

# PHA Plan

## Housing Authority of Indiana County PA028 P048

5 Year Plan for Fiscal Years 2001 - 2005  
Annual Plan for Fiscal Year 2001

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

## PHA Plan Agency Identification

**PHA Name:** Housing Authority of Indiana County

**PHA Number:** PA048

**PHA Fiscal Year Beginning:** 07/2000

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**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)

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

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

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

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - 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) 80.3
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: financial management PHAS scores, specifically public housing reserve levels
  - Renovate or modernize public housing units: See our 5-Year Capital Fund Program *Modernization Improvement Plan* (PA048h01)
  - 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)

HAIC will continue to operate the Family Self-Sufficiency Program in our Section 8 Rental Assistance Program as a means to achieve all of the above objectives.

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

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

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

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

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

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

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

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

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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### Attachments

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

#### Required Attachments:

- Admissions Policy for Deconcentration  
*Amendment to the Final Rule to Deconcentrate Poverty and Promote Integration in Public Housing* published on February 5, 2001, delays the deconcentration reporting requirements until PHA's with fiscal years commencing on or after October 1, 2001.
- FY 2000 Capital Fund Program Annual Statement (PA048b01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- X Implementation of Public Housing Resident Community Service Requirements (PA048c01)
- X Pet Policy (PA048d01)
- X Statement of Progress in Meeting the 5-Year Plan Mission and Goals (PA048e01)
- X Resident Membership of the PHA Governing Board (PA048f01)
- X Membership of the Resident Advisory Board (PA048g01)

#### Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan (PA048h01)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (PA048j01)
- Other (List below, providing each attachment name)  
FY 1999 CIAP Performance & Evaluation Report (PA048a01)

### Supporting Documents Available for Review

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



<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	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
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy	Annual Plan: Operations

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
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	Annual Plan: Annual Audit

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	response to any findings	
	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.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of AMI	7,859	5	4	4	3	4	4
Income >30% but <=50% of AMI	5,913	4	3	3	3	4	4
Income >50% but <80% of AMI	2,612	3	3	2	3	2	3
Elderly	1,126	4	3	3	3	2	3
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
White	30,983	3	2	3	3	3	3
Black Non-Hispanic	329	5	4	3	3	3	3
Hispanic	107	5	4	3	3	5	3
Asian	139	N/A	N/A	N/A	N/A	N/A	N/A

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

Consolidated Plan of the Jurisdiction/s

Indicate year: 1995-1999

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	324		182 (56%)
Extremely low income <=30% AMI	182	56	
Very low income (>30% but <=50% AMI)	142	44	
Low income (>50% but <80% AMI)	N/A	N/A	
Families with children	194	60	
Elderly families	41	13	
Families with Disabilities	42	13	
White Non-Hispanic	301	93	
Asian/Pacific Islands	2	Less than 1	
Black	19	6	

Housing Needs of Families on the Waiting List			
American Indian/ Asian	2	Less than 1	
Characteristics by Bedroom Size (Public Housing Only)			
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)? N/A Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	137		73 (53%)
Extremely low income <=30% AMI	86	63	
Very low income (>30% but <=50% AMI)	37	27	
Low income (>50% but <80% AMI)	14	10	
Families with			

<b>Housing Needs of Families on the Waiting List</b>			
children	31	23	
Elderly families	56	41	
Families with Disabilities	1	Less than 1	
White Non-Hispanic	131	96	
Black	5	4	
Asian/Pacific Islander	1	Less than 1	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	104	76	18
2 BR	14	10	42
3 BR	19	14	13
4 BR	N/A		
5 BR	N/A		
5+ BR	N/A		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

**C. Strategy for Addressing Needs**

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

**(1) Strategies**

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line

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

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

Select all that apply

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

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)  
Develop additional units targeted for those with special needs through our non-profit affiliate, utilizing Low-Income Housing Tax Credits.

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

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

Select if applicable



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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

**Financial Resources:  
Planned Sources and Uses**

Sources	Planned \$	Planned Uses
<b>1. Federal Grants (FY 2000 grants)</b>	2,121,339	
a) Public Housing Operating Fund	271,872	
b) Public Housing Capital Fund	324,327	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,820,112	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	15,768	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	<b>283,660</b>	PH Operations
<b>4. Other income (list below)</b>	<b>8,100</b>	PH Operations
Non-dwelling rental income	8,100	
<b>4. Non-federal sources (list below)</b>	<b>134,706</b>	Operations
Management Fees	134,706	
<b>Total resources</b>	<b>2,547,805</b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)  
After all screening is completed and prior to offering unit.

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)  
**\*See note below.**

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

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

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

**\* NOTE: All applicants are questioned regarding criminal history. If response is affirmative, HAIC verifies facts through local police and parole officers, local magistrates and government computer matching programs.**

## **(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? None
2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)  
Extensive marketing and outreach efforts, and through direct mailings.

**(3) Assignment**

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

**(4) Admissions Preferences**

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

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

Resident choice is offered in cases of a verified hardship.

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

b. How often must residents notify the PHA of changes in family composition?

(select all that apply)

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

**(6) Deconcentration and Income Mixing**

***Amendment to the Final Rule to Deconcentrate Poverty and Promote Integration in Public Housing*** published on February 5, 2001, delays the deconcentration reporting requirement until PHA's with fiscal years commencing on or after October 1, 2001.

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

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

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

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

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

## **B. Section 8**

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

### **(1) Eligibility**

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

### **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
  - Federal public housing
  - Federal moderate rehabilitation



- Federal project-based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

Applicant must submit documentation that he or she has made a continued effort to secure housing throughout the initial 60-day period.

**(4) Admissions Preferences**

a. Income targeting

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

- 1 Date and Time of Application

Former Federal preferences

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

Other preferences (select all that apply)

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

- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

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

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

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

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

HAIC does not employ "resident" preferences.

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

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

#### **(5) Special Purpose Section 8 Assistance Programs**

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

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

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

- Through published notices
- Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

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

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

Other (list below)

f. Rent re-determinations:

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

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

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

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

## **(2) Flat Rents**

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

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

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

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

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

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached.  
(PA048i01)
- 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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	187	72
Section 8 Vouchers	497	114 (23%)
Section 8 Certificates	23	0
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)	N/A	
Family Self-Sufficiency	21	2

**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)
  - Public Housing Admissions and Continued Occupancy Policy Resolution #10-2000, adopted 1-18-00 including: Dwelling Lease; Pet Policy and Grievance Procedure



- Public Housing Routine & Preventive Maintenance Policy Resolution #12-94, adopted 11-18-93
- Section 2 (e) Preventive Maintenance and Section 4 (a) of the Maintenance Policy call for monthly inspections for signs of infestation, as well as monthly extermination services in all common areas of public housing sites plus individual dwelling units as needed.
- HAIC contracts with Environmental Pest Control for these services, which specifically includes all species of cockroaches.

(2) Section 8 Management: (list below)  
Section 8 Administrative Plan

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

## **A. Capital Fund Activities**

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (PA048b01)

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (PA048h01)

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development  
 Revitalization Plan submitted, pending approval  
 Revitalization Plan approved  
 Activities pursuant to an approved Revitalization Plan underway

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### **2. Activity Description**

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
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.)

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

5. Number of units affected:
6. Coverage of action: (select one)
- Part of the development
- Total development

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (l)]

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

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

#### 1. Cooperative agreements:

- Yes  No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive



services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 01/01/01)
Public Housing	N/A	N/A
Section 8	44	21

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

**C. Welfare Benefit Reductions**

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

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

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

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

[24 CFR Part 903.7 9 (m)]

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

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

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

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

Throughout the past fiscal year, HAIC has had only 4 crimes reported at our public housing sites, all of which were of a non-violent nature. We do not have a safety or security problem.

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)

None

**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) N/A

- 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)

None

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

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

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

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

None

**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)]

See attachment PA048d01

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

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

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

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

- Attached at Attachment (PA048j01)
- 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: (Commonwealth of Pennsylvania)  
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

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

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

- 2) Development of new lower density public housing that is conducive to neighborhood revitalization.
- 3) Homeownership incentives for public housing residents.
- 4) Expanding public awareness of the needs of persons with disabilities.
- 5) Development and management of units designated for those with special needs.
- 6) Development of mixed-finance site designated for elderly, handicapped or disabled.
- 7) Collaboration with other housing providers.
- 8) Ongoing efforts to meet or exceed income targeting / income mixing requirements.

Other: (list below)

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

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

The Housing Authority of Indiana County addresses these needs through the operation of its public housing and Section 8 rental assistance programs, as well as the properties we manage which were financed through the Low-Income Housing Tax Credit program.

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

Through ongoing modernization of our public housing stock, as well as efforts to develop additional housing, the Housing Authority of Indiana County directly meets this stated goal.

- 3) Another goal in the Commonwealth Plan is to "improve rental housing opportunities". The Plan points out that renters have more housing problems than homeowners.

Our Section 8 rental assistance program directly supports the ability of Indiana County residents to find rental housing opportunities they would otherwise lack.

#### **D. Other Information Required by HUD**

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



### **Criterion for identifying a "substantial deviation" from the PHA Plan**

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

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

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

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

1. Changes to rent or admissions policies or organization of the waiting list;
2. Additions of non-emergency work items over \$25,000 (items not included in the current Annual Statement or 5-Year Plan) or change in use of replacement reserve funds under the Capital Fund;
3. Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

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

### **Attachments**

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

PA048a01	FY 1999 CIAP Performance & Evaluation Report
PA048b01	FY 2000 Capital Fund Program Performance & Evaluation Report FY 2001 Capital Fund Program Annual Statement
PA048c01	Implementation of Public Housing Resident Community Service Requirements
PA048d01	Pet Policy
PA048e01	Statement of Progress to the Goals and Objectives Provided in the 5-Year Plan
PA048f01	Resident Membership of the PHA Governing Board
PA048g01	Membership of the Resident Advisory Board
PA048h01	5-Year Capital Plan
PA048i01	Organizational Chart
PA048j01	Resident Advisory Board Comments & Response
PA048k01	Certification Regarding Section 8 Project-Based Assistance

**Attachment PA048a01  
FY 2001 Agency Plan**

**Performance and Evaluation Report  
For FY 1999 CIAP**

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> Housing Authority of Indiana County	<b>Grant Type and Number</b> Comprehensive Improvement Assistance Program Grant No: <b>PA28P048904-99</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>1999</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 12-31-00  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations	0	11,230	11,230	6,000
3	1408 Management Improvements Soft Costs	0	10,000	10,000	7,687
	Management Improvements Hard Costs	0	0	0	0
4	1410 Administration	28,800	28,800	28,800	28,800
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	13,200	17,500	17,500	16,224
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	0	0	0	0
10	1460 Dwelling Structures	246,842	165,142	165,142	154,168
11	1465.1 Dwelling Equipment—Nonexpendable	0	23,000	23,000	5,020
12	1470 Nondwelling Structures	0	1,575	1,575	1,927
13	1475 Nondwelling Equipment	0	31,595	31,595	10,039
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	0	0	0	0

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> Housing Authority of Indiana County	<b>Grant Type and Number</b> Comprehensive Improvement Assistance Program Grant No: <b>PA28P048904-99</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>1999</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 12-31-00  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines.....)	288,842	288,842	288,842	229,865
	Amount of line XX Related to LBP Activities	0	0	0	0
	Amount of line XX Related to Section 504 compliance	0	0	0	0
	Amount of line XX Related to Security –Soft Costs	0	0	0	0
	Amount of Line XX related to Security-- Hard Costs	0	0	0	0
	Amount of line XX Related to Energy Conservation Measures	2,289	2,289	2,289	2,289
	Collateralization Expenses or Debt Service	0	0	0	0

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of Indiana County		Grant Type and Number CIAP Grant No: PA28P048904-99 Replacement Housing Factor Grant No:			Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA 48-3	Roof replacement	1460	6	23,417	31,470	31,470	31,470	100%
PA 48-4	Roof replacement	1460	50	173,775	91,054	91,054	91,054	100%
PA 48-6	Roof replacement	1460	20	49,650	22,769	22,769	22,769	100%
PA 48-5	Office renovations	1460	1	0	275	275	275	100%
PA 48-5	Force account labor For office renovations	1470	1	0	1,927	1,927	1,927	100%
PA 48-3	Replace Entrance doors	1460	6	0	2289	2289	2289	100%
PA 48-3	Force account labor to replace entrance doors	1460	6	0	4012	4012	4012	100%
PA 48-5	Paint siding	1460	18	0	8042	8042	0	Contract awarded
PA 48-8	Purchase washers/dryers	1465.1	20	0	9963	9963	5020	Contract awarded
PA 48-8	Force account labor to install washers/dryers	1460	20	0	2299	2299	2299	100%
PHA wide	Purchase maintenance vehicle	1475	1	0	15,517	15,517	0	Contract awarded
PHA wide	Purchase lawn tractor	1475	1	0	1,749	1,749	1,749	100%
PHA wide	Purchase shelving for maintenance inventory	1475	1	0	532	532	532	100%
PHA wide	Purchase snowblower	1475	1	0	798	798	798	100%

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of Indiana County		Grant Type and Number CIAP Grant No: PA28P048904-99 Replacement Housing Factor Grant No:			Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA wide	Purchase hand-held carbon monoxide detectors	1475	6	0	1,796	1,796	1,796	100%
PHA wide	Office furniture, file cabinets, laser printer	1475	1	0	5,164	5,164	5,164	100%
PHA wide	Computer hardware equipment	1475	1	0	12,878	12,878	0	Contract awarded
PHA wide	Maintenance equipment	1475	1	0	1,000	1,000	0	0
PHA wide	Training/travel	1408	1	0	9,361	9,361	7,687	82%
PHA wide	Operations	1406	1	0	19,407	19,407	6,000	31%
PHA wide	Computer software upgrades	1408	1	0	240	240	0	0
PHA wide	A/E fees	1430	1	12,000	12,000	12,000	12,000	100%
PHA wide	Advertising/sundry	1430	1	1,200	5,040	5,040	3,764	75%
PHA wide	Environmental review	1430	1	0	460	460	460	100%
PHA wide	Administration	1410	1	28,800	28,800	28,800	28,000	100%

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: Housing Authority of Indiana County		Grant Type and Number CIAP No: PA28P048904-99 Replacement Housing Factor No:					Federal FY of Grant: 1999	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
PA 48-3	6-30-00	N/A	6-30-00	12-31-00	N/A	12-31-00		
PA 48-4	6-30-00	N/A	6-30-00	12-31-00	N/A	12-31-00		
PA 48-5	--	12-31-00	9-30-00	--	12-31-01		Additional work items	
PA 48-6	6-30-00	N/A	3-31-00	12-31-00	N/A	9-30-00		
PA 48-8	--	12-31-00	12-31-00	--	12-31-01		Additional work items	
PHA wide Administration	6-30-00	N/A	12-31-99	6-30-00	N/A	6-30-00		
PHA wide Fees & costs	6-30-00	12-31-00	9-30-00	12-31-00	12-31-01		Additional work items	
PHA wide Mgmt. Improvements	--	12-31-00	9-30-00	--	12-31-01		Additional work items	
PHA wide Dwelling equipment	--	12-31-00	12-31-00	--	12-31-01		Additional work items	
PHA wide Operations	--	12-31-00	12-31-00	--	12-31-01		Additional work items	
PHA wide Non-dwelling equipment	--	12-31-00	12-31-00	--	12-31-01		Additional work items	



**Attachment PA048b01  
FY 2001 Agency Plan**

**Capital Fund Program Annual Statement  
For FY 2001**

**Performance & Evaluation Report  
For FY 2000**

## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

<b>PHA Name:</b> Housing Authority of Indiana County	<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28P048501-00 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  2000
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Original Annual Statement  
 Reserve for Disasters/ Emergencies  
 Revised Annual Statement (revision no:    )  
 Performance and Evaluation Report for Period Ending: 12-31-00  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations	64,800	55,936	15,000	0
3	1408 Management Improvements Soft Costs	8,000	5,000	0	0
	Management Improvements Hard Costs	0	0	0	0
4	1410 Administration	32,400	32,400	15,000	0
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	12,050	12,327	10,189	957
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	32,377	22,700	0	0
10	1460 Dwelling Structures	0	10,231	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	54,700	54,700	0	0
12	1470 Nondwelling Structures	80,000	100,000	0	0
13	1475 Nondwelling Equipment	40,000	31,033	31,033	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	0	0	0	0
	Amount of Annual Grant: (sum of lines.....)	324,327	324,327	71,222	957
	Amount of line XX Related to LBP Activities	0	0	0	0
	Amount of line XX Related to Section 504 compliance	5,000	5,000	0	0

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> Housing Authority of Indiana County	<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28P048501-00 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  2000
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Original Annual Statement
  Reserve for Disasters/ Emergencies
  Revised Annual Statement (revision no: )
  Performance and Evaluation Report for Period Ending: 12-31-00
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to Security --Soft Costs	0	0	0	0
	Amount of Line XX related to Security-- Hard Costs	15,000	15,000	0	0
	Amount of line XX Related to Energy Conservation Measures	0	0	0	0
	Collateralization Expenses or Debt Service	0	0	0	0

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of Indiana County		Grant Type and Number Capital Fund Program Grant No: PA28P048501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Funds Obligated	Funds Expended	
PA 48-6 McGregor Manor	Address parking lot subsidence, eliminate concrete island, install handicap ramp, repair concrete, install 2 brick dumpster enclosures, upgrade laundry room		1450		32,377	22,700			Out for bid
PA 48-1 Conemaugh Terrace	Construct multi-purpose facility to include laundry, community room and maintenance area, concrete repairs		1470		80,000	100,000			Out for bid
PA 48-1 Conemaugh Terrace	Purchase new stoves and frost-free refrigerators		1465.1	24	18,000	18,000			
PA 48-4 Chestnut Ridge Terrace	Purchase new stoves and refrigerators		1465.1	25	22,500	22,500			
PA 48-5 Tate Terrace	Purchase new stoves		1465.1	18	7,200	7,200			
PA 48-7 Tall Pines Terrace	Purchase frost-free refrigerators		1465.1	20	7,000	7,000			
PA 48-1, PA 48-4, PA 48-5, PA 48-7	Force Account Labor to transport and install appliances		1460		0	10,231			
PHA Wide	Trade-in / Purchase of Maintenance Vehicles		1475	2	40,000	31,033	31,033		Contract awarded
PHA Wide	Computer Software		1408		2,000	1,000			

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of Indiana County		Grant Type and Number Capital Fund Program Grant No: PA28P048501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Training / Travel		1408		6,000	4,000			
PHA Wide	Environmental Review		1430		2,000	1,627	1,627		
PHA Wide	A/E Fees		1430		6,050	6,700	6,700		Contract awarded
PHA Wide	Advertising / Sundry		1430		4,000	4,000	1,862	957	24%
PHA Wide	Administration		1410		32,400	32,400	15,000		46%
PHA Wide	Operations		1406		64,800	55,936	15,000		27%

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: Housing Authority of Indiana County		Grant Type and Number Capital Fund Program No: PA28P048501-00 Replacement Housing Factor No:				Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PA 48-6	12-31-01	03-31-01		06-30-03			Contract awarded
PA 48-1	12-31-01	03-31-01		06-30-03			Contract awarded
PA 48-4	09-30-01			06-30-02			
PA 48-5	09-30-01			06-30-02			
PA 48-7	09-30-01			06-30-02			
PHA Wide:							
Vehicles	12-31-01	12-30-00	12-30-00	06-30-02	03-31-01		Vehicles purchased and delivered
Computer Software	12-31-01			06-30-02			
Training / Travel	12-31-01			06-30-02			
Environmental Review	09-30-01	03-31-01		06-30-02	06-30-01		Environmental Review completed
A/E Fees	12-31-01	12-31-00	12-31-00	06-30-03	03-31-02		Architectural Contract awarded
Advertising / Sundry	12-31-01			06-30-03			
Administration	12-31-01			06-30-02			
Operations	12-31-01			06-30-03			

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> Housing Authority of Indiana County	<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28P048601-01 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  <b>2001</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	53,342			
3	1408 Management Improvements Soft Costs	2,000			
	Management Improvements Hard Costs	2,000			
4	1410 Administration	32,400			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	14,900			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	20,000			
10	1460 Dwelling Structures	220,000			
11	1465.1 Dwelling Equipment—Nonexpendable	0			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1502 Contingency	0			
	Amount of Annual Grant: (sum of lines.....)	344,642			

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> Housing Authority of Indiana County	<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28P048601-01 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  2001
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to LBP Activities	0			
	Amount of line XX Related to Section 504 compliance	20,000			
	Amount of line XX Related to Security --Soft Costs	0			
	Amount of Line XX related to Security-- Hard Costs	0			
	Amount of line XX Related to Energy Conservation Measures	0			
	Collateralization Expenses or Debt Service	0			



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of Indiana County		Grant Type and Number Capital Fund Program Grant No: PA28P048601-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PA 48-3 Saltsburg Heights	Construct front porches with gabled roofs & privacy dividers; encapsulate asbestos floor tiles, install luan subfloor and carpeting		1460	25	220,000				
PA 48-3 Saltsburg Heights	Extend parking area to new porches; plant shade trees, redesign walkways		1450	25	20,000				
PA 48-3 Saltsburg Heights	A/E Fees		1430		11,400				
PHA Wide	Environmental review		1430		1,500				
PHA Wide	Advertising/sundry		1430		2,000				
PHA Wide	Operations		1406		53,342				
PHA Wide	Administration		1410		32,400				
PHA Wide	Training / Travel		1408		2,000				
PHA Wide	Computer Software		1408		2,000				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: Housing Authority of Indiana County		Grant Type and Number Capital Fund Program No: PA28P048601-00 Replacement Housing Factor No:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PA 48-3	12-31-02			06-30-04			
PHA Wide:							
A/E Fees	12-31-02			06-30-04			
Advertising / Sundry	12-31-02			06-30-04			
Environmental Review	09-30-02			06-30-03			
Operations	12-31-02			06-30-04			
Training / Travel	12-31-02			06-30-04			
Computer Software	12-31-02			06-30-04			

**Attachment PA048c01  
FY 2001 Agency Plan**

**Implementation of Public Housing Resident Community  
Service Requirements**

**Housing Authority of Indiana County  
Attachment PA048c01  
FY 2001 Agency Plan**

## IMPLEMENTATION OF PUBLIC HOUSING RESIDENT COMMUNITY SERVICE REQUIREMENTS

### ADMINISTRATIVE ACTIONS:

- Resolution #06-2001 was adopted on September 19, 2000, implementing a Community Service Policy for Public Housing Residents to become effective October 1, 2000.
- Resolution #10-2000 was adopted on January 18, 2000, amending the Public Housing Admission and Continued Occupancy Policy. Revisions to the Policy reflected requirements of the *Quality Housing and Work Responsibility Act of 1998*, including the Community Service requirement.
- Resolution #05-2000 was adopted on August 24, 1999, amending the Public Housing Dwelling Lease. Revisions to the Lease Agreement included the Community Service requirement pending implementing legislation.

### RESIDENT NOTIFICATION:

- Resident newsletters outlining the proposed Community Service requirements were distributed August, 1999;
- Resident newsletters with a reminder of the proposed Community Service requirements were distributed December, 1999;
- Resident newsletters including a list of volunteer opportunities were distributed March, 2000;
- Resident newsletters reminding residents of Community Service requirements and an updated list of volunteer opportunities were distributed January, 2001

### PROGRAM ADMINISTRATION:

- HAIC provides compliance requirement information to all new residents;
- Periodic newsletters keep current residents informed of volunteer opportunities;
- Volunteer time sheets are provided to all applicable agencies for third party verification of community service;
- Progress is tracked monthly by HAIC personnel to ensure compliance;
- 30 days prior to reexamination, HAIC notifies each applicable household member who may be in non-compliance to encourage immediate remedial action;

### COMMUNITY SERVICE ACTIVITIES:

- HAIC has coordinated with the Indiana County Department of Human Services to identify acceptable volunteer community service opportunities. This listing is updated by the Human Services Department and distributed by HAIC to all public housing residents, along with contact persons and telephone numbers.

### NONCOMPLIANCE:

- Residents are notified by telephone following the first month of non-compliance;
- Residents are notified in writing following the second month of non-compliance;
- A meeting is scheduled following the third month of non-compliance;

- **HAIC offers an opportunity to enter into an agreement to remedy non-compliance prior to the anniversary of the lease to avoid non-renewal of the lease.**
- **Such agreement allows residents a 12-month period to comply with the past community service requirement while at the same time staying current with the present community service requirement.**
- **Refusal to sign or comply with the agreement results in termination of the lease, and violation of the service requirement is grounds for non-renewal of the lease at the end of the 12-month term.**

# **Attachment PA048d01 FY 2001 Agency Plan**

## **Pet Policy**

**Housing Authority of Indiana County  
Attachment PA048d01  
FY 2001 Agency Plan**

## PET POLICY

### **ADMINISTRATIVE ACTIONS:**

Resolution #10-2000 was adopted on January 18, 2000, amending the Public Housing Admission and Continued Occupancy Policy. Revisions to the Policy reflected requirements of the *Quality Housing and Work Responsibility Act of 1998*, including implementation of regulations regarding the ownership of pets in public housing general occupancy (family) developments.

Prior to this Policy change, all one-bedroom units were permitted one common household pet of a limited size per unit. Resolution #10-2000 broadened the existing Policy to include all public housing units.

### **RESIDENT NOTIFICATION:**

Residents received written notification of these changes on January 27, 2000. The Policy was available for public review and comment as part of our FY 2000 Agency Plan.

### **RESIDENT REQUIREMENTS:**

All pets must be registered with our Property Management Office prior to admission. Registrations must include pet's license number, proof of inoculations, spaying or neutering (if applicable), veterinary information, responsibility form (in case of resident's illness or death).

A refundable pet deposit of \$150 is required and a \$5 fee is charged per month.

Public housing units where a pet resides are inspected quarterly.

**Attachment PA048e01  
FY 2001 Agency Plan**

**Brief Statement of Progress in  
Meeting the 5-Year Plan  
Mission and Goals**

**Housing Authority of Indiana County  
Attachment PA048e01  
FY 2001 Agency Plan**



**BRIEF STATEMENT OF PROGRESS IN MEETING  
THE 5-YEAR PLAN MISSION AND GOALS**

**GOALS:**

- We achieved 100% occupancy in our newly constructed mixed-finance development as of June 1, 2001. Our target date had been December 31, 2001.
- We have completed planned modernizations under our final years of Comprehensive Grant Program funding, as well as our FY 1999 CIAP funding.
- We are currently out for bid for construction contracts for the planned modernizations under the FY 2000 Capital Fund Program.
- We have received grant monies to continue our contract with the Indiana County Department of Human Services to provide Family Self-Sufficiency Coordinator duties and are currently conducting outreach for additional FSS program participants.
- We require all contractors to abide by our Section 3 Policy when hiring additional employees for modernization projects; we continue to comply with Pennsylvania State Civil Service Commission hiring practices.
- All invitations for bid and requests for proposals are published in minority publications.
- We strive to increase our non-HUD income through operation of non-subsidized properties and management of privately owned affordable housing sites financed through the Low-Income Housing Tax Credit Program.

**STRATEGIES:**

- We increased our Section 8 lease-up rate considerably this past year.
- We adopted a payment standard at 110% of the Fair Market Rent to provide Section 8 participants greater housing choice.
- The Housing Authority has purchased or constructed 3 projects containing 89 units, which not only provide us with non-HUD income, but also provide additional housing resources to our clients.
- We continue to manage 8 projects containing 114 units of affordable housing throughout the county, which also allows us to provide greater housing choice.
- We have exceeded the federal targeting requirements for families at or below 30% of AMI in our public housing program.
- We have adopted admissions preferences for families who are working, who are involved in job training, post secondary education or who have graduated from those programs while on our waiting list.
- Flat rents have been adopted to encourage working families to remain at our sites and provide a good example to other residents.
- We market available units to local agencies that assist families and individuals who are handicapped or disabled.
- Another four units of affordable housing specifically designed for those with special needs will be available for occupancy March 1, 2001. HAIC assisted in the development of this project, we will manage the site and also will provide Section 8 rental assistance to residents.

# **Attachment PA048g01**

# **FY 2001 Agency Plan**

## **Membership of the Resident Advisory Board**

**Housing Authority of Indiana County  
Attachment PA048e01  
FY 2001 Agency Plan**

**RESIDENT MEMBERSHIP OF THE PHA GOVERNING BOARD**

**Benjamin Paul Martino  
117 Washington Street, Apt. #1  
McGregor Manor Project PA 48-6  
Saltsburg, PA 15681**

**Appointed by the Indiana County Commissioners effective January, 2000.**

**Current term will expire January, 2005.**

**Capital Fund Program Five-Year Action Plan**

**Part I: Summary**

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PHA Name Housing Authority of

**Original 5-Year Plan**

Indiana County		<input checked="" type="checkbox"/> Revision No: 1			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 2003	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 2004	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 2006
PA 48-3 Saltsburg Heights		Install phone jacks in living rooms and master bedrooms for internet or digital cable access	HVAC replacements (including central air)		
PA 48-4 Burrell Township		Redesign existing community room/laundry/maintenance area, increase handicapped accessibility, encapsulate asbestos floor tile, install carpeting, install overhead light fixtures in bedrooms, 2 brick dumpster enclosures, repave parking area, repair concrete, install phone jacks in living rooms and master bedrooms for internet or digital cable access	HVAC replacements (including central air) at Chestnut Ridge Terrace  Concrete repair / replacement Increased handicapped accessibility to front entrances at Black Lick Manor		Replace stoves at Black Lick Manor
PA 48-5 Tate Terrace				HVAC replacements (including central air)	Encapsulate asbestos floor tile, install carpeting; install phone jacks in living rooms and master bedrooms for internet or digital cable access Replace refrigerators
PA 48-6 McGregor Manor			Concrete repair / replacement Increased handicapped accessibility to front entrances	HVAC replacements (including central air)	Replace stoves
PA 48-7 Tall Pines Terrace			Concrete repair / replacement Increased handicapped accessibility to front entrances		
PA 48-8 Green Valley					Replace refrigerators Install phone jacks in living rooms and master bedrooms

					for internet or digital cable access
PHA Wide		Operations	Operations	Operations	Operations
PHA Wide		Administration	Administration	Administration	Administration
PHA Wide		A/E Fees			
PHA Wide		Advertising / Sundry	Advertising Sundry	Advertising / Sundry	Advertising / Sundry
PHA Wide		Management Improvements	Management Improvements	Management Improvements	Management Improvements
PHA Wide		Environmental Review	Environmental Review	Environmental Review	Environmental Review
PHA Wide			Maintenance Vehicle	Maintenance Vehicle	Maintenance Vehicle
PHA Wide				Computer Network Upgrade	
PHA Wide					Force Account Labor for Appliance Installation
Total CFP Funds (Est.)		344,642	344,642	344,642	344,642
Total Replacement Housing Factor Funds		0	0	0	0

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year 2 FFY Grant: 2002 PHA FY: 2003			Activities for Year: 3 FFY Grant: 2003 PHA FY: 2004		
	1470	Redesign community room/laundry/maintenance area, increase handicapped accessibility at Chestnut Ridge (PA 48-4)	100,000	1460	HVAC replacements (including central air) at Chestnut Ridge (PA 48-4) and Saltsburg Heights (PA 48-3)	198,500
	1460	Encapsulate asbestos floor tile, install carpeting, install overhead light fixtures in bedrooms at Chestnut Ridge (PA 48-4), install phone jacks in living rooms and master bedrooms at Chestnut Ridge (PA 48-4) and Saltsburg Heights (PA 48-3)	120,000	1406	Operations	50,000
				1410	Administration	32,715
	1450	2 brick dumpster enclosures, repave parking area, repair concrete	20,000	1475	Maintenance vehicle	20,000
	1406	Operations	52,527	1450	Concrete repair and Increased handicapped accessibility at front entrances of Black Lick Manor (PA 48-4), McGregor Manor (PA 48-6) and Tall Pines Terrace (PA 48-7)	34,427
	1410	Administration	32,715	1408	Management Improvements	5,000

	1430	A/E Fees	11,400	1430	Advertising / Sundry	2,000
	1430	Advertising / Sundry	2,000	1430	Environmental Review	2,000
	1430	Environmental Review	2,000			
	1408	Management Improvements	4,000			

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year 4 FFY Grant: 2004 PHA FY: 2005			Activities for Year: 5 FFY Grant: 2005 PHA FY: 2006		
	1460	HVAC replacements (including central air) at McGregor Manor (PA 48-6) and Tate Terrace (PA 48-5)	160,400	1460	Encapsulate asbestos floor tile, install carpeting at Tate Terrace (PA 48-5) Install phone jacks in living rooms and master bedrooms	192,000
	1406	Operations	50,000	1465.1	Replace refrigerators at Tate Terrace (PA 48-5)	8,100
	1410	Administration	32,715	1465.1	Replace refrigerators at Green Valley (PA 48-8) Install phone jacks in living rooms and master bedrooms	9,000
	1475	Computer network upgrade	50,000	1465.1	Replace stoves at McGregor Manor (PA 48-6)	7,350
	1475	Maintenance vehicle	20,000	1465.1	Replace stoves at Black Lick Manor (PA 48-4)	8,750



	1450	Concrete repairs	27,527	1460	Force Account Labor to install appliances	10,727
	1430	Environmental review	2,000	1406	Operations	50,000
	1430	Advertising / Sundry	2,000	1410	Administration	32,715
				1475	Maintenance vehicle	20,000
				1408	Management improvements	2,000
				1430	Environmental review	2,000
				1430	Advertising / Sundry	2,000

## Attachment PA048j01 FY 2001 Agency Plan

# **Resident Advisory Board Comments and Response**

**Housing Authority of Indiana County  
Attachment PA048j01  
FY 2001 Agency Plan**

**No changes to our Agency Plan were required to address the comments of our Resident Advisory Board; however, HAIC did respond to each individual's comments as follows:**

**COMMENTS OF MS. STELLA M. RAY, RESIDENT ADVISORY BOARD**

**"I have reviewed the plan, sounds good to me. I like the programs that are presented. The service is good, but you can't please everyone. I'm anxious for the new Blairsville Center to open. "**

**Received 2-19-01**

**RESPONSE TO MS. STELLA M. RAY, RESIDENT ADVISORY BOARD**

**March 20, 2001**

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

**Dear Ms. Ray:**

**Thank you for taking the time to review and comment on our Agency Plan. We're pleased to find that you are satisfied with the services we provide, as well as the improvements planned for the future.**

**We're excited that construction will begin next month on the new community room and laundry at Conemaugh Terrace. I think you and your neighbors will love this facility since it will offer a larger, more accessible and well lit laundry, as well as a comfortable and convenient area to gather with friends and socialize. You're sure to enjoy this new addition to your home!**

**Sincerely,**

**Kelly L. Hicks  
Executive Director**

**COMMENTS OF MS. EMMA M. JASPER, RESIDENT ADVISORY BOARD**

**"Your plans are very constructive.**

- 1. The tenants of Morewood Towers would like to know that everyone has a frost-free refrigerator.**
- 2. Would like the social room cleaned occasionally. No one here is able to mop all of that area. We at bingo try to be careful but with the traffic twice a week the floor does get dirty.**
- 3. Would like to have more lighting and places marked in the parking areas.**
- 4. That the windows and door in the lobby be kept clean.**

**These considerations would make everyone very happy and content being here."**

**Received 2-20-01**

**RESPONSE TO MS. EMMA M. JASPER, RESIDENT ADVISORY BOARD**

**March 20, 2001**

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

Dear Ms. Jasper:

Thank you for taking the time to review and comment on our Agency Plan. Because we value your opinions, I would like to address the concerns mentioned in your response.

- **The tenants of Morewood Towers would like to know that everyone has a frost-free refrigerator.** Yes, our modernization plans include providing each unit with a new frost-free refrigerator. Initially this was done while an apartment was being remodeled. But since there are several residents who do not wish to have their units renovated, we will be installing just the refrigerator in their units soon so that they, too, can enjoy frost-free convenience.
- **Would like the social room cleaned occasionally. No one here is able to mop all of that area. We at bingo try to be careful but with the traffic twice a week the floor does get dirty.** Maintenance has been advised to be more aware of the social room and to include scheduled cleaning of that area during their routine maintenance.
- **Would like to have more lighting and places marked in the parking areas.** Keeper of the Flame has agreed to install additional lighting in our resident parking area as part of their renovations, but that has taken longer than expected. Since this is a safety and security issue, it may become necessary for us to request their assistance in expediting that particular work item. The parking area to the left of the building is being assigned to Keeper of the Flame; and the parking area to the right of the building is our resident parking. We will not be sealing or marking lines on the left parking area since it is not ours. But we do plan to seal and paint new lines to mark the spaces in our resident parking area once the weather breaks.
- **That the windows and door in the lobby be kept clean.** Once again, Maintenance will be advised to be more aware of the cleanliness of the lobby windows and entrance doors.

We are pleased to learn from your comments that "these small considerations would make everyone very happy and content". This reassures us that our efforts to make resident satisfaction our top priority are appreciated!

Sincerely,

Kelly L. Hicks  
Executive Director

**COMMENTS OF LARRY J. KELLEY, RESIDENT ADVISORY BOARD**

1. I feel it would benefit the residents of Green Valley if some sort of shelving could be installed in laundry rooms. At present a great deal of wasted spacing is all they have.
2. I found no plans for the Green Valley residents until year five, and that only replacing refrigerators. Kitchen cabinets will be more than in need of replacing by then. (See Capital Fund Program Five-Year Action Plan, pages 3 and 6).
3. The rocks in the front yard is also financially hazardous for residents, being Douglas Street is heavily populated with children, it is impossible to keep these children from playing with these stones. Windows, vehicles, as well as residents physical well-being is always at risk. (Residents financially responsible).
4. Maintenance needs to review Residential Dwelling Lease" with special emphasis on Section 10, located on page 5.

Received 2-28-01

**RESPONSE TO LARRY J. KELLY, RESIDENT ADVISORY BOARD**

March 20, 2001

Mr. Larry J. Kelley  
221 Douglas Street, Apt. #12  
Comodore, PA 15729

Dear Mr. Kelley:

Thank you for taking the time to review and comment on our Agency Plan. Because we value your opinion, I will address the concerns mentioned in your response.

- *I feel it would benefit the residents of Green Valley if some sort of shelving could be installed in laundry rooms. At present a great deal of wasted spacing is all they have.* We appreciate you bringing this to our attention! During the recent installation of new washers and dryers for our Green Valley residents, the lack of shelving did escape our attention. As a result of your suggestion, we will try to utilize some of our capital funds this coming year to install shelving in the laundry closet.
- *I found no plans for the Green Valley residents until year five, and that only replacing refrigerators. Kitchen cabinets will be more than in need of replacing by then. (See Capital Fund Program Five-Year Action Plan, pages 3 and 6).* Because Green Valley is our newest apartment community, having been built in 1990, it is difficult to justify expending a lot of modernization monies on a 10-year old site when others are more than two decades old. We must prioritize our work items, and that is why you see no plans for Green Valley until year five.

However, please note that we do plan to extend the chain link fencing from the rear perimeter of the site to the buildings to help reduce access to the site by loitering teens at night and to increase the safety of your children as they play on the playground. This is not included on the Five-Year Plan, because we will be using our regular operating budget to cover the costs. Also, just last year we upgraded the thermal heat storage units in all Green Valley units for a more efficient heat and to increase the safety since the previous units got very hot to the touch.

In year five, we plan to replace the refrigerators, and also to install phone and cable jacks in the living rooms and master bedroom for computer, internet or cable access in those areas. This last item was added after the draft plan was forwarded to you.

- *The rocks in the front yard is also financially hazardous for residents being Douglas Street is heavily populated with children, it is impossible to keep these children from playing with these stones. Windows, vehicles, as well as resident's physical well-being is always at risk. (Residents are financially responsible).* Although I understand your concern, during the ten years that Green Valley has been occupied, we have had very few if any incidents involving the children throwing the river rock. However, we will continue to monitor this situation and if it becomes necessary, we will pursue other landscaping alternatives.

- ***Maintenance needs to review "Resident Dwelling Lease" with special emphasis on Section 10, located on page 5.*** Following your letter of February 14, 2001, regarding Bill Shedlock's entry into your unit, this particular matter has been reviewed with all Maintenance staff and they have been advised to follow the procedures as outlined in Section 10 of the Resident Dwelling Lease. I understand that Mr. Varrato has discussed the issue with you as well and hope that the matter has been resolved to your satisfaction.

I hope that this addresses your concerns sufficiently and better explains how our Five-Year Action Plan is prioritized. Thank you again for your suggestions and for participating in the planning process!

Sincerely,

Kelly L. Hicks  
Executive Director

## **Attachment PA048k01 FY 2001 Agency Plan**



# **Certification Regarding Section 8 Project-Based Assistance**

**Housing Authority of Indiana County  
Attachment PA048k01  
FY 2001 Agency Plan**

## **CERTIFICATION REGARDING SECTION 8 PROJECT-BASED RENTAL ASSISTANCE**

- **On August 22, 1994, HAIC requested HUD approval to project-base a maximum of 40 Section 8 rental certificates.**
- **On September 16, 1994, HUD approved our request to set aside 40 rental certificates for Project-Based Certificate Program Assistance.**
- **On November 15, 1994, HAIC adopted Resolution #04-95 authorizing the allocation of up to 40 units of Section 8 project-based rental assistance from our Existing Certificate Program:**
  - 24 of these certificates would be set aside for "*The Homestead*", which would be developed through the use of Low-Income Housing Tax Credits at the border of Indiana Borough and White Township;**
  - 8 of these certificates would be set aside for "*Garfield Court*", which would be developed through the use of Low-Income Housing Tax Credits in the Village of Robinson, West Wheatfield Township.**
- **HAIC's non-profit affiliate, the Housing Alliance of Indiana County, Inc., was a co-general partner in both of these developments, utilizing it's CHDO status to access tax-credit set-asides and various other funding resources. No HUD money was used for construction or any other related development costs.**
- **The required subsidy layering review was completed and HUD approval to enter into an agreement for project-based rental assistance was received on February 28, 1997.**

**The Housing Authority of Indiana County will continue to provide Section 8 project-based rental assistance for these two affordable housing communities throughout the tax-credit compliance period.**

**Such action is consistent with our Agency Plan for the following reasons:**

- **There is an extremely limited number of rental units available within Indiana Borough and White Township that fall within the allowable Fair Market Rents. Provision of project-based assistance at "*The Homestead*" allows Section 8 participants greater housing choice in an area they would not normally be able to find housing, which in turn provides better utilization of our Section 8 Rental Assistance Program.**

➤ **There are only nine (9) units of rental housing available in the entire West Wheatfield Township, therefore, "Garfield Court" insures the availability of adequate and affordable housing to low-income individuals in this rural area.**

**Our participation in this housing development process through our non-profit affiliate, as well as HAIC's management of the site also coincides with Strategy #1 as included in our Agency Plan in that we are:**

*Pursuing housing resources other than public housing or Section 8 tenant-based assistance; and*

*Maintaining or augmenting our public/private partnerships that allow us to manager affordable housing throughout Indiana County.*

**Also, the project-basing of Section 8 rental assistance at these particular sites is consistent with the goals of deconcentrating poverty and expanding housing opportunities, especially in the case of "The Homestead", which is located in a census tract with the highest per capita income in the county.**