

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

PHA Plans

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

THE HOUSING AUTHORITY OF INDIANA COUNTY
INDIANA, PENNSYLVANIA

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

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

PHA Plan Agency Identification

PHA Name: The Housing Authority of Indiana County

PHA Number: PA048

PHA Fiscal Year Beginning: (07/2000)

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

PA048d01.

**Housing Authority of Indiana County
Resident Comments on the Agency Plan and HAIC responses**

Resident comments were received in writing. Three residents wrote such comments. The HAIC executive director replied individually by letter to each resident who made a comment. Below, we first present the resident's comments, then the letters sent in response to them.

The HAIC response letters collectively are its response to comments by its Resident Advisory Board

Resident Comments:

1. Christine C. Gromley, Resident Advisory Board member, comment received 2/16/00:

Maybe, I misunderstood, but I feel drug & criminal history is an important issue on the acceptance of a resident. Especially if your goal is to provide safe homes for families. I feel your plan to get families to work is great. Such as your volunteer program already in progress, it can open up many doors for those who truly want to help themselves financially. I agree with the plan, it really isn't any different than the current or past.

2. Stella M. Ray, Resident Advisory Board member, comment received 3/3/00:

Fire escape and fire drills. Frost free refrigerators and new stoves. Another washer and dryer for 2 buildings. Is there any way a section could be for patients from Torrance Hospital? I'm getting along – just complaints of window peeping. I asked for a few residents' opinions, they appreciate the lawn care, snow plowing and salting the walks. When we need help the response is good. PS: I've been told a lot of noise and entertaining in Apt. 7 at night? Just hear say. Glad to do this for you folks.

3. Emma M. Jasper, Resident Advisory Board member, comment received 3/3/00:

Reviewed your plans for the next five years. Sounds like you have a lot of good plans for your residents. Will report any suggestions or complaints that the tenants give me at our meetings. Otherwise, everyone seems happy here.



HAIC

Housing Authority of Indiana County

104 Philadelphia Street
Indiana, Pennsylvania 15701
Telephone 724/463-4730
Fax 724/463-4743

1. March 14, 2000

Ms. Christine C. Gromley
470 Hancock Street, Apt. #6
Clymer, PA 15728

Dear Ms. Gromley:

Thank you for your comments regarding our Agency Plan. We appreciate the time and effort you took to review the documents and provide us with your insights.

In your response, you mentioned concerns about drug and criminal history checks being an important issue when screening a potential resident. Let me reassure you on this matter. Although our Agency Plan indicates that we do not request criminal records from local, State or Federal law enforcement agencies for screening purposes, this is actually a concern for us as well and we don't take it lightly.

Our application includes questions regarding criminal activity. If the applicant responds that he or she has a criminal record, we verify the facts through local police and parole officers, the magistrate or computer matching programs. However, we do not *automatically* request criminal records on each and every applicant because that would be too cost prohibitive for an agency of our size. Because we cannot discriminate, if we checked criminal history on one applicant, we would be required to complete this for every applicant, including the elderly.

This is part of the reason that we take the time to have each potential resident undergo an extensive personal interview with our Property Management Staff. During this meeting, our staff is trained to watch for suspicious behaviors such as avoiding eye contact, shifty movements, excessive nervousness, vague answers, etc. If the applicant shows us any reason to suspect that he or she is covering up a criminal record or not disclosing the full truth about past criminal activities, this is sufficient reason for us to complete a criminal background check

I hope that this addresses your concerns regarding the criminal history issue. We want all of our communities to be environments in which families can raise children who feel safe and secure in their homes. If you would like to discuss this matter further, please don't hesitate to call me at (724) 463-4730, ext. 111. Once again, thank you for your response!

Sincerely,

Kelly L. Hicks
Executive Director

Housing Authority of Indiana County



HAIC

104 Philadelphia Street
Indiana, Pennsylvania 15701
Telephone 724/463-4730
Fax 724/463-4743

2. March 14, 2000

Ms. Stella M. Ray
150 West Market Street, Apt. #16
Blairsville, PA 15717

Dear Ms. Ray:

Thank you for your comments regarding our Agency Plan. We appreciate the time and effort you took to review the documents and submit your response to us. Because we value your opinions, I would like to address the concerns that you mentioned.

> Fire escape and fire drill: We currently hold annual fire safety education meetings at all sites that are two-stories or more. Because our other communities have individual entrances and various ground level windows for quick exits, we have not felt it necessary to go through that process at those sites. As a result of your comment though, we have ordered easy to read booklets on fire prevention and fire safety. These will be distributed to all current public housing residents and will also be provided to new residents as they move in. We will also include suggestions on obtaining renter's insurance to cover personal losses should a fire occur.

> Frost-free refrigerators and stoves: This is already included in our 5-Year Capital Improvement Plan. Appliances should be purchased and installed at four sites within the next year.

~ Another washer and dryer at Conemaugh Terrace. We have analyzed the need for a second washer and dryer at Conemaugh Terrace several times in the past four years. There is very low usage of the two machines currently on site and our investigations found that additional machines are not warranted. We will continue to monitor this situation and if usage increases to a point where more machines are justified, we will have them installed. Meanwhile, if there are residents that you are aware of who need help with their laundry, please suggest that they contact Aging Services, which may be able to provide homemaker services to assist them.

~ A section for patients from Torrance Hospital. The Americans with Disabilities Act (ADA) prohibits us from discriminating against handicapped or disabled persons, including physically or mentally challenged individuals who may have been former patients of Torrance Hospital. It would be discriminatory for us to concentrate them in a certain section or limit them to specific buildings at any of our sites.

~ Complaints of window peaking: If an intentional criminal act occurs where someone is lurking or loitering outside a resident's window, making that resident uncomfortable with their presence or causing them to feel that they are in danger, then that resident should contact the police. If they are disturbing a resident's peaceful enjoyment of their home, then the resident should submit a written complaint to us.

~ A lot of noise and entertaining in Apt. #7 at night: I have notified our Property Management Office of your comments and they will take action as necessary.

Ms. Stella M. Ray
March 14, 2000

Page 2

Thank you for your kind comments concerning our maintenance services and response to resident needs. It is always nice to hear that our efforts are appreciated. We try our best to make resident satisfaction our top priority!

Sincerely,

Kelly L. Hicks
Executive Director

Housing Authority of Indiana County
104 Philadelphia Street



Indiana, Pennsylvania 15701
Telephone 724/463-4730
Fax 724/463-4743

HAIC

3. March 14, 2000

Ms. Emma Jasper
101 Morewood Avenue, Apt. 222
Blairsville, PA 15717

Dear Ms. Jasper:

Thank you for your comments concerning our Agency Plan. We appreciate the time and effort you took to review the documents and respond so promptly. It is nice to know that most residents of Morewood Towers are pleased with the improvements that have taken place there over these past few years. Please feel free to contact me with future suggestions or recommendations.

Sincerely,

Kelly L. Hicks
Executive Director

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:

OUR mission at the Housing Authority of Indiana County is to help improve the quality of life; to provide a safe, sanitary home and a suitable living environment that is affordable to elderly persons, families and those with special needs consistent with local, State and Federal statutes.

HAIC pledges to recognize our residents as the ultimate customer; to design, develop, provide and promote the widest range of housing choices available throughout Indiana County; and to administer our programs and manage our housing authority in the most effective manner possible by maintaining high quality standards while extending respect, courtesy and consideration to our clients at all times.

HAIC shall endeavor to go beyond bricks and mortar by providing more than simply a place to live. We will encourage self-sufficiency by building links to social services that will empower our residents to improve and enrich their lives; to create caring communities that foster a sense of pride and partnership between our agency, our residents and the public we serve.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies: sustain a Public Housing occupancy rate that qualifies the HAIC as a high performer under the PHAS.
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- Achieve a 100% occupancy rate for initial lease up at our new mixed finance development. (by 12/31/01)
- Utilize *Capital Fund Program* money to implement a mixed finance development of ten units designated for the elderly. (by 10/01/05)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHMAP/PHAS score) 96.25
 - Improve voucher management: (SEMAP score) : achieve a “high performer” score under SEMAP
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units: see our 5-Year Capital Fund Program *Modernization Improvement Plan*.
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)
- PHA Goal: Increase assisted housing choices
Objectives:
- Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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

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

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

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

The HAIC will continue for as long as funding allows its currently successful Family Self-Sufficiency program as a means to achieve all of the above objectives.

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)

The HAIC carries forward under its Section 3 Policy a standard to employ low-income family members who qualify for work on the HAIC modernization program projects.

The HAIC abides by the Pennsylvania State Civil Service Commission rules for the employment of its administrative staff, which helps to assure that no discrimination will take place in its hiring practices.

The HAIC advertises invitation for bids (IFB) Requests for Proposals (RFP) in at least two minority publications and at least three general circulation publications.

Other PHA Goals and Objectives: (list below)

Maximize our non-HUD income in an effort to be less dependent on Federal subsidy.

Streamline HAIC operations by eliminating non-essential tasks and by removing redundancies and inefficiencies in our operations. We will pursue this goal by maximizing the use of available technology.

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 HUD *Public Agency Plans Final Rule*, published on October 21, 1999, at 24 CFR Part 903, removed the requirement for an Executive Summary to the Agency Plans.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	
ii. Table of Contents	
1. Housing Needs	5
2. Financial Resources	11
3. Policies on Eligibility, Selection and Admissions	12
4. Rent Determination Policies	21
5. Operations and Management Policies	25
6. Grievance Procedures	27
7. Capital Improvement Needs	29
8. Demolition and Disposition	29
9. Designation of Housing	30
10. Conversions of Public Housing	31

11. Homeownership	32
12. Community Service Programs	34
13. Crime and Safety	36
14. Pets (Inactive for January 1 PHAs)	38
15. Civil Rights Certifications (included with PHA Plan Certifications)	38
16. Audit	38
17. Asset Management	39
18. Other Information	39

D. Criterion for Substantial Deviation

45

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 (PA048a01)
- FY 2000 Capital Fund Program Annual Statement (PA048b01)
- 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 (PA048c01)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (PA048d01)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

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
	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	5 Year and Annual Plans

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Procedures
NA	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
NA	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
NA	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
NA	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
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	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	7,859	5	4	4	3	4	4
Income >30% but <=50% of AMI	5,913	4	3	3	3	4	4
Income >50% but <80% of AMI	2,612	3	3	2	3	2	3
Elderly	1,126	4	3	3	3	2	3
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
White	30,983	3	2	3	3	3	3
Black non-hispanic	329	5	4	3	3	3	3
Hispanic	107	5	4	3	3	5	3
Asian	139	NA	NA	NA	NA	NA	NA

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: Commonwealth of Pennsylvania
Indicate year: 1995-1999
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	262		117 (45%)
Extremely low income <=30% AMI	117	100	
Very low income (>30% but <=50% AMI)	145	0	
Low income (>50% but <80% AMI)	NA		
Families with children	134	51	
Elderly families	49	19	
Families with Disabilities	40	15	
White non hispanic	245	94	
White hispanic	3	1	
Black	11	4	
American Indian/Alaskan	2	Less than 1	
Asian/ Pac. Islands	1	Less than 1	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			

Housing Needs of Families on the Waiting List			
3 BR			
4 BR			
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			

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	234		76 (32%)
Extremely low income <=30% AMI	102	44	
Very low income (>30% but <=50% AMI)	44	19	
Low income (>50% but <80% AMI)	11	5	
Families with children	38	16	
Elderly families	30	13	
Families with Disabilities	10	4	
White non hispanic	229	98	
Black	4	2	
Asian/Pacific Islander	1	Less than one percent	
Characteristics by			

Housing Needs of Families on the Waiting List			
Bedroom Size (Public Housing Only)			
1BR	169	72	23
2 BR	49	21	41
3 BR	16	7	12
4 BR	NA		
5 BR	NA		
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

Maintain, and if possible augment, our public/private housing partnerships that allow us to manage affordable housing throughout Indiana County.

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

Continue our current partnership with a nonprofit entity to develop additional affordable housing for persons with disabilities.

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)	\$2,317,514	
a) Public Housing Operating Fund	197,472	
b) Public Housing Capital Fund	283,065	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,820,112	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	16,865	
h) Community Development Block Grant		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)	\$136,636	
1999 CIAP	136,636	PH Modernization
3. Public Housing Dwelling Rental Income	\$286,270	PH Operations
4. Other income (list below)	\$5,350	
Non dwelling rental income (A/C & laundry)	5,350	PH Operations
5. Non-federal sources (list below)	\$109,124	
Management fees	109,124	PH Operations
Total resources	\$2,854,894	

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)

After all screening is complete and prior to offering unit.

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

- Criminal or Drug-related activity
- Rental history

- Housekeeping
- Other (describe): a credit check

- 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)

Note: If an applicant mentions that he or she has a criminal record, the HAIC verifies that fact through local police and parole officers, local magistrates, and local government computer matching.

(2)Waiting List Organization

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

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

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

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

Applications are mailed upon request.

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

1. How many site-based waiting lists will the PHA operate in the coming year None

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

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

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

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)
Extensive marketing and outreach efforts, and through direct mailing

(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)

Resident choice is offered in cases of a verified hardship.

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 2 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
- 2 Those enrolled currently in educational, training, or upward mobility programs
- 2 Households that contribute to meeting income goals (broad range of incomes)
- 2 Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

PIH 99-51 instructed PHA not to complete this section.

- a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

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

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

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below):
Previous landlord's address and telephone number only.

(2) Waiting List Organization

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

(3) Search Time

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

If yes, state circumstances below:

Applicant must submit documentation showing that he or she has made a continued effort to secure housing

(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):
For one bedroom unit size, elderly families including disabled and handicapped persons and displaced persons are given a preference over other single persons.

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
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)

For one bedroom unit size, elderly families including disabled and handicapped persons and displaced persons are given a preference over other single persons.

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

The HAIC does not plan to.

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

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

Clients must report any change in income, assets or family composition within ten days, but the HAIC waives all rent increases until the next reexamination date. The only change at the time of notification of change is for a rental decrease.

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 903.79 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

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

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 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) PA048b01

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) PA048c01

-or-

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

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

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

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

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to

component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: Fieldcrest 1b. Development (project) number: PA48-10
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(29/03/99)</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 10 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

- Client referrals
 Information sharing regarding mutual clients (for rent determinations and otherwise)

- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

C. Welfare Benefit Reductions

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

- Attached as Attachment (File name) PA048d01.
 Provided below:

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

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

Although no changes to the Agency Plan were necessary to address the comments received, HAIC did respond to each individual comment with specific remedial measures.

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: Commonwealth of Pennsylvania, 1995-1999
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)

In order to illustrate this aspect of our plan, we here repeat the text of a letter we sent to the Pennsylvania Department of Community and Economic Development in which we requested that they approve our Agency Plan for consistency with the Commonwealth Consolidated Plan.

March 7, 2000

*Ms. Aldona M. Kartorie, Housing and Redevelopment Analyst
Office of Community Development and Housing
Pennsylvania Department of Community and Economic Development
502 Forum Building
Harrisburg, PA 17120*

Dear Ms. Kartorie:

As required by the Quality Housing and Work Responsibility Act of 1998 (QHWRA), the Housing Authority of Indiana County has developed an Annual Agency Plan and a Five-Year Agency Plan. QHWRA requires that these Plan(s) be consistent with the local Consolidated Plan. Being that Indiana County does not have a local Consolidated Plan, we are requesting your certification that our Agency Plan(s) are consistent with the Commonwealth of Pennsylvania's Consolidated Plan.

The Consolidated Plan states that Housing Authority Agency Plans will be considered to be consistent with the Consolidated Plan when they include one or more of eight specified activities. We feel that the Agency Plan(s) of the Housing Authority of Indiana County (HAIC) address at least three of the prescribed activities as outlined in the Consolidated Plan. These are outlined below.

- 1) *Rehabilitation of the existing public housing stock in a manner that is sensitive to the need for accessibility and visitability by persons with disabilities.*

Of the 177 public housing units under HAIC management, 14 are handicapped accessible or adaptable. Only three of those units are occupied by persons with disabilities. Of the 151 households on the public housing waiting list, just one is requesting a handicapped accessible unit. As has historically been the case, this shows an extremely low demand for handicapped accessible units at our public housing sites.

However, if and when an applicant or resident requests special accommodations, HAIC will provide such reasonable accommodation and/or rehabilitation as required to meet their needs.

The HAIC 5-Year Capital Improvement Plan includes redesign of walkways, porches, entries, and parking areas at Hemlock Way, a 13-unit family site. These renovations will be designed in such a way as to be more accommodating to the handicapped or disabled. Also, the redesign and restructuring of the community room and laundry areas at Chestnut Ridge Terrace will be accomplished in a manner more conducive to use by handicapped and disabled individuals. This modernization is also scheduled in the Housing Authority's 5-Year Capital Improvement Plan.

- 2) *Development of new lower density public housing that is conducive to neighborhood revitalization.*

The Housing Authority of Indiana County recently completed a mixed-finance development involving new construction of ten units of public housing in West Wheatfield Township designated for the elderly, handicapped or disabled. Such small, low density projects in rural residential neighborhoods provide a two-fold benefit: 1) they provide adequate and affordable housing choice where previously none existed; and 2) they breathe new life and bring new residents into areas that have not seen new construction or economic growth for decades.

HAIC plans to replicate this mixed-finance development with the use of future capital funds combined with Low-Income Housing Tax Credits; thus providing more subsidized public housing stock, as well as additional accessible units specifically designed for the physically challenged, visually or hearing impaired.

- 3) *Homeownership incentives for public housing residents.*

In 1993, the Housing Authority of Indiana County established the Housing Alliance or Indiana County, Inc., a non-profit subsidiary of the Housing Authority. This organization is currently under contract with the Indiana County Office of Planning and Development to provide housing counseling services for that organization's homeownership program. These services consist of budget counseling, fire and home safety education, goal setting, linkages to other social service programs such as energy assistance, family savings programs, career enhancement and job training opportunities.

Referrals of suitable public housing residents are made to the Housing Alliance on a regular basis, and in turn information regarding homeownership is provided to public housing residents. In fact, four of the current homeownership program participants were previous public housing residents, which is evidence of the success of this partnership.

The Consolidated Plan also requires as part of the process in obtaining a certificate of consistency that the Housing Authority provide information on three policy initiatives to expand public awareness of the needs of persons with disabilities. Following are the required summaries regarding HAIC's plans and/or progress in addressing those needs.

- 1) *A summary of the PHA's efforts and accomplishments in expanding the number of accessible and visitable public housing and Section 8 units:*

Despite the low demand for handicapped accessible units at the existing public housing sites. There is a need for accessible housing in and around the Indiana Borough, where handicapped and disabled persons have easy access to supportive services, vocational training and employment opportunities.

To help address that need HAIC has collaborated with the Housing Alliance of Indiana County, Inc., in the development of four units designated for those with special needs in Indiana Borough. These units are located in the same building that houses Community Living and Learning (formerly Indiana County Group Homes), which provides counseling, case management and supportive services designed to help residents achieve a successful independent living experience.

HAIC manages the site and also provides Section 8 rental assistance to the residents, who typically have extremely low and limited incomes.

This project has been so successful that the Housing Alliance has applied for and been awarded funds to complete another four units of special needs housing in this same building. HAIC will also manage this second phase of the project and provide Section 8 rental assistance as well.

As stated under Item 2 above, HAIC has recently completed construction of a ten-unit mixed finance project that has been designated for elderly, handicapped and disabled individuals. This site has two units that are specifically designed for the physically challenged, visually and hearing impaired, but the entire site has features that enhance accessibility to and visibility by persons with disabilities. The HAIC 5-Year Capital Improvement Plan includes another ten-unit development of this nature, which will further expand the supply of accessible housing in rural areas. This type of development becomes increasingly important as residents of those outlying communities age in place and require accessible living quarters.

- 2) *A summary of the PHA's efforts and accomplishments in collaborating with other housing providers, especially those whose mission involves special housing needs.*

Since 1998, HAIC has managed and provided Section 8 rental assistance for Indiana House, a site specifically designed for those with special needs. Notification has just been received of a funding award for phase 2 of that project, which will also be managed by HAIC, with Section 8 rental assistance provided by the Housing Authority as well.

HAIC leases a 2,800 square foot building at the Black Lick Manor site to Indiana County Community Action Program (ICCAP), which operates the county's only homeless, emergency shelter in that facility. The space is rented to ICCAP for a token sum of \$1 per month, thus enabling them to utilize their operating funds for direct provision of housing and services. In addition to emergency shelter, ICCAP also provides basic life skills, case management, clothing and toiletries, intensive on-site employment readiness and job

search services at the facility, and tutoring for child residents, parenting and GED classes for adult residents through ARIN IU 28 at the site.

The Housing Authority works very closely with ICCAP in providing interagency referrals between the two organizations on a continuing basis.

Since 1992, HAIC has pursued public/private partnerships that have resulted in the successful development of 7 projects containing 120 units of affordable housing in Indiana County through the Low-Income Housing Tax Credit program. HAIC manages all of these sites and provides Section 8 project-based assistance for 32 of the units.

HAIC is an original and active member of the Indiana Housing Consortium, organized in 1995 to serve as a coordinating body that identifies and addresses the housing needs of Indiana County. The Consortium consists of agencies or individuals that provide housing services or advocacy within Indiana County. The Consortium membership includes special needs housing and supporting service providers such as: the Eastern Orthodox Foundation, I & A Residential Services, Community Living and Learning, Llfesteps, and Armstrong— Indiana MHIMR Program.

- 3) *A summary of the PHA's efforts and results to meet the income targeting and income mixing requirements of QHWRA.*

On January 18,2000, HAIC adopted Resolution #09-2000 and Resolution #10-2000, updating their Section 8 Administrative Plan and their Public Housing Admission & Continued Occupancy Policy to implement the policies and procedures that will insure they meet the income targeting and Income mixing requirements of QHWRA.

Additionally, on February 22,2000, HAIC adopted Resolution #14-2000, implementing a Policy for the Deconcentration of Poverty. This policy requires the Housing Authority to identify any concentration of high or low income families at any individual development, and to address any such inequity.

As a result of the income analysis of current HAIC residents, the Housing Authority will undertake efforts to reduce the number of higher income families concentrated at the Chestnut Ridge Terrace site, and will pursue outreach efforts to attract more higher income families for residence at other developments.

We would appreciate your review and certification of our consistency with the Consolidated Plan at your earliest convenience, as our submission must be forwarded to HUD by April 14, 2000. If you have any questions or require further information, please do not hesitate to contact me at (724) 463-4745.

Sincerely,

*Kelly L. Hicks
Executive Director*

Other: (list below)

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

1. As part of its strategy for addressing the housing needs in this state, the Consolidated Plan of the Commonwealth of Pennsylvania sets out specific priorities. The plan indicates "the Commonwealth will give priority to housing projects that serve very low-income households (up to 50% of median family income for the area.)"

The housing programs of the Housing Authority of Indiana County exactly addresses the needs of this population in its public housing program.

2. The Plan goes on to outline specific *Goals and Action* Steps to address the housing needs in the state. The first of these stated goals is to "maintain and improve the quality of housing" in the Commonwealth.

Through both its ongoing modernization program and through its efforts to develop new housing, the Housing Authority of Indiana County directly meets the stated Commonwealth goal.

3. The Commonwealth Plan also indicates that to "improve rental housing opportunities" is an additional goal in the state strategy. The Plan points out that renters have more housing problems than homeowners. The HAIC Section 8 program directly supports the ability of Indiana County residents to find rental housing opportunities they would otherwise lack

D. Other Information Required by HUD

Criterion for identifying a "substantial deviation" from the PHA Plan (DRAFT)

The Housing Authority of Indiana County will consider the following to be changes in its *Agency Plan* necessary and sufficient to require a full review by the Resident Advisory Board before a corresponding change in the Agency Plan can be adopted.

1. Any alteration of the Authority's *Mission Statement*;
2. Any change or amendment to a stated Strategic Goal;
3. Any change or amendment to a stated Strategic Objective except in a case where the change results from the objective having been met;
4. Any introduction of a new Strategic Goal or a new Strategic Objective;
5. Any alteration in the Capital Fund Program Annual Plan that affects an expenditure greater than twenty percent (20%) of the CFP Annual Budget for that year.

Because the Annual Plan already requires annual review by the Resident Advisory Board and by Public Hearing, the Authority believes this annual process sufficient to meet the spirit of the *Quality Housing and Work Responsibility Act of 1998*. It expects that changes to the Annual Plan will be primarily administrative in nature. It believes, however, as shown in item #5 above, that significant changes in its planned modernization expenditures should be subject to a resident/public process.

The Indiana County Housing Authority has also reviewed the requirements set out in HUD Notice PIH 99-51. It here incorporates the several additional criteria established by HUD for “substantial deviation” and “significant amendment or modification” to its Agency Plan. The HAIC will also consider the following events to require a public process before amending such changes to its Agency Plan.

- changes to rent or admissions policies or organization of the waiting list;
- additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Plan) or change in use of replacement reserve funds under the Capital Fund;
- any change with regard to demolition or disposition , designation, homeownership programs or conversion activities.

The Housing Authority of Indiana County acknowledges that an exception will be made for any of the above changes that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

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

Attachments

- PA048a01. Policy for the Deconcentration of Poverty
- PA048b01. FY2000 Capital Fund Program Annual Statement
- PA048c01. Optional CFP 5-Year Plan for Modernization
- PA048d01. Resident Comments on the Agency Plan and HAIC Responses

PA048a01.

**Resolution Adopting a Policy for the Deconcentration of Poverty
Resolution #14-2000 - Adopted February 22, 2000**

WHEREAS, the Housing Authority of Indiana County (HAIC) desires to comply with the requirements of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), and;

WHEREAS, HAIC wishes to meet the needs of its residents and clients by substituting the debilitating fetters of poverty and poor housing with the mantle of opportunity and safe, decent, affordable living conditions;

NOW, THEREFORE, BE IT RESOLVED, that HAIC does hereby adopt the following Policy for the Deconcentration of Poverty:

The Housing Authority of Indiana County will not concentrate very low-income families in any public housing development or in any single building within a development. For this purpose, very low-income families also includes other families with extremely low incomes.

This Authority will annually review its waiting lists and the census tracts in which it has public housing units in order to determine if they reveal an unacceptable concentration of impoverished families. If such a concentration is determined, the authority will take steps consistent with the policy stated below to remedy that inequity.

Where an inequity has been discovered in the distribution of impoverished families within its jurisdiction or on its waiting list, HAIC will take steps to remove that concentration of poverty by bringing higher income families into its lower income developments and lower income families into its higher income developments.

Among the strategies this authority will consider in attempting to remedy the inequity are the following:

- 1). It may skip certain income families on its waiting list to reach other families with a lower or higher income, as may be required to achieve better income distribution balance in its developments. This authority will apply such skipping uniformly and fairly.
- 2). It may make concerted efforts to aid lower-income families to increase their income through offering incentives. These incentives may include but are not required to be or limited to the following:

Indiana County Housing Authority

- a) Providing referrals to social service agencies, which provide self sufficiency activities and offer supportive services to improve resident employability;
- b) Providing permissive deductions from annual income and other permissive deductions to public housing residents as allowed by law. If offered, these options will be spelled out in detail as an amendment to this policy;
- c) Establishing a rent structure that encourages deconcentration of poverty;
- d) Providing certain admissions preferences, such as those for working families;
- e) Providing additional applicant consultation and information.

In pursuing this policy of deconcentration, where a family receiving public assistance is concerned, HAIC will make every reasonable recourse to coordinate its efforts to provide incentives to families that are consistent with programs administered by the office administering such public assistance.

HAIC will pursue this policy of deconcentration of poverty in a way that affirmatively furthers fair housing, and that ensures for both our applicants and our residents an equitable treatment devoid of discrimination.

The HUD *Public Housing Agency Plans Final Rule*, 24 CFR Part 903, published on October 21, 1999, indicates that Housing Authorities with any concentration of high or low income families at their developments must employ skipping applicants on a waiting list as a means to redress such inequity in income distributions at any specific development with an identified income concentration; therefore, the Housing Authority of Indiana County will act as follows.

Our efforts to reduce the number of higher income families concentrated at our Chestnut Ridge family development will rely on judicious administration of our waiting lists. In order to reach lower income applicants on our waiting lists for admission to that particular site, we will develop a process to “skip” applicants as needed to reach other applicants that will better redress any income imbalances at Chestnut Ridge Terrace.

As a further strategy, our Authority will pursue outreach efforts to attract more higher income families to our waiting lists for residence in our other developments.

Component 7

PA048b01. Capital Fund Program Annual Statement

Indiana County Housing Authority

Parts I, II, and III

Annual Statement: FY 2000

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (07/2000)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	\$
2	1406 Operations	52,000
3	1408 Management Improvements	4,000
4	1410 Administration	28,000
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	7,500
8	1440 Site Acquisition	0
9	1450 Site Improvement	96,865
10	1460 Dwelling Structures	0
11	1465.1 Dwelling Equipment-Nonexpendable	54,700
12	1470 Nondwelling Structures	0
13	1475 Nondwelling Equipment	40,000
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	0
19	1502 Contingency	0
20	Amount of Annual Grant (Sum of lines 2-19)	283,065
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	3,000
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	0

Annual Statement: FY 2000

Capital Fund Program (CFP) Part II: Supporting Table

Indiana County Housing Authority

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PA 48-6 McGregor Manor	Address subsidence & erosion in parking area, eliminate concrete island, install handicap ramp, repair concrete, install 2 brick dumpster enclosures	1450	24,315
PA 48-1 Conemaugh Terrace	Construct community room, laundry, and maintenance building, repair concrete and parking areas	1450	72,550
	Replace stoves, refrigerators (24 @ \$750)	1465.1	18,000
PA 48-4 Chestnut Ridge	Replace stoves, refrigerators (25 @ \$900)	1465.1	22,500
PA 48-5 Tate Terrace	Replace stoves (18 @ \$400)	1465.1	7,200
PA 48-7 Tall Pines Terrace	Replace refrigerators (20 @ \$350)	1465.1	7,000
	Site Improvement/ Dwelling Equipment		\$151,565
Subtotal	Trade-in and purchase of two maintenance vehicles	1475	40,000
PHA-wide	Computer equipment upgrades	1408	2,000
	Training/Travel	1408	2,000
	Environmental Review	1430	1,500
	A/E Fees	1430	4,000
	Advertising / Sundry	1430	2,000
	Administrative Wages / Benefits	1410	28,000

Indiana County Housing Authority

	Operations	1406	52,000
	PHA-wide Non-dwelling Equipment, Management Improvements, Operations and Administration		\$131,500
Subtotal			
<u>TOTAL</u>			<u>\$283,065</u>

Indiana County Housing Authority

Annual Statement: FY 2000
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)
PA 48-6	12-31-2001	06-30-2003
PA 48-1	12-31-2001	06-30-2003
PA 48-4	09-30-2001	06-30-2002
PA 48-5	09-30-2001	06-30-2002
PA 48-7	09-30-2001	06-30-2002
HA-Wide		
Vehicles	12-31-2001	06-30-2002
Computers	12-31-2001	06-30-2002
Training	12-31-2001	06-30-2002
Envirn. Review	09-30-2001	06-30-2002
A/E Fees	12-31-2001	06-30-2003
Advertising	12-31-2001	06-30-2003
Wages/Benefits	12-31-2001	06-30-2002
Operations	12-31-2001	06-30-2003

**PA048c01: Optional Table for 5-Year Action Plan for Capital Fund
(Component 7)**

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA 48-3	Saltsburg Heights	1	4%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<p>Hemlock Way Site: construct front porches with gabled roofs & privacy dividers; extend parking area to meet porches; plant shade trees; construct rear porches with gabled roofs & extend patio areas; redesign walkways & traffic areas between and behind buildings; install new windows and stucco; install submerged cyclone fence in rear; 2 brick dumpster enclosures</p>			\$187,565	2002
<p>Point Street & Salt Street Sites: new windows & stucco; 2 brick dumpster enclosures;</p> <p>Point Street, Salt Street, & Hemlock Way Sites: encapsulate asbestos flooring</p>			78,775	2003
Total estimated cost over next 5 years			\$266,340	

Optional 5-Year Action Plan Tables

Indiana County Housing Authority

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA 48-4	Burrell Township	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Chestnut Ridge Terrace Site: redesign existing community room & laundry area; expand to include maintenance storage area; encapsulate asbestos flooring; 2 brick dumpster enclosures.			\$111,790	2003
Total estimated cost over next 5 years			\$111,790	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PHA-Wide	Operations	8	4.5%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Operations			52,000	2002
			52,000	2003
			43,065	2004
			45,065	2005
Total estimated cost over next 5 years			192,130	

Optional 5-Year Action Plan Tables

Indiana County Housing Authority

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PHA-Wide	Management Improvements	8	4.5%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Training/Travel			3,000	2002
A/E Fees			8,000	2002
			7,000	2003
Environmental review			1,500	2002
			1,500	2003
			2,000	2004
Advertising / Sundry			3,000	2002
			4,000	2003
Wages/ Benefits			28,000	2002
			28,000	2003
			28,000	2004
			28,000	2005
Total estimated cost over next 5 years			\$142,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PHA-wide	Mixed Finance Development	N/A	N/A	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Mixed finance development consisting of 10 units designated for the elderly. New construction to be financed through HUD Capital Funds and low-income housing tax credits.			\$210,000	2004
			\$210,000	2005
Total estimated cost over next 5 years			\$420,000	

Indiana County Housing Authority

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

