to have the pet removed or to terminate the pet owner's tenancy, or both.

SECTION 10. PET REMOVAL

If a pet becomes vicious, shows dangerous behavior, or displays symptoms of severe illness or other behavior that constitutes an immediate threat to the health or safety of other tenants or HACP employees, the Authority or an authorized agency will be permitted to enter the unit, remove the pet, and take such action with respect to the pet as may be permissible under state and local

law. The Housing Authority is permitted to enter the unit if either one of two situations applies:

- a. The pet owner has refused to remove the pet or if the Authority is unable to contact the pet owner to make the removal request.
- b. If the pet owner is willing but unable due to accident or illness to remove the pet.

Should a pet owner decide for any reason that they no longer want the pet, it is their responsibility to relocate the pet at the owners expense. If the Authority determines that the pet owner has failed to correct the pet rule violation, the Authority may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will;

- a. Contain a brief statement of the factual basis for the determination and the pet rule that has been violated;
- b. State that the pet owner must remove the pet; and State that failure to remove the pet may result in initiation of procedures to have the pet removed or terminate the pet owner's tenancy, or both.

Once a pet has been removed by Management due to problems incurred, the owner/tenant will not be permitted to bring in a new pet to Authority property.

SECTION 11. DEATH OF PET

Should a pet die on Authority property it is the responsibility of the owner or the person listed on the Pet Responsibility Card to properly dispose of the pet immediately. If this is not done within 1 day and Management must dispose of said pet, the owner will be billed, at cost, for a professional service to dispose of the deceased pet.

SECTION 12. UNIT INSPECTION

Authority maintenance personnel will not enter a unit housing a dog or cat unless the owner is home and places the pet in its cage pet at all times while the maintenance personnel are in the unit. Any problems noticed at an inspection such as damage to the property or odors will be rectified by repairs or extermination within ten (10) days of the unit inspection. At that time, if the pet owner has not arranged for repairs or extermination within the ten (10) days, Management will then make the necessary repairs or extermination and bill the pet owner. Failure to pay these charges is grounds for termination of tenancy.

SECTION 13A. DOGS.

In addition to the other sections of these rules, the following apply: A dog must be housebroken.

Proof that the dog is already neutered or spayed must be furnished.

A dog must be licensed by the city and proof of license renewal is required each year by the pet owner.

Dog must wear a collar at all times showing license and owner's name and address, plus a flea collar.

Each year by February 15th, tenant must show proof that the dog has had the proper shots, including but not limited to distemper and rabies (certification must be signed by a veterinarian).

A dog cannot be over 18 inches tall at the top of the shoulder, or weight over 20 pounds at maturity. In the case of a 6 month old dog, a statement from a veterinarian will be required verifying that normally that type of dog will not be over the size requirements as listed.

A dog must be on a leash at all times when outside of the owner's apartment unless it is in a pet carrier. Small dogs should be held and carried through the building even if on a leash. They must be walked or curbed outside Authority property.

If dogs are walked and deposit waste on Authority property, such waste must be disposed of properly. The pet owner must have a utensil such as a "Pooper Scooper" to use to remove any waste as soon as it is deposited on Authority property. The waste must then be placed in a plastic bag, sealed tightly, and put in the outside dumpster.

It is the pet owner's responsibility to clean the stairwell if there is any deposit of hair, mud, snow, or animal waste from their pet. This also applies to the elevators and stairwells.

No dog may stay alone in a unit overnight. It is the responsibility of the tenant if they have to be away overnight to take the pet elsewhere until they return. If a pet is found alone, it will be removed in accordance with the provisions set forth in Section 10 of the Pet Rider.

SECTION 13B. CATS

In addition to the other sections of these rules, the following apply:

Cats must be litter box trained before admission.

Proof that the cat has been spayed or neutered must be shown before admission approval.

Cats must wear a collar at all times showing owner's name and address plus a cat flea collar.

Proof must be shown before admission and each year by February 15th that the cat has had the proper FVR-CP and rabies and distemper shots. The certification must be signed by a veterinarian.

Cats must be on a leash at all times and carried when outside the owner's apartment or carried in a pet carrier.

Cat owner must use a cat litter box and waste must be cleaned daily from the litter box, placed in a tightly fastened plastic bag, and placed in the outside dumpster by the cat owner. Litter must be disposed of a minimum of twice a week and replaced with new, clean litter. Cat waste and litter are never to be disposed of in the building.

No cat can be over 12 inches tall at the shoulders or weigh over 15 pounds.

No cat may stay alone in an apartment overnight. It is the responsibility of the tenant if they have to be away overnight to take the pet elsewhere until they return. If a pet is found alone, it will be removed in accordance with the provisions of Section 9 of this Pet Rider.

In the case that a cat does not wait and does deposit waste on Authority property, the pet owner must have a "Pooper Scooper" to use to remove any waste from his pet as soon as it is deposited on Authority property. The waste must then be placed in a plastic bag, sealed tightly and put in an outside dumpster.

During the Unit Inspection, the owner must be present and the cat must be under control at all times.

Although cats are to be carried and on a leash when outside the pet owner's apartment, in the event the cat does deposit hair, mud, snow, water, or animal waste in the building in the hall, stairwell, or elevator, this must be cleaned up by the pet owner.

SECTION 14. PETS FOR ELDERLY RESIDENTS IN SENIOR HIGH-RISES

Any resident owning a pet and living in an HACP Senior High-rise facility is grandfathered under the federal "Pets in Elderly Housing" law.

DO NOT SIGN THIS PET RIDER IF YOU HAVE NOT READ IT CAREFULLY AND HAD ALL QUESTIONS ANSWERED, AS THIS DOCUMENT IS A BINDING PORTION OF YOUR LEASE.

FAILURE TO COMPLY WITH ALL PROVISIONS OF THE PET RIDER SHALL PLACE THE IN DEFAULT OF THIS RIDER AND THE LEASE, AND MANAGEMENT MAY TERMINATE THE LEASE AND INITIATE EVICTION PROCEEDINGS.

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH

By _____
Tenant's Signature

HACP Employee: _____

Witness: _____

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH

PET REGISTRATION FORM

As of this date, _____ I _____ of apartment _____ am requesting registration of the following type of pet, a _____, named _____ age _____. My pet's veterinarian is _____ at _____, Phone: _____

****VETERINARIAN TO FILL OUT THE FOLLOWING:**

This pet has had the following necessary inoculations:

which are effective until _____.

I am certifying that this pet is in good health and has been spayed or neutered as required by management on _____

Veterinarian's Signature

As the pet owner, I hereby certify that I have a pet license and it is in effect until

_____. (copy attached)

As the pet owner, I also have read the Pet Rider and agree to abide by those regulations. My signed Pet Responsibility Card is attached.

Signature

Date

All in order, approved by _____

For HACP on _____

(PLEASE INCLUDE A PHOTO OF THE PET WITH THIS DOCUMENT)
HOUSING AUTHORITY OF THE CITY OF PITTSBURGH
PET RESPONSIBILITY FORM

(Must be filled in, signed, and submitted with the Registration Form to Housing Authority of the City of Pittsburgh before the pet can be approved).

As a pet owner residing in a Pittsburgh Housing Authority managed building, I have contacted the following three(3) local persons who have agreed by their signatures to accept the responsibility for removal and/or care of my pet if I become ill or for any reason cannot care for this pet.

I have read the Pet Regulations and agree to abide by these rules and assume responsibility for the

Pet _____ owned by _____ of
(name of pet) (Tenant)

1. In the event the owner is out of town, or for any reason is not able to continue care of the pet when called by the owner or the Pittsburgh Housing Authority.

PHONE:

2. In the event the owner is out of town, or for any reason is not able to continue care of the pet when called by the owner or the Pittsburgh Housing Authority.

PHONE:

3. In the event the owner is out of town, or for any reason is not able to continue care of the pet when called by the owner or the Pittsburgh Housing Authority.

PHONE:

Attachment HACP-III

HACP DRAFT PHDEP 2000 Application

PHDEP 2000 Plan for addressing the Problem

Contents:

- Introduction Page 1
- The HACP Comprehensive Community Plan Page 1
- Components for which PHDEP2000 funds are requested Page 8
- Rationale for proposed activities Page 12
- Proposed preliminary budget Attachment

Introduction:

The Housing Authority of the City of Pittsburgh has been working towards the development of comprehensive plans for each public housing community it manages. The overall goal is the re-creation of public housing communities into beautiful, healthy, thriving neighborhoods of self-sufficient families. In order to accomplish this, every aspect of management and community life must be addressed.

The presence of drugs and drug related crime in a community is the result of many factors, and it is only by addressing as many of these factors as possible that drug-related crime can be effectively eliminated. An early version of the comprehensive community plan described below has been implemented at the Northview Heights Estates Community. The plan will be continually revised and phased in at Northview Heights and St. Clair Village. Many components of the plan have been or will be put in place in other communities. Support for the plan components comes from a variety of sources. Support requested under the Public Housing Drug Elimination Program is listed below.

THE HACP COMPREHENSIVE COMMUNITY PLAN

The components of the Comprehensive Community Plan are designed to address all of the factors that contribute to the presence of drugs and drug related crime in our communities. What follows is a general description of the plan components. Additional detail is provided below.

I. SECURITY

Security is perhaps the single most important element for short term gains against drug-related crime.

1. Police Accreditation - The HACP Police Department has been working towards accreditation for several years, with full accreditation awarded by the Commission on Accreditation for Law Enforcement Agencies in late 1998. The HACP Police Department is only the third police department in the State of Pennsylvania to have achieved this standard. In addition to meeting HUD requirements and guidelines, maintaining accreditation will ensure that HACP Police provide the highest quality of service to public housing residents and that they will take every step possible to reduce crime in all our communities.
2. Crime Tracking and Analysis - A crucial part of any plan to address crime, crime tracking and analysis will assist the HACP to evaluate the effectiveness of programs and track crime fluctuations in all of our communities. The Crime Analyst will track reports of crimes, as defined by the Uniform Crime Report standards of the FBI, from both the HACP and the City of Pittsburgh Police. HACP Police are also beginning to utilize a Geographic Information System (GIS) to assist in the pinpointing of crime trouble spots. The Crime Analyst will enable effective use of this equipment to focus our resources to eliminate crime as it responds to police presence patterns. This capability will also enhance our ability to interface with the City of Pittsburgh Police's advanced crime data and GIS system, currently being installed, further improving efficiency and effectiveness of police responses.
3. Increased Security Lighting - As evidenced at Northview Heights and at thousands of locations nationally, increased security lighting can greatly reduce the amount of drug-related crime occurring at a particular location, particularly the most blatant, open and dangerous crimes. Increased lighting helps residents and police see what is happening, deters criminals, and assists the police when apprehending violators. The added feeling of security by residents that results from the ability to see their surroundings can not be underestimated.
4. Security Access Stations/Limiting Community Access - Crime and arrest report information and statements from residents and police indicate that a significant amount of the crime occurring in public housing communities is perpetrated by non-residents. At Northview Heights streets have been closed so that only two entrances exist to the community (a similar strategy is planned for St. Clair Village). A staffed Welcome Station with gates to restrict traffic has been erected at each entrance. The original plan requiring residents to show Identification Cards to enter, and visitors to identify themselves and the person they are visiting in order to enter, has been modified due to

complaints from some residents and the American Civil Liberties Union. However, the staffed guard stations still provide a security presence and a witness to all traffic in and out of the community. In this way individuals causing problems can be held responsible for their actions. Residents can also be more easily held accountable for their visitors' activities, and the HACP banned list (a list of persons prohibited from HACP property) can be more easily enforced. This activity creates the first 'defensible space' barrier. It is a model used extensively in private communities and has been effectively utilized in many public and assisted housing developments.

5. Cameras and Key Card Access in the high rises - The installation of security cameras, monitored by lobby monitors and security guards and keeping a tape recording of activities, provides an added sense of security for residents. Security cameras also provide an additional tool for security and police personnel in enforcing HACP policies and the law. Creating Key Card Access helps keep the building secure for the residents and prevents the duplication of building keys, thus further limiting access to non-residents who cause problems. Cameras and Key Card Access Systems have been installed in all HACP high rises. These steps are common security measures used widely in both private and public apartment buildings.
6. Creation of Defensible Spaces through Environmental Design, including landscaping and decorative fencing. The old maxim that "Good Fences Make Good Neighbors" has been defined, supported and developed by researchers and advocates of defensible space strategies. By creating areas that residents and/or security personnel can easily identify and call their own, the creation of defensible spaces improves the ability of residents to identify suspicious individuals and loiterers while limiting access and escape routes for criminals. In doing so, it make it easier for the police to apprehend offenders. Furthermore, decorative fencing and appropriate landscaping improve the appearance and environment of the community, encouraging residents to "take ownership" and participate in maintaining the quality of the community.
7. Increased Police Coverage - The HACP Police Department has increased police coverage to 24 hours a day, 7 days a week in nearly every community. This provides a major deterrent to crime, faster response times to calls for service, and the solving of problems before they start through Community Oriented Police (COP) officers who know their community and its residents.
8. Creation of On-Site COP Mini-Stations - To further increase police presence and visibility, improve police/community relations, and enhance police responsiveness, Community Oriented Policing Stations are being established in most of our communities. These mini-stations will provide a locus for crime prevention activities and create opportunities for positive police/resident interactions.

9. Resident Patrols - Piloted during 1998, Voluntary Resident Patrols provide the police with additional eyes and ears to combat crime while mobilizing the community against criminal activity. They also provide increased deterrents to criminals and added resident involvement in community activities and commitment to a positive community environment. Based on the experience of a number of voluntary resident patrols around the country and the highly successful Block Watch program, Resident Patrols have the potential to drastically reduce crime throughout the communities in which they exist.
10. Installation of Signs - Signs indicating that HACP communities are private property, that trespassing, littering and loitering are prohibited, etc. have been installed in all HACP communities. These signs provide a basis for HACP police to enforce these regulations.

II. MANAGEMENT/MAINTENANCE SYSTEM IMPROVEMENTS

1. Photo Identification Cards- In order to assist HACP personnel and police to identify residents and non-residents, a system of Photo I. D. Cards will be implemented in HACP communities. In addition to providing for easy identification of legal community residents by Police and management, the process of implementing this system will help to reduce the number of persons illegally residing in HACP communities.
2. Automobile Registration - HACP plans to require that residents register all vehicles with HACP. This will assist the HACP to identify non-residents and abandoned vehicles (which are often used to store drugs). This has been successfully implemented at Northview Heights. The elimination of eyesores, stash locations and unwanted visitors resulting from the car registration program can help keep the community safe and attractive for the residents.
3. Consolidated Maintenance Facility - Efficiency of maintenance crews and responsiveness to resident complaints is crucial to effective management, positive management/resident relations, and positive upkeep of communities. Avoiding the “Broken Window Syndrome”, where neglected maintenance creates an attitude of neglect and disrespect for people and property, is important in combating drug related crime. The creation of a single, centralized maintenance shop in each community is an important element of implementing maintenance system improvements. Already in place in most communities, this is planned for those places with decentralized maintenance facilities.
4. Computerized Work Order System - A new computerized work order system has been implemented throughout the Authority. This has reduced response time and improved worker accountability and overall maintenance performance. By improving maintenance performance, we reduce building neglect, improve community appearance, and help to create an environment that is safe, sanitary, and respectful of persons and property.

5. Customer Relations Managers - Each HACP community now has a staff member assigned to receive and follow up on complaints from residents. This helps improve maintenance performance, resident satisfaction, and creates a more positive environment of accountability, responsibility, and respect.
6. Improved Property Appearance (Curb Appeal) - Through a variety of initiatives, some described above and including the purchase of appropriate equipment, a major effort of the maintenance department has been to improve the overall appearance of our communities. This is important both for reducing vacancies and avoiding the “Broken Window Syndrome” described above.
7. Improved Lease Enforcement - This effort is one of the most important efforts to eliminate drugs and drug related crime from our communities, and includes several elements:
 - The creation and implementation of a new lease which incorporated appropriate “One Strike and You’re Out” language.
 - The creation of an “Exclusion List” of non-residents who, because of criminal activity, are prohibited from leasing an HACP unit and are prohibited from entering HACP communities. If found on the property, they are subject to arrest. Each person on the list is notified by mail of his/her exclusion status, and has the right to appeal such designation after a period of two years.
 - The creation of a Criminal Activities Review Committee of the Housing Authority. This committee reviews every arrest made in the City of Pittsburgh to determine if the arrest occurred on HACP property or if the arrestee was an HACP resident. If the former occurred, the arrestee is added to HACP’s exclusion list. If the arrestee is an HACP resident, regardless of where the arrest occurs, a letter is sent to the householder informing them that we are aware of the arrest and that unless the activity ceases eviction proceedings will begin.
 - Evictions of lease violators, especially for drug related violations. The warning letter system described above has significantly reduced the need for eviction actions. All evictions are processed in a manner consistent with the new lease and “One Strike and You’re Out” policies.
 - HACP managers walk our communities daily, and residents who are responsible for maintaining yards or other areas are fined for failure to do so.
 - Annual unit inspections are completed routinely and they help to identify residents who have failed to properly maintain their units. These issues have been addressed through life skills training, repair charges and/or evictions. Under the Comprehensive Community Plan, these residents will be referred to Case Management for appropriate services.

All of these lease enforcement efforts help to ensure that HACP residents are law-abiding and responsible residents.

8. Selected Demolition - In some areas certain buildings put a drag on the entire community. Poor design and deferred maintenance have made these buildings dilapidated, difficult to lease, and a haven for illegal activity. For example, 55% of the walk-ups at St. Clair Village are vacant. In order to eliminate these problems for the long term and in a cost-effective manner, the HACP has requested and received permission to demolish these buildings to enhance the remainder of the community. This is particularly true at Northview Heights and St. Clair Village, where a handful of three story walk-ups blight a community made up primarily of townhouses. The townhouses provide for more defensible spaces, create a sense of resident ownership of common and public areas, and are highly desired by potential residents. Equally important, the selected demolition will eliminate blighted buildings and most of the blind alleys and common hallways which are havens to drug dealers and other criminals. Furthermore, this action will reduce vacancies and eliminate locations which experience chronic illegal activity while allowing for the creation of playing fields, parks or other positive community resources.

9. HACP Personnel and Police living in the communities - HACP is currently expanding authority wide the initiative begun at Northview to encourage employees, particularly maintenance and police personnel, to reside in HACP communities. This helps to create a positive environment for all while putting additional resources into the community.

III. RESIDENT SERVICES

In the past HACP resident services, like the social service system in our country, has been a piecemeal approach resulting in a hodgepodge of programs. One small program targeted at a specific group exists here, another over there, without any systematic coordination or comprehensiveness, especially from a resident's point of view. A new model, to be initiated at St. Clair Village and Northview Heights, proposes to bring all of these pieces together. It will provide a means of identifying the specific needs of specific families and individuals, and will connect those persons and families to the appropriate services. Existing programs will be integrated into this system, and partnerships will be created to establish a full range of available services.

1. Comprehensive Case Management will be provided on site to all interested or referred residents. In contrast to local Department of Welfare policies and most service programs which focus on 'rapid attachment' to employment and reduction of case loads, HACP Case Management will be long-term and family focused. An initial service needs determination will be conducted for each referral or walk-in for service. Assessment and

planning will then take place to address that person's and/or family's needs. In cooperation with the Welfare Department, the City Single Point of Contact (SPOC) and other programs of the Pittsburgh Partnership (the local JTPA/PIC organization), the Allegheny County Department of Human Services and other providers, residents will be able to access the entire range of services available.

Through this system resources will be available for residents who have achieved employment but face other obstacles ranging from child care to employment retention to domestic violence, all of which ultimately contribute to continued reliance on public assistance and the lure of drugs and crime. This on-going support, in addition to improving program results and enabling long-term tracking of program outcomes, can make the difference in the ultimate success of individuals and families.

2. Core Services available to all residents will be provided directly by the Housing Authority through sub-contracts, other HACP and partnered programs, and through other government and non-profit agencies. The core services fall into the general categories of employment, education and training, social services, and youth services. Many specific programs overlap these categories. Employment services include career planning, job search and placement, work experience, temporary assignments, job coaching and resident business development. Education and training services include Adult Basic and Literacy Education, parenting education, social life skills training, curriculum based skill training (including computer training) and employer specific training. Social Services include substance abuse treatment programs and domestic violence programs. Youth and children's services include summer camp programs, after school programs, child care services, Family Reading and Learning Centers, and Youthsports activities.

These core services are the crucial services needed to address the primary obstacles to self-sufficiency, which are also major contributing factors to drug and crime involvement. A detailed description of funded core services is included below.

3. Life-Long Learning Opportunities and Other Support Programs. These overlap with the core services and are a part of the effort to provide complementary and comprehensiveness in available programs. Life-Long Learning Opportunities and Other Support Programs fall generally into the categories of Health/wellness, social and recreation programs, and other programs and services. Health/wellness programs include drug and alcohol education and prevention, Healthy Start programs, medical clinic, HIV/AIDs and Drug Prevention Outreach, mental health screening and services, etc. Social and Recreational Programs include youth leadership and development programs, youth sports, youth employment, summer camps, senior citizen programs, etc. Other support programs and services include Police mini-stations, Resident Patrols, Food Banks, Family Reading and Learning Center Resource Rooms, emergency food programs, relocation assistance, and transportation assistance, etc.

These services are almost as important as, and provide an important complement to, the core services as they address additional obstacles to self-sufficiency and contributing factors to drug and crime involvement. As with the core services, they also provide many programs to help stop a problem before it starts. The two categories of services go hand-in-hand with one another to address family and community issues of drug abuse, obstacles to self-sufficiency, and creation of opportunity. Combined with the other components of the comprehensive plan, they play a crucial role in reducing drug use and related crime in both the short term and the long term.

By addressing the many needs of resident families, we will address the root causes of drug use, abuse, and drug-related crime in of our communities.

COMPONENTS FOR WHICH PHDEP99 FUNDS ARE REQUESTED

Below is a description of the program elements being proposed for funding under PHDEP 2000.

PHDEP 2000 Program Plan

The Housing Authority of the City of Pittsburgh's Program Plan for PHDEP 2000 builds on previous PHDEP grants and aspects of the HACP's Comprehensive Community Plan.

Overall Goals and Objectives

The HACP's goals over the coming five years are reduction in all types of crime with a particular focus on drug violations and crimes committed by juveniles (such as vandalism). Specific goals are as follows:

Crime type	Year One Goal	Five Year Goal
Drug Violation	10%	41%
Vandalism	10%	41%
Juvenile Arrests	10%	41%
Improved perception of safety*	10%	41%

* As measured by annual resident survey.

In order to achieve these goals, the following activities are planned:

9120 - SECURITY PERSONNEL

1. Employment of Security Guards for Northview Heights Estates -

Description: This is the continuation of an activity begun under PHDEP98 and continued under PHDEP99. The security guards staff stations at each of two entrances to the community, monitoring all traffic in and out of the community. The security guards work under the supervision of the HACP Police Department and a Policy Manual for the security guards has been created. While the original plan to require the presentation of identification by all persons entering the community could not be implemented due to complaints from residents and the American Civil Liberties Union, the presence of the guards has deterred in and out traffic by non-residents and improved the sense of safety and security of residents.

2. Employment of Police Officers - This is a continuation of an activity begun under PHDEP97 and continued under PHDEP99. Four police officers engaged in the Department's community policing philosophy are employed through these funds. These additional officers enable the HACP to increase police coverage of our communities. Officers are assigned to various communities depending on need as determined by calls for assistance and reports of crime.

2. Crime Analysis, Maintenance of Accreditation, Training and Equipment for HACP Police Department - This is a continuation of activities carried out through previous PHDEP grants.

A. Crime Analyst - Description: The *crime analyst* will serve both to analyze crime on a short term basis to assist in the deployment of officers and patrols, and to look at longer term trends, evaluate the effectiveness of a variety of drug and crime prevention programs, assist in the development and targeting of these programs, and assist in the gathering and compiling of required information for reports and evaluation of the PHDEP program. the crime analyst will also complete comprehensive crime analysis for two communities each year.

B. Accreditation Coordinator.

Description: The *accreditation coordinator* will complete all necessary functions to support the HACP Police Department to maintain it's current status as a CALEA Accredited Agency (accreditation was achieved through previous PHDEP grants). This includes keeping up to date on accreditation standards, coordinating necessary trainings and reviews, ensuring completion of required monthly compliance activities, etc.

C. Training (Officers and Supervisors)

Description: *Training* for HACP Police Department personnel is necessary both to maintain accreditation and to continue to maintain and improve the professionalism and effectiveness of the Department and individual officers and units. A variety of supervisory and officer training programs, as well as membership in the Housing Authority Police Chiefs Association, are planned.

9140 - Voluntary Tenant Patrol -

Description: Begun under PHDEP 96 and continued under subsequent PHDEP grants, this program supports resident volunteers to patrol their communities and lead a variety of drug prevention activities. This program will be continued and expanded to additional communities. The program includes the operation of community crime prevention activities by the tenant patrol volunteers. This added component supplements other drug prevention activities and provides a means of maintaining involvement and enthusiasm of tenant patrol volunteers once the patrols are established.

9160 - Drug Prevention Programs :

1. Family Reading and Learning Centers

Description: The Family Reading and Learning Centers, operated under contract by the Carnegie Library of Pittsburgh, provide a locus for a variety of resources and activities. These include after-school and homework help activities, literacy classes, computer training classes, and other programs. The staffed centers provide a wide range of resources that are available for use by residents. These include general (culturally appropriate) reading materials, reference books, study guides and aides, training manuals for civil service and other employment exams, and information on other programs and resources available in or near the community. Computers with Internet and Carnegie Library of Pittsburgh access are also available for public use in the centers. Two Family Reading and Learning Centers are at Family Investment Center sites and one is a Weed and Seed public access computer site.

Literacy and access to opportunity are crucial elements in efforts to promote self-sufficiency, and many studies have shown that those without reading skills or opportunities to engage in positive activities are more likely to become involved with drugs and criminal activity. The Family Reading and Learning Centers provide a positive environment to encourage self-improvement, provide an alternative to drugs and crime, and provide support for the crucial literacy and related skills development activities that can support children and adult residents on their road to self-sufficiency.

This is an activity continued from previous drug elimination program grants.

2. GED/Adult Literacy, Job Readiness, and Computer Skills Training

Description: Employment and employment opportunities for residents are crucial to reducing drug abuse and drug related crime. However, despite the positive economy and job market,

many residents do not have the basic skills needed to secure even entry level positions or spaces in specific training programs run by area companies. To address this need, and thus reduce drug abuse and related crime in our communities, we will provide GED/Adult literacy, Job readiness, and Computer skills training classes in our communities. Some programs operated by the authority and lead by housing authority staff members will receive educational and training materials to support these programs. Additional classes will be provided by professional for profit or non-profit agencies secured through a competitive bid process. Specific programs include GED/Adult Literacy Programs, Job Readiness Training Programs and Computer Skills Training Programs.

3. Clean Slate Town Hall Meeting and Related Drug Prevention Activities.

Description: The Clean Slate '98 and '99 Youth Drug Prevention Program activities were a huge success and reached hundreds of public housing youth as well as the larger community. Planned with the active participation of resident youth, activities have included a Scared Straight Jail Tour, A Town Hall Meeting, an essay contest, an opening day baseball game and autograph session, an interactive Internet forum, a famous author book signing, a celebrity basketball game featuring NFL players and a young peoples concert. All of the activities focused on drug use and drug crime prevention. These programs reach youth in the specifically targeted developments, but go beyond that to reach youth in all of our communities. Additional funds from private sector contributions and other sources support much of the Clean Slate program. This program received a Best Practices Award from HUD in 1999.

4. Youthsports

Description: This activity is designed to provide support for the participation of resident youth in a variety of sports activities. Program plans include baseball, basketball, and other sports programs and activities. All participants must sign drug-free pledges and all programs include mandatory drug prevention and youth leadership activities.

5. Boy Scouts/Urban Scouting Program

Description: This initiative brings the Boy Scouts of America's Urban Scouting Programs into public housing communities. Supported substantially by the Urban Emphasis Division of the Pittsburgh District Council of the Boy Scouts of America, this effort will provide positive educational and recreational activities and role models to resident youth. In doing so, Boy Scouts programs can reduce the incidence of youth crime and drug use, help to develop youth leaders, and thus help change the community environment. This is a continuation of an activity supported by previous PHDEP grants.

9170 - Case Management

Description: As described in the comprehensive plan above and the program rationale below, comprehensive and intensive case management is an important part of our drug and drug-related crime prevention efforts and is central to our efforts to reduce drug use, abuse, and drug related crime. Case management will assist residents to access the resources, programs, and motivations that are most appropriate for each individual and family to become self-sufficient while remaining drug and crime free. Each family will need different services and referrals, and our case managers will address all of these issues, including drug treatment and drug prevention services as appropriate. Education, self-sufficiency and job preparation courses and programs will also be available, along with all of the programs operated by the city, county, state, and other private and public organizations. This program is being started on a trial basis in several communities. PHDEP supports the effort in Northview Heights and St. Clair Village.

A Project Coordinator is overseeing the implementation of case management throughout the HACP and will be supported by PHDEP funds. At each targeted site (St. Clair Village and Northview Heights) a case management supervisor will supervise work at that site while also carrying a limited case load. Case managers at each site will work with families on an on-going basis to make sure that each family member is receiving appropriate and eligible services that can help them to develop and succeed. Unlike Department of Welfare and other service systems which have a limited goal for each client and an organizational goal to reduce case loads, the HACP case managers will develop relationships with families to support them even when other systems have withdrawn.

This activity is supported by previous PHDEP grants.

9180 - Program Management and Evaluation

Description: A Program Manager will oversee implementation of the Drug Elimination Program. Working closely with all relevant departments, this position will be responsible for monitoring program progress, gathering information for required reports, acting as contract administrator for sub-contracted programs, and facilitating the provision of information to the program evaluator. This position will also work closely with the Grant Manager to monitor spending and facilitate the Drug Elimination Program Committee. This position will also gather information on current trends in the field and will share this information with other departments and cooperating agencies to improve our programs, planning, and implementation.

An outside agency will be selected through a competitive procurement process to provide an evaluation of the drug elimination program. A separate procurement will also be made for an agency or firm to conduct the required Drug Elimination Program Resident Survey.

RATIONALE FOR PROPOSED ACTIVITIES

Academics, theorists, practitioners, researchers, journalists and others have studied the problems of poverty, drugs and crime for many years. Whatever their terminology or focus - be it underclass, cycle of poverty, multiple barriers to self-sufficiency, impacted community, ghetto or slum - all agree that these problems are inter-related and that no single approach has brought consistent success and nearly every approach has a potential negative side. In response, we as a society, through our government and non-profit agencies, have developed a multi-layer system that is a disjointed collection of programs, most targeted at only one specific aspect of the problem - poverty, lack of housing, lack of employment or employment skills, child abuse, mental health - the list goes on and on. What no one has successfully done in this country is to bring all of these pieces together.

What we propose is to take a first step towards doing just that. Our comprehensive community plan takes a holistic view of the community and attempts to address every factor that contributes to the drug related crime that is the problem screaming for attention. Through our comprehensive case management and emergency response team system, we plan to take a holistic approach to the individual and family and attempt to address every factor that contributes to the problem, whether that is illiteracy, domestic violence, drug use, poor school performance, unemployment, imminent eviction or criminal activity. This has rarely been done and we will be leading the way in Allegheny County, Pennsylvania and the nation in creating this new model of Case Management.

CASE MANAGEMENT IS THE MISSING LINK

Most crime prevention programs attempt to impact a high crime community by targeting a particular population such as youth, teens, or parents of such children. However, HACP believes that while these efforts are important and needed, this approach is not holistic enough. The entire family should be the focus of prevention and intervention.

In taking this approach, we believe success is hinged on being community based as well as holistic in our approach. We will apply this approach at St. Clair Village and Northview Heights Estates in an effort to provide new, enhanced and more integrated service delivery and coordination.

A study produced for NARHO in 1990, Family Self-Sufficiency-Linking Housing and Human Services, found that communities with site-based self-sufficiency programs experienced lower instances of crime than those without. Rather than focusing simply on criminal behaviors, the intensive case management strategies focused on positive behaviors for the entire family. Employment and service plans were developed and Case Managers acted as both a support for and a link to existing services. With one-on-one case management for individual families, the City of Charlotte housing community of Piedmont Courts, formerly known as "Cocaine City," "was transformed. Within one year of implementation employment increased and criminal activity declined."

HACP intends to model this approach as a tool for both intervention and prevention.

The Case Management Program Model

The new Case Management model we propose is an enhancement that will improve delivery and coordination of core services. HACP will implement this holistic case management strategy targeting two HACP high crime communities. The focus will be multifaceted. For families in crisis an intervention strategy will be used to engage the household in self-sufficiency programming. For families seeking general assistance for employment and supportive services, a prevention strategy will be utilized that emphasizes assessments of personal strengths, goal setting, and tangible outcomes.

Case Management Priorities and service plan targets will be:

- Increasing employment
- Reducing drug dependency
- Increasing the health and well being of the family
- Coordinating and integrating employment, health, human and related services

This approach will produce

- Increased employment
- Reduced welfare/dependency
- Reduced community crime rates.

Case Managers will be assigned to Northview Heights Estates and St. Clair Village. Their offices will be located in these communities to ensure timely service, immediate access in crisis situations, and to enhance their familiarity with the community and their knowledge of the social environment. Case Managers will work with an average caseload of 50 families. They will be expected to work with each family intensely for the first 6 months developing action and service plans. Individual benchmarks will be established to determine success such as employment, completion of drug programs, and reduction in youth truancy. All participating families will work with Case Managers for a minimum of one-year.

Case assignments will be both self-referred and formally received from other HACP staff; Community Managers, Resident Relations Initiative Managers, and Police Officers will identify families in crisis situations. This will include a range of situations from those who face eviction to those families who appear to be experiencing some threat of physical danger within the household. Often non-payment of rent, domestic violence, and/or child neglect are symptoms of drug and alcohol use and abuse. Rather than dismiss these instances as isolated and un-related situations, HACP will intervene with access to all relevant resources. In addition residents in search of help for lack of employment, food, or for any other reason will have the option to self-refer into the program.

Through its internal programs, contracted service providers, independent agencies, and HACP partnerships with the Allegheny County Department of Human Services and the Pittsburgh Partnership (the local Private Industry Council/Job Training Partnership Act agency), HACP will provide a broad array of human and employment services.

Security Plays a Crucial Role

Quality security services also play a crucial role in any drug and crime reduction strategy. While social programs may reduce the resident demand for drugs, security services are needed to reduce the demand from non-residents and to reduce the drug supply by both residents and non-residents. Furthermore, visible security changes the perceptions of crime and the feeling and attitude of a community. People that feel safe will report crimes, while people who are not will often hesitate due to fear of reprisal or belief that an effective response will not result. Perhaps the best example is Northview Heights Estates which was plagued by drug use, open air drug dealing, daily gun-fire, frequent shootings including murders, and the feeling that gangs were running the community. After partial implementation of the first HACP comprehensive community plan, including 24 hour police presence, increased security lighting and increased lease enforcement, reported crimes are down significantly. More important, the residents now feel safe in their community, children play outside, and residents can leave their houses after dark. While there are still significant problems, much progress has been made. The HACP strategy includes security components to address these issues.

Security Guards are a common sight at both public and private facilities and developments throughout the world. Whether it is the gate house at the entrance to an exclusive private community, the doorman at an urban apartment building, or the desk clerk staffing a door buzzer at the subsidized single room occupancy facility in the YMCA, security guards are a common and effective tool in security plans. It only takes basic logic to recognize that if you limit access to a development to known persons and their guests, you limit the possibilities of irresponsible and illegal behaviors. Unknown persons are not admitted, and known person who break the law can be more easily apprehended. As described above, access to Northview Heights will be limited and Security Guards stationed at the entrances will enforce that limitation. Security Guards also provide an added security presence in the community, further enhancing the feeling of security by residents and their willingness to act against criminals and drug users.

Accreditation of the HACP Police Department is another important element of our plan. HACP police provide 24 hour patrols in nearly all of our public housing communities and community policing teams, including bicycle patrols, work with residents to identify problems and solutions, improve community-police relations, and develop a common goal with residents of eliminating crime in the communities. None of this would be possible without a professional, effective police force. Accreditation helps make that possible by setting standards for police behavior, modeling effective program approaches, monitoring police performance, and keeping the force's training up to date. If the police force is not respected by residents and criminals, they will have limited or no effectiveness in reducing crime.

With implementation of the improved comprehensive community plan, police officers will now work closely with Case Managers as well as residents to identify problems, solutions and resources to help reduce drug use and related crime.

Voluntary Tenant Patrols are another important element of the security plan. Involved, caring and committed residents are one of the most important elements in combating crime. If residents will not report crimes or cooperate with police in the investigation of crime, enforcement of the law becomes almost impossible. The Voluntary Tenant Patrol will provide an opportunity for residents to get involved and make a commitment to their community, learn about and share with their neighbors other ways to reduce crime, and provide the police with additional eyes and ears. Successful in many locations around the country, this program will enhance the other components of the comprehensive plan.

Drug Prevention Education Activities Are Still Needed

While security improvements can go a long way towards reducing drug use and related crime, the lures of a high and the fast money to be gained from illegal drugs will always be present. Case management and referred services will add to the success of security improvements, but not all residents can be or will be reached by this effort. Therefore drug prevention and education activities are still needed as a corollary component of case management referrals and to reach those not participating in case management. As a part of these efforts, HACP will engage in a variety of educational prevention activities.

Clean Slate is a drug prevention education and outreach initiative of the Housing Authority targeted to HACP resident youth. Over 1000 youth ages 10-18 have participated in one or more of the activities held in 1998 and 1999, all designed to increase awareness of the dangers of drugs and secure commitments from the participants to stay clear of drug involvement. A video presentation of the centerpiece of the program, a Town Hall Meeting, was aired locally several times and reached an unknown additional number of persons.

GED, Job Readiness and Computer Training Classes will be operated in a variety of communities. The connection between lack of skills, unemployment, and drug use and abuse and criminal activities has been established. By addressing the problems that lead to drug abuse and criminal activity we will be reducing the drug and crime levels in our communities. Thus programs focusing on high school graduate equivalency diplomas, job readiness and the computer skills so often needed in today's job market, we will be helping residents to achieve self-sufficiency while reducing the likelihood that they will turn to drugs or the drug trade. To improve outcomes, these programs will include a counseling and support component.

Youth Are a Key

There are many reasons why youth are key to crime reduction strategies in public housing. One is the large number of youth who are residents and the increasing numbers of latch-key children resulting from welfare reform. Another is that teen pregnancy, which has a large correlation to drug use and related crime in a community, is at high levels. A third is that the youth of today are the adults of tomorrow. If we can reach them now, they are less likely to become drug users or criminals later. Some have even credited the focus on youth programs of the past several years with overall reductions in crime nationwide. What is certainly clear is that youth need role models, leadership opportunities and positive activities to develop into responsible adults. Towards this end, HACP plans to support several initiatives which provide these elements.

Youth Sports Activities provide opportunities for youth to interact with positive role models and engage in fun, exciting, challenging activities without getting involved in drugs. Youth can learn about teamwork, getting along with others, the positive results of hard work and practice, and many other social skills. In addition, this is a way to engage young people who might not be interested in other kinds of drug prevention, education, or leadership activities. HACP plans to support youth participation in Little League Baseball as well as developing partnerships to support other sports activities.

The Boy Scouts of America Urban Scouting Program was developed to reach inner-city youth who have traditionally not participated in Scouting activities. Boy Scouting is a program that has been developing the skills and self-confidence of boys and men for decades. It provides role models, fun, exciting educational activities, and creates opportunities to learn about the rewards of hard work and the broad range of opportunities and experiences that exist in the world. Perhaps most importantly, the Boy Scouts program helps to develop the self-esteem necessary to resist the temptations and lures of drugs and drug related crime which have claimed so many of our youth. HACP plans to support the creation of Cub Scout, Boy Scout, and Venturing Program units in the targeted communities.

“Community Is Central” - Other Community Supports

Throughout all of our programs and activities, HACP is guided by the idea that The Community is Central. We are striving to create safe, supportive communities of self-sufficient residents. To achieve this, almost all of our programs are site based. Several specific programs we are proposing focus on this idea.

The *Family Reading and Learning Centers* provide a staffed, on-site resource center for all community residents. Recreational and educational materials and activities for all ages occur there, including after school activities for youth and GED, job readiness and computer skills classes for adults. Teens volunteer to help younger children with their homework. Free Internet access is available at all five of the Centers. Overall, the Centers provide a positive place to be in the community facility. In addition to providing a safe place people can go to read, study, research, explore or talk, the Reading Centers belong to the

community. Resident organizations participate in the hiring of center staff, and regular meetings are held at each site with the Resident Councils, Center staff, and Carnegie Library representatives in attendance to review center programs, progress and possibilities.

Conclusion

Overall we expect these activities to be highly effective in increasing employment and reducing crime in our communities. We expect reductions in the reports of drug use and sales arrests, violent offenses, and youth crimes such as vandalism in the primarily targeted communities, with specific goals listed above. Continuation of decreases in crime and maintenance of low crime levels over the long term depend upon many factors, including the effects of expiring public assistance under welfare reform, overall economic performance of the region, and HACP's ability to secure funding to maintain case management, security personnel, and other program initiatives.

In other communities receiving only some programs, we expect most declines to be in the areas of youth crimes such as vandalism, with other reductions in the number of young residents (under age 16) involved in crimes of any sort.

PHDEP 2000 DRAFT Budget

HUD Category	Items	Total	Spending to occur during identified period:			
			2000	2001	2002	
9120 – SECURITY PERSONNEL		\$614,315				
2. HA employment of Security Guards-		\$237,255			Begin April 1, 2001	
	Security Guards for Northview Heights Estates - (9 guards @ 7.75/hour x 2,080 hrs. per year + 30% ben. divided by 12 mo. x 9 mo.(2001); and x 12 mo. (2000); and x 3 mo.(2001))	\$235,755	\$0	\$141,453	\$94,302	End June 30, 2002
	Supplies and other	\$1,500	\$0	\$900	\$600	
	<i>Subtotals</i>	<i>\$237,255</i>	<i>\$0</i>	<i>\$142,353</i>	<i>\$94,902</i>	
3. Equipment and Personnel for HA Police -		\$377,060				
	Four Officers Salary and Benefits	\$174,360	\$0	\$87,180	\$87,180	July 1 2001-June 30 2002
	Accreditation staff member (\$33,500+30% ben./12 mo. x 6 mo.(2001) and x 6 mo.(2002). PHDEP99 covers prior periods.)	\$43,550	\$0	\$21,775	\$21,775	
	Crime Analyst - (\$33,500+30% ben./12 mo. x 6 mo.(2001) and x 6 mo.(2002). PHDEP99 covers prior periods.)	\$43,550	\$0	\$21,775	\$21,775	
	Training (officers, crime analysis)	\$55,000	\$0	\$40,000	\$15,000	My guess.
	Self-Assessment Fees	\$11,000	\$0	\$11,000	\$0	Repeats 99.
	Accreditation Training/Conference Fees	\$17,000	\$0	\$17,000	\$0	Repeats 99.
	Training/Accreditation Travel & Lodging	\$10,000	\$0	\$10,000	\$0	Repeats 99.
	Chiefs Association	\$10,000	\$0	\$5,000	\$5,000	Nearly repeats 99 (\$10,000/
	Replacement Batteries for officer radios	\$12,600	\$0	\$8,400	\$4,200	Repeats 99.
	<i>Subtotals</i>	<i>\$377,060</i>	<i>\$0</i>	<i>\$222,130</i>	<i>\$154,930</i>	
9140 – VOLUNTARY TENANT PATROL		\$89,620				
	Consultant Coordinator -	\$0		\$0	\$0	
	Coordinator at \$23,000=30%ben. - (6 mo. in 2001 and 6 mo. in 2002)	\$29,900		\$14,950	\$14,950	
	Travel and Hotels for Conferences	\$12,000		\$8,000	\$4,000	Repeats 99.
	Equipment and Uniforms -	\$6,750		\$4,500	\$2,250	Repeats 99.
	Phones Celluar	\$3,420		\$2,280	\$1,140	Repeats 99.
	Manuals (training and Procedures	\$200		\$100	\$100	Repeats 99.
	Educational Materials/community Projects	\$5,100		\$3,400	\$1,700	Repeats 99.
	Background and Drug Tests	\$1,350		\$900	\$450	Repeats 99.

Attachment HACP-IV

	\$2,400		\$1,600	\$800	Repeats 99.
Office Supplies and printing	\$2,250		\$1,500	\$750	Repeats 99.

LEASE AGREEMENT

COMMUNITY _____ UNIT# _____

STREET ADDRESS _____

VEHICLE LICENSE # _____

This LEASE AGREEMENT (“Lease”) is entered into this ____ day of _____, ____, by and between the Housing Authority of the City of Pittsburgh (“HACP”) or (“Management”) and _____ (“Tenant”). The parties to this agreement, intending to be legally bound, agree to the following:

1. UNIT AND PREMISES

A. Subject to the terms and conditions of this Lease and in consideration of the rent, Management leases to Tenant, Unit located at:

_____, Pittsburgh, PA _____, for use solely as a private residence. The Unit shall include any steps, porch, hallway, lawn or yard adjacent to or surrounding the Unit, which shall be referred to herein as the “Unit.” The HACP shall provide a stove and refrigerator in the Unit for the Tenant’s use.

“Premises” is defined as the building or community in which the dwelling unit or Unit is located, including common areas and grounds.

B. The Unit is for the exclusive use and occupancy by the Tenant and Household Member(s) listed below:

Names	Relationship	S.S.#	Birth Date	M/F	Date

C. No persons other than Tenant and/or Household Members are permitted to be domiciled in the aforementioned Unit unless added to the Lease with the prior approval of Management. This requirement does not apply to additions by reason of marriage, natural birth, or adoptions. However, any addition to household, including, but not limited to, marriage shall be subject to standard criminal background check procedures. In addition, the Tenant must submit proper documentation, including, but not limited to, certificates and license prior to Management approval of an addition to household. The Tenant is obligated to report any changes in family composition to the Management Office within five (5) business days of such change.

D. Household Members may include children placed in long-term foster care, and essential live-in aides for elderly, disabled or handicapped persons. However, the Tenant is obligated to obtain approval from Management prior to moving said individual into the Unit.

E. (1) In the event that Tenant dies or vacates the Unit and there is no other adult (over 18) Household Member already listed on the Lease, the Lease terminates immediately.

(2) In the event that Tenant dies or vacates the Unit and as of that date there has been no breach of the Lease by the Tenant, or any Household Member, or Guest, and there is an adult (over 18) Household Member listed on the Lease, that adult may assume the Lease with all of its obligations and responsibilities thereunder.

2. LEASE TERM

The commencement date shall be the date on which the Lease is signed. First month's rent and security deposit are due at the time of execution of this document. The term of the Lease shall be for one year and it shall begin on the ____ day of _____, ____ and shall terminate at midnight on the ____ day of _____, _____, provided, however, that in the absence of a notice to terminate, as provided for herein, the Lease will automatically be renewed for a successive term of one (1) calendar year. The Tenant's rent shall be pro rated during the second month of the lease term in the event that the Tenant moves in after the first day of the month.

3. RENT

A. Rent ("Rent") shall be calculated as required by law. Tenant agrees to pay monthly rent in the amount of \$_____.

RENT SHALL BE PAID, DIRECTLY TO THE MANAGEMENT OFFICE, WITHOUT DEMAND, ON THE FIRST (1ST) DAY OF EACH MONTH.

B. If Management does not RECEIVE the rent by the fifth (5th) day of the month, a \$10.00 administrative fee ("Administrative Fee") shall be charged for each month that the rent is due and not paid by the fifth (5th) day of that month (if the fifth (5th) day falls on a weekend or holiday, the late fee will be assessed on the next business day).

C. Split Payments

Tenants shall be permitted to pay rent twice a month during the month in which the rent is due and on fixed dates as agreed to between Tenant and Manager, provided that a Tenant not now on split payments must first pay a month's rent, plus one-half (1/2) to start split payments, and the other split payment shall be due by the 20th day of the same month.

D. All rent payments shall be by check or money order. Cash will not be accepted.

INITIAL _____

4. SECURITY DEPOSIT

A. To secure the Tenant's faithful performance of all terms of this Lease, the Tenant shall deposit with Management, at the time of execution of the Lease, a security deposit in the amount of \$99.00. (Tenants who have paid a lesser amount to the HACP under a previous lease are considered to have fully met this obligation).

B. This Security Deposit may be used to cover any unpaid rent owed to the HACP at the time of lease termination, or to reimburse the HACP for the cost of repairing any damages to the Unit or Premises caused by the willful conduct or negligence of the Tenant, Household Members or guests.

C. The Security Deposit shall not be used to cover unpaid Rent or other charges while the Tenant continues to occupy the Unit.

D. At the time of termination of this Lease, HACP shall return the Security Deposit, less any costs for damages and/or other such charges for which the deposit was utilized, to the Tenant within thirty (30) days of the Unit becoming vacant, provided that the Tenant provides Management with a forwarding address in writing. The HACP will also send the former resident a written statement of any costs for damages and/or other such charges for which said deposit was utilized, in accordance with Pennsylvania law, as long as the former resident provided Management with a forwarding address in writing.

5. UTILITIES

A. Management shall supply those utilities as indicated by an (x):

() electricity, () gas, () water, () heat.

Tenant will pay for all other utilities, related deposits and charges on Tenant's utility bills. It shall be a material breach of this Lease for the Tenant to fail to pay any utility bills that they are responsible for under this Lease.

B. In communities having individual utility company-read meters, the HACP will provide a utility allowance based on size and type of apartment occupied. In such communities, residents will be responsible for paying his/her utility bill directly to the utility company. The approved allowances will be a credit each month for each utility, metered and subtracted from the gross monthly rent. The utility allowance may be changed from time to time by the Management and such changes will become part of this Lease, and the Tenant will receive a copy of the revised allowance schedule.

C. Utilities shall be used for normal household purposes only. In the event that the HACP deems Tenant's utility usage excessive, the Tenant will be required to reimburse the HACP any monies above that usage which is deemed reasonable. The reimbursement shall be paid with the monthly rent on the first of every month.

6. MAINTENANCE AND REPAIRS

A. Tenants must request maintenance repairs by telephone to the Customer Relations Manager assigned to their your community or building. During non-business hours, emergency repairs may be requested by telephoning Maintenance at #281-6530. In the event that the emergency services number changes, the Tenant should contact the HACP during regular business hours at 456-5000 for the correct telephone number.

B. Tenant shall pay reasonable charges, including reasonable labor charges, for the repair of damage beyond normal wear and tear to the Premises, Unit or to appliances provided by the HACP, which is negligently or intentionally caused by Tenant, Household Members, or guests. Repair and labor charges shall be established in the *Schedule of Tenant Charges* posted in the Management Office. The *Schedule of Tenant Charges* is the list that shows the costs of labor and specific repairs. Tenant acknowledges that he/she has had an opportunity to review the *Schedule of Tenant Charges*.

INITIAL _____

C. Charges will be assessed to the Tenant to pay for damages caused by fire, smoke, and other related charges that are a direct result of willful conduct or negligence on the part of the Tenant, Household Members, or guests, as determined by the City of Pittsburgh Fire Department. Such charges must be paid within thirty (30) days from the date in which the charges are incurred.

D. Charges to the Tenant under this section shall be considered as rent due and owing when incurred.

INITIAL _____

7. REDETERMINATION OF ELIGIBILITY, RENT OR DWELLING SIZE

A. Annual Re-certifications: At the time of each Tenant's annual review (at least thirty (30) days prior to the expiration of each lease term), the Management Office will send each Tenant an appointment letter, scheduling the date and time of the annual review interview. At the time of the interview, the Tenant must present current written verification of income, identification and the Social Security numbers for all household members. The Tenant is required to provide complete and accurate information necessary for Management to determine eligibility, whether the rent shall be the same, and appropriateness of dwelling size in accordance with the *Tenant Selection, Assignment and Transfer Plan*. The *Tenant Selection, Assessment and Transfer Plan* contains the eligibility requirements for admission to public housing and the requirements for continued occupancy.

Tenant acknowledges that he/she has had an opportunity to review the *Tenant Selection, Assignment and Transfer Plan*.

INITIAL _____

B. The Tenant's compliance with the Community Service requirement, set forth herein, shall also be reviewed at this time.

INITIAL _____

C. **Interim Rent Redetermination:** The Tenant is obligated to report all changes in income or family composition within five (5) business days of such change, but not later than the 25th day of the month prior to the month that the rent is expected to change in order to effectuate the proper adjustments to his/her monthly rent amount.

1. In the event that the Tenant's income increases by less than \$200.00 monthly, and the Tenant timely reports the increase in income to Management, the new rent will not take effect until the Tenant's annual re-examination date. In the event that the Tenant's income increases in excess of \$200.00 per month and Tenant timely reports the increase in their income to Management, the new rent charged will take effect as follows:

(a) If an increase in rent, on the first (1st) day of the twelfth (12) month following increase in income, provided that the resident is newly employed, otherwise the increase will be effective the following month. Only newly employed Tenants who were previously unemployed for one or more years are eligible for a twelve-month grace period. Each adult family member can be eligible for the twelve (12) month grace period. (The twelve (12) month grace period will affect the adult with the income increase. The household's rent will still be adjusted if another family member's grace period expires.)

(b) Provided that the Tenant timely reports their increase to Management, the Tenant will be entitled to a \$200.00 monthly income increase exemption. More specifically, the Tenant will not be assessed a back charge for earned income in the event that his/her income increase does not exceed \$200.00 per month or \$2400.00 yearly.

2. In the event of a decrease in income, if the Tenant provides all documentation concerning the decrease to the Management Office by the 25th day of the month in which the decrease occurred, the new rent will become effective the first (1st) day of the month following the Tenant's reporting. If the information is submitted late, the Tenant may be assessed an administrative fee after the fifth (5th) day of the month, and rent will not change until the first (1st) day of the month following the Tenant's reporting. No retroactive adjustments will be made if a Tenant fails to submit information on time.

3. FAILURE TO REPORT ALL HOUSEHOLD INCOME OR CHANGES IN HOUSEHOLD INCOME SHALL BE A MATERIAL BREACH OF THIS LEASE.

INITIAL _____

4. FAILURE TO REPORT ALL INCREASES IN INCOME MAY RESULT IN RETROACTIVE RENT BEING CHARGED TO THE TENANT'S ACCOUNT AND THE ENTIRE BALANCE BEING DUE IMMEDIATELY!

INITIAL _____

5. Rent may be increased in the event that said increases are required by changes in HUD regulations.

INITIAL _____

8. COMMUNITY SERVICE REQUIREMENTS

A. Tenant and each adult member of Household shall:

(1) Contribute eight (8) hours per month of community service (not political activity) within the community (e.g. City of Pittsburgh) in which that adult resides; or

(2) Participate eight (8) hours in an economic self-sufficiency program, (defined as any program designed to encourage, assist, train, or facilitate, the economic independence of participants and their families or to provide work for participants including programs for job

training, employment counseling, work placement, basic skills training, education, workforce, financial or Household Management apprenticeship).

INITIAL _____

B. This requirement shall not apply to residents who are:

1. 62 years of age or older; or
2. blind or disabled individual, as defined under Section 216(i)(1) or Section 1614 of the Social Security Act (42 U.S.C. §416(i)(1); 1382c), and who is unable to comply with this section, or is a primary caretaker of such individual; or
3. engaged in a work activity (as such term is defined in section 407(d) of the Social Security Act (42 U.S.C. §607(d), as in effect on and after July 1, 1997); or
4. meet the requirements for being exempted from having to engage in a work activity under the State program funded under Part A of Title IV of the Social Security Act (42 U.S.C. §601 et seq.) or under any other welfare program of the Commonwealth of Pennsylvania, including a State-administered welfare-to-work program; or
5. in a family receiving assistance under a State program funded under Part A of Title IV of the Social Security Act (42 U.S.C. §601 et seq.) or under any other welfare program of the Commonwealth of Pennsylvania, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such program.

INITIAL _____

C. If Management determines at the annual review, which shall take place at least thirty (30) days prior to the expiration of the Lease, that Tenant has not complied with Paragraph 8(A) of this Lease and is not exempt under Paragraph 8(B) of this Lease, Management shall:

1. Notify Tenant of noncompliance; and
2. Notify Tenant that Tenant may file a grievance regarding the determination of noncompliance; and

3. Notify Tenant that unless Tenant enters into an agreement with Management prior to expiration of the Lease term, which agreement shall provide that the Tenant cure any noncompliance with Paragraph 8(A) by participating in an economic self-sufficiency program or contributing to community service as many additional hours as the resident needs to comply in aggregate over a twelve (12) month term of the Lease, then the Lease shall not be renewed and Tenant shall be evicted.

INITIAL _____

D. IF TENANT FAILS TO COMPLY WITH REQUIREMENTS OF PARAGRAPH 8(A) AND FAILS TO ENTER INTO AN AGREEMENT SET FORTH IN SECTION 8(C)(3) WITH MANAGEMENT PRIOR TO EXPIRATION OF THE LEASE, THEN THE LEASE SHALL NOT BE RENEWED AND TENANT SHALL BE EVICTED.

INITIAL _____

9. TENANT OBLIGATIONS

In addition to the other obligations under this Lease, the failure to comply with the following section shall be considered a serious material breach of the Lease. The Tenant agrees:

A. To use the Unit solely as a private dwelling for Tenants and Household Members as named in this Lease and not to use or permit the use of the Unit for any other purpose, including but not limited to profit making activities, without prior written consent from Management.

INITIAL _____

B. Tenant shall not sublease or assign this Lease.

INITIAL _____

C. Tenant shall not provide accommodations for boarders and/or lodgers.

INITIAL _____

D. Tenant may reasonably provide accommodations to his/her guests or visitors for a period not to exceed fourteen (14) consecutive days, or thirty (30) days total in a twelve-month period. A guest is someone who is present in the Tenant's unit with the consent of the Tenant or another Household Member. Permission to permit a guest to remain in the unit in excess of fourteen (14) consecutive days but less than thirty (30) days shall not be unreasonably withheld by Management. Requests to allow a guest to remain in the unit beyond thirty (30) days shall be referred to the Director of Operations or his designee for special consideration (i.e., long-term foster care or medical care of a non-resident member of the Tenant's family). This limitation does not apply to any live-in aide for a Tenant's Household Member.

INITIAL _____

E. To abide by such necessary and reasonable rules and/or regulations promulgated by Management for the benefit and well being of the housing community and its Tenants. Any such rules and/or regulations shall be posted in each community's Management office. Tenant acknowledges that he/she has had an opportunity to review the rules and/or regulations posted in the Management Office.

INITIAL _____

F. To comply with all obligations imposed upon Tenants by applicable provisions of City, State and Federal building and housing codes materially affecting health and safety.

INITIAL _____

G. To register all vehicles owned and operated by Household Members with the Management Office. In addition, Tenants are not to keep or maintain any inoperable vehicle, or a vehicle without a valid and current registration, license plate or inspection sticker in the development parking areas.

INITIAL _____

H. To maintain the Unit, which includes stairwells and hallways, common areas as assigned, and the appliances assigned to Tenant for the Tenant's exclusive use in a decent, safe, clean and sanitary condition. To cooperate with Management in maintaining yards

assigned to Tenant in a neat and orderly manner. To pick up and remove trash and to dispose of ashes, garbage, rubbish and other waste in a sanitary and safe manner. Tenants are also required to remove ice and snow from the area immediately in front of their Units. Tenants unable to perform the above tasks due to age or disability shall be exempt from this provision.

INITIAL _____

I. To assure that the Tenant, any member of the household, a guest, or another person under the Tenant's control, shall not engage in:

(1) Any drug-related criminal activity, on or near the Premises.

(a) The physical presence of the controlled substance rather than actual ownership of the drugs shall constitute a material breach of this agreement and amount to grounds for immediate lease termination in compliance with Pennsylvania law.

(b) For the purposes of this section, the term "drug-related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute or use of a controlled substance (as defined in Section 102 of the Controlled Substance Act, (21 U.S.C. §802).)

INITIAL _____

(2) Any criminal activity that threatens the health, safety or right to peaceful enjoyment of HACP property by other Tenants or employees of Management or persons residing in the immediate vicinity of the Premises.

INITIAL _____

J. It shall be considered a material breach of Tenant's Lease and specific grounds for lease termination if any Tenant, Household Member or Guest do any of the following in the Unit or on the Premises:

(1) Utilize or attempt to utilize a potentially deadly weapon in connection with a verbal or non-verbal threat of bodily harm without legal justification; or

INITIAL _____

(2) Shoot, fire, explode, throw or otherwise discharge a potentially deadly weapon; or

INITIAL _____

(3) Inflict any injury upon another person through the intentional, reckless or negligent use of a deadly weapon without legal justification; or

INITIAL _____

(4) Damage any HACP property through the reckless, careless or negligent use of a deadly weapon.

INITIAL _____

K. To act and to cause Household Members and guests to act in a manner which will not disturb other residents' peaceful enjoyment of their accommodations or community facilities and which will be conducive to maintaining the Premises in a decent, safe and sanitary condition.

INITIAL _____

L. To use electrical, plumbing, sanitary, heating, ventilating, air conditioning and other facilities, including elevators, in a reasonable manner, and for their intended purposes.

INITIAL _____

M. To assure that Tenant, Household Members, Guests, and other persons under Tenant's control do not destroy, deface, damage and/or remove any part of the Unit or Premises.

INITIAL _____

N. To obtain consent from Management prior to making repairs, alterations, or installing equipment in the unit. Consent shall not be unreasonably withheld.

INITIAL _____

O. To notify Management immediately of the need for repairs to the Unit and of any unsafe conditions in the Unit or on the Premises which might lead to injury or damage.

INITIAL _____

P. To comply with the HACP *Pet Policy*. Tenant acknowledges that he/she has had an opportunity to review the *Pet Policy* posted in the Management Office.

INITIAL _____

Q. Not to change any locks on HACP property without prior written permission from Management. Further, Tenant must provide the Community Management Office with a duplicate copy of the key prior to adding any additional locks.

INITIAL _____

R. Tenant must allow Management to enter unit for all repairs.

INITIAL _____

S. When a change in family composition justifies the need for transfer under HACP Occupancy Standards, or when defects hazardous to life, health or safety exist in the Unit, Tenant agrees to transfer to an appropriately sized Unit. Management will make a good faith effort to transfer Tenant within the same development or scattered site neighborhood. Tenant shall be given thirty (30) days advance written notice of the availability of a suitably sized unit prior to being required to move. The Tenant's response to the transfer offer must be received by Management within five (5) days of the date of the offer and must state the Tenant's willingness to move to an appropriately sized unit within thirty (30) days, or state that the Tenant rejects the transfer and the specific good cause reason(s) for the rejection. In the event that the reason is sufficient to establish good cause to reject the unit, the Tenant will still be required to move to another appropriately sized unit after one is assigned. Failure to respond to an offer within five (5) days will be considered a rejection and grounds for lease termination. All costs associated with the move will be the responsibility of the Tenant; however, the HACP may provide movers for elderly and handicapped residents who are required to move as a result of being overhoused/underhoused.

INITIAL _____

Nothing in the provisions of the Lease is intended to deny the residents the benefits of State or Local ordinances.

10. LANDLORD'S REMEDIES

Any serious or repeated violation of the material terms of this Lease shall constitute a lease violation, place the Tenant in default of this Lease, and Management may terminate this Lease by serving the Tenant with Notice of Lease Termination.

Management is also entitled to any remedy it may have in law or at equity.

11. MANAGEMENT OBLIGATIONS

In addition to the other obligations under this Lease, Management agrees to perform the following:

- A. Maintain the Unit and the Premises, not otherwise assigned to Tenant for maintenance and upkeep, in a decent, safe and sanitary condition.

- B. Make needed repairs promptly by responding in the following manner: Within twenty-four (24) hours of receiving an emergency repair request, abate the emergency, and no later than twenty-five (25) business days for a regular repair request.

- C. Provide inspection of the Unit by Management.

- D. Complete and process all necessary work orders required to initiate the correction of the condition in a timely manner. The HACP shall complete the remaining repairs and all non-emergency repairs in an adequate, competent and professional manner, within twenty-five (25) working days from the inspection date, whenever possible. If the work cannot be completed within that time frame, the HACP shall immediately issue a repair schedule providing for the completion of the work in a prompt and reasonable time period with a copy given to the Tenant.

(1) Rent shall be abated in proportion to the seriousness of the damage and loss in value as a dwelling if repairs are not made in accordance with Paragraph (11)(B) of this Lease or alternative accommodations are not provided in accordance with Paragraph (12)(B) of this Lease, except that no abatement of rent shall occur if the tenant rejects the alternative accommodation or if the damage was caused by the Tenant, Tenant's household or guests.

E. Comply with requirements of applicable building codes, housing codes and HUD regulations affecting health and safety.

F. Maintain in good and safe working order and condition all electrical, plumbing, sanitary, heating, ventilating, appliances, elevators and other facilities that are supplied or required to be supplied by Management.

G. Provide and maintain appropriate receptacles and facilities (except containers for the exclusive use of an individual Tenant) for the deposit of ashes, garbage, rubbish and other waste removed from the Unit and/or Premises by the Tenant.

H. Furnish electricity, running water (including reasonable amounts of hot water) and reasonable amounts of heat at appropriate times of the year.

I. Pre-occupancy Inspection: Management and Tenant or Tenant's representative will inspect the Unit prior to occupancy by the Tenant. Management will give the Tenant a copy of the inspection form showing the condition of the Unit, interior and exterior, as applicable, and any equipment provided with the Unit. The inspection form shall be signed by Management and Tenant and a copy of the form shall be given to Tenant and retained in the Tenant's folder. Any deficiencies noted on the inspection form will be corrected by Management before the Tenant moves in, and at no charge to the Tenant.

J. Post-occupancy Inspection: Management will inspect the Unit at the time Tenant vacates the Unit and give the Tenant a written statement of the charges, if any, for which the Tenant is responsible. Tenant and/or Tenant's representative may join in such inspection, unless the Tenant vacates without notice to the Management.

K. Post in the Management Office copies of all rules, regulations, schedules of charges, procedures and other documents which are referred to in this Lease and to make these available to Tenants.

L. Notify Tenant of the specific grounds for any proposed adverse action, including but not limited to proposed lease termination, transfer of Tenant to a different unit, the imposition of charges for maintenance and repair, or excess consumption of utilities.

M. Enforce the terms of this Lease agreement fairly, impartially and in good faith.

12. DEFECTS HAZARDOUS TO LIFE, HEALTH AND SAFETY

A. When conditions are created in the Unit or on the Premises which create a danger to the life, health and/or safety of the residents, Tenant shall immediately notify Management of the condition. Management shall be responsible for repair of the Unit and Premises, as stated in Paragraph 10(B)(3). If the damage was caused by Tenant, Household Members or Guests, the reasonable cost of repair shall be charged to Tenant.

B. If repair cannot be made within a reasonable time, Management shall provide standard alternate accommodations, to the extent that such accommodations are available.

13. ENTRY OF UNIT DURING LEASE TERM

A. Management shall have the right to enter the Unit between the hours of 9:00 a.m. and 5:00 p.m. to perform routine inspections and maintenance, or to make improvements or repairs for pest control purposes, or to determine if Tenant still occupies the Unit when reasonable doubt exists, provided that Management gives at least forty-eight (48) hours written notice delivered to Unit stating the purpose of the entry. However, Management may enter the Unit at any time without advance notice when there is reasonable cause to believe that an emergency exists.

If the Tenant and all adult Household Members are absent from the dwelling Unit at time of entry, Management shall leave a written statement as to the date, time and purpose of such entry.

INITIAL _____

B. Failure to allow Management or its independent contractors entry into the Unit for any of the reasons indicated in Paragraph 13(A) shall be cause for termination of the Lease.

INITIAL _____

14. GRIEVANCE

Subject to HUD rules and regulations, and any provisions contained in the Lease, the Tenant may be entitled to a grievance hearing to resolve any disputes concerning the obligations of Tenant or Management under the terms of this Lease or any action or inaction by Management. Tenants are not eligible for a grievance hearing when their eviction is for drug-related or violent criminal activity. The grievance will be heard in accordance with the *Grievance Procedure*, which governs how Tenants may protest HACP's actions and decisions. A copy of the *Grievance Procedure* is available at the Management Office. In all disputes, the Tenant shall have the right to examine documents in the Tenant's file prior to the hearing. Tenant acknowledges that he/she has had an opportunity to review the *Grievance Procedure* posted in the Management Office.

INITIAL _____

15. DEFAULT BY MANAGEMENT

Management shall be in default under this Lease if Management materially fails to perform its obligations under this Lease. If Management is in default, Tenant may file a grievance, terminate this Lease by giving notice as described in Paragraph 17, or exercise any other rights permitted by state law.

16. DEFAULT BY TENANT

A. Tenant shall be in default if:

- (1) Tenant fails to pay rent or other monetary charge due to Management by the due date; or
- (2) Tenant, Household Member or guest neglects or fails to perform any of the promises, terms, provisions or conditions contained in this Lease; or
- (3) Tenant abandons the Unit.

INITIAL _____

17. NOTICES

A. Any notice required by this Lease shall be in writing, personally delivered to the Tenant or adult family member, or posted at the property by Management or a law enforcement agent.

B. Management shall provide written notice of lease termination to Tenant including specific grounds for termination and shall inform Tenant of Tenant's right to reply, to examine Management's documents directly relevant to the termination, and to request a grievance in accordance with the current *Grievance Procedure*. Unless changed by the U. S. Department of Housing and Urban Development (HUD) or changes in State law occur, upon which the HACP will follow the new law, a thirty (30) day notice shall be served prior to the commencement of an eviction action.

C. Notice to Management shall be in writing, hand-delivered to the management office, or sent via first-class mail, postage pre-paid and properly addressed.

D. If the Tenant is visually impaired, all notices must be in an accessible format.

18. EVICTION

A. Tenant is obligated to pay rent in full and any additional legal charges incurred by the HACP, even if Tenant has been served with a lease termination notice.

INITIAL _____

B. If Tenant is eligible for a grievance hearing and files a timely grievance, eviction proceedings may not continue until a hearing officer renders a decision concerning the grievance. However, the Tenant must escrow or pay into an account the monthly rent due after the Authority's alleged action or inaction prior to being scheduled for grievance hearing.

INITIAL _____

C. Tenant shall be liable for all court costs and other fees actually expended in a legal action for enforcement of this Lease Agreement, unless the Tenant prevails.

INITIAL _____

19. ENTIRE AGREEMENT

A. This Lease and all policies, rules and schedules which have been incorporated by reference, constitute the entire agreement between Management and Tenant. Any amendment, change or addition shall be made only in writing and signed by both parties except for Redetermination of Eligibility, Rent or Dwelling Size.

B. This Lease and all policies, rules and/or schedules referred to in this Lease any be modified provided Management gives at least thirty (30) days written notice to Tenant explaining the modification and giving Tenant the opportunity to comment. Written comments will be considered by Management prior to the proposed modification becoming effective.

20. INVALIDITY OF PROVISION

If any provision of this Lease is found invalid, the remaining provisions of the Lease shall remain valid and enforceable.

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH (HACP)

By: _____

Title: _____

Date: _____

TENANT

Signature: _____

Printed Name: _____

Date: _____

PHA Plan Table Library

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>
<i>PA-1-1 Addison</i>	<i>90</i>	See Component 7		<i>Demolish 90 vacant units under 24 CFR 971. FY 1999 HOPE VI Demo Grant \$450,000</i>				
PA-1-3 Allequippa			Construction of 180 units under HOPE VI grant	Demolition of 200 units under HOPE VI grant	Designation of 50 units as elderly only		Construct 7 for-sale units	

PA-1-4 Arlington		See Component 7		<i>Demolish 366 units under 24 CFR 971. FY 1998 HOPE VI Demo Grant \$1,402,500</i>				
Public Housing Asset Management (continued)								
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>
PA-1-6 Broadhead	64			Disposition of 64 unit site after conversion and relocation		Conversion of 64 units to TBA		
PA-1-7 St. Clair	266	See Component 7		<i>Demolish 366 units under 24 CFR 971. FY 1998 HOPE VI Demo Grant \$1,040,000</i>				
PA-1-9 Northview	208	See Component 7		<i>Demolish 108 walkup units and 100 unit elderly high rise under 24 CFR 971. FY 1998 HOPE VI Demo Grant \$989,500</i>				

PA-1-12 Garfield	624		Submit a HOPE VI revitalization plan for the Garfield neighborhood.					
Public Housing Asset Management (continued)								
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>
PA-1-13 Addison Addition	149		Replace Lou Mason Jr High Rise with 120 elderly units and 29 supportive housing units		Designate 120 elderly units and 29 disabled family units			
PA-1-15 PA Bidwell	170	HQS and market improvements to prepare property for conversion and disposition under Moving to Work; Boiler replacement. See Component 7		Disposition to non-profit holding company under Moving to Work Plan		Conversion to TBA under Moving to Work Plan		
PA-1-17 Pressley High Rise	274	HQS and market improvements to prepare property for conversion and disposition under Moving to Work; Boiler replacement. See Component 7		Disposition to non-profit holding company under Moving to Work Plan		Conversion to TBA under Moving to Work Plan		

Table Library

PA-1-31 Murray Towers	70	HQS and market improvements to prepare property for conversion and disposition under Moving to Work.		Disposition to non-profit holding company under Moving to Work Plan		Conversion to TBA under Moving to Work Plan		
-----------------------------	----	--	--	---	--	---	--	--

Public Housing Asset Management (continued)

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>
PA-1-33 Glen Hazel Bernice Crawley High Rise	153	HQS and market improvements to prepare property for conversion and disposition under Moving to Work.		Disposition to non-profit holding company under Moving to Work Plan		Conversion to TBA under Moving to Work Plan		
PA-1-40 Brookline	30	HQS and market improvements to prepare property for conversion and disposition under Moving to Work.		Disposition to non-profit holding company under Moving to Work Plan		Conversion to TBA under Moving to Work Plan		

PA-1-41 Caliguiri High Rise	104	HQS and market improvements to prepare property for conversion and disposition under Moving to Work. See Component 7		Disposition to non-profit holding company under Moving to Work Plan		Conversion to TBA under Moving to Work Plan		
PA-1-44 Finello South Oakland	60	HQS and market improvements to prepare property for conversion and disposition under Moving to Work.		Disposition to non-profit holding company under Moving to Work Plan		Conversion to TBA under Moving to Work Plan		

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>
PA-1-45 Morse Gardens	70	HQS and market improvements to prepare property for conversion and disposition under Moving to Work.		Disposition to non-profit holding company under Moving to Work Plan		Conversion to TBA under Moving to Work Plan		

PA-1-46 Carrick Regency	66	HQS and market improvements to prepare property for conversion and disposition under Moving to Work.		Disposition to non-profit holding company under Moving to Work Plan		Conversion to TBA under Moving to Work Plan		
PA-1-47 Gualtieri	31	HQS and market improvements to prepare property for conversion and disposition under Moving to Work.		Disposition to non-profit holding company under Moving to Work Plan		Conversion to TBA under Moving to Work Plan		
PA-1-32 Glen Hazel Town Houses	104	HQS and market improvements to prepare property for conversion and disposition under Moving to Work. See Component 7		Disposition to public and assisted housing residents under HACP Home ownership Program			HACP Home ownership Program	

Public Housing Asset Management (continued)

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>

PA-1-39 Scattered Sites	59	HQS and market improvements to prepare property for conversion and disposition under Moving to Work.		Disposition to public and assisted housing residents under HACP Home ownership Program			HACP Home ownership Program	
PA-1-42 Scattered Sites	18	HQS and market improvements to prepare property for conversion and disposition under Moving to Work.		Disposition to public and assisted housing residents under HACP Home ownership Program			HACP Home ownership Program	
PA-1-43 Scattered Sites	4	HQS and market improvements to prepare property for conversion and disposition under Moving to Work.		Disposition to public and assisted housing residents under HACP Home ownership Program			HACP Home ownership Program	

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>
PA-1-50 Scattered Sites	25	HQS and market improvements to prepare property for conversion and disposition under Moving to Work.		Disposition to public and assisted housing residents under HACP Home ownership Program			HACP Home ownership Program	
PA-1-51 Scattered Sites	25	HQS and market improvements to prepare property for conversion and disposition under Moving to Work.		Disposition to public and assisted housing residents under HACP Home ownership Program			HACP Home ownership Program	
PA-1-52 Scattered Sites	30	HQS and market improvements to prepare property for conversion and disposition under Moving to Work.		Disposition to public and assisted housing residents under HACP Home ownership Program			HACP Home ownership Program	

Table Library

Public Housing Asset Management (continued)

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>
PA-1-29 East Hills High Rise	157		Replace 50 occupied units using existing capital funds under the Mixed Finance Method					
PA-1-10 Glen Hazel Cove Place	39	Replace existing units off-site using \$4.5 million capital fund and other non-public housing funds under the mixed finance method.		(anticipated in FY 2001)				
PA-1-5 Allegheny Dwellings	282	See Component 7						
PA-1-11 Hamilton – Larimar	324	See Component 7						
PA-1-14 Kelly Street	165	See Component 7						
PA-1-20 Homewood North	135	See Component 7						