

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

PA003v02

Scranton Housing Authority

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SCRANTON HOUSING AUTHORITY September 11, 2000

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

**PHA Plan
Agency Identification**

PHA Name: Scranton Housing Authority

PHA Number: PA003

PHA Fiscal Year Beginning: (10/2000)

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

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

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

The mission of the Scranton Housing Authority is to provide safe, decent and affordable housing for eligible individuals and families through creative and supportive services. The Housing Authority will assist these individuals and families as they strive to achieve self-sufficiency and improve the quality of their lives.

B. Goals

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

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

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

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

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

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

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

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

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

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

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

Other PHA Goals and Objectives: (list below)

PHA Goal: To provide housing for the community and decrease the vacancies that currently exist.

- Objectives:**
- Advertise our units through the newspaper and television.**
 - Continue to upgrade our housing stock through modernization.**
 - Analyze the demand and promote homeownership within our neighborhoods.**
 - Promote our units through various social service agencies.**
 - Provide supportive services within our developments.**

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.

Not Required

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

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration (*See Section 18*)
- FY 2000 Capital Fund Program Annual Statement (*See Section 7*)
- 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 (*See Section 7*)

- Public Housing Drug Elimination Program (PHDEP) Plan (*See Attachment 1 included with this file – page 59*)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (*See Attachment 4 of page 67*)
- Other (List below, providing each attachment name)

Communities Services Activities – (See Attachment 2 included with this file – page 66)

PHAS Resident Satisfaction Survey-Follow-up Plan – (See Attachment 3 included with this file – page 66)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
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
	Public Housing Deconcentration and Income Mixing	Annual Plan:

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X	<p>Documentation:</p> <ol style="list-style-type: none"> 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 Documentation of the required deconcentration and income mixing analysis 	Eligibility, Selection, and Admissions Policies
X	<p>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</p>	Annual Plan: Rent Determination
X	<p>Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy</p>	Annual Plan: Rent Determination
X	<p>Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan</p>	Annual Plan: Rent Determination
X	<p>Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)</p>	Annual Plan: Operations and Maintenance
X	<p>Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy</p>	Annual Plan: Grievance Procedures
X	<p>Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan</p>	Annual Plan: Grievance Procedures
X	<p>The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year</p>	Annual Plan: Capital Needs
N/A	<p>Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant</p>	Annual Plan: Capital Needs
X	<p>Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)</p>	Annual Plan: Capital Needs
N/A	<p>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</p>	Annual Plan: Capital Needs
	<p>Approved or submitted applications for demolition and/or</p>	Annual Plan:

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N/A	disposition of public housing	Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
None	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
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	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	Suppl y	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	2581	1	1	3	3	2	3
Income >30% but <=50% of AMI	1930	1	1	3	3	2	3
Income >50% but <80% of AMI	812	1	1	2	2	1	2
Elderly	2362	1	1	2	2	1	2
Families with Disabilities	unknown	1	3	3	3	3	3
African-American	150	1	1	3	3	2	3
Hispanic	56	1	1	3	3	2	3
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2001
- 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)

Experience of housing authority.

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

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

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

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

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	0		
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children			
Elderly families			
Families with Disabilities			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			

Housing Needs of Families on the Waiting List			
1BR			
2 BR			
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			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below) **Promote our units through various social service agencies. Provide supportive services within our developments.**

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below) **Promote our units through various social service agencies.**

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) **Advertise our units through the newspaper and television.**

Promote our units through various social service agencies.

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)		
a) Public Housing Operating Fund	3,903,073	
b) Public Housing Capital Fund	2,447,964	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,731,401	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	303,721	
g) Resident Opportunity and Self-Sufficiency Grants		
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)		
3. Public Housing Dwelling Rental Income	2,538,920	
4. Other income (list below)		
Excess Utilities	60,420	
4. Non-federal sources (list below)		
Total resources		

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.79 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) *As soon as they apply.*

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below) *Head of household or spouse or sole member who is 62 years of age or older, or who receive Social Security, SSI or any benefits resulting from an individual’s inability to work will be counted as the equivalent to the second preference. Head of household or spouse that has graduated from an education and/or training program that is designed to prepare individuals for the job market.*

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

Date and Time

Former Federal preferences:

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

- 5 Homelessness
- 7 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
- 2 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)

2. *Head of household or spouse or sole member who is 62 years of age or older, or who receive Social Security, SSI or any benefits resulting from an individual's inability to work will be counted as the equivalent to the second preference.*

3. *Head of household or spouse that has graduated from an education and/or training program that is designed to prepare individuals for the job market.*

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

Other (list)

(6) Deconcentration and Income Mixing

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

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

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

Adoption of site-based waiting lists
If selected, list targeted developments below:

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

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

Other (list policies and developments targeted below)

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

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

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

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

B. Section 8

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

(1) Eligibility

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

(2) Waiting List Organization

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

(3) Search Time

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

If yes, state circumstances below:

Extensions are permissible at the discretion of the Authority primarily for four reasons:

- a. *Extenuating circumstances.*
- b. *The family has evidence that they have made a consistent effort to locate a unit.*
- c. *The family has turned in a Request for Lease Approval prior to the expiration of the 60 day period, but the unit has not passed Housing Quality Standards.*
- d. *A handicapped household requires extra time to find suitable accessible 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)

Head of household or spouse or sole member who is 62 years of age or older, or who receive Social Security, SSI or any benefits resulting from an individual's inability to work will be counted as the equivalent to the second preference.

Head of household or spouse that has graduated from an education and/or training program that is designed to prepare individuals for the job market.

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

Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 4 Victims of domestic violence
- 6 Substandard housing
- 5 Homelessness
- 7 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
- 2 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)

2. *Head of household or spouse or sole member who is 62 years of age or older, or who receive Social Security, SSI or any benefits resulting from an individual's inability to work will be counted as the equivalent to the second preference.*

3. *Head of household or spouse that has graduated from an education and/or training program that is designed to prepare individuals for the job market.*

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

Adopted the Regulatory Policy

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)

Earned Income Exclusions:

a. *State Wage Tax*

b. *Local Wage Tax*

c. *Federal insurance Contributions Act (FICA)*

d. *Employee Paid Health Insurance*

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)
Changes in income and/or family composition must be reported to our Authority within 10 days of the occurrence.

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)

Flat rents were determined by a comparability study. Through the use of this comparability study, flat rents were determined by bedroom size for the various sections of the city.

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)

Adopted the Regulatory Policy.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

Not required for High Performers

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.

Not required for High Performers

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)

-OR-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)Component 7

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number PA26-P003-709 FFY of Grant Approval: (09/2000)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	\$205,000
4	1410 Administration	197,500
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	90,000
8	1440 Site Acquisition	
9	1450 Site Improvement	20,000
10	1460 Dwelling Structures	1,660,864
11	1465.1 Dwelling Equipment-Nonexpendable	269,600
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	5,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	\$2,447,964
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	18,000
23	Amount of line 20 Related to Security	185,000
24	Amount of line 20 Related to Energy Conservation Measures	130,000

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA-Wide	MANAGEMENT IMPROVEMENTS		
	1. Security	1408	\$ 60,000
	2. Investigation	1408	125,000
	3. Applicant Screening	1408	5,000
	4. Management Training	1408	5,000
	5. Maintenance Training	1408	5,000
	6. Automation System Enhancements	1408	5,000
	7. Resident Initiatives	1408	N/C
	8. Resident Organization	1408	N/C
PHA-Wide	Administration	1410	\$ 197,500
	A & E Fees	1430	50,000
	Consultant-Agency Plan	1430	20,000
	Consultant-Demolition, Disposition And Relocation Plans	1430	20,000
PHA- Wide	Backflow Preventors	1460	30,000
PHA-Wide	Computer Equipment	1475	5,000
	Sub Total		\$ 527,500

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PA -3-4 Adams Apartments	Install New Roofs	1460	\$ 50,000
	Repair Exterior Front Walls	1460	5,000
	Air Conditioning Units in Apts.	1465.1	25,000
	Replace Stoves	1465.1	20,000
	Replace Refrigerators	1465.1	26,000
	New Faucets	1460	20,000
	New Air Compressor In Boiler	1460	3,000
	Room		
	New Kitchens	1460	144,000
	New Entrance Systems	1460	8,000
	Ventilation In Hallways	1460	16,000
	New Hardware On Apartment		
	Entrance Doors	1460	5,000
	New Compactors	1460	8,000
	New Rear Exit Doors	1460	3,210
New Hallway Flooring	1460	<u>24,000</u>	
Sub Total		\$ 357,210	

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PA 3-5 Adams High Rise	Common Area Upgrade	1460	\$ 20,000
	Air Conditioning Units	1465.1	73,600
	New Stoves	1465.1	55,000
	New Refrigerators	1465.1	70,000
	New Ceilings in Common Area	1460	32,000
	New Heating and Domestic Water Risers	1460	15,000
	New Water Heaters	1460	50,000
	Lighting On Patio	1460	3,000
	Lighting By Main Doors	1460	1,000
	New Garbage Chute Doors	1460	2,500
	New Stairwell Lights	1460	4,000
	New Entrance System	1460	10,000
	New Windows in Community Room	1460	6,000
	Renovate Bathrooms	1460	92,000
	Kitchen Countertops and Faucets	1460	165,600
	Refinish Kitchen Cabinets	1460	55,200
	New Landscaping and Sidewalks	1450	20,000
	New Hardware For Interior Doors	1460	35,000
	Prepare and Paint Apartments	1460	<u>147,200</u>
	Sub Total		\$ 857,100

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost	
PA 3-8A Riverside	Replace Roof Fans	1460	\$ 5,554	
	Paint Apartments	1460	40,000	
	Install Exhaust Fans in Bathrooms	1460	11,000	
	New Storm Doors	1460	24,000	
	Paint Building Exteriors	1460	40,000	
	Replace Tile Flooring In All Apartments	1460	60,000	
	Replace Lights On Outside of Buildings	1460	5,000	
	New Gutters & Downspouts	1460	14,600	
	New Entrance Doors	1460	40,000	
	New Kitchens	1460	100,000	
	New Bathrooms	1460	162,000	
	Interiors Doors & Hardware	1460	24,000	
	Paint Apartments	1460	50,000	
	New Windows	1460	<u>130,000</u>	
	Sub Total			\$ 706,154

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
<u>PHA-Wide</u>		
Management Improvements	September 2002	September 2003
Administration	September 2002	September 2003
A & E Fees	September 2002	September 2003
Consultant	September 2002	September 2003
Physical Improv.	September 2002	September 2003
Non-Dwelling Equipment	September 2002	September 2003
PA 3-4 Adams Apts.	September 2002	September 2003
PA 3-5 Adams High Rise	September 2002	September 2003
PA 3-8A Riverside	September 2002`	September 2003

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units		% Vacancies in Development
	PHA-wide	N/A	N/A	N/A
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1.	Security		\$60,000	2001
2.	Investigation		125,000	2001
3.	Applicant Screening		5,000	2001
4.	Management Training		5,000	2001
5.	Maintenance Training		5,000	2001
6.	Automation System Enhancements		5,000	2001
7.	Resident Initiatives		N/C	2001
8.	Resident Organizations		N/C	2001
9.	Computer Equipment		5,000	2001
10.	Security		60,000	2002
11.	Investigation		125,000	2002
12.	Applicant Screening		5,000	2002
13.	Management Training		5,000	2002
14.	Maintenance Training		5,000	2002
15.	Automation System Enhancements		5,000	2002
16.	Resident Initiatives		N/C	2002
17.	Resident Organization		N/C	2002
18.	Computer Equipment		5,000	2002
19.	Security		60,000	2003
20.	Investigation		125,000	2003
21.	Applicant Screening		5,000	2003
22.	Management Training		5,000	2003
23.	Maintenance Training		5,000	2003
24.	Automation System Enhancements		5,000	2003
25.	Resident Initiatives		N/C	2003
26.	Resident Organization		N/C	2003
27.	Computer Equipment		5,000	2003
28.	Security		60,000	2004
29.	Investigation		125,000	2004
30.	Applicant Screening		5,000	2004
31.	Management Training		5,000	2004
32.	Maintenance Training		5,000	2004
33.	Automation System Enhancements		5,000	2004
34.	Resident Initiatives		N/C	2004
35.	Resident Organization		N/C	2004
36.	Computer Equipment		5,000	2004
Total estimated cost over next 5 years estimated cost over			\$ 840,000	

SCRANTON HOUSING AUTHORITY *September 11, 2000*

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA 3-1	Valley View Terrance	N/A	N/A
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Relocation of all families		\$ 700,000	2001
2. Demolition of all units		1,400,000	2001
3. Site Preparation and Utilities		2,100,000	2002
Total estimated cost over next 5 years		\$ 4,200,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA 3-2	Hilltop Manor	N/A	N/A
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
1. New roofs		\$ 525,000	2003
2. New Gutters and Downspouts		40,000	2003
3. Replacement Windows		600,000	2004
Total estimated cost over next 5 years		\$ 1,165,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA 3-3	Bangor Heightrs	N/A	N/A
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Upgrade Electrical Service		\$ 275,000	2003
2. New Roofs		525,000	2004
3. New Gutters and Downspouts		36,000	2004
Total estimated cost over next 5 years		\$ 836,000	

SCRANTON HOUSING AUTHORITY September 11, 2000

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA 3-4	Adams Apartments	N/A	N/A
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
1.	Paint exterior of building	\$ 30,000	2003
2.	Install Fire Hoses	2,000	2003
3.	Replace Underground Heat Lines	35,000	2003
4.	Replace Compactors	12,000	2003
5.	Install Sprinkler System	235,000	2003
6.	Ventilation in Stairwells	2,000	2003
Total estimated cost over next 5 years		\$ 316,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA 3-5	Adams High Rise	N/A	N/A
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
1.	Ventilation in stairwells	\$ 2,000	2003
2.	Replace Heating System	60,000	2003
3.	Install Storm Doors on Balconies	10,000	2003
4.	Recaulk Expansion Joints	8,000	2003
5.	New Roof	100,000	2003
Total estimated cost over next 5 years		\$ 180,000	

SCRANTON HOUSING AUTHORITY *September 11, 2000*

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA 3-6	Jackson Heights	N/A	N/A
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
1.	New Ceilings In Common Areas	\$ 27,000	2003
2.	Common Area Upgrade	5,000	2003
3.	Air Conditioning	25,000	2003
4.	Floor Covering In Common Areas	20,000	2003
5.	Temperature Controls In Each Apartment	45,000	2003
6.	New Roof	100,000	2003
7.	Landscaping	20,000	2003
8.	New Compactor	10,000	2003
9.	New Windows	175,000	2003
10.	New Interior Doors	45,000	2003
11.	New Closet Doors	40,000	2003
Total estimated cost over next 5 years		\$ 512,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA 3-7	Washington West	N/A	N/A
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
1.	Landscaping	\$ 5,000	2003
2.	Replace Front & Back Steps	12,000	2003
3.	New Compactor	10,000	2003
Total estimated cost over next 5 years		\$ 27,000	

SCRANTON HOUSING AUTHORITY *September 11, 2000*

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA 3-8B	Jackson Terrace	N/A	N/A
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
1.	New Roofing	\$ 44,000	2003
2.	Range Hoods	11,000	2003
3.	Tub Surrounds	10,000	2003
4.	Bathroom Light Fixtures	4,000	2003
5.	Other Light Fixtures	10,000	2003
6.	Heat Covers	5,000	2003
7.	Closet Doors	50,000	2003
8.	New Hot Water Heaters	5,000	2003
9.	Retro Fit 3 Units – 504	25,000	2003
10.	New Flooring In Office	2,000	2003
11.	Air Conditioning In Office	4,000	2003
12.	New Flooring In Community Room	2,000	2003
13.	New Gutters And Downspourts	15,000	2003
14.	Entrance Doors	38,000	2003
15.	New Kitchens	150,000	2004
16.	New Bathrooms	225,000	2004
17.	Interior Doors And Hardware	36,000	2004
18.	Paint Aparatments	90,000	2004
19.	New Windows	160,000	2004
20.	Site Work	20,000	2004
21.	Storm Doors	30,000	2004
22.	Replace Silo Doors	5,000	2004
23.	Replace Tile Floor In Apartments	75,000	2004
Total estimated cost over next 5 years		\$ 1,016,000	

SCRANTON HOUSING AUTHORITY September 11, 2000

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA 3-9	Washington Plaza	N/A	N/A
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
1.	New Roofs	\$ 60,000	2004
2.	New Gutter And Downspouts	10,000	2004
3.	Entrance Doors	55,000	2004
4.	New Kitchens	150,000	2004
5.	New Bathrooms	231,000	2004
6.	Interior Doors And Hardware	36,000	2004
7.	Paint Apartments	90,000	2004
8.	New Windows	160,000	2004
9.	New Closet Doors	60,000	2004
10.	Storm Doors	25,000	2004
11.	Site Work	25,000	2004
12.	New Stoves	18,000	2004
13.	New Refrigerators	24,000	2004
14.	New Porches	120,000	2004
15.	New Floor Tile In Apartments	90,000	2004
16.	New Electrical Lights In Apartments	8,000	2004
17.	New Baseboard Radiators	40,000	2004
18.	New Thermostats	6,000	2004
Total estimated cost over next 5 years		\$ 1,208,000	

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:
Valley View Terrace
- 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:
Valley View Terrace
- 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: Valley View Terrace 1b. Development (project) number: PA26P003001
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(01/10/01)</u>
5. Number of units affected: 240 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 10/1/2001 b. Projected end date of activity: 6/30/02

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.79 (j)]

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

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

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

2. Activity Description

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

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: Scattered Sites
1b. Development (project) number: PA003-012, PA003-013
2. Federal Program authority:

<input type="checkbox"/> HOPE I <input checked="" 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 checked="" 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: <u>(21/10/1996)</u>
5. Number of units affected: 45 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" 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.

Not required for High Performers.

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

- 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.

Not required for High Performers.

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)

SCRANTON HOUSING AUTHORITY *September 11, 2000*

- 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.

Not required for High Performers

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 at Attachment (File name) Attachment 4 - Page 67
 - Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
 - The PHA changed portions of the PHA Plan in response to comments
List changes below:
 - Other: (list below)

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- Other: (list below)

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

Homeownership and demolition

B. Other information Required by HUD

RESOLUTION NO. 99-6

**ADOPTING AN ADMISSIONS POLICY
TO PROVIDE FOR DECONCENTRATION OF
POVERTY AND INCOME MIXING**

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 (“QHWRA”) was enacted by Congress on October 8, 1998 and signed by the President of the United States on October 21, 1998; and

WHEREAS, Section 513 of the QHWRA mandates the formulation of an admissions policy designed to provide for deconcentration of poverty and income mixing by bringing higher income tenants into lower income public housing developments and lower income tenants into higher income public housing developments; and

WHEREAS, it has been the policy of the Scranton Housing Authority to maintain a tenant body in its public housing developments comprised of families with a broad range of incomes to avoid concentrations of the most economically deprived families as evidenced by the Authority’s current family income mix within its public housing developments; and

WHEREAS, the Scranton Housing Authority has determined it appropriate to establish a stated admissions policy designed to provide for deconcentration of poverty and income mixing which shall become part of the Authority’s admissions policy and part of the Authority’s required agency plan under QHWRA.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Scranton Housing Authority, and in compliance with Section 513 of the Quality Housing and Work Responsibility Act of 1998 that there is hereby established a policy prohibiting the concentration of low income families within certain housing developments by promoting income mixing in all public housing developments of the Scranton Housing Authority.

Attachments:

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

Attachment 1. Public Housing Drug Elimination Program Plan

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

Annual PHDEP Plan Table of Contents:

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

Section 1: General Information/History

A. Amount of PHDEP Grant \$ 303,721

B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R _____ **X**

C. FFY in which funding is requested. 2000

D. Executive Summary of Annual PHDEP Plan

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

The Scranton Housing Authority's goal is to continue its successful Comprehensive Drug Elimination Program. This Program shall include the use of security personnel, a drug prevention program for children and teenagers and education/training for our residents to allow them to acquire the necessary computer skills so they can compete in the market place and strive towards self-sufficiency.

E. Target Areas

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

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Valley View Terrace	240	738
Hilltop Manor	250	312
Bangor Heights	150	260
Washington Plaza	60	205

F. Duration of Program

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

6 Months _____ **12 Months** _____ **18 Months** _____ **24 Months** **X** **Other** _____

G. PHDEP Program History

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

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996 x	\$ 331,250	PA26DEP0030196			
FY 1997 x	331,250	PA01-DEP003-0197	\$ 9,000		3/31/2001
FY1998 x	344,500	PA01-DEP003-0198	316,500		3/31/2001
FY 1999					

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

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

The Scranton Housing Authority will contract with a private security firm to patrol each of the sites during the “Peak” crime hours, seven days a week. The officers will conduct foot patrols and also will be available to assist the residents in averting crimes. Daily logs will be kept and our full-time Assistant District Attorney will evaluate the success of this program by analyzing the daily logs and tracking the total number of calls for police service and the types of the calls.

At least 20% of our resident children and teens will participate in a Drug Prevention Program. Our Authority will partner with an agency that specializes in providing information and resistance skills to children and teens so that they can say “no” to alcohol and other drugs. Evaluations shall be done by surveys and tracking the number of children and teens that attend the program.

Our goal is to have a least 10% of our adult residents participate in our established computer learning centers. The purpose of this program is to educate/train

our adult residents and allow them to acquire the necessary computer skills so that they can compete in the market place. Records shall be kept tracking the number of participants attending classes and how many residents obtain employment.

B. PHDEP Budget Summary

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

FY 2000 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	\$ 243,560
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	\$ 60,161
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	\$ 303,721

C. PHDEP Plan Goals and Activities

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

9110 - Reimbursement of Law Enforcement						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

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9120 - Security Personnel					Total PHDEP Funding: \$243,560		
Goal(s)	To provide decent safe and affordable housing in a crime free environment.						
Objectives	To reduce the number of police calls and to reduce the availability and use of drugs in our Housing Developments.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Increase foot patrol and surveillance at Authority developments.			10-1-00	9-30-02	243,560	None	Number of hours spent patrolling and daily logs.
2. Collect, analyze and report criminal and drug activity in our housing developments.			10-1-00	3-31-01	See Activity 1	None	The analysis of the statistical information.

9130 - Employment of Investigators					Total PHDEP Funding: \$125,000		
Goal(s)	To provide decent safe and affordable housing in a crime free environment.						
Objectives	To reduce the number of police calls and to reduce the availability and use of drugs in our housing developments.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Investigate drug related and other criminal activities			10-1-00	9-30-02	None	\$125,000	Number of cases investigated
2. Coordinate all security and investigative activity			10-1-00	9-30-02	None		Daily logs, evictions
3. Meet with residents on a weekly basis			10-1-00	9-30-02	None		Meeting log

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							

SCRANTON HOUSING AUTHORITY September 11, 2000

2.							
3.							

9150 - Physical Improvements						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention						Total PHDEP Funding: \$ 60,161	
Goal(s)							
Involve resident youth and families in drug prevention activities.							
Objectives							
20% of our resident children and teens will participate in a say "no" to alcohol and drug program; 10% of our adult residents will participate in an education/training program promoting self-sufficiency.							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Children and teen program to raise their self-esteem and provide drug prevention through education.	100	Resident Youth Ages 6 to 18	10-01-00	9/30/02	\$25,000	None	Surveys; Number of Youth Attending
1. Self-Sufficiency Program	50	Adults In Need of Employment Skills	10-01-00	9/30/02	\$35,161	None	Number of Adults Attending; Job Placement
3.							

9170 - Drug Intervention						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators

SCRANTON HOUSING AUTHORITY September 11, 2000

1.							
2.							
3.							

9180 - Drug Treatment							Total PHDEP Funding: \$	
Goal(s)								
Objectives								
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators	
1.								
2.								
3.								

9190 - Other Program Costs							Total PHDEP Funds: \$	
Goal(s)								
Objectives								
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators	
1.								
2.								
3.								

Section 3: Expenditure/Obligation Milestones

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

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
9110				
9120	Activities 1, 2	\$ 60,890	Activities 1, 2	\$ 121,780
9130				
9140				
9150				
9160	Activities 1, 2	\$15,040	Activities 1, 2	\$ 30,081
9170				
9180				
9190				
TOTAL		\$ 75,930		\$ 151,861

Section 4: Certifications

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

Attachment 2 – Community Service Activities

The Scranton Housing Authority will implement the Community Services requirements beginning on October 1, 2000 as required by the Final Rule published on March 29, 2000. The program will be implemented in accordance with these new regulations found in Part 960 of 24 CFR.

Exempted residents –

- (1) Is 62 years or older;*
- (2) Disabled and certifies that because of this disability he or she is unable to comply with service provisions;*
- (3) Is engaged in work activities;*
- (4) Engaged in work activities under welfare program; or*
- (5) Is a member of a family engaged in work activities under welfare program.*

Nonexempted residents –

On their anniversary date, each household will execute a new lease requiring each adult resident to contribute 8 hours per month of community service (not including political activity); or participate in an economic self-sufficiency program for 8 hours per month; or a combination of the two.

Attachment 3 – Resident Service and Satisfaction Survey Results

The Authority's two lowest scores on the test run of the PHAS resident survey were 78.4% for Communications and 69.6% for Safety. The following are steps that the Authority has or will take to ameliorate resident concerns about communications and safety:

Communications

- Hold bi-weekly meetings between tenants and Authority management to discuss issues pertaining to the development.*
- Promote the establishment of a resident council within each development. Contact has been made with statewide organization that offers technical assistance in this area.*
- Publish quarterly newsletters and distribute them to each tenant. The newsletters will promote programs that the Authority is currently or going to implement, discuss policy changes and communicate services and events that will be provided for residents.*

- *Establish a Resident Advisory Board to provide valuable input on proposed policy changes, services, and programs.*
- *Send letters and memos to residents advising them on policy changes and their impact.*
- *Organize social events for residents that will enhance the quality of life.*

Safety

- *An Assistant District Attorney will be at the bi-weekly resident meetings to discuss security concerns and to determine what additional steps will provide for safer living conditions.*
- *Allow local law enforcement agencies to access vacant units for surveillance purposes.*
- *Report and track criminal activity at the developments.*
- *Conduct criminal background checks on new applicants.*
- *Provide drug prevention, intervention, and treatment programs for residents.*
- *Check to see if there is adequate lighting of site and common areas within each development.*
- *Work with resident groups to establish new programs that will promote safety within developments.*

Attachment 4 – Resident Advisory Board (RAB) Recommendations and Scranton Housing Authority (SHA) Responses

Resident Advisory Board (RAB) sessions held with Authority staff – April 20, June 13, July 18, and August 16, 2000. In addition, the RAB met with residents from the various housing developments to get their input and recommendations as follows:

- Washington Plaza, August 1, 2000
- Bangor Heights, August 2, 2000
- Hilltop Manor, August 7, 2000
- Jackson Terrace/Jackson Heights, August 9, 2000
- Riverside, August 10, 2000
- Valley View Terrace, August 11, 2000
- RAB meeting to compile information, August 12, 2000

In responding to the following recommendations, the following more amplifies the two most frequent responses.

- The statement “maintenance will address this recommendation” indicates that the Authority’s maintenance staff will review what is necessary to resolve the concern raised in the recommendation and then take the appropriate action.
- The statement “SHA will consider this recommendation” indicates that Authority staff will fully evaluate the recommendation and determine what action is feasible.

Resident Advisory Board – General Policy Recommendations:

1. Stricter policy guidelines for completion of renovations (renovations started all over SHA, but not completed).

Authority response: *SHA is unable to concentrate on just one development. However, a number of the projects will be completed in the coming year and SHA will review its capital programs to endeavor to wrap up those that are feasible during the Action Year.*

2. Policy on painting apartments due to change in family size is unfair.

Authority response: *SHA will review the policy.*

3. Emergency response number 24 hours/day.

Authority response: *SHA has an emergency number and will send a notice in order to ensure that all residents have this number.*

4. Policy for snow removal for elderly and handicapped.

Authority response: *Maintenance will address this recommendation.*

5. Fire safety instructions, functional fire escape plans for all units.

Authority response: *SHA will communicate with the Fire Department. SHA will hire an outside agency to make recommendations for all developments. The outside agency will be asked to provide recommendations concerning the specific concerns at Valley View and Jackson Terrace within 60 days. SHA will further request that City Fire and inspection personnel review these two sites as soon as practical.*

6. Stringent guidelines and accountability for all maintenance workers.

Authority response: *This is currently included in SHA’s personnel policy.*

7. Change in admissions policy to allow more than one choice of site.

Authority response: *Due to the absence of a waiting list, SHA will offer two choices at the time of apartment offering, assuming that multiple options are available.*

8. Site-based waiting list.

Authority response: *SHA is not interested at this time. It believes that the response to 7 will provide for the options desired by the RAB.*

9. Dollar amount for budgeted line items for resident initiatives and resident organizations clearly stated in SHA plans (no NC).

Authority response: *SHA has repeatedly attempted to establish resident organizations with only limited success. The Authority is hopeful that groups meeting HUD's standards will be organized as a result of the increased interest generated by the development of the Agency Plan. The Authority looks forward to discussing needed support with the RAB and resident organizations. As appropriate needs are identified, the Authority will endeavor to identify available funding sources.*

10. SHA financial support for HUD approved resident training.

Authority response: *SHA is pleased to note the increased interest in HUD approved resident training and will endeavor to be of assistance as appropriate opportunities are identified.*

11. Office space and resources be made available for Resident Councils duly recognized by HUD.

Authority response: *As Resident Councils are established in accordance with HUD regulations, SHA stands ready to provide staff support and to determine what space and resources can be reasonably made available.*

12. Policy for pets included in the SHA plan (developed by residents).

Authority response: *New HUD regulations dated July 10, 2000, require that SHA establish policies that permit pets in family housing as part of its Agency Plan for next year. Accordingly, SHA will work with the RAB to establish a policy to become effective on October 1, 2001.*

13. Budget for Voluntary Tenant Patrols under PHDEP (page 62).

Authority response: *SHA encourages voluntary tenant patrols and will consider requests for funding needed for its implementation.*

14. Expand the target population for computer literacy to include all facets of population, not just adults (page 60).

Authority response: *The program currently being installed was developed in support of adults seeking to develop employment skills. SHA will consider expanding this program during later grant applications.*

15. Increase the minimum % of participants to be reached (page 60).

Authority response: *SHA will expand the computer program to reach residents at Riverside Apartments and Jackson Terrace Apartments. The PHDEP application sets a minimum goal of involving 20% of the youth and 10% of the adult residents in the programs. With the assistance of the RAB, we will be delighted to see these minimums exceeded.*

16. Under admissions preferences, RAB recommends re-prioritizing to the following:

1 homeless
1 high rent burden
2 substandard housing
2 victims of domestic violence
3 involuntary displacement
3 people unable to work due to age or disability
4 work families
Eliminate or reconsider SHA other preference on page 18 of the plan.

Authority response: *At this time, the preferences are meaningless as there is no waiting list. Our current local preferences are consistent with our mission statement and in agreement with Congress and HUD on the desirability of encouraging those who are employed or unable to work due to age or disability.*

17. All SHA lease materials, Admissions & Occupancy policies, briefing seminars, or written materials should be available at site offices for resident access.

Authority response: *The lease and the Admissions and Occupancy policy are available at each of the management offices.*

18. Section 8 residents not represented in these comments: RAB is requesting contact list of Section 8 residents so they can be included in future meetings.

Authority response: *SHA will consider placing an additional Section 8 participant on the RAB.*

19. SHA must include definitions of “substantial deviation” and “significant change” in the 1yr and 5yr Plans.

Authority response: Notice PIH 99-51 (HA) (page 4) states that neither January nor April PHAs will be required to include these descriptions in their first PHA Plans. Notice PIH 2000-22 states that October PHAs “must use currently available instructions in completing their plans, with exceptions and clarifications noted below.” The definitions of “substantial deviations” and “significant changes” are not discussed in this Notice.

In accordance with the instructions in Notice PIH 99-51 (HA), the HUD mandated definitions of “substantial deviations” and “significant changes” for authorities that have not provided their own definitions is as follows:

- “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 Action Plan) or change in use of replacement reserve funds under the Capital Fund;
- Additions of new activities not included in the current PHDEP Plan;
- And any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.
- An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.”

8. Rents to be set at less than 30% of the adjusted income to address the vacancy issue.

Authority response: The Authority has implemented Flat Rents, provided priority for employed applicants, and disregards some employment related income in order to help address the vacancy issue and encourage residents in their journey towards full employment. It has not chosen to reduce the legislatively established percent of adjusted income due for rents as to do so would result in a reduction in its operating subsidies.

-
9. Option to have money go into an ISA in lieu of income disregard for residents who would get a rent increase.

Authority response: Under certain circumstances, as spelled out in SHA’s Admissions and Occupancy Policy, increased rents that result from increased employment income can either be maintained at the previous lower level or placed in an ISA (Individual Savings Account). SHA has chosen to allow the resident to retain the full amount of its increased income for the temporary period permitted by HUD.

10. Make ceiling rents available to help SHA fill vacancies & help with income mixing.

Authority response: *In the 1998 Housing Act Flat Rents replaced Ceiling Rents. SHA has adopted Flat Rents to help fill vacancies and to help with income mixing.*

-
11. RAB would like to work with SHA on development of Outreach policy to address vacancies.

Authority response: *SHA welcomes any assistance that the RAB can provide.*

12. Add a mission statement: eligible individuals & families most in need in our community through creative & supportive services developed in consultation with the RAB.

Authority response: *The policy as currently stated in the Agency Plan more adequately states the mission as meeting the housing needs of “eligible” individuals and families. To limit this assistance to those “most in need” is, we believe, to be too restrictive.*

13. The RAB is concerned that SHA has nothing checked on Page 3 of the Plan, under HUD’s Strategic Goal: Ensure Equal Opportunity in Housing for all Americans.

Authority response: *SHA is mandated and fully committed to the objective of ensuring equal opportunity in housing for all Americans. However, in reviewing basic needs at this time, it was felt that the optional objectives were being met and therefore were not areas for primary focus during the Action Year.*

14. HUD’s strategic goal – improve community quality of life...add include higher income into lower income.

Authority response: *SHA agrees with this recommendation and has accordingly changed the Objectives on page 2 of the Five-Year Plan to reflect this.*

-
15. Plan does not address appointment of a resident to the PHA Board, RAB should elect person from their group to serve.

Authority response: *SHA was required to utilize HUD’s template which does not address the appointment of a resident to the PHA Board. In Pennsylvania, members of the Board are appointed by the Mayor.*

-
16. City’s Con Plan was constructed in consultation with other community orgs. & should be used as a determination of need for SHA Plans.

Authority response: *The need for affordable housing for low income households is stated in both the Consolidated Plan and in the Agency Plan. The Consolidated Plan refers to problems that the Authority is having with maintaining full occupancy. SHA documents in the Agency Plan that there is only limited demand for its public housing units. SHA believes that there will be a demand for replacement units that meet modern standards.*

17. RAB requests any documentation and proof of consultation that SHA had with the developers of the City's Con Plan.

Authority response: *The Authority was represented on the Advisory Board as stated in the Consolidated Plan and the Deputy Executive Director met twice with the City's consultant.*

Resident Advisory Board – Specific Comments on Bangor Heights:

1. When are moves for renovations going to take place and why did they stop?

Authority response: *Moves will be completed by December 31, 2000.*

2. Playground needs mulch or fill to make it less messy (safety).

Authority response: *Maintenance will address this recommendation.*

-
3. Smoke detectors are too sensitive, they go off if you fry an egg.

Authority response: *Maintenance will address this recommendation.*

-
4. Need a timer for the lights at the basketball court.

Authority response: *Maintenance will address this recommendation.*

-
5. Why are inspections done every 2 months, when HUD says every 3 months?

Authority response: *Inspections are done every 3 months.*

-
6. Put in speed bumps that were promised.

Authority response: *Authority can not do this on City of Scranton streets.*

7. Teen age & children's curfews wanted and needed. Parents agree to this.

Authority response: *Parents need to do this.*

-
8. Front porch overhang doesn't come out far enough at 3 room apts, causing bldg damage.

Authority response: *The issue possibly causing building damage has been resolved.*

-
9. Outside banisters loose and rusted away (safety).

Authority response: *Maintenance will address this recommendation.*

-
10. Need lights behind apartments (520 Kennedy & 521 Mary no light fixtures exist) safety.

Authority response: *Maintenance will address this recommendation.*

-
11. Light burned out or flickers behind 528 Mary (possible fire hazard).

Authority response: *Maintenance will address this recommendation.*

-
12. Rain down spouts missing behind apartments (bldg damage)

Authority response: *This work item is included in the Capital Plan.*

-
13. Large holes in ground behind 526 & 528 Kennedy (safety).

Authority response: *Maintenance will address this recommendation.*

-
14. Insufficient lighting behind apartments (safety) always checked off on survey.

Authority response: *This work item is included in the Capital Plan.*

-
15. Need new storm doors (losing heat).

Authority response: *New storm doors are currently being installed.*

16. Removal of excess rug glue in some old apartments.

Authority response: *Maintenance will address this recommendation.*

-
17. In winter, there is a breeze at the corner, at kitchen counter top wall (loss of heat).

Authority response: *This task has been completed.*

-
18. Loose light bulb fixtures in kitchen that cause bulb to come loose, and not light (fire hazard).

Authority response: *The light fixtures are being replaced under the current modernization program.*

19. No closet doors in small bedrooms.

Authority response: *SHA will consider this recommendation.*

20. Large step to get into closet in large bedroom.

Authority response: *This is a structural issue that is not readily altered.*

-
21. Insufficient heat.

Authority response: *SHA will assure that all apartments are maintained at 70 degrees.*

22. Repair or replace thermostats, they don't heat apartment beyond 68 degrees no matter what it's set at.

Authority response: *Maintenance will check the thermostats.*

23. Residents want rent receipts (policy issue).

Authority response: *It is assumed that the check or money order acts as the receipt; however, receipts will be provided if needed.*

24. Screens for windows.

Authority response: *Screens are currently being installed.*

-
25. Two guards, patrolling opposite ends of complex (safety).

Authority response: *One guard is adequate.*

-
26. Better procedure for contacting security, we shouldn't have to contact a guard in a different facility to radio our guard, need cell phone (safety).

Authority response: *All residents will receive a notice with the emergency number.*

-
27. Address numbers on the back of the buildings.

Authority response: *Maintenance will review this recommendation.*

-
28. Repair cabinets that don't open or close right or are loose.

Authority response: *Maintenance will address this recommendation.*

-
29. Paint peeling from runners on steps.

Authority response: *Maintenance will address this recommendation.*

-
30. Phone jacks missing from the second floor apartments.

Authority response: *SHA provides one jack per apartment.*

31. Old kitchen ceiling falling on new dropped ceiling.

Authority response: *Maintenance will address this recommendation.*

32. Counter tops in worse shape than old ones (cigarette burns, cracks, etc.).

Authority response: *Maintenance will address this recommendation.*

-
33. Toilets too close to hot radiators (safety).

Authority response: *Placement is restricted by the size of the room.*

-
34. Bath tubs too narrow for some people.

Authority response: *Standard size tubs are used.*

-
35. Need a small cabinet under bathroom sinks:

Authority response: *Creates too many maintenance issues.*

-
36. Light over bathroom mirror shines behind the mirror.

Authority response: *Maintenance will address this recommendation.*

-
37. Need door bells.

Authority response: *SHA will consider this recommendation.*

Resident Advisory Board Comments – Hilltop Manor

1. Improve supply of hot water until new units installed and operational.

Authority response: *Maintenance will address this recommendation.*

2. Hand rails & tub rails for seniors and handicapped as needed; installed within a reasonable time frame.

Authority response: *SHA will do this as requested.*

3. Playground for small children fenced in for security – this was promised several years ago.

Authority response: *SHA will install playground equipment.*

-
4. Improved emergency number response time – maintenance and security.

Authority response: *A notice will be provided to all residents with the emergency maintenance and security numbers.*

-
-
-
5. Better maintenance of security lighting.

Authority response: *Maintenance will address this recommendation.*

-
6. “Children at play” signs on Saginaw and Webster Streets and speed bumps within the development.

Authority response: *SHA will make a request to the City of Scranton for a “children at play” sign.*

-
7. Sewer drains cleaned and flushed so streets don’t flood.

Authority response: *This is a City of Scranton issue.*

-
8. Closet doors installed.

Authority response: *SHA will consider this recommendation.*

-
9. Snow removal for handicapped & elderly.

SHA response: *Maintenance will address this recommendation.*

-
10. Thermostats repaired in existing heating units and new thermostats installed with installation of new heating units.

SHA response: *When the new systems are installed, there will be thermostats for each heating unit.*

-
11. Block off access to birds & squirrels from outside of roof areas.

SHA response: *Maintenance will address this recommendation.*

Resident Advisory Board Recommendations – Jackson Terrace (JT)/Jackson Heights (JH).

1. Hire security for JT & JH.

SHA response: *Guard currently assigned to Riverside will also cover JT and JH.*

-
2. Playground on the premises JT.

SHA response: *SHA will consider whether there is a feasible location taking into consideration the steep terrain.*

3. Better outside lighting – JH.

SHA response: *SHA will install additional lighting.*

4. Repair fences – JT.

SHA response: *Maintenance will address this recommendation.*

5. Need steps near fence – JT (safety).

SHA response: *Maintenance will address this recommendation.*

-
6. Install and/or repair closets doors – JT.

SHA response: *SHA will consider this recommendation.*

7. Ground rain gutters replaced – JT (safety).

SHA response: *Maintenance will address this recommendation.*

-
8. Window frames repaired or replaced – JT.

SHA response: *Maintenance will address this recommendation.*

9. Railings outside repaired or replaced-pulling away from concrete (safety) – JT.

SHA response: *Maintenance will address this recommendation.*

10. Need better water pressure for showers – JT.

SHA response: *Maintenance will investigate this recommendation.*

11. Policy for paint colors changed – JT.

SHA response: *To maintain consistency, SHA will continue the current policy.*

-
12. Install handicapped accessible ramps, railings, etc. – JT.

SHA response: *SHA will consider this recommendation taking into consideration the steep terrain.*

-
13. Remove large chunks of concrete with piping sticking out – JT (safety).

SHA response: *Maintenance will address this recommendation.*

-
14. Garbage holders removed – JT (safety).

SHA response: *Maintenance will address this recommendation.*

-
15. Provide rope or chain safety ladders – JT (safety).

SHA response: *This recommendation will be addressed as part of the process outlined in the response to question 5 under the General Policy Recommendations.*

-
16. Install larger 2nd floor windows – JT (safety).

SHA response: *This recommendation will be addressed as part of the process outlined in the response to question 5 under the General Policy Recommendations.*

17. Put-up sign with light – JT.

SHA response: *SHA will install an unlit sign after determining whether it is permitted under the City Zoning Codes.*

18. Provide thermostats – JH.

SHA response: *Thermostats are included in the Capital Plan.*

19. Repair cupboards & pipes, water leaking into cupboards – JH.

SHA response: *Maintenance will address this recommendation.*

20. Bathroom renovations – JH.

SHA response: *SHA will review the recommendation and make a determination.*

21. Only some got air conditioners – JH, all should have them.

SHA response: *Air conditioners are currently being installed in all units.*

22. JH – carpeting in common areas was less hazardous for wheel chairs and walkers, get rid of tile floors.

SHA response: *SHA will consider this recommendation.*

Resident Advisory Board Recommendations – Jackson Heights Apartments.

1. Night Time Security Guard.

SHA response: *Guard currently assigned to Riverside will also be asked to cover Jackson Heights.*

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2. Pay phone in lobby for emergency use only.

SHA response: *SHA will consider this recommendation.*

-
3. Womans rest room in the lobby made handicapped acceptable.

SHA response: *Maintenance will address this recommendation.*

-
4. Water fountain to be replaced back in lobby.

SHA response: *SHA will consider this recommendation.*

Resident Advisory Board Recommendations – Riverside.

1. Install rope or chain safety ladders.

SHA response: *This recommendation will be addressed as part of the process outlined in the response to question 5 under the General Policy Recommendations.*

-
2. Install fire extinguishers.

SHA response: *SHA will consider this recommendation.*

-
3. Better drain age for sinks & washers.

SHA response: *Maintenance will address this recommendation.*

4. Install security cameras.

SHA response: *SHA will consider this recommendation.*

-
5. Repair thermostats.

SHA response: *Maintenance will address this recommendation.*

6. Repair insulation around windows and doors.

SHA response: *Maintenance will address this recommendation.*

-
7. Install new storm doors.

SHA response: *New storm doors are included in the Capital Plan.*

8. Build playground on the premises.

SHA response: *SHA will consider this recommendation.*

-
9. Install railings on both sides of steps for elderly & handicapped.

SHA response: *SHA will install where necessary.*

10. Loose glass in windows-repair or replace frames (safety).

SHA response: *Maintenance will address this recommendation.*

-
11. Install new inside doors.

SHA response: *New doors are included in the Capital Plan.*

-
12. Repair and install better lighting and fencing.

SHA response: *New exterior lights are included in the Capital Plan. SHA will consider the fencing needs at the same time.*

-
13. Electrical outlets need repair or replacement (safety).

SHA response: *Included in Capital Plan.*

14. Install mail slots in doors.

SHA response: *New doors are included in the Capital Plan.*

-
15. Provide handicapped accessible.

SHA response: *Included in modernization funding.*

16. Provide Riverside sign with lighting.

SHA response: *SHA will provide an unlit sign after determining whether it is permitted under the City Zoning Codes.*

-
17. New down spouts were installed, but need correcting.

SHA response: *New gutters and downspouts are included in the Capital Plan.*

Resident Advisory Board Recommendations – Valley View Terrace.

1. No demolition.

SHA response: *SHA plans to submit a demolition proposal to HUD for Valley View.*

-
2. Fence all the way around – reconstruction of fence to ensure closure of development.

SHA response: *SHA will consider this recommendation.*

3. More accountability for security, access number for easier contact.

SHA response: *SHA will provide notice with emergency security number to all residents.*

4. High Rise – elderly need air conditioners.

SHA response: *SHA will consider this recommendation.*

5. High Rise – institute repair or replacement entrance buzzers.

SHA response: *SHA will consider this recommendation.*

6. Thermostats or better way to regulate heat.

SHA response: *SHA will consider this recommendation.*

7. Better response time for needed repairs both minor and major.

SHA response: *Maintenance will address this recommendation.*

8. Unfair charge for maintenance to let residents in who lock themselves out.

SHA response: *SHA will consider this recommendation.*

-
9. High Rise – needs painting (peeling paint in apartments and hallways).

SHA response: *Maintenance will address this recommendation.*

10. Construct bus shelters for residents at the bus stop in development.

SHA response: *SHA will consider this recommendation.*

-
11. High Rise fire safety exits (fire doors are locked & escapes are cut off).

SHA response: *This recommendation will be addressed as part of the process outlined in the response to question 5 under the General Policy Recommendations.*

12. Clearer policies on responsibility for cleaning outside of units.

SHA response: *SHA will consider this recommendation.*

-
13. Re-evaluation of late charges applied for late rent & how is late charge money used.

SHA response: *The current policy is fair and in accordance with State and Federal legislation.*

-
14. More lighting around fencing area adjoining woods, streets and other development property.

SHA response: *SHA will consider this recommendation.*

-
15. No trespassing signs throughout development (particularly along adjacent properties).

SHA response: *SHA will consider this recommendation.*

-
16. Speed bumps (not effective) need better enforcement.

SHA response: *This concern needs to be addressed to the City of Scranton.*

17. Playground area needs padding for safety of children.

SHA response: *Maintenance will address this recommendation.*

18. SHA downsized 32 end units from 4bedrms to 3bedrms, making less room for larger families *recommend combining some vacant units into larger units, to accommodate large families & cut down on # of units vacant.

SHA response: *SHA is not considering any unit conversions at this time.*

19. Provide current, up-to-date list of programs available to every eligible resident, with quarterly updates.

SHA response: *SHA will consider this recommendation.*

20. Establish welcoming committee for new residents.

SHA response: *SHA believes that this is a task that should be undertaken by the Resident Council.*

21. More activities and programs for pre-school children.

SHA response: *SHA believes that this is a task that should be undertaken by the Resident Council.*

22. Childcare within or near the development (to help residents to become more self-sufficient, some residents could be trained to run and operate the childcare service).

SHA response: *SHA will consider this recommendation.*

23. Retrieve missing valley view sign and promptly install.

SHA response: *SHA will consider this recommendation.*

24. Install glass in storm doors (old glass removed and new glass never replaced) – needed by start of winter.

SHA response: *SHA will consider this recommendation.*

25. Boilers & heating system renovated or replaced.

SHA response: *Adequate heat will continue to be provided to all occupied units. Major renovation or replacement will not be undertaken while the demolition of these units is under consideration.*

26. Timelier cleaning & availability of vacant units.

- SHA response: *Units are regularly made ready within 20 days.*
27. Policy for painting made less than every 5 years.
- SHA response: *SHA will consider this recommendation.*
28. Much clearer policy on who is to paint when there's a transfer due to a change in family size.
- SHA response: *SHA will consider this recommendation.*
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29. In case of demolition, clear documentation that SHA required standards will be maintained until last occupant is placed and demolition begins.
- SHA response: *SHA will maintain all occupied units in accordance with HUD standards.*
30. If demolition takes place, give residents more than one option of where to move within the SHA.
- SHA response: *SHA will consider this recommendation as it develops the demolition and relocation plans.*
31. Counseling for displaced residents.
- SHA response: *Advisory services will be provided as necessary in accordance with HUD Regulations.*
-
32. Clarification about who the streets inside the development belong to & who's responsible for safety and snow removal.
- SHA response: *The streets are all owned by the City of Scranton, which is responsible for safety and snow removal.*
33. Stringent guidelines & accountability for maintenance crew.
- SHA response: *This information is contained in SHA's Personnel Policy.*
34. Fair housing guidelines should apply to self-sufficiency programs (fairness & equal access to all).

SHA response: *SHA agrees.*

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35. Increase program requirement to more than 20% of resident to be trained instead of at least.

SHA response: *SHA will strive to exceed the minimum goals established under the PHDEP program.*

Resident Advisory Board Recommendations – Washington Plaza.

1. New playground fencing & equipment.

SHA response: *SHA will consider this recommendation.*

2. Tree roots removed.

SHA response: *Maintenance will address this recommendation.*

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3. Repair broken concrete on steps.

SHA response: *Maintenance will address this recommendation.*

4. Grounds beautification needs to be addressed.

SHA response: *This is included in the Capital Plan.*

5. Sign with light, to identify the Plaza.

SHA response: *SHA will provide an unlit sign after determining whether it is permitted under the City Zoning Codes.*

6. Install thermostats for each apartment.

SHA response: *This is included in the Capital Plan.*

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7. New porches for the apartments.

SHA response: *This is included in the Capital Plan.*

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8. Provide cell phones for security.

SHA response: *SHA will consider this recommendation.*

9. Give each resident a rent receipt when they pay rent.

SHA response: *It is assumed that the cancelled check or money order will serve as the receipt. If needed, a receipt will be provided.*

10. Install new screen doors.

SHA response: *This is included in the Capital Plan.*

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11. Fences need to be fixed so kids can't slide under them.

SHA response: *This is included in the Capital Plan.*

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12. Install fire extinguishers in each apartment.

SHA response: *SHA will consider this recommendation.*

13. Install new electrical outlets.

SHA response: *This is included in the Capital Plan.*

Resident Advisory Board Recommendations – Adams High Rise

1. Larger washer and dryer for spreads, drapes, comforters and rugs.

SHA response: *SHA will consider this recommendation.*

2. Separate washer for maintenance laundry, dry mops, scrub mops and wax mops.

SHA response: *SHA will consider this recommendation.*

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3. Small sills for front door at Vine Street.

SHA response: *SHA will consider this recommendation.*

4. _____ Repair or replace patio doors so they can be closed without being locked.

SHA response: *SHA will consider this recommendation.*

5. _____ One of the stalls in the ladies room handicap.

SHA response: *SHA will consider this recommendation.*