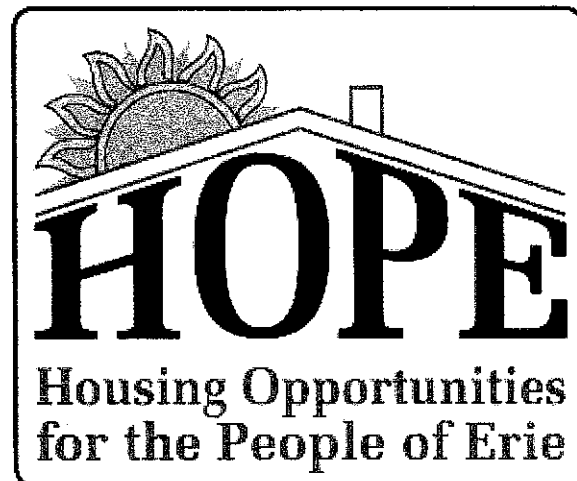


**DRAFT**

**HOUSING AUTHORITY  
OF THE  
CITY OF ERIE**



**AGENCY PLAN  
2021**

**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

**Applicability.** Form HUD-50075-ST is to be completed annually by **STANDARD PHAs** or **TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

<b>A.</b>	<b>PHA Information</b>				
<b>A.1</b>	PHA Name: <u>Housing Authority of the City of Erie</u>		PHA Code: <u>PA013</u>		
	PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA				
	PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>4/1/2021</u>				
	PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)				
	Number of Public Housing (PH) Units <u>1858</u>		Number of Housing Choice Vouchers (HCVs) <u>1035</u>		Total Combined
	Units/Vouchers <u>2893</u>				
	PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission				
	<p><b>Availability of Information.</b> PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p>				
	<input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)				
	<b>Participating PHAs</b>	<b>PHA Code</b>	<b>Program(s) in the Consortia</b>	<b>Program(s) not in the Consortia</b>	
				<b>No. of Units in Each Program</b>	
				<b>PH</b>	<b>HCV</b>
	Lead PHA:				

<b>B. Annual Plan Elements</b>						
<b>B.1</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Grievance Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Asset Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s): HACE is updating its Grievance Policy. HACE has also revised the public housing flat rents. HACE also intends to apply for the Rental Assistance Demonstration Program.</p> <p>Financial Resources – HUD Operating Subsidy - \$6,343,141. Dwelling Rent - \$6,694,411. Non-Dwelling Rent - \$90,681. Interest - \$128,142. Other Income - \$322,220.</p> <p>TOTAL: \$13,578,595</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review.</p>					
<b>B.2</b>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Non-Smoking Policies.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project-Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p><b>HACE intends to submit a RAD application to convert all 1,857 public housing units to Project Based Rental Assistance (PBRA). This includes 6 – 0-bedroom, 603 – 1-bedroom, 438 – 2-bedrooms, 519 – 3-bedroom, 226 – 4-bedrooms, and 65 – 5(+) bedrooms. All HACE units are family units. HACE will not be reducing the number of units or changing the bedroom distribution count.</b></p> <ul style="list-style-type: none"> <li>- HACE will convert to PBRA and will adhere to the guidelines addressed in Section 1.7 and Attachment B of the PIH Notice H-1019-09 PIH-2019-23 and RAD Fair Housing, Civil Rights, and Relocation Notice – Notice H 2016-17, PIH 2016-17 (HA).</li> <li>- At this time HACE does not plan to transfer assistance and there is no planned change in the number of units</li> <li>- HACE will continue to manage site-based waiting lists and applicants will maintain their status on the waiting lists at the time of the RAD conversion.</li> <li>- HACE is not currently under a voluntary compliance agreement, consent order or consent decree.</li> <li>- HACE will comply with Section 5.2 of the RAD Fair Housing, Civil Rights, and Relocation Notice.</li> </ul>					

	- HACE estimates that \$4 million in Capital Fund Grant dollars and \$3.2 million in Operating Reserves will be used for the RAD Conversion
B.3	<p><b>Civil Rights Certification.</b></p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.4	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
B.5	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.  <b>The Housing Authority of the City of Erie continues to provide quality affordable housing opportunities to lower-income individuals and families and strives to foster economic self-sufficiency among the residents it serves.</b></p>
B.6	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N  <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(c) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
B.7	<p><b>Certification by State or Local Officials.</b></p> <p>Form HUD-50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.8	<p><b>Troubled PHA.</b></p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A  <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
C.	<b>Statement of Capital Improvements.</b> Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).
C.1	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p><b>The Housing Authority of the City of Erie's last 5 year Action Plan was approved on July 30, 2020.</b></p>

**Civil Rights Certification**  
**(Qualified PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB Approval No. 2577-0226  
Expires 02/29/2016

**Civil Rights Certification**

**Annual Certification and Board Resolution**

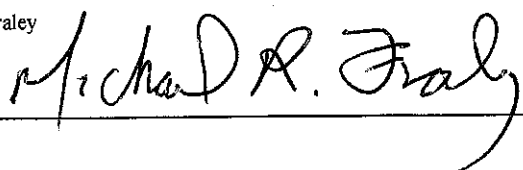
*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Housing Authority of the City of Erie  
PHA Name

PA013  
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Michael R. Fraley	Executive Director
Signature 	Date 10/9/20

## **2021 AGENCY PLAN ATTACHMENTS**

- ATTACHMENT A - HACE GOALS AND OBJECTIVES**
- ATTACHMENT B - PHA PLAN UPDATE**
- ATTACHMENT C - HACE POLICY REVISIONS**
- ATTACHMENT D - PERFORMANCE REPORT CAPITAL FUND 2016**
- ATTACHMENT E - PERFORMANCE REPORT CAPITAL FUND 2017**
- ATTACHMENT F - PERFORMANCE REPORT CAPITAL FUND 2018**
- ATTACHMENT G - PERFORMANCE REPORT CAPITAL FUND 2019**
- ATTACHMENT H - PERFORMANCE REPORT CAPITAL FUND 2020**
- ATTACHMENT I - FY 2021 – 2025 CAPITAL FUND 5-YEAR ACTION PLAN**
- ATTACHMENT J – STATEMENT OF HOUSING NEEDS**
- ATTACHMENT K - STRATEGIES FOR ADDRESSING HOUSING NEEDS**
- ATTACHMENT L - HACE PROGRESS TOWARD FIVE-YEAR PLAN GOALS AND OBJECTIVES**
- ATTACHMENT M - DEFINITION OF SIGNIFICANT AMENDMENT**
- ATTACHMENT N - RESIDENT ADVISORY BOARD MEETING MINUTES/COMMENTS**
- ATTACHMENT O - 2021 AGENCY PLAN ANNUAL STATEMENT**

# **ATTACHMENT A**

## **HACE GOALS AND OBJECTIVES**

## **HOUSING AUTHORITY OF THE CITY OF ERIE 2020 GOALS AND OBJECTIVES**

**The Housing Authority Board of Commissioners established Mission, Vision and Value statements as part of the 2015 – 2019 Strategic Plan. The Board also agreed upon a set of 5-goals for the Housing Authority during this period.**

### **MISSION**

**“To provide safe, decent and affordable housing for lower-income families, elderly and person with disabilities; and to foster among the residents we serve, economic self-sufficiency, and a sense of community and pride in neighborhoods where they reside.**

### **VISION**

**“We envision public housing communities where all people have safe, affordable housing and opportunities for jobs providing a living wage that will lead to economic self-sufficiency in diverse sustainable neighborhoods.”**

### **VALUES**

**“We place our residents at the center of all of our efforts. Their safety, satisfaction and success are our first priority.”**

- Goal #1: Develop On-going Leadership Succession Plan**
- Goal #2: Secure/Plan Our Financial Future and Assure Organizational Sustainability**
- Goal #3: Invest in Our Human Capital**
- Goal #4: Improve and Enhance Resident Services and Family Self-Sufficiency**
- Goal #5: Develop Plan for On-going Capital and Maintenance Needs for all HACE Properties**

**From the Mission, Vision, Value statements and Five (5) Goals, departmental goals are established for the Housing Authority of the City of Erie staff.**

**In 2020 the HACE board and staff will review our progress in meeting the Goals established in the 2015-2019 Strategic Plan. They will than develop and approve a 2020-2024 Strategic Plan to establish organizational goals for the next five (5) years.**



## **2020 HACE Departmental Goals and Objectives**

**2020**

### **ADMINISTRATIVE GOALS and OBJECTIVES**

- I. Operate programs within budget goals set by HACE Board.**
  - A. Develop and submit 2021 Agency Plan.
    1. Review Capital
  - B. Develop operational budgets for AMP Groups
  
- II. Continue process of HACE moving partially or agency-wide to Rental Assistance Demonstration Funding.**
  - A. Complete proforma-budgets for RAD program.
  - B. Complete and submit RAD application to HUD.
  - C. Decide on Section 18 for scattered sites.
  - D. Contract with firm to complete Capital Needs Assessment, Energy Audit and Environmental Review.
  - E. Make final recommendations on RAD program to HACE Board in December.
  
- III. Replace HACE Software with HUD compatible software.**
  
- IV. Implement Preventative Maintenance Program.**
  - A. Create safety committee.
  
- V. Continue process of stabilizing Better Housing properties.**
  - A. Develop Capital Needs Assessment and Budget
  - B. Explore possible public/private funding for building renovations.
  - C. Combine three BH properties under one HUD umbrella.
  - D. Submit Grant applications to FHLB and PHFA.
  - E. Rename property.
  
- VI. Continue HR Department Development.**
  - A. Develop employee support programs.
  - B. Develop asst. property manager positions (2)
  - C. Review personnel policies.
  
- VII. Erie Heights**
  - A. Market rent survey.
  - B. Capital/physical needs assessment survey.
  
- VIII. Personnel**
  - A. Set goals and objectives for Administrative staff.
  - B. Meet twice yearly with maintenance, AMP group and tenant selection staffs.
  - C. Review one-year progress of new retirement plan.
  - D. Create Director of Housing position.

**IX. Friendship Apartments**

- A. Report to HACE Board on building monitoring.

**X. Procurement**

- A. Continue to implement consistent procurement policies.
- B. Review list of services that need to be bid out.
- C. Review procurement procedures throughout the year.
- D. Move to 2 and 3 year contracts where appropriate.
- E. Investigate purchasing/procurement programs such as Costars.

**XI. Public Relations**

- A. Revise website/Facebook to bring up to modern day standards.
- B. Publish 4 new newsletters.
- C. Publish 2021 Calendar

**XII. Health Insurance**

- A. Review current Health Insurance Plan in September.
- B. Meet with HACE staff on any Employee Health Insurance changes.

**XIII. Ellen Curry**

- A. Discuss John E. Horan Scholarship with EC Board.
- B. Set up Ellen Curry and Tullio Scholarship Interviews.
- C. Award 20 – 25 Summer Internships.
- D. Plan and implement Ellen Curry Golf Tournament.
- E. Award Scholarships in July at Erie Art Museum

**XIV. Implement Lead testing and Abatement Program.**

- A. Obtain approval from HUD to begin implementation of lead paint removal project at Harbor Homes.
- B. Complete certified training for HACE staff to do lead abatement.
- C. Develop on-going plan for testing and abatement of all required HACE units beginning with Harbor Homes.

**XV. Develop curb appeal and housekeeping standards for developments.**

- A. Send letters concerning standards to residents.

**XVI. Public Housing Process and Procedures**

- A. Work with managers to identify the number of over-housed households and reduce the number by 25% in 2020.
- B. Develop usable transfer protocol and list with managers.
- C. Continue process of standardizing resident files, revise checklists and implement quarterly file reviews.
- D. Review and update the Public Housing and Section 8 Administrative Plan.

**XVII. Explore the feasibility of a HACE PH Wide Modernization Project using competitive funds to offset Capital Fund Dollars. Possible projects to be considered.**

- A. Replace roofs at all scattered sites.
- B. Add porches to all scattered sites.
- C. Replace entry doors and windows at all scattered sites.
- D. Façade improvements to Bird Drive and Pineview to improve the curb appeal of these properties.

**XVIII. Review procedures for reasonable accommodation requests.**

- A. Establish procedures for grievance and informal hearings.

**ATTACHMENT B**

**PHA PLAN UPDATE**

## **ATTACHMENT B**

### **PHA Plan Update**

There has been one revision of the 2020 PHA Plan since the last Agency Plan submission in January 2020.

1. This amendment reflects an increase in CFP grant funds for the 2020 Agency Plan Year from \$4,640,612 to \$4,969,235.

The general public may obtain copies of the 5-Year and Annual PHA Plan at the administrative office of the Authority located at 606 Holland Street, Erie, Pa. 16501.

The 2021 Annual Plan will be posted on the Authority's website at [www.hace.org](http://www.hace.org) after electronic submission to the HUD Pittsburgh Field Office on January 15, 2021.

**ATTACHMENT C**  
**HACE POLICY REVISIONS**

**Grievance Policy**  
**Assistance Animal Policy**  
**HCV Biennial Inspections**  
**COVID-19 HUD Waivers**

# **Housing Authority of the City of Erie Grievance Policy**

## **PUBLIC HOUSING GRIEVANCE PROCEDURE**

The Housing Authority of the City of Erie (HACE) has put a grievance procedure in place through which residents of public housing are provided an opportunity to grieve any HACE action or failure to act involving the lease or HACE policies which adversely affect their rights, duties, welfare, or status.

The grievance procedure will be available for review at all HACE offices, on the HACE website at [www.hace.org](http://www.hace.org) and will be incorporated by reference in the Public Housing tenant lease.

## **STATEMENT OF PURPOSE AND SCOPE**

This Policy applies to HACE's public housing program. It sets forth the requirements, standards and criteria for a grievance procedure to assure that a HACE public housing tenant is afforded due process if the tenant disputes within the requirements of this policy any HACE action or failure to act involving the tenant's lease with HACE or HACE regulations which adversely affect the individual tenant's rights, duties, welfare or status.

## **APPLICABILITY**

Potential grievances will address most aspects of HACE's operation. However, there are some situations for which the grievance procedure is not applicable.

The grievance procedure is applicable only to individual tenant issues relating to HACE. It is not applicable to disputes between tenants not involving HACE. Class grievances are not subject to the grievance procedure and the grievance procedure is not to be used as a forum for initiating or negotiating policy changes of HACE.

HACE may evict a tenant through the state/local judicial eviction procedures without providing the opportunity for a hearing under this grievance procedure in certain circumstances described below:

1. Any activity, not just criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or HACE employees;
2. Any drug-related criminal activity on or off HACE premises; or
3. Any drug or alcohol abuse that interferes with the health, safety or right to peaceful enjoyment of the premises by other residents.

## DEFINITIONS

There are several terms used in this grievance policy, which take on specific meanings:

- **Grievance** – any dispute which a tenant may have with respect to Housing Authority action or failure to act in accordance with the individual tenant's lease or Housing Authority regulations which adversely affect the individual tenant's rights, duties, welfare or status.
- **Complainant** – any tenant whose grievance is presented to the Housing Authority or at the project management office.
- **Elements of Due Process** – an eviction action or termination of tenancy in a State or local court in which the following procedural safeguards are required;
  - Adequate notice to the tenant of the grounds for terminating the tenancy and for eviction;
  - Right of the tenant to be represented by counsel;
  - Opportunity for the tenant to refute the evidence presented by the PHA including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the tenant may have;
  - A written decision on the merits.
- **Hearing Officer/Panel** – a person/panel selected in accordance with HUD regulations to hear grievances and render a decision with respect thereto.
- **Tenant** – the adult person (or persons) (other than a live-in aide)
  - Who resides in the unit, and who executed the lease with the Housing Authority as lessee of the dwelling unit, or, if no such person now resides in the unit,
  - Who resides in the unit, and who is the remaining head of household of the tenant family residing in the dwelling unit.

## SELECTION OF HEARING OFFICER

A grievance hearing shall be conducted by an impartial person or person appointed by HACE, other than a person who made or approved the PHA action under review or a subordinate of such person.

## PROCEDURES

HACE's grievance procedure, which is described in more detail below, will generally include (a) written notice of adverse decision, (b) informal settlement meeting with manager, and (c) grievance hearing before grievance officer:



- a. An adverse decision will be conveyed in writing, advising the tenant of the right to request an informal settlement meeting, and include a form for requesting an informal settlement meeting.
  - I. A tenant will have 10 days to request an informal settlement meeting with the Manager.
- b. An initial informal settlement meeting with the Manager.
  - I. The informal settlement meeting should take place within 7 days of the date the tenant's request is received.
  - II. The informal settlement meeting will typically take place in the Manager's office or by conference call.
  - III. After the informal settlement meeting, a written summary will be prepared within 10 business days.
  - IV. A copy of the written summary will be given to the tenant and one retained in HACE's tenant's file.
  - V. The written summary will specify the names of the participants, date(s) of the meeting, the nature of the proposed disposition of the complaint and the specific reasons therefore, and specify the procedures by which a hearing may be obtained if the complainant is not satisfied.
  - VI. After receiving the written summary, the tenant may submit a written request for a hearing to HACE within 10 business days after receipt of the summary of discussion.
    - i. A request for grievance hearing must be in writing and specify:
      1. The reason for the grievance; and
      2. The action or relief sought.
- c. If the complainant does not request a grievance hearing in writing, then HACE's disposition of the grievance will become final.
- d. If a tenant does request a grievance hearing in writing, then the following procedure will be followed:
  - I. Before the hearing:
    - i. HACE will confirm that the informal settlement meeting took place or determine whether there is good cause why it did not take place.

NOTE: If the informal settlement meeting did not take place, the tenant is not entitled to a grievance hearing.

- ii. If the requirements related to informal hearing, written request, and escrows are satisfied, then HACE will promptly schedule a grievance hearing.
- iii. A scheduling letter will notify the Complainant of the date, time and place for a hearing and advise the tenant that:
  - 1. Relevant documents are available for examination.
  - 2. Complainant has the right to an attorney or representative.
  - 3. Complainant has the right to a private hearing.
  - 4. Complainant has the right to present evidence and argument, controvert evidence, and cross-examine all witnesses on whom HACE or the property manager rely.
  - 5. The grievance hearing shall be conducted informally.
  - 6. Complainant must make a showing that he or she is entitled to relief.

II. Hearing Procedures:

- 1. If tenant fails to appear, the hearing officer may postpone the hearing or determine that tenant has waived his/her rights.
- 2. If both parties appear, the Hearing Officer will conduct the hearing in a manner that provides for the rights set forth in the preceding section.

III. After the hearing:

- i. The Hearing Officer will issue a decision based solely and exclusively on the evidence presented at the hearing.
- ii. A written decision will state the decision and the reasons for the decision.
- iii. The tenant does not waive his right to a trial *de novo* or judicial review by participating in the grievance process.

IV. The Hearing Officer's decision is binding on HACE unless the HACE Board of Directors determines, and notifies the complainant of its determination, that: 1) the grievance does not concern a HACE action or failure to act in accordance with or involving the complainant's lease or HACE regulations, which adversely affect the complainant's rights, duties, welfare or status; or 2) the decision of the hearing officer or hearing panel is contrary to applicable Federal, State or local law, HUD regulations or requirements of the annual contributions contract between HUD and HACE.

*From \_\_\_\_\_ through \_\_\_\_\_, HACE gave its tenants and resident organizations a 30 day notice of the proposed changes to the grievance procedure, and provided an opportunity to submit written comments. This grievance procedure was adopted on \_\_\_\_\_.*

#### APPENDIX OF FORMS

1. Notice of adverse decision.
2. Request for informal settlement meeting.
3. Summary/decision (for informal settlement meeting).
4. Request for grievance hearing.
5. Scheduling letter (for grievance hearing).
6. Hearing Officer's decision.

## NOTICE OF ADVERSE ACTION

*(To be sent at least 10 calendar days before the proposed action)*

- I. This is to advise you that the following action will be taken against you:

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- II. The reason for the action is as follows [including who, what, when, where, and why, in terms of the action – and the relevant regulatory, statutory, lease or other reference].

- III. If you challenge this action, you have **ten (10) calendar days** from \_\_\_\_\_ {date}, to see your manager and ask for an informal meeting. If you are not satisfied with the results of your informal meeting, then you may ask for a Grievance Hearing.

- IV. **You may obtain a copy of PHA's Grievance procedure from the Manager.** Which procedure details the process for dispute and when this process is appropriate.

To be filled out by PHA:

I \_\_\_\_\_ [your name] hereby attest that I either hand-delivered \_\_\_\_\_ [check if appropriate] or sent by first class mail \_\_\_\_\_ [check if appropriate], to \_\_\_\_\_ [name of person receiving the Notice] at the following address:

---

[address to which sent], a copy of this Notice on \_\_\_\_\_ [date].

Signature: \_\_\_\_\_

## INFORMAL HEARING REQUEST FORM

**This information must be submitted to the Manager or Office within ten (10) calendar days of the date that the Notice of Adverse Action was either mailed or hand-delivered (the date is on the Notice). This information is available upon request.**

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Address: \_\_\_\_\_

Manager: \_\_\_\_\_ Development: \_\_\_\_\_



**Please explain the reasons for your dispute and what you want HACE to do (or not to do):**

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**LEASE TERMINATION ISSUE:**

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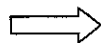
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If you have a disability that could affect your ability to participate at the grievance hearing, you have the right to request a reasonable accommodation. Please specify the type of assistance needed:

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The hearing coordinator will notify you that: 1) the requested accommodation is granted and will be provided, 2) more information is required, or 3) the request is denied.



\_\_\_\_\_  
**Client Signature**

\_\_\_\_\_  
**Date**

**INFORMAL SETTLEMENT HEARING NOTES**

**Manager's Name:** \_\_\_\_\_

**\*\*Please complete only the sections below that apply:**

**Maintenance/Repair Issue(s):**

Please summarize when you were first notified of the issue and what steps have been taken to address it, including the dates of any contact with maintenance, Work Order #s and follow-up action: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Transfer Issues:**

Please summarize when you were first notified of this issue, whether you consider this to be a valid/verifiable request, whether you submitted the transfer request and any comments.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Rent Issues:**

When was the last rent recalculation performed? \_\_\_\_\_

Who conducted the recalculation? \_\_\_\_\_

What verifiable information was used for the recalculations? \_\_\_\_\_

\_\_\_\_\_

If there is a change in the rent amount, what is the old amount? \_\_\_\_\_ New? \_\_\_\_\_

Other comments? \_\_\_\_\_

\_\_\_\_\_

**Other Issues:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Outcome of Meeting:**

\_\_\_\_\_

\_\_\_\_\_

Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE: If a Notice of Lease Termination has been issued against a tenant for this grievance request, please attach a copy of the Notice and all supporting documentation.**

## ASSISTANCE ANIMALS

One common type of reasonable accommodation is allowing a person with a disability to keep an assistance animal. An assistance animal is any animal that works, provides assistance, and performs tasks for the benefit of a person with a disability. We are committed to ensuring that individuals with disabilities may keep such animals in Housing Authority property to the extent required by federal, state and local law.

An animal that is trained to do work or perform tasks for an individual with a disability is known as a service animal. It is often readily apparent that an animal is trained to do work or perform tasks for the benefit of a person with a disability, such as a dog that guides an individual with a visual impairment. Where it is readily apparent that an animal is a trained service animal, the Housing Authority will not inquire about the individual's disability or the animal's training.

In the case of a resident who requests a reasonable accommodation for an assistance animal that provides emotional support or other assistance that ameliorates one or more symptoms or effects of the resident's disability, the Housing Authority may require a statement from a mental health or social service professional indicating:

- I. That the applicant has a mental disability, and
- II. That the animal would provide emotional support or other assistance that would ameliorate one or more symptoms or effects of the disability.

In the case of a resident who requests a reasonable accommodation for an assistance animal that does work or performs tasks of benefit for a person with a disability, the Housing Authority may require that the tenant provide:

- I. A statement from a health or medical professional indicating that the person has a disability, and
- II. Information that the animal has been individually trained to do work or perform tasks that would ameliorate one or more symptoms or effects of the disability, or information that the animal, despite lack of individual training, is able to do work or perform tasks that would ameliorate one or more symptoms or effects of the disability.

If an assistance animal both provides emotional support and other assistance that ameliorates one or more effects of a disability and does work or performs tasks for the benefit of a person with a physical disability, the Housing Authority may require compliance with either of the two preceding paragraphs, but not both.

"Health or Social Service professional" means a person who provides medical care, therapy or counseling to persons with disabilities, including, but not limited to, doctors, physician assistants, psychiatrists, psychologists, and/or social workers.

In order to minimize the effect on other residents, the Housing Authority prefers but does not require that emotional support animals have an adult weight of 25 pounds or less, that animals be spayed or neutered, and that applicants choose an emotional support animal that is not aggressive toward others.

VERIFICATION OF NEED FOR AN ASSISTANCE OR EMOTIONAL SUPPORT ANIMAL

TO: \_\_\_\_\_  
Name and address of medical or mental health professional who is knowledgeable of and treats below named person's disability

FROM: \_\_\_\_\_  
Housing Authority of the City of Erie (HACE) HACE Representative Name Telephone #

*Information Regarding Individual Requesting an Assistance or Emotional Support Animal*

NAME: \_\_\_\_\_ SS#: XXX-XX-\_\_\_\_\_ Address: \_\_\_\_\_

The person named above has requested an Assistance or Emotional Support Animal in the family's public housing rental unit. A person making such a request must have a handicap that significantly limits a major life activity. The assistance or emotional support animal requested must alleviate one or more symptoms of the verified disability. There must be a nexus between the individual's disability and the requested animal.

We ask your cooperation in providing the following information and returning it to the Housing Authority. Your prompt return of this information will help to ensure timely processing of the request. The form can be returned by mail (U.S. Postal Service), email ([dennisd@hace.org](mailto:dennisd@hace.org)) or Fax to 814-452-2429.

RELEASE: I hereby authorize the release of the requested information. Information obtained under this consent is limited to information that is no older than 12 months.

\_\_\_\_\_  
Printed Name of Requester or Parent if requester is a Minor Signature of Requester or a Parent Date

Individual with handicaps (disabilities) as defined in 24 CFR 8.3 means any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment. As used in this definition, the phrase: Physical or mental impairment includes: (1) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or (2) Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. "Handicap" does not include any individual who is a current alcoholic or drug abuser.

The term "Major Life Activities" includes functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

By my signature below, I verify that the individual named above has a mental or physical handicap that significantly limits a major life activity and of which symptoms can be relieved by an assistance or support animal. Please describe below the type of animal needed.

\_\_\_\_\_  
NAME AND TITLE OF PERSON SUPPLYING INFORMATION FIRM/ORGANIZATION/MEDICAL FACILITY

\_\_\_\_\_  
SIGNATURE DATE

**PENALTIES FOR PROVIDING FALSE OR FRAUDULENT INFORMATION:**  
Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any PHA (or any employee of HUD or the PHA) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the PHA responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 208 (a) (6), (7) and (8). Violations of these provisions are cited as violations of 42 USC 408 (a), (6), (7) and (8).



## REASONABLE ACCOMMODATION POLICY

The Housing Authority of the City of Erie (HACE) is committed to granting reasonable accommodations to its rules, policies, practices, or services when such accommodations may be necessary to afford people with disabilities the equal opportunity to use and enjoy their dwellings, as required by federal, state and local law. A reasonable accommodation may include a change or exception to a rule or policy that is needed because of a person's disability, or it may be a physical change to a unit or common area. It is the Housing Authority's general policy to provide reasonable accommodations to individuals with disabilities whenever an individual has a disability and there is a disability-related need for the requested accommodation. A disability-related need for a requested accommodation exists when there is an identifiable relationship, or nexus, between the requested accommodation and the individual's disability.

The Housing Authority accepts reasonable accommodation requests from persons with disabilities and those acting on their behalf. Reasonable Accommodation Request forms are available in your Development Office and may be returned to that office when completed. They will then be forwarded to the Reasonable Accommodations Coordinator at 814-452-2425. The Housing Authority will keep a record of all requests.

We will make a prompt decision on your request. If the request is of a time-sensitive nature, please let us know and we will expedite the decision-making process. In the event we need additional information to make a determination, we will promptly advise you of the information needed. It is the Housing Authority's policy to seek only the information needed to determine if a reasonable accommodation should be granted under federal, state or local law. We will not ask about the nature or extent of your disabilities. If we grant the request, you will receive a letter informing you that your request has been approved.

If we deny the request, we will provide you with a letter stating all of the reasons for our denial. If an individual with a disability believes that the request has been denied unlawfully or a response has been unreasonably delayed, then he or she may request an informal hearing in writing within 10 days of the date of the letter. Requests should be submitted to:

Dusti Dennis, Deputy Director  
Housing Authority of the City of Erie  
606 Holland Street  
Erie, PA 16501

## APPLICATION FOR AN ASSISTANCE ANIMAL

COMPLETE THIS FORM IF YOU HAVE A DISABILITY AND WOULD LIKE TO REQUEST AN ASSISTANCE OR SERVICE ANIMAL AS AN ACCOMMODATION.

TENANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

PERSON REQUESTING REASONABLE ACCOMMODATION: \_\_\_\_\_

(IF DIFFERENT FROM TENANT)

RELATIONSHIP TO TENANT: \_\_\_\_\_

- 
- 1.1 Is it readily apparent that the assistance animal is a trained service animal (for example, an animal trained to assist you with a visual impairment or other physical disability)?

\_\_\_\_\_ Yes \_\_\_\_\_ No

- 1.2 If you answered NO to the first question, please complete the following:

I. Type of animal: \_\_\_\_\_

II. Is the animal required because of a disability? \_\_\_\_\_ Yes \_\_\_\_\_ No

III. Have you provided the Housing Authority with verification of the disability?

\_\_\_\_\_ Yes \_\_\_\_\_ No

IV. Does the animal perform work or do tasks for you because of your disability?

\_\_\_\_\_ Yes \_\_\_\_\_ No

V. Does the animal reduce or alleviate a symptom or effect of your disability?

\_\_\_\_\_ Yes \_\_\_\_\_ No

VI. If this request is for a second assistance animal, what symptom or effect of your disability is reduced or alleviated by the current (first) assistance animal?

\_\_\_\_\_

What symptom or effect of your disability is reduced or alleviated by the second requested assistance animal? \_\_\_\_\_

# Assistance Animal Request: Health Care Professional Verification Form

TENANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

NAME OF PERSON NEEDING ASSISTANCE ANIMAL: \_\_\_\_\_

RELATIONSHIP TO TENANT: \_\_\_\_\_

I, \_\_\_\_\_ (Tenant name) am requesting that \_\_\_\_\_  
permit me to keep an assistance animal as a reasonable accommodation for my disability. In connection  
with that application, I am requesting that you complete this form regarding my disability.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

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## TO BE COMPLETED BY A MENTAL OR PHYSICAL HEALTH CARE PROFESSIONAL

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

Does the individual identified above have a disability? \_\_\_\_ Yes \_\_\_\_ No

If yes, please complete the following:

1. Does or would an assistance animal alleviate a symptom or effect of the individual's disability?

\_\_\_\_ Yes \_\_\_\_ No

2. Does the animal perform work or do tasks for the individual due to a disability?

\_\_\_\_ Yes \_\_\_\_ No

3. If this request is for a second assistance animal, please state why the individual's disability  
requires them to have more than one assistance animal. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Verifying Professional

\_\_\_\_\_  
Date

Number 7782

Date March 23, 2020

**R E S O L U T I O N**

**Introduced by: James E. Martin**

**Seconded by: Patricia E. Mickel**

BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT EFFECTIVE IMMEDIATELY, THE HOUSING AUTHORITY WILL IMPLEMENT A BIENNIAL INSPECTION POLICY FOR THE HOUSING CHOICE VOUCHER PROGRAM AS PERMITTED BY HUD REGULATORY REQUIREMENTS RELATING TO HQS INSPECTIONS.

**AMENDMENT TO THE SECTION 8 ADMINISTRATIVE PLAN:**

EFFECTIVE IMMEDIATELY, THE HOUSING AUTHORITY OF THE CITY OF ERIE (HACE) IS AMENDING ITS SECTION 8 ADMINISTRATIVE PLAN TO INCLUDE BIENNIAL INSPECTIONS. THE REGULATORY REQUIREMENTS RELATING TO HOUSING QUALITY STANDARDS (HQS) INSPECTIONS ALLOW PHA'S TO INSPECT THE UNIT LEASED TO A FAMILY PRIOR TO THE INITIAL TERM OF THE LEASE, AT LEAST BIENNIALLY DURING ASSISTED OCCUPANCY TO DETERMINE IF THE UNIT MEETS THE HQS.

UNITS ELIGIBLE FOR BIENNIAL INSPECTIONS WILL BE AS FOLLOWS:

- THOSE UNITS THAT HAVE PASSED THEIR INITIAL INSPECTION AND FIRST ANNUAL INSPECTION
- ANY UNIT THAT HAS PASSED TWO (2) CONSECUTIVE ANNUAL INSPECTIONS

ELIGIBILITY FOR BIENNIALS WILL BE AT HACE'S DISCRETION.

**AYES**

**NAYS**

**Bishop Dwane Brock  
Patricia E. Mickel  
Ned Smith  
Sean Dugan  
James E. Martin**

**Resolution adopted.**

  
\_\_\_\_\_  
Michael R. Fraley, Secretary

# MEMO

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April 16, 2020

TO: Michael R. Fraley, Executive Director

FROM: Dusti Dennis, Deputy Director

SUBJECT: Board Recommendation  
COVID-19 Statutory and Regulatory Waivers for the Public Housing &  
Housing Choice Voucher Programs

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On April 10, 2020, the Department of Housing & Urban Development (HUD), issued Notice PIH 2020-05 pursuant to the authority provided under the Coronavirus Aid, Relief and Economic Security (CARES) Act, waiving and establishing alternative requirements for numerous statutory and regulatory requirements for the Public Housing and Housing Choice Voucher programs.

These waivers are only temporary and expire at the dates provided in the notice.

The Housing Authority of the City of Erie finds the following waivers beneficial to its operations during the COVID 19 pandemic and is presenting these waivers to the HACE Board for approval:

**PH and HCV-3: Family Income and Composition: Annual Examination – Income Verification Requirements**

HUD is waiving the requirements to use the income hierarchy described by PIH Notice 2018-18 and will allow PHAs to forgo third-party income verification requirements for annual reexaminations, including the use of EIV (Enterprise Income Verification). During the allowable period of availability, the PHAs may consider self-certification as the highest form of income verification to process annual reexaminations.

*The period of availability to conduct annual reexaminations using these modified verification requirements ends on July 31, 2020.*

**PH and HCV-4: Family Income and Composition: Interim Examinations**

HUD is waiving the requirements to use the income verification hierarchy as described by PIH Notice 2018-18. HUD will allow PHAs to forgo third-party income verification requirements for interim reexaminations, including the required use of EIV. During the allowable period of eligibility, PHAs may consider self-certification as the highest form of income verification to process interim reexaminations.

*The period of availability ends on July 31, 2020.*

### **PH and HCV-5: Enterprise Income Verification (EIV) Monitoring**

PIH Notice 2018-18 specifies the required monitoring of EIV reports. HUD is waiving the mandatory EIV monitoring requirements.

*The period of availability ends on July 31, 2020*

### **HQS-1: Initial Inspection Requirements**

Section 8 (o)(8)(A)(i) requires that the PHA must inspect the unit before any assistance payment is made to determine whether the unit meets HQS. Section 8(o)(8)(C) requires the PHA to conduct the initial inspection within certain time frames after receiving the RFTA (Request for Tenancy Approval). Section 982.305 provides that the PHA may not approve the assisted tenancy or execute a HAP contract until the unit has been inspected by the PHA and passes HQS. HUD is waiving these requirements and providing an alternative requirement. In order to place the unit under HAP contract and commence making payments, the PHA may rely on the owner's certification that the owner has no reasonable basis to have knowledge that life-threatening conditions exist in the unit. At minimum the PHA must require this owner certification. The PHA is required to conduct an HQS inspection on the unit as soon as reasonably possible but no later than October 31, 2020.

*The period of availability for PHAs to accept owner's self-certification for an initial inspection ends on July 31, 2020. The period of availability for the PHA to inspect a unit that was placed under HAP contract based on the owner's self-certification ends on October 31, 2020.*

### **HQS-3: Initial Inspection: Non-Life-Threatening Deficiencies (NLT) Option**

Section 8(o)(8)(A)(ii) provides the PHA with the option to choose to approve an assisted tenancy, execute the HAP Contract, and begin making housing assistance payments on a unit that fails the initial HQS inspection, provided the unit's failure to meet HQS is the result only of NLT conditions. The statute further requires that the PHA must withhold housing assistance payments from the owner if the NLT conditions are not corrected within 30 days.

HUD is waiving the requirement that the PHA must withhold the payment if the NLT repairs are not made in 30 days. Instead, the PHA may provide an extension of up to an additional 30 days to the owner to make the NLT repairs and continue to make payments to the owner during the period of that maximum 30-day extension.

*The period of availability for the PHAs to approve an extension of up to an additional 30 days ends on July 31, 2020. The extension to make the NLT repairs may extend beyond July 31, 2020, depending on the date the PHA approved the extension.*

### **HQS-6: HQS Interim Inspection**

The statute requires that upon notification to the PHA by a family or government official that the assisted unit does not comply with the HQS, the PHA must inspect the unit within 24 hours of when the PHA received the notification if the condition is life-threatening. 24 CFR 982.405(g) provides that if the reported condition is not life-threatening, the PHA must inspect the unit within 15 days. The regulation further provides that in the event of extraordinary circumstances HUD may waive the 24-hour or the 15-day inspection requirement until such time as an inspection is feasible.

HUD is waiving these requirements and establishing an alternative for both tenant-based and PBV units. If the reported deficiency is life-threatening, the PHA must notify the owner of the reported life-threatening deficiency and that the owner must either correct the life-threatening deficiency within 24 hours of the PHA notification or provide documentation that the reported deficiency does not exist. HACE will require the owner to submit a photo documenting that the repair has been made.

*The period of availability ends on July 31, 2020. After July 31, 2020, the PHA must conduct the HQS inspection in accordance with the applicable time periods upon notification by a family or government official that the assisted unit does not comply.*

#### **HQS-7: PBV Turnover Unit Inspections**

The regulation requires that before providing assistance to a new family in a PBV contract unit, the PHA must inspect the unit. HUD is waiving this regulatory requirement and providing as an alternative requirement the PHA may rely on the owner's certification that the owner has no reasonable basis to have knowledge that life threatening conditions exist in the unit or units in question to allow a new family to occupy the vacated PBV unit.

*The period of availability to fill a turnover PBV unit without conducting an HQS inspection ends on July 31, 2020.*

#### **HCV-2: Information When Family is Selected – PHA Oral Briefing**

The regulation requires when the PHA selects a family to participate in either the HCV or PBV program, the PHA must give the family an oral briefing. HUD is waiving this requirement and as an alternative requirement allowing the PHA to conduct the briefing by other means such as a webcast, video call, or expanded information packet.

*The period of availability ends on July 31, 2020.*

#### **HCV-6: Automatic Termination of HAP Contract**

When an HCV family's income increases to the extent that the housing assistance payment is reduced to \$0, PHAs are required by this regulation to automatically terminate HAP contracts 180 days after the last housing assistance payment to the owner. HUD is waiving this requirement. As an alternative requirement, the PHA, upon written notice to the owner and family, may extend the period of time following the last payment to the owner that triggers the automatic termination of the HAP contract. The extension beyond the normally applicable 180 days is determined by the PHA but may not extend beyond December 31, 2020.

*The period of availability for the extension ends December 31, 2020.*

#### **PH-1: Fiscal Closeout of Capital Grant Funds**

Section 905.322(b) establishes deadlines for the submission of an Actual Development Cost Certificate Development Cost Certificate (ADCC) and an Actual Modernization Cost Certificate (AMCC) (two financial reporting documents required to close out Capital Fund grants). Specifically, the ADCC must be submitted 12 months from the date of completion or HUD termination of a development activity, and the AMCC must be submitted not later than 12 months from the activity's expenditure deadline. HUD is waiving this requirement and extending the deadlines for an ADCC or AMCC that fell between March 1, 2020 and September 30, 2020, by 6 months.

*Applies to ADCC and AMCC forms due between March 1 and September 30, 2020.*

**PH-5: Community Service and Self-Sufficiency Requirement (CSSR)**

The statute and regulations require that each adult resident of public housing except for any family member that is exempt, must contribute 8 hours per month of community service or participate in an economic self-sufficiency program or a combination of both. HUD is waiving this requirement and is alternatively suspending the community service and self-sufficiency requirement. If the PHA adopts this waiver, tenants will not be subject to this requirement until the family's next annual reexamination.

*The period of availability ends on March 31, 2021.*

**PH-10: Tenant Notifications for Changes to Project Rules and Regulations**

PHAs are required to provide 30-day notice to impacted families for changes to policies, rules and special charges to families. HUD is waiving the requirement to provide such advance notice, except advance notice must be provided for any changes related to tenant charges. Although HUD is waiving the advanced notice, PHAs must still provide adequate notification to impacted families within 30 days of making such changes.

*The period of availability ends on July 31, 2020.*



**ATTACHMENT D**

**PERFORMANCE REPORT  
CAPITAL FUND 2016**

**COPY AVAILABLE FOR INSPECTION  
AT HACE ADMINISTRATIVE OFFICE  
606 HOLLAND STREET  
ERIE, PA 16501**

**ATTACHMENT E**

**PERFORMANCE REPORT  
CAPITAL FUND 2017**

**COPY AVAILABLE FOR INSPECTION  
AT HACE ADMINISTRATIVE OFFICE  
606 HOLLAND STREET  
ERIE, PA 16501**

**ATTACHMENT F**

**PERFORMANCE REPORT  
CAPITAL FUND 2018**

**COPY AVAILABLE FOR INSPECTION  
AT HACE ADMINISTRATIVE OFFICE  
606 HOLLAND STREET  
ERIE, PA 16501**

# **ATTACHMENT G**

## **PERFORMANCE REPORT CAPITAL FUND 2019**

**COPY AVAILABLE FOR INSPECTION  
AT HACE ADMINISTRATIVE OFFICE  
606 HOLLAND STREET  
ERIE, PA 16501**

# **ATTACHMENT H**

## **PERFORMANCE REPORT CAPITAL FUND 2020**

**COPY AVAILABLE FOR INSPECTION  
AT HACE ADMINISTRATIVE OFFICE  
606 HOLLAND STREET  
ERIE, PA 16501**

# **ATTACHMENT I**

## **FY 2021 – 2025 CAPITAL FUND 5-YEAR ACTION PLAN**

Capital Fund Program-Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

Part I : Summary		Locality: (City/County & State) Erie, PA			X_ Original	Revision No.
PHA Name: Housing Authority of the City of Erie		Work Statement for Year 1 FFY: 2021	Work Statement for Year 2 FFY : 2022	Work Statement for Year 3 FFY : 2023	Work Statement for Year 4 FFY : 2024	Work Statement for Year 5 FFY : 2025
A. Development Number/Name						
	PA013-000001 AMP Group #1		936,900	634,700	626,700	612,602
	PA013-000002 AMP Group #2		815,771	1,003,519	332,500	869,000
	PA013-000003 AMP Group #3		783,585	765,798	443,100	407,000
	PA013-000004 AMP Group #4		210,620	228,750	457,702	577,400
	PA013-000005 AMP Group #5		249,000	325,781	495,000	70,000
	PA013-000006 AMP Group #6		189,126	141,454	675,000	585,000
	PA013-000007 AMP Group #7		35,000	120,000	190,000	99,000
	<b>B. Physical Improvements Subtotal</b>		<b>3,220,002</b>	<b>3,220,002</b>	<b>3,220,002</b>	<b>3,220,002</b>
	C. Management Improvements		0	0	0	0
	D. PHA-Wide Non-dwelling Structures and Equipment		0	0	0	0
	<b>E. Administration</b>					
	PA013-000001 AMP Group #1		113,460	113,460	113,460	113,460
	PA013-000002 AMP Group #2		87,504	87,504	87,504	87,504
	PA013-000003 AMP Group #3		131,389	131,389	131,389	131,389
	PA013-000004 AMP Group #4		37,998	37,998	37,998	37,998
	PA013-000005 AMP Group #5		51,646	51,646	51,646	51,646
	PA013-000006 AMP Group #6		53,519	53,519	53,519	53,519
	PA013-000007 AMP Group #7		21,408	21,408	21,408	21,408
	<b>F. Other - Site Acquisition</b>					
	PA013-000001 AMP Group #1		10,000	10,000	10,000	10,000
	<b>G. Operations</b>					
	PA013-000001 AMP Group #1		287,850	287,850	287,850	287,850
	PA013-000002 AMP Group #2		83,424	83,424	83,424	83,424
	PA013-000003 AMP Group #3		250,427	250,427	250,427	250,427
	PA013-000004 AMP Group #4		67,325	67,325	67,325	67,325
	PA013-000005 AMP Group #5		257,270	257,270	257,270	257,270
	PA013-000006 AMP Group #6		277,063	277,063	277,063	277,063
	PA013-000007 AMP Group #7		18,950	18,950	18,950	18,950
	H. Demolition		0	0	0	0
	I. Development		0	0	0	0
	J. Capital Fund Financing - Debt Service		0	0	0	0
	<b>K. Total CFP Funds</b>		<b>4,969,235</b>	<b>4,969,235</b>	<b>4,969,235</b>	<b>4,969,235</b>
	L. Total Non-CFP Funds		0	0	0	0
	<b>M. Grand Total</b>		<b>4,969,235</b>	<b>4,969,235</b>	<b>4,969,235</b>	<b>4,969,235</b>

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

**U.S. Department of Housing and Urban Development**  
Office of Public and Indian Housing  
Expires 4/30/2011

Work Statement for Year 1 FFY: 2021	Work Statement for Year 2 FFY: 2022		Work Statement for Year 3 FFY: 2023			
	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<b>PA013-000001 AMP Group #1</b>			<b>PA013-000001 AMP Group #1</b>		
	<b>Harbor Homes (224 units)</b>			<b>Harbor Homes (224 units)</b>		
	Renovate administrative office area	lump sum	150,000	Replace lights to LED	136 units	75,000
	Replace shed doors, frames and locksets	91 doors	109,400	Replace kitchen and bathroom doors	20 units	65,000
	Resurface parking areas	lump sum	89,000	Replace kitchen sink drains	216 units	50,000
	Repair shed foundations	8 units	59,000	Replace stoops and handrails	5 units	25,000
	Upgrade playground	lump sum	34,000	Replace sidewalks	lump sum	25,000
	Secure attic hatches	lump sum	25,500	Install stair treads	224 units	10,000
	<b>Harbor Homes Annex (121 units)</b>			<b>Harbor Homes Annex (121 units)</b>		
	Replace roofing shingles and vent pipes	15 bldgs	150,000	Insulate exterior walls & attic, move bathrm exhausts	lump sum	100,000
	Replace kitchen cabinets	25 units	75,000	A/C replacement	20 units	62,500
	Replace interior doors & frames	20 units	40,000	Replace exterior doors, frames and locksets	25 units	60,000
	Replace stoops and handrails	8 units	40,000	Replace gable vents	29 bldgs	20,000
				Install stair treads	121 units	8,000
	Subtotal of Estimated Cost		771,900	Subtotal of Estimated Cost		500,500



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Work Statement for Year 1 FFY: 2021	Work Statement for Year 2 FFY: 2022			Work Statement for Year 3 FFY: 2023		
	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<b>PA013-000001 AMP Group #1</b>			<b>PA013-000001 AMP Group #1</b>		
	<u>13-7 Scattered Sites (9 units)</u>			<u>13-7 Scattered Sites (9 units)</u>		
	Install exterior shed	2 units	20,000	Exterior painting	9 units	26,000
	Replace kitchen cabinets	9 units	27,000	Replace exterior doors, frames and locks	9 units	22,500
	Install bedroom and living room ceiling fixtures/fans	9 units	13,500	Replace sidewalks and driveways	lump sum	22,500
	Replace roofing shingles	1 bldg	4,500	Waterproof basements	2 units	10,000
	<u>13-8 Scattered Sites (68 units)</u>			<u>13-8 Scattered Sites (68 units)</u>		
	Replace lights to LED	68 units	100,000	Replace stoops and handrails	5 units	24,000
				Replace roofing shingles	2 units	10,000
				<u>13-18 Scattered Sites (2 units)</u>		
			Replace roofing shingles	1 unit	5,000	
			Install basement windows and screens	2 units	3,200	
			Exterior painting	2 units	5,000	
			Replace window wells	2 units	2,000	
			Replace exterior meter box and grounding	2 units	2,000	
			Install ceiling fans	2 units	2,000	
	Subtotal of Estimated Cost		165,000	Subtotal of Estimated Cost		134,200

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Work Statement for Year 1 FFY: 2021	Work Statement for Year 4 FFY: 2024			Work Statement for Year 5 FFY: 2025		
	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<b>PA013-000001 AMP Group #1 (cont)</b>			<b>PA013-000001 AMP Group #1 (cont)</b>		
	<b>Harbor Homes (224 units)</b>			<b>Harbor Homes (224 units)</b>		
	Repoint buildings (including Admin bldg)	3 bldgs	100,000	Replace/reconfigure crawl space hatches	25 units	63,102
	Replace exterior doors, frames and locksets	24 units	60,000	A/C replacement	20 units	62,500
	Rewire cable to 2nd floor	lump sum	25,000	Parking lot expansion	lump sum	50,000
				Install utility room door	213 units	50,000
				Replace kitchen cabinets	10 units	30,000
				<b>Harbor Homes Annex (121 units)</b>		
	Siding replacement	5 bldgs	85,000	Replace sidewalks	lump sum	50,000
Exterior painting	8 bldgs	45,000	Replace vinyl flooring	20 units	40,000	
Main water shut-offs in apartments	121 units	24,200	Replace interior doors and frames	20 units	30,000	
			Rewire cable to 2nd floor	115 units	25,000	
	Subtotal of Estimated Cost		339,200	Subtotal of Estimated Cost		400,602

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Work Statement for Year 1 FFY: 2021	Work Statement for Year 4 FFY: 2024			Work Statement for Year 5 FFY: 2025		
	Description of Major Work Categories	Quantity	Estimated Cost	Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<b>PA013-000001 AMP Group #1</b>			<b>PA013-000001 AMP Group #1</b>		
	<u>13-7 Scattered Sites (9 units)</u>	9 units	75,000	<u>13-7 Scattered Sites (9 units)</u>		
	Replace siding					
	Replace stoops and railings	9 units	40,000			
	<u>13-8 Scattered Sites (68 units)</u>	34 units	75,000	<u>13-8 Scattered Sites (68 units)</u>	36 units	90,000
	Replace siding			Replace kitchen cabinets and plumbing fixtures		
	Install exterior shed	5 units	50,000	Install roof vents	68 units	34,000
	Exterior painting	16 units	42,500	Waterproof basements	4 units	20,000
				Replace sidewalks	lump sum	20,000
				Replace vinyl flooring	8 units	16,000
			<u>13-18 Scattered Sites (2 units)</u>			
			Rewire cable to second floor			
				Renovate bathrooms	2 units	24,000
				Replace kitchen cabinets	2 units	4,000
				Replace lights to LED	2 units	4,000
	Subtotal of Estimated Cost		287,500	Subtotal of Estimated Cost		212,000

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Work Statement for Year 1 FFY: 2021	Work Statement for Year 2 FFY: 2022		Work Statement for Year 3 FFY: 2023			
	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<b>PA013-000002 AMP Group #2</b> <u>Lake City (40 units)</u> Replace roofing shingles & fascia	3 bldgs	17,000	<b>PA013-000002 AMP Group #2</b> <u>Lake City (40 units)</u> Replace water mains in apts & add shut off valves	lump sum	180,000
	Replace lights to LED	40 units	8,000	Replace stoops	20 units	15,000
	<u>13-7 Scattered Sites (61 units)</u> Replace stoops and sidewalks	lump sum	50,000	<u>13-7 Scattered Sites (61 units)</u> Replace driveways & sidewalks	lump sum	75,000
	Replace roofing shingles	8 bldgs	40,131	Install ceiling fans	61 units	75,000
	Replace vinyl flooring	10 units	20,000	Replace roofing shingles	7 bldgs	30,000
	Replace exterior meter box and grounding	61 units	61,000	<u>13-8 Scattered Sites (97 units)</u> Install basement windows and screens	97 units	152,119
	Replace lights to LED	61 units	12,200	Replace exterior meter box and grounding	97 units	97,000
	Replace window wells	61 units	6,250	Install ceiling fans	97 units	77,600
	<u>13-8 Scattered Sites (97 units)</u> Renovate bathrooms	13 units	90,000	Replace window wells	97 units	38,800
	Replace stoops and sidewalks	lump sum	75,000	Replace lights to LED	97 units	20,000
	Replace roofing shingles	9 bldgs	44,600	Replace vinyl flooring	10 units	20,000
	Subtotal of Estimated Cost		424,181	Install screen doors	16 units	16,000
				Subtotal of Estimated Cost		796,519

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	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<b>PA013-000002 AMP Group #2 (cont)</b>			<b>PA013-000002 AMP Group #2 (cont)</b>		
	<u>13-17 Scattered Sites (32 units)</u>			<u>13-17 Scattered Sites (32 units)</u>		
	Replace stoops and handrails	16 units	88,150	Update electric lines	32 units	40,000
	Replace kitchen cabinets	32 units	50,000	Replace sidewalks	lump sum	25,000
	Reconfigure front porches	1 unit	25,700	Replace roofing shingles	4 units	21,200
	Waterproof basements	2 units	10,000	Replace lights to LED	32 units	6,400
	<u>13-18 Scattered Sites (47 units)</u>			<u>13-18 Scattered Sites (47 units)</u>		
	Replace roofing shingles	33,850 sf	69,430	Replace stoops and handrails	10 units	50,000
	Replace exterior meter box and grounding	47 units	47,000	Replace kitchen and bathroom floors	10 units	20,000
	Reconfigure front porches	2 units	43,710	Replace sidewalks	lump sum	20,000
	Install ceiling fans	47 units	37,600	Replace kitchen cabinets	5 units	15,000
	Waterproof basements	2 units	10,000	Replace lights to LED	47 units	9,400
	Replace floors	5 units	10,000			
	Subtotal of Estimated Cost		391,590	Subtotal of Estimated Cost		207,000

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Work Statement for Year 1 FFY: 2021	Work Statement for Year 4 FFY: 2024		Work Statement for Year 5 FFY: 2025			
	Description of Major Work Categories	Quantity	Estimated Cost	Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<b>PA013-000002 AMP Group #2</b> <u>Lake City (40 units)</u> Replace wingwalls and façade	10 units	30,000	<b>PA013-000002 AMP Group #2</b> <u>Lake City (40 units)</u> Replace water mains in apts and add shutoff valves	lump sum	200,000
	Rewire cable to 2nd and 3rd floor	lump sum	20,000	Replace cast iron waste pipes with PVC	5 bldgs	110,000
				Replace/repair playground	lump sum	50,000
				Replace cold air returns	40 units	24,000
				<u>13-7 Scattered Sites (61 units)</u> Replace basement stairs	5 units	20,000
				<u>13-8 Scattered Sites (97 units)</u> Replace basement stairs	5 units	20,000
				<u>13-10 Eastbrook (50 units)</u> Replace stack pipes for sewer drains	15 units	225,000
				Renovate bathrooms	10 units	70,000
				Replace stoops	5 units	40,000
				Subtotal of Estimated Cost		759,000

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Work Statement for Year 1 FFY: 2021	Work Statement for Year 4 FFY: 2024			Work Statement for Year 5 FFY: 2025		
	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<b>PA013-000002 AMP Group #2 (cont.)</b>			<b>PA013-000002 AMP Group #2 (cont)</b>		
	<u>13-17 Scattered Sites (32 units)</u> Exterior painting	8 units	20,000	<u>13-17 Scattered Sites (32 units)</u> Replace roofs	5 units	35,000
				Replace basements stairs	5 units	20,000
	<u>13-18 Scattered Sites (47 units)</u> Exterior painting	5 units	12,500	<u>13-18 Scattered Sites (47 units)</u> Replace roofs	5 units	35,000
				Replace basement stairs	5 units	20,000
	Subtotal of Estimated Cost		32,500	Subtotal of Estimated Cost		110,000

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Work Statement for Year 1 FFY: 2021	Work Statement for Year 2 FFY: 2022		Work Statement for Year 3 FFY: 2023		Estimated Cost
	Description of Major Work Categories	Quantity	Estimated Cost	Description of Major Work Categories	
See Annual Statement	<b>PA013-000003 AMP Group #3</b>			<b>PA013-000003 AMP Group #3</b>	
	John E. Horan Garden Apts. (429 units)			John E. Horan Garden Apts. (429 units)	
	Exterior painting	22 units	135,000	Resurface parking areas	lump sum
	Replace kitchen cabinets	50 units	75,000	Plumbing for water meters and backflow preventers	8 units
	Renovate bathrooms	13 units	75,000	Replace roofing shingles, gutters & downspouts	20 bldgs
	Insulate exterior walls and attic, move bathroom exhaust	25 units	50,000	Replace carpet in one bedroom units	34 units
	Replace lights to LED	429 units	85,800	Replace stair treads	429 units
	Replace awning window with glass block	429 units	85,600	Replace vinyl flooring	20 units
	<b>13-8 Scattered Sites (6 units)</b>			Raise sanitary sewers & manholes to ground level	lump sum
	Replace sidewalk	lump sum	24,000	Replace plaster ceilings	50 rooms
	Replace vinyl flooring	6 units	12,000	<b>13-8 Scattered Sites (6 units)</b>	
	Replace roofing shingles, gutters and downspouts	1 unit	6,000	Replace kitchen cabinets	6 units
	<b>13-11 Bird Drive (50 units)</b>			<b>13-11 Bird Drive (50 units)</b>	
	Resurface parking areas	lump sum	187,185	Renovate bathrooms	15 units
	Replace stoops and handrails	50 units	48,000	Replace entry doors and jams	50 units
	Subtotal of Estimated Cost	783,585	Subtotal of Estimated Cost		765,798



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Work Statement for Year 1 FFY: 2021	Work Statement for Year 4 FFY: 2024			Work Statement for Year 5 FFY: 2025		
	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<b>PA013-000003 AMP Group #3</b>			<b>PA013-000003 AMP Group #3</b>		
	<b>John E. Horan Garden Apts. (429 units)</b>			<b>John E. Horan Garden Apts. (429 units)</b>		
	Replace exterior doors, frames and locksets	50 units	100,000	Replace plaster ceilings	53 units	75,000
	Replace windows	75 units	97,000	Replace siding	1 bldg	75,000
	Update heating and cooling system-Admin office, Community Center and Shop	lump sum	50,000	Insulate exterior walls	8 units	79,000
	Replace individual main water shut off	lump sum	30,000	Install receptacles and cement board insulation in shed	50 units	40,000
	Replace sidewalk	lump sum	13,000	Remove closet doors/install rod	200 units	25,000
	Replace dryer draft fans	30 units	12,000	Landscaping and erosion control	lump sum	25,000
	Install cable ready capability for 2nd floor	lump sum	10,000	Repair/replace playgrounds	lump sum	25,000
	Replace stoops and handrails	6 units	3,600	Repair/replace fence	lump sum	25,000
	<b>13-8 Scattered Sites (6 units)</b>			Replace interior panel doors, bath, closets and bedrooms	3 units	8,000
	Exterior painting	6 units	15,000	<b>13-11 Bird Drive (50 units)</b>		
	Replace exterior doors, frames and locksets	6 units	10,000	Replace vinyl floors	10 units	20,000
	<b>13-11 Bird Drive (50 units)</b>			Replace lights to LED	50 units	10,000
	Install French drains	6 units	30,000			
Replace kitchen cabinets	10 units	25,000				
Exterior painting	5 bldgs	27,500				
Replace sidewalk	lump sum	20,000				
	Subtotal of Estimated Cost	443,100		Subtotal of Estimated Cost	407,000	

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Work Statement for Year 1 FFY: 2021	Work Statement for Year 2 FFY: 2022			Work Statement for Year 3 FFY: 2023		
	Description of Major Work Categories	Quantity	Estimated Cost	Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<b>PA013-000004 AMP Group #4</b>			<b>PA013-000004 AMP Group #4</b>		
	<u>13-8 Scattered Sites (10 units)</u>	8 units	48,520	<u>13-7 Scattered Sites (8 units)</u>	8 units	25,000
	Renovate bathrooms			Replace kitchen cabinets		
	Replace roofing shingles	5 bldgs	28,800	Replace sidewalks and driveways	lump sum	10,000
	Basement repairs	1 unit	3,800	Replace roofing shingles	1 bldg	4,000
	Replace lights to LED	10 units	2,000	Replace window wells	8 units	3,200
	<u>13-9 Priscaro Apartments (53 units)</u>			<u>13-8 Scattered Sites (10 units)</u>		
	Replace roofing shingles	5 bldgs	30,000	Replace bath and kitchen cabinets	10 units	3,950
	Replace bathroom plumbing fixtures	25 units	15,000	<u>13-14 Pineview (68 units)</u>		
	Replace kitchen, bath, hallway doors	15 units	12,000	Replace sidewalks	lump sum	95,000
	Replace vinyl flooring	6 units	12,000	Replace kitchen cabinets	15 units	50,000
	<u>13-14 Pineview (68 units)</u>			Replace lights to LED	6 units	13,600
	Replace stair treads & stringers to 2nd floor	12 units	25,000	Replace stoops and handrails	6 units	13,000
	Replace vinyl flooring	10 units	20,000	Replace kitchen & bathroom plumbing fixtures	6 units	6,000
	Replace kitchen, bath, hallway doors	15 units	12,000	Install stair treads	68 units	5,000
	<u>13-18 Scattered Sites (3 units)</u>					
	Replace window wells	3 units	1,500			
	Subtotal of Estimated Cost		210,620	Subtotal of Estimated Cost		228,750

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	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<b>PA013-000004 AMP Group #4</b>			<b>PA013-000004 AMP Group #4</b>		
	<u>13-7 Scattered Sites (8 units)</u>	8 units	13,000	<u>13-7 Scattered Sites (8 units)</u>	4 units	24,000
	Replace basement security screens			Renovate bathrooms		
	Exterior painting	4 units	10,000	Replace exterior meter box and grounding	8 units	8,000
	Replace entry doors, frames and locksets	4 units	4,800	Install basement windows and screens	8 units	6,400
				Install ceiling fans	8 units	6,400
				Replace lights to LED	8 units	2,000
	<u>13-8 Scattered Sites (10 units)</u>	10 units	15,000	<u>13-9 Priscaro Apartments (53 units)</u>	25 units	225,000
	Replace basement security screens			Replace roofs, gutters and downspouts	lump sum	65,000
	Exterior painting	4 units	10,000	Repair/resurface parking areas	lump sum	50,000
	Replace entry doors, frames and locksets	4 units	4,800	Replace sidewalks	20 units	50,000
	<u>13-9 Priscaro Apartments (53 units)</u>	lump sum	87,102	Replace stoops and handrails	lump sum	25,000
	Tuck and point bricks	11 bldgs	60,000	Replace basketball court		
	Exterior painting	25 units	40,000			
Install lights in bedrooms	53 units	26,000				
Install ceiling lights	5 units	10,000				
Replace slop sinks						
	Subtotal of Estimated Cost	280,702		Subtotal of Estimated Cost	461,800	

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	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<b>PA013-000004 AMP Group #4</b>			<b>PA013-000004 AMP Group #4</b>		
	<u>13-14 Pineview (68 units)</u>			<u>13-14 Pineview (68 units)</u>		
	Exterior painting	20 units	50,000	Install ceiling lights	68 units	35,000
	Tuck and point bricks	lump sum	50,000	Repave basketball court, stripe, fence and new equipment	lump sum	25,000
	Replace sidewalks, curbs and aprons	lump sum	25,000	Replace roofs	2 bldgs	20,000
	Replace countertops and cabinets	lump sum	20,000			
	Replace slop sinks	5 units	10,000			
	<u>13-18 Scattered Sites (3 units)</u>			<u>13-18 Scattered Sites (3 units)</u>		
	Replace kitchen cabinets	3 units	10,000	Replace interior doors	3 units	10,000
	Replace kitchen and bathroom plumbing fixtures	3 units	3,000	Replace slop sinks	3 units	10,000
	Replace stoops and handrails	3 units	3,600	Exterior painting	3 units	7,500
	Replace exterior meter box and grounding	3 units	3,000	Replace basement security screens	3 units	4,500
	Install ceiling fans	3 units	2,400	Replace entry doors, frames and locksets	3 units	3,600
	Subtotal of Estimated Cost		177,000	Subtotal of Estimated Cost		115,600

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Work Statement for Year 1 FFY: 2021	Work Statement for Year 2 FFY: 2022		Work Statement for Year 3 FFY: 2023			
	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<b>PA013-000005 AMP Group #5</b>			<b>PA013-000005 AMP Group #5</b>		
	<b>Schmid Towers (193 units)</b>			<b>Schmid Towers (193 units)</b>		
	Replace heating system boilers	2	214,000	Replace kitchen and bathroom plumbing fixtures	139 units	140,261
	Resurface parking areas	lump sum	35,000	Install new water shut-off valves	lump sum	85,000
				Replace handrails in corridors	lump sum	45,520
				Install additional security cameras	lump sum	20,000
			Replace interior living room & closet doors	50 doors	20,000	
			Replace carpet in apartments	15 units	15,000	
	Subtotal of Estimated Cost		249,000	Subtotal of Estimated Cost		325,781

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	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<b>PA013-000005 AMP Group #5</b>			<b>PA013-000005 AMP Group #5</b>		
	Replace elevator		200,000	<b>Schmid Towers (193 units)</b> Replace sanitary pipes between kitchen and bath	88 units	45,000
	Replace roof		190,000	Replace curbs	lump sum	20,000
	Replace interior doors	94 units	65,000	Replace sidewalks	lump sum	5,000
	Repair spalling and cracks at foundation and retaining wall	lump sum	30,000			
	Replace heaters in apartments	25 units	10,000			
	Subtotal of Estimated Cost		495,000	Subtotal of Estimated Cost		70,000

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	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<b>PA013-000006 AMP Group #6</b>			<b>PA013-000006 AMP Group #6</b>		
	Friendship Apts. (200 units)			Friendship Apts. (200 units)		
	Repair concrete spalls	lump sum	46,126	Resurface parking areas	lump sum	54,953
	Replace windows	40 units	40,000	Extend parking area	lump sum	30,750
	Update community room kitchen ventilation, range hoods and electric	lump sum	40,000	Replace apartment lighting	lump sum	30,751
	Elevator repairs	lump sum	25,000	Update security camera server	1	15,000
	Replace vinyl flooring	10 units	25,000	Replace sidewalks	lump sum	10,000
	Replace air conditioners in apartments	8	8,000			
	Replace door closers	10 units	5,000			
		Subtotal of Estimated Cost		189,126	Subtotal of Estimated Cost	

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	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<b>PA013-000006 AMP Group #6</b>			<b>PA013-000006 AMP Group #6</b>		
	Replace roof	lump sum	300,000	<u>Friendship Apts. (200 units)</u> Balcony repairs	lump sum	250,000
	Replace elevator	lump sum	200,000	Renovate/expand laundry room	lump sum	100,000
	Upgrade call for aide system	lump sum	80,000	Replace balcony screen doors	200 units	80,000
	Renovate community kitchen	lump sum	45,000	Renovate bathrooms in HC units	10 units	45,000
	Replace mailboxes and remodel mail area	lump sum	30,000	Exterior caulking	lump sum	35,000
	Replace floors	5 units	10,000	Renovate kitchens/bedroom cupboards in HC units	10 units	30,000
	Repair/replace fencing along 11th Street from sidewalk to parking lot	lump sum	10,000	Repair concrete spalls	lump sum	30,000
				Replace/repair fencing	lump sum	15,000
		Subtotal of Estimated Cost		675,000	Subtotal of Estimated Cost	



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	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<b>PA013-000007 AMP Group #7</b>			<b>PA013-000007 AMP Group #7</b>		
	<u>Ostrow Apts. (80 units)</u> Replace bathroom fans	42 units	20,000	Replace exterior louvers	lump sum	75,000
	Replace carpet in apartments	15 units	15,000	Replace community room flooring	lump sum	25,000
				Replace auto door openers	lump sum	20,000
	Subtotal of Estimated Cost		35,000	Subtotal of Estimated Cost		120,000

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Work Statement for Year 1 FFY: 2021	Work Statement for Year 4 FFY: 2024			Work Statement for Year 5 FFY: 2025		
	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<b>PA013-000007 AMP Group #7</b>			<b>PA013-000007 AMP Group #7</b>		
	Replace elevator	lump sum	100,000	<u>Ostrow Apts. (80 units)</u> Replace interior wallpaper	lump sum	75,000
	Install water treatment system for boilers	lump sum	50,000	Install bedroom ceiling fans	80 units	24,000
	Update fire alarm system	lump sum	25,000			
	Replace apartment doors	20 units	10,000			
	Replace apartment pantry doors	5 units	5,000			
	Subtotal of Estimated Cost		190,000	Subtotal of Estimated Cost		99,000

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

U.S. Department of Housing and Urban Development  
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Part III: Supporting Pages - Management Needs Work Statement(s)		Work Statement for Year 2 FFY: 2022		Work Statement for Year 3 FFY: 2023		
Work Statement for Year 1 FFY: 2021	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<u>PA013-000001 AMP Group #1</u> <u>Administration</u> Administration Fee	lump sum	113,460	<u>PA013-000001 AMP Group #1</u> <u>Administration</u> Administration Fee	lump sum	113,460
	<u>Site Acquisition</u> Neighborhoods surrounding public housing developments	lump sum	10,000	<u>Site Acquisition</u> Neighborhoods surrounding public housing developments	lump sum	10,000
	<u>Operations</u> Community Oriented Police Services	4 officers	277,850	<u>Operations</u> Community Oriented Police Services	4 officers	277,850
	Economic Development	lump sum	10,000	Economic Development	lump sum	10,000
	Subtotal of Estimated Cost		411,310	Subtotal of Estimated Cost		411,310

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

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

Work Statement for Year 1 FFY: 2021	Work Statement for Year 4 FFY: 2024			Work Statement for Year 5 FFY: 2025		
	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<b>PA013-000001 AMP Group #1</b> <u>Administration</u> Administration Fee	lump sum	113,460	<b>PA013-000001 AMP Group #1</b> <u>Administration</u> Administration Fee	lump sum	113,460
	<u>Site Acquisition</u> Neighborhoods surrounding public housing developments	lump sum	10,000	<u>Site Acquisition</u> Neighborhoods surrounding public housing developments	lump sum	10,000
	<u>Operations</u> Community Oriented Police Services	4 officers	277,850	<u>Operations</u> Community Oriented Police Services	4 officers	277,850
	Economic Development	lump sum	10,000	Economic Development	lump sum	10,000
	Subtotal of Estimated Cost		411,310	Subtotal of Estimated Cost		411,310

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

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

Work Statement for Year 1 FFY: 2021	Work Statement for Year 2 FFY: 2022			Work Statement for Year 3 FFY: 2023		
	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<u>PA013-000002 AMP Group #2</u> <u>Administration</u> Administration Fee	lump sum	87,504	<u>PA013-000002 AMP Group #2</u> <u>Administration</u> Administration Fee	lump sum	87,504
	<u>Operations</u> Community Oriented Police Services	4 officers	83,424	<u>Operations</u> Community Oriented Police Services	4 officers	83,424
	Subtotal of Estimated Cost		170,928	Subtotal of Estimated Cost		170,928

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

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

**Part III: Supporting Pages - Management Needs Work Statement(s)**

Work Statement for Year 1 FFY: 2021	Work Statement for Year 4 FFY: 2024			Work Statement for Year 5 FFY: 2025		
	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<u>PA013-000002 AMP Group #2</u> <u>Administration</u> Administration Fee	lump sum	87,504	<u>PA013-000002 AMP Group #2</u> <u>Administration</u> Administration Fee	lump sum	87,504
	<u>Operations</u> Community Oriented Police Services	4 officers	83,424	<u>Operations</u> Community Oriented Police Services	4 officers	83,424
	Subtotal of Estimated Cost		170,928	Subtotal of Estimated Cost		170,928

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

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

Work Statement for Year 1 FFY: 2021	Work Statement for Year 2 FFY: 2022			Work Statement for Year 3 FFY: 2023		
	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<u>PA013-000003 AMP Group #3</u> <u>Administration</u> Administration Fee	lump sum	131,389	<u>PA013-000003 AMP Group #3</u> <u>Administration</u> Administration Fee	lump sum	131,389
	<u>Operations</u> Community Oriented Police Services	4 officers	250,427	<u>Operations</u> Community Oriented Police Services	4 officers	250,427
	Subtotal of Estimated Cost		381,816	Subtotal of Estimated Cost		381,816

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

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

**Part III: Supporting Pages - Management Needs Work Statement(s)**

Work Statement for Year 1 FFY: 2021	Work Statement for Year 4 FFY: 2024			Work Statement for Year 5 FFY: 2025		
	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<u>PA013-000003 AMP Group #3</u> <u>Administration</u> Administration Fee	lump sum	131,389	<u>PA013-000003 AMP Group #3</u> <u>Administration</u> Administration Fee	lump sum	131,389
	<u>Operations</u> Community Oriented Police Services	4 officers	250,427	<u>Operations</u> Community Oriented Police Services	4 officers	250,427
	Subtotal of Estimated Cost		381,816	Subtotal of Estimated Cost		381,816



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

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**Part III: Supporting Pages - Management Needs Work Statement(s)**

Work Statement for Year 1 FFY: 2021	Work Statement for Year 2 FFY: 2022			Work Statement for Year 3 FFY: 2023		
	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<u>PA013-000004 AMP Group #4</u> <u>Administration</u> Administration Fee	lump sum	37,998	<u>PA013-000004 AMP Group #4</u> <u>Administration</u> Administration Fee	lump sum	37,998
	<u>Operations</u> Community Oriented Police Services	4 officers	67,325	<u>Operations</u> Community Oriented Police Services	4 officers	67,325
	Subtotal of Estimated Cost		105,323	Subtotal of Estimated Cost		105,323

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

U.S. Department of Housing and Urban Development  
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Expires 4/30/2011

Work Statement for Year 1 FFY: 2021	Work Statement for Year 4 FFY: 2024				Work Statement for Year 5 FFY: 2025				
	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<b>PA013-000004 AMP Group #4</b> <u>Administration</u> Administration Fee	lump sum	37,998	<b>PA013-000004 AMP Group #4</b> <u>Administration</u> Administration Fee	lump sum	37,998	<u>Operations</u> Community Oriented Police Services	4 officers	67,325
	<u>Operations</u> Community Oriented Police Services	4 officers	67,325	<u>Operations</u> Community Oriented Police Services	4 officers	67,325			
	Subtotal of Estimated Cost		105,323	Subtotal of Estimated Cost		105,323	Subtotal of Estimated Cost		105,323

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

U.S. Department of Housing and Urban Development  
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Work Statement for Year 1 FFY: 2021	Work Statement for Year 2 FFY: 2022			Work Statement for Year 3 FFY: 2023		
	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<u>PA013-000005 AMP Group #5</u> <u>Administration</u> Administration Fee	lump sum	51,646	<u>PA013-000005 AMP Group #5</u> <u>Administration</u> Administration Fee	lump sum	51,646
	<u>Operations</u> Community Oriented Police Services HomePLUS Social Services at Schmid Towers	4 officers 193 residents	30,890 226,380	<u>Operations</u> Community Oriented Police Services HomePLUS Social Services at Schmid Towers	4 officers 193 residents	30,890 226,380
	Subtotal of Estimated Cost		308,916	Subtotal of Estimated Cost		308,916

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

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

Work Statement for Year 1 FFY: 2021	Work Statement for Year 4 FFY: 2024			Work Statement for Year 5 FFY: 2025		
	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<u>PA013-000005 AMP Group #5</u> <u>Administration</u> Administration Fee	lump sum	51,646	<u>PA013-000005 AMP Group #5</u> <u>Administration</u> Administration Fee	lump sum	51,646
	<u>Operations</u> Community Oriented Police Services	4 officers	30,890	<u>Operations</u> Community Oriented Police Services	4 officers	30,890
	HomePLUS Social Services at Schmid Towers	193 residents	226,380	HomePLUS Social Services at Schmid Towers	193 residents	226,380
	Subtotal of Estimated Cost		308,916	Subtotal of Estimated Cost		308,916

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

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
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Work Statement for Year 1 FFY: 2021	Work Statement for Year 2 FFY: 2022			Work Statement for Year 3 FFY: 2023		
	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<u>PA013-000006 AMP Group #6</u> <u>Administration</u> Administration Fee	lump sum	53,519	<u>PA013-000006 AMP Group #6</u> <u>Administration</u> Administration Fee	lump sum	53,519
	<u>Operations</u> Community Oriented Police Services HomePLUS Social Services at Friendship Apts	4 officers 200 residents	41,443 235,620	<u>Operations</u> Community Oriented Police Services HomePLUS Social Services at Friendship Apts	4 officers 200 residents	41,443 235,620
	Subtotal of Estimated Cost		330,582	Subtotal of Estimated Cost		330,582

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

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Office of Public and Indian Housing  
Expires 4/30/2011

**Part III: Supporting Pages - Management Needs Work Statement(s)**

Work Statement for Year 1 FFY: 2021	Work Statement for Year 4 FFY: 2024			Work Statement for Year 5 FFY: 2025		
	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<u>PA013-000006 AMP Group #6</u> <u>Administration</u> Administration Fee	lump sum	53,519	<u>PA013-000006 AMP Group #6</u> <u>Administration</u> Administration Fee	lump sum	53,519
	<u>Operations</u> Community Oriented Police Services	4 officers	41,443	<u>Operations</u> Community Oriented Police Services	4 officers	41,443
	HomePLUS Social Services at Friendship Apartments	200 residents	235,620	HomePLUS Social Services at Friendship Apartments	200 residents	235,620
	Subtotal of Estimated Cost		330,582	Subtotal of Estimated Cost		330,582

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

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
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**Part III: Supporting Pages - Management Needs Work Statement(s)**

Work Statement for Year 1 FFY: 2021	Work Statement for Year 2 FFY: 2022			Work Statement for Year 3 FFY: 2023		
	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<u>PA013-000007 AMP Group #7</u> <u>Administration</u> Administration Fee	lump sum	21,408	<u>PA013-000007 AMP Group #7</u> <u>Administration</u> Administration Fee	lump sum	21,408
	<u>Operations</u> Community Oriented Police Services	4 officers	18,950	<u>Operations</u> Community Oriented Police Services	4 officers	18,950
	Subtotal of Estimated Cost		40,358	Subtotal of Estimated Cost		40,358

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

U.S. Department of Housing and Urban Development  
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Expires 4/30/2011

Part III: Supporting Pages - Management Needs Work Statement(s)		Work Statement for Year 4 FFY: 2024			Work Statement for Year 5 FFY: 2025		
Work Statement for Year 1 FFY: 2021	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	
See Annual Statement	<u>PA013-000007 AMP Group #7</u> <u>Administration</u> Administration Fee	lump sum	21,408	<u>PA013-000007 AMP Group #7</u> <u>Administration</u> Administration Fee	lump sum	21,408	
	<u>Operations</u> Community Oriented Police Services	4 officers	18,950	<u>Operations</u> Community Oriented Police Services	4 officers	18,950	
	Subtotal of Estimated Cost		40,358	Subtotal of Estimated Cost		40,358	



# **ATTACHMENT J**

## **STATEMENT OF HOUSING NEEDS**

# Needs Assessment

## NA-05 Overview

### Needs Assessment Overview

The needs assessment is based on an analysis of housing problems in the City of Erie by income level among renters, owners, and households with special needs. Needs were also identified through a comprehensive public outreach process that included stakeholder consultation, public hearings, neighborhood meetings, an online resident survey, and a review process designed to meaningfully engage citizens.

Data in this section was drawn primarily from HUD's Comprehensive Housing Affordability Strategy (CHAS) data set, which is a special tabulation of 2011-2015 American Community Survey (ACS) data from the Census Bureau. The CHAS data describes housing problems, such as overcrowding or incomplete kitchen and/or plumbing facilities, as well as cost burden, which occurs when a household pays more than 30% of its gross income on housing costs. Severe cost burden occurs when a household pays more than 50% of its gross income on housing costs.

Supplemental data were drawn from the 2011-2015 ACS 5-Year Estimates and other sources to provide additional context when needed.

## NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

### Summary of Housing Needs

High housing costs reduce economic opportunities and access to prosperity, especially among lower-income households in the City of Erie. Real incomes in the area have declined while housing costs have risen, resulting in an increase in the need for affordable housing options. Between 2009 and 2015, the median income for City residents decreased by 7% after adjusting for inflation, while median rent increased by 37% and median home values decreased by 1.55%, both after adjusting for inflation. As housing costs continue to increase while incomes decrease, housing costs continue to represent a larger portion of household income for households in the City of Erie compared to 2009. The combination of falling inflation-adjusted income and rising housing costs translates to diminished buying power for households. Given a lack of decent, affordable housing options, the City of Erie's lower-income households often face a choice between deficient housing and cost burden.

As the data below show, the most significant housing issue identified is cost burden, defined as spending over 30% of household income on housing costs, such as mortgage and rent payments and utility expenses. According to CHAS data, 35.38% of City of Erie households are cost burdened. Similarly, severe cost burden is defined as spending over 50% of household income on housing. In Erie, 17.6% of households are severely cost burdened. Stakeholder feedback indicated a lack of accessible housing is also a need within the City of Erie, in addition to supportive housing resources for adults with mental health, substance abuse and intellectual/developmental disabilities.

The following are HUD-generated tables using 2011-2015 CHAS data that are part of the Consolidated Plan tool. These tables are automatically generated when creating the Consolidated Plan. Please note that HAMFI refers to "HUD Adjusted Median Family Income," which is the median family income calculated by HUD for each jurisdiction, in order to determine Fair Market Rents and income limits for HUD programs. HAMFI will not necessarily be the same as other calculations of median incomes such as a simple Census number due to a series of adjustments that are made. Where the HUD tables below report AMI (Area Median Income), they refer to HAMFI.

Demographics	Base Year: 2009	Most Recent Year: 2015	% Change
Population	101,786	100,680	-1%
Households	40,490	41,130	2%
Median Income	\$33,293.00		3%
	(\$36,851.00 in 2015 dollars)	\$34,253.00	(-7% adjusted)

**Table 5 - Housing Needs Assessment Demographics**

Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

**Housing Costs Table (SUPPLEMENTAL)**

	Base Year: 2009	Most Recent Year: 2015	% Change
Median Home Value	80,900 <i>(\$87,254 in 2015 dollars)</i>	85,900	6% <i>(-1.55% adjusted)</i>
Median Contract Rent	438 <i>(\$472 in 2015 dollars)</i>	648	17% <i>(+37% adjusted)</i>

**Number of Households Table**

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households	8,110	6,865	7,755	4,785	13,620
Small Family Households	2,490	1,980	2,640	1,915	7,045
Large Family Households	550	505	525	300	785
Household contains at least one person 62-74 years of age	1,080	1,125	1,365	860	2,750
Household contains at least one person age 75 or older	685	1,390	1,425	430	680
Households with one or more children 6 years old or younger	1,805	1,035	1,089	890	1,045

**Table 6 - Total Households Table**

Data 2011-2015 CHAS  
Source:

**Housing Needs Summary Tables**

**1. Housing Problems (Households with one of the listed needs)**

	Renter					Owner				
	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>										
Substandard Housing - Lacking complete plumbing or kitchen facilities	85	135	125	10	355	10	15	35	10	70

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	60	70	20	4	154	0	0	4	0	4
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	170	125	170	25	490	20	10	65	15	110
Housing cost burden greater than 50% of income (and none of the above problems)	4,260	870	105	10	5,245	820	565	235	15	1,635
Housing cost burden greater than 30% of income (and none of the above problems)	695	2,195	905	130	3,925	275	875	1,135	385	2,670
Zero/negative Income (and none of the above problems)	370	0	0	0	370	195	0	0	0	195

**Table 7 – Housing Problems Table**

Data 2011-2015 CHAS  
Source:

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>										
Having 1 or more of four housing problems	4,580	1,200	420	55	6,255	850	590	335	45	1,820
Having none of four housing problems	1,715	3,295	3,435	1,885	10,330	405	1,780	3,565	2,800	8,550
Household has negative income, but none of the other housing problems	370	0	0	0	370	195	0	0	0	195

Table 8 – Housing Problems 2

Data 2011-2015 CHAS  
Source:

3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>								
Small Related	1,795	1,130	380	3,305	345	410	570	1,325
Large Related	285	205	30	520	115	105	65	285
Elderly	825	635	345	1,805	380	630	465	1,475
Other	2,280	1,340	339	3,959	270	315	270	855
Total need by income	5,185	3,310	1,094	9,589	1,110	1,460	1,370	3,940

Table 9 – Cost Burden > 30%

Data 2011-2015 CHAS  
Source:

4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>								
Small Related	1,500	280	30	1,810	270	100	80	450
Large Related	270	40	0	310	95	35	0	130
Elderly	600	210	110	920	265	230	125	620
Other	2,055	435	4	2,494	185	205	30	420
Total need by income	4,425	965	144	5,534	815	570	235	1,620

Table 10 – Cost Burden > 50%

Data 2011-2015 CHAS  
Source:

5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>										
Single family households	220	130	145	29	524	20	10	49	4	83
Multiple, unrelated family households	25	35	45	0	105	0	0	20	10	30
Other, non-family households	0	35	0	0	35	0	0	0	0	0
Total need by income	245	200	190	29	664	20	10	69	14	113

Table 11 – Crowding Information – 1/2

Data 2011-2015 CHAS  
Source:

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present								

Table 12 – Crowding Information – 2/2

### **Describe the number and type of single person households in need of housing assistance.**

According to 2015 American Community Survey (ACS) data, there are 14,455 single-person households in in the City of Erie, of which 7,954 (55%) are renter households. The median income for a single-person household in 2015 was \$22,220. Given that this is approximately 65% of the City of Erie's median income, it can reasonably be assumed that there are a significant number of single person households experiencing difficulty finding affordable housing, and points to a need for additional studio and one-bedroom units. In addition, stakeholders frequently reported the anticipated need for housing and services for adults with disabilities, particularly mental health, autism and substance misuse disorders.

### **Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.**

There are 17,119 persons, or 17% of the City of Erie's population, who identify as having one or more disability. Among those over the age of 65, the disability rate is 39.1%. 8,541 reported an ambulatory disability, 8,443 with a cognitive disability, 6,914 with a hearing or vision difficulty, and 5,840 with an independent living difficulty. Further, service providers interviewed during the stakeholder outreach process indicated that many persons with a mental health and/or substance abuse diagnoses struggle to find affordable housing due to lack of quality units. There is no data available on the needs of victims of dating violence, sexual assault and stalking; however, stakeholder interviews suggest there are additional emergency shelter and temporary housing assistance needs for crime victims and victims of sexual assault, particularly for the LGBTQ population. Currently, victims can work with Safe Journey, Safe Net, Erie Dawn.

### **What are the most common housing problems?**

Cost burden continues to be an issue for many households in the City of Erie. As the data above indicate, 35% of households (both renters and owners) in the City of Erie are cost-burdened. In all cases, cost burden is greatest among those earning below 50% HAMFI. In addition, poor quality units and inaccessible units continue to be common in the City of Erie.

### **Are any populations/household types more affected than others by these problems?**

Cost burden and severe cost burden affect households across the income spectrum, though the need for affordable housing is felt most acutely by the lowest income households. The rate of cost burden declines as household income increases. Renters earning below 50% HAMFI are also more likely to be cost burdened and severely cost burdened than homeowners in this income tier. Homeowners earning 50-100% of HAMFI, though, are more likely to be cost burdened than renters in the same income tiers. Persons with physical, mental health, substance misuse and intellectual/developmental disabilities also are affected more than others.



**Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance**

No specific data is available on the characteristics and needs of low-income individuals and families with children who are currently housed but are at imminent risk of homelessness. However, it can reasonably be assumed that households that are already cost-burdened and have low incomes are going to be the first to be forced from the housing market by escalating housing costs. The City of Erie reserves ESG dollars to provide rapid rehousing assistance for literally homeless individuals and families.

The City of Erie reserves ESG dollars to provide rapid rehousing assistance for literally homeless individuals and families. This assistance is typically in the form of a one-time payment (security deposit/first month rent). Ongoing rental assistance payments, supportive services to help households gain and maintain employment or other income, and other services to encourage stability were identified as needs. The Erie County Homeless Assistance Program provides homeless prevention assistance, as well as GECAC and church groups within the City of Erie, funded through other sources.

**If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:**

The City does not maintain an estimate of the at-risk population.

**Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness**

The lowest income households are also the highest concentrations of minorities that experience challenges accessing healthcare, housing and services. There remains a strong need for decent, affordable housing. High cost housing, particularly for households living paycheck to paycheck and experiencing cost-burden, is a risk factor for households to experience homelessness. Further, overcrowding, a lack of affordable housing, and lack of job skills and transportation to work are some of the key factors in instability and an increased risk of homelessness. Substance abuse and mental health diagnoses also contribute to instability.

#### **Discussion**

The high costs of housing reduce access to opportunity for City residents, particularly those with lower incomes and disabilities. The City will continue its efforts to improve the quality of existing housing stock, while supporting efforts to assist first-time homebuyers. In addition, the City will continue to support creation of new affordable units.

The greatest needs of households currently living in public housing continue to be stable, decent living conditions and access to opportunity, in the form of employment, education, or transportation connections to neighborhood amenities. Housing Choice Voucher holders often face difficulty finding accessible units. The waiting list for the Housing Choice Voucher program contains about 1400 households and is approximately a one year wait; for Public Housing units the wait is approximately 1.5 years.

# **ATTACHMENT K**

## **STRATEGY FOR ADDRESSING HOUSING NEEDS**

## Strategy for Addressing Housing Needs

**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:**

- 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)

Monthly monitoring of Section 8 Housing Choice voucher program to insure full program utilization within budget constraints of Section 8 contract authority.

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

- 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)

Use of Capital Funds for acquisition/development activities in the neighborhoods adjacent to HACE's eastside public housing developments.

- Each year, the Authority provides housing assistance to approximately 350 families from our public housing and Section 8 waiting lists. In addition, HACE may consider the utilization of vouchers for project-based assistance to support the City of Erie's application for funds in census tracts targeted as having high foreclosure rates, and/or to support other affordable housing initiatives with the City of Erie. This use of Section 8 vouchers would be consistent with the City of Erie's Consolidated Plan.

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

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

- 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**

- 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:**

- 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:**

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

- Continue to work with advocacy groups to educate landlords about accessibility standards and to encourage participation in the Section 8 Housing Choice Voucher program.

**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:**

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

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

- 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)**

- HACE continues its efforts to modernize its developments and improve the desirability of its housing units in an effort to compete with the private rental market, specifically by adding air conditioning to its family units.
- HACE has obtained approval from HUD to utilize Section 8 Housing Choice Vouchers at the locally-owned, but affordable, Erie Heights development.
- Negotiate cooperation agreement with Erie County Housing Authority on expedited portability between jurisdictions.

**(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)

# **ATTACHMENT L**

## **HACE PROGRESS TOWARD FIVE-YEAR PLAN GOALS AND OBJECTIVES**



# ATTACHMENT L

## HACE PROGRESS TOWARD FIVE-YEAR PLAN GOALS AND OBJECTIVES

The Housing Authority of the City of Erie continues to provide quality affordable housing opportunities to lower-income individuals and families, and strives to foster economic self-sufficiency among the residents it serves.

Progress made on specific strategic goals during the 2019 program year is as follows:

### **Increase the availability of decent, safe, and affordable housing**

- ❑ During the period 10/1/19 to 9/30/20, the number of public housing units under lease has increased from 2080 units to 2113 units. As of 9/30/20, the occupancy rate for public housing units stood at 97.11%.
- ❑ HACE continued its efforts to maintain the utilization rate of the Section 8 Housing Choice Voucher Program. At 9/30/20, the number of units under contract in the Section 8 Housing Choice Voucher program was 1054 units, down from 1080 units in 2019. HACE opened the waiting list again in June of 2019 and had 1,400 applicants. HACE will continue its efforts to maintain a financial obligation rate at or above 95% during the 2021 Agency Plan year. The current obligation rate as of 9/30/2020 is 95%.
- ❑ In an effort to encourage Section 8 landlords to provide accessibility features in their rental units for person with disabilities, HACE has received HUD approval to increase Fair Market Rents for accessible units up to 120 % of the published Fair Market Rents. HACE will continue to work with advocacy groups for persons with disabilities to increase the number of accessible units available under the Section 8 program.
- ❑ HACE continues its efforts to increase the Public Housing Assessment System (PHAS) score each fiscal year. The HACE PHAS scores are as follows: (2000) – 78.6; (2001) – 78; (2002) – 83; (2003) – 84; (2004) – 86; (2005) – 81; (2006) – 79; (2007) – 77; (2008) – 79; (2009) – no score issued; (2010) – 83; (2011) – 84; (2012) – 87; (2013) – 90; (2014) – 84; (2015) – 89, (2016) – 81; (2017) – 88; (2018) - 84. The 2019 PHAS score was 80. Because of COVID-19 the HACE PHAS score from 2019 will be carried forward. (80)
- ❑ HACE continues to address its score under the Section 8 Management Assessment Program (SEMAP). Through management improvements and efforts to fully utilize the number of units available under the Section Housing Choice Voucher program, HACE received a SEMAP score of 90 in 2007, thereby achieving the distinction of being named a “High Performer” Authority. In 2008, the SEMAP score was 76. The SEMAP score that HACE received in 2009 was 81. The 2010 SEMAP score was 99 (High Performer). The 2011 SEMAP score increased to 102, (High Performer), and the 2012 SEMAP score was 97 (High Performer). HACE continued its designation as a High Performer in 2013, 2014

and 2016 with a SEMAP score of 100. In 2015, the score was 86. In 2017, 2018 and 2019 the HACE score was again designated as a High Performer with a score of 100. Because of COVID-19 the HACE SEMAP score from 2019 will be carried forward. (100)

- ❑ Renovations to improve the quality of public housing units have been undertaken under the Capital Fund grant. Projected expenditures for 2020 are included as Attachment O to this Plan.
- ❑ HACE has completed accessibility renovations on 108 units of housing for persons with disabilities. This accessible unit inventory is slightly in excess of the HUD-required 5% of the 1,858 public housing units available.
- ❑ HACE has contracted to complete a physical needs assessment (PNA) of each of its developments in 2020 to serve as a framework for a possible conversion to RAD. 2RW, a consulting firm from Maryland, will conduct assessment of all HACE developments. HACE will complete a RAD CNA of all public housing units as soon as COVID-19 protocols permit.
- ❑ In 2019, HACE updated the Emergency Operations Plans (EOP) for each of its residential housing developments and facilities. These plans comprehensively address general and specific disaster/emergency situations that may confront the Authority and its residents. The EOP for each development provides HACE with an organized approach to prevention, mitigation, continuity of operations, and recovery in an “all hazards” format. All key HACE staff were trained in the implementation of these plans.

#### **Provide housing assistance to more families and individuals**

- ❑ HACE is participating in an innovative housing program designed to assist homeless veterans through the Veteran Affairs Supportive Housing (VASH) program. Ninety (90) HUD Section 8 Vouchers, earmarked for qualified veterans, have been made available to HACE, working in cooperation with the Erie Veterans Administration Medical Center (VAMC).

The HUD-VASH program combines HUD Section 8 rental assistance for homeless veterans, with ongoing case management and clinical services provided by the Veterans Affairs at its Erie Medical Center.

The Authority has encouraged the VA to refer more veterans so that the balance of the vouchers can be utilized. As of September 2020, there were 75 units under contract out of 90, with 3 participants searching for an affordable housing unit, and 17 open slots available.

#### **Improve community quality of life and economic vitality**

- ❑ Comprehensive security improvements, including new LED security lighting installed in 2019, surveillance equipment, and community policing efforts have been implemented to provide a safe and secure living environment for all residents of public housing. HACE

just signed a 2-year contract with the City of Erie in August 2020 to continue providing targeted Community Policing in all HACE neighborhoods. As a direct result of continued HACE security efforts, reportable incidents of crime in public housing have been reduced by 73%, from 1,200 incidents in 1993 to just 321 incidents in 2019.

- HACE, in partnership with Community Health Net, opened a Family Dental Clinic in January 2013 in the John E. Horan Garden Apartments family development. The clinic is open to all ages, but targets children who are drastically underserved under the current system. The Housing Authority completed renovations to former housing units at 2120 East 10<sup>th</sup> Street to house the handicap accessible, full-time dental clinic. The Dental Clinic is staffed by a dentist, a dental hygienist, two dental assistants and an office worker. As of 8/31/2020 a total of 750 clients have been served including 166 public housing residents in 2020.
- In 2017 HACE implemented a No Smoking Policy throughout all Public Housing units.

**Promote self-sufficiency and asset development of families and individuals.**

- HACE continues to provide a wide range of supportive services for its residents designed to promote and support their independence and self-sufficiency.
- In December 2007, HACE initiated an Early Connections Childcare Center at the Marsha Ann Hall Learning Center. The Center is currently operating as a Preschool Program funded by the Pennsylvania Department of Education and Department of Public Welfare, in partnership with the Erie School District. The Center currently operates at its capacity of 38 children, and the service is available to public housing parents who are working or in an approved training program. An additional 24 children are served at the John E. Horan Garden Apartments Learning Center which has been open since 1995. In 2017, a total of 25 free pre-kindergarten slots became available at both sites.
- During the 2017 program year, HACE implemented the revised Violence Against Women Act amendments addressing the housing needs of victims of domestic violence, dating violence, sexual assault, and stalking. HACE shall not deny admission to the project to any applicant on the basis that the applicant is, or has been, a victim of domestic violence, dating violence, sexual assault, or stalking if the applicant otherwise qualifies for assistance under the Section 8 Housing Choice Voucher Program or admission under the Public Housing Program. In 2018 HACE partnered with SAFENET and the City of Erie Police Department to establish a Lethality Program that helps identify victims of domestic violence and get them immediate services.
- HACE has adopted a revised flat rent schedule for use at all HACE public housing developments. A review of this flat rent schedule was completed in September 2020, and was adopted by the HACE Board on September 28, 2020, in accordance with HUD program regulations.

- ❑ In support of the HACE mission to promote economic self-sufficiency of its residents, HACE constructed the Learning Center at the John E. Horan Garden Apartments, which was formally dedicated on October 18, 2002. The Multi-Cultural Resource Center (MCRC) has been contracted by HACE to provide a comprehensive adult education and job preparation program at the Learning Center. The MCRC will provide intensive case management as the cornerstone of the program that includes academic development (literacy, ABE, GED, and ESL), supervised computer education, job readiness preparation (money and time management, interpersonal skills, problem solving, and resume preparation), job development and placement.
- ❑ HACE is currently working with the prime contractors who were awarded construction contracts under the Capital Fund program to encourage the hiring of public housing residents for their work force.
- ❑ HACE initiated a Section 8 Family Self-Sufficiency program in October 2004, and has 49 participants enrolled as of September 30, 2020. To date, forty-eight (48) families have graduated from the program, and twenty-five (25) of these graduates have purchased their first home. In addition, twenty-eight (28) families have established escrow savings accounts totaling \$196,469.31. The forty graduates of the program have earned a total of \$428,345.51 in escrow savings.
- ❑ HACE's ROSS Grant which funds two Family Self-Sufficiency (FSS) Coordinators to work in the two largest HACE family developments was approved in 2020. These FSS Coordinators work with residents to assess their current self-sufficiency needs, and connect them with social service programs which include education and job training and development programs. They also work with the residents to establish escrow savings accounts as part of a Public Housing Self-Sufficiency program designed to create employment opportunities and to assist the resident in the purchase of their first home.

The FSS Program was implemented in September 2014, and currently has 77 active participants involved, and 57 FSS slots available. There are 95 active escrow accounts in place totaling \$458,784.83.

### **Ensure Equal Opportunity in Housing for all Americans**

- ❑ HACE continues to be an active participant in the Mayor's Roundtable on Disabilities. This group focuses on developing a strategic plan to address the issues of homeownership opportunities, predatory lending practices, zoning barriers, and the lack of accessible rental units in the City of Erie.
- ❑ HACE will comply with the recent HUD "Equal Access Rule" which will ensure that core HACE programs are open to all eligible individuals and families regardless of sexual orientation, gender identity, or marital status.
- ❑ HACE will comply with the proposed rule regarding HUD's update of the Affirmatively Furthering Fair Housing (AFFH) process, when issued as a final rule.

# **ATTACHMENT M**

## **DEFINITION OF SIGNIFICANT AMENDMENT**

# **ATTACHMENT M**

**2021**

## **HACE DEFINITION OF “SIGNIFICANT AMENDMENT” OR “SUBSTANTIAL DEVIATION/MODIFICATION”**

In accordance with instruction contained in 24 CFR 903.7@2), the Housing Authority of the City of Erie chooses to define “significant amendment” or “substantial deviation/modification” as follows:

- Changes to rent or admission policies or organization of the waiting list.
- Addition of non-emergency work items (items not included in the current Annual Statement of Five-Year Action plan) or changes in the use of replacement reserve funds under the Capital Fund.
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

As part of the Rental Assistance Demonstration (RAD), the Housing Authority of the City of Erie is redefining the definition of a substantial deviation from the PHA Plan to exclude the following RAD-specific items:

- a. The decision to convert to either Project Based Rental Assistance or Project Based Voucher Assistance;
- b. Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;
- c. Changes to the construction and rehabilitation plan for each approved RAD conversion; and
- d. Changes to the financing structure for each approved RAD conversion.

Any significant amendment or substantial deviation/modification to a PHA Plan is subject to the same requirements as the original PHA Plan.

**ATTACHMENT N**

**RESIDENT ADVISORY BOARD  
MEETING MINUTES/COMMENTS**

**HOUSING AUTHORITY OF THE CITY OF ERIE**

**FIVE-YEAR PLAN FOR FISCAL YEARS 2021 THROUGH 2025  
2021 AGENCY PLAN  
Resident Meeting  
Zoom Conference Meeting**

**John E. Horan Garden Apartments Learning Center  
730 Tacoma Road  
Erie, Pennsylvania**

**September 22, 2020**

**In Attendance:**

Scattered Site  
Donna Adams

Friendship Apartments  
Adrian Beliveau

Housing Authority of the City of Erie

Michael R. Fraley  
Dusti Dennis  
Cherie Kinem  
Elizabeth Twohig  
Kristen Ropelewski  
Anna Kirk

John E. Horan Garden Apartments  
Pat Mickel (Board Member)  
Tiffany Staley  
Lucy Bell  
Mary Powell

GECAC  
John Pete

SafeNet  
Tammie Johnson

A Resident Meeting to discuss the Housing Authority of the City of Erie's (HACE) 2021 Agency Plan was convened at 6:30 p.m., Tuesday, September 22, 2020 via a zoom conference meeting due to COVID 19 recommendations. The Resident Meeting is usually held at the John E. Horan Garden Apartments Community Center, 730 Tacoma Road.

**Introduction**

Michael R. Fraley, Executive Director of the Housing Authority of the City of Erie, welcomed everyone to the first in a series of meetings concerning the 2021 Agency Plan.

Mr. Fraley acknowledged everyone on the call and thanked each person for attending the 2021 Agency Plan Meeting.

**Overview of Agency Plan**

Mr. Fraley informed everyone that the packet given to them contained information to be reviewed at tonight's meeting. He stated that tonight's meeting started the process of putting together the 2021 Agency Plan.

Mr. Fraley gave an overview of the Agency Plan and discussed the purpose of developing the plan. He informed the group the Capital Fund identifies capital projects in all AMP groups that allows HACE to maintain its properties up to modern day standards.



Mr. Fraley reviewed the update of the Grievance Policy. The policy was last revised in 1996. He reviewed the circumstances when HACE does not have to provide an opportunity for a hearing and followed with a summary of the Grievance Policy.

Mr. Fraley continued with the updates regarding the Assistance Animal Policy which was last updated in 2007. He reviewed the differences between a service animal and an emotional support animal.

Mr. Fraley reviewed the COVID 19 Waivers and explained the waivers are temporary and expire at the dates provided in the notice. He stated HACE may consider self-certification for income verification to process annual reexaminations. He reviewed the Initial Inspection Requirements for Section 8 properties, which states HACE may rely on the owner's certification that the owner has no reasonable basis to have knowledge that life-threatening conditions exist in the unit.

Mr. Fraley noted the Community Service and Self Sufficiency Requirement will be waived until March 31, 2021. He reviewed the time frame for Interim Inspections, Automatic Termination of HAP Contract, the Fiscal Closeout of Capital Grant Funds and Tenant Notifications for Changes to Project Rules and Regulations.

Mr. Fraley informed the group the occupancy rate has improved, and residents are paying their rent. 87% of HACE residents have a zero balance. Beginning October 1, 2020, the cost of repairs will once again be the responsibility of the resident. These costs had been waived since the beginning of the pandemic. He stated the CDC extended the eviction moratorium until December 31<sup>st</sup>. HACE will send out the forms that need to be completed by the resident.

Mr. Fraley explained the update that amends HACE Section 8 Biennial Inspections. Included units are those that have passed their initial inspection and first annual inspection. Also, any unit that has passed two (2) consecutive annual inspections. Eligibility for biennial inspections will be at HACE's discretion.

Mr. Fraley informed the group of COVID 19 Cares Funding Expenditures. Expenditures included resident meal prep and delivery, software to update the system, purchasing 9,000 masks for distribution to HACE residents and incentives for public housing students. There was also hazard pay for staff, purchasing 35 laptops in the event HACE staff will have to work from home and providing assistance to new residents in the senior buildings that received assistance from a moving company upon move in. Some safety expenses included purchasing thermometers, installing acrylic barriers in offices and continued disinfecting common areas and elevators in senior buildings. Total cost of the Public Housing CARES expenses to date is \$226,000.

#### **Capital Fund Expenditures – October 2019 to September 2020**

Mr. Fraley reviewed the improvements made during the past year. Some projects included balcony repairs at Friendship Apartments, renovations at the Quality of Life Learning Center building, floor repairs/replacement at all developments and modernization projects at various developments. Capital money also subsidizes the COPPS program, HomePLUS program, the youth programs and the job training and Learning Centers. Last year, HACE spent close to \$5,700,000 on Capital Fund and social service-related projects.

Mr. Fraley stated in 2018 HACE received Capital Fund monies totaling 4.4 million dollars, 4.6 million dollars in 2019 and in 2020 the total amount received was 4.9 million dollars. He also reminded the group that the amount sounds like a large amount of money, but the amount is divided among HACE's 1,850 units and programs.

## **Housing Authority Updates**

Mr. Fraley gave updates that included flat rents – fair market rents. It was a recommendation to the board that beginning January 2021 they adopt HUD approved Fair Market rents. There will be a small increase in rent for most residents paying flat rent.

He informed the group MHEDS has opened a medical clinic in Harbor Homes, The Quality of Life Learning Center has begun weekly COVID testing. HACE received a grant for \$250,00 through PHFA to replace windows at Better Housing. Mr. Fraley also informed the group that Chrinesse Mpunga, public housing resident, college student and HACE intern, placed first and received a \$3000 from the Paul G. Pecharko Memorial Scholarship. She was also awarded \$1,250 from HACE Tulio Scholarship and the Knox Law Firm awarded her \$1,200 to help with her school costs. Chrinesse is a Gannon University student who interns through the HACE summer College Intern program and also interns at the Know Law Firm.

Abazandra Burgos also a public housing resident received \$6,000 through the 2020 HAI Group Resident Scholarship Program. Abazandra is a Criminal Justice major at Gannon University and participated in the Jr. Police Academy sponsored by officers in the COPPS Program.

## **Needs from the Neighborhoods – Resident Comments**

Mr. Fraley opened the meeting up to comments from the residents in attendance. He asked that they restrict their comments to needs for their neighborhood or building. He stated that if they have individual concerns/complaints they could contact him at his office.

Lucy Bell (John Horan Garden Apartments) asked if dogs of a pit bull breed can be service animals. Mr. Fraley explained HACE cannot determine the breed, but the owner is responsible for the behavior of the animal. He also stated that on several occasions HACE has talked to residents about violations regarding their pet.

Tiffany Staley (John Horan Garden Apartments) suggested an inspection of the sidewalk in the John Horan Garden Apartments located at 765B Tacoma Road #2 possibly needing repaired. It is across from the SafeNet office. Mr. Fraley stated he will have the maintenance supervisor inspect it Wednesday, September 23, 2020.

Mr. Fraley reviewed the role of Resident Advisory Board members. He also explained that many of the items that have been addressed in past Agency Plans and added to 5-year Capital Fund Plans have come from ideas suggested by residents.

Lastly, Mr. Fraley reviewed 2021 Agency Plan Schedule. He informed the group of the important dates that are scheduled. The first three Wednesdays in October will be the Resident Advisory Board meetings (location to be determined). The Public Hearing on the 2021 Agency Plan being held December 16, 2020 at 6:30 p.m. and the approval of the Agency Plan by the HACE Board will be December 21, 2020 at 1:15 p.m.

Mr. Fraley asked if there was anything else for the good of the order anyone wanted to discuss or any suggestions of what HACE can further do for residents regarding COVID 19.

Tiffany Staley (John Horan Garden Apartments) asked how many masks were being distributed to residents. Mr. Fraley informed the group it was one for each person in the household.

Adrian Beliveau (Friendship Apartments) stated he did not receive a mask. Mr. Fraley will have one delivered to Mr. Belivau's apartment tomorrow.

Mr. Fraley reminded everyone to wear their mask, wash their hands often and practice social distancing to keep themselves and others safe during the pandemic.

The meeting was adjourned at 7:18 p.m. Mr. Fraley thanked everyone for their participation and announced everyone will receive a packet before the next meeting. mail a packet to everyone.

**HOUSING AUTHORITY OF THE CITY OF ERIE**  
**FIVE-YEAR PLAN FOR FISCAL YEARS 2021 THROUGH 2025**  
**2021 AGENCY PLAN**  
**Resident Meeting**  
**Zoom Conference Meeting**

**John E. Horan Garden Apartments Learning Center**  
**730 Tacoma Road**  
**Erie, Pennsylvania**

**October 7, 2020**

**In Attendance:**

Scattered Site  
Donna Adams

John E. Horan Garden Apartments  
Lucy Bell  
Mary Powell  
E. Thelma Smith

Housing Authority of the City of Erie  
Michael R. Fraley  
Dusti Dennis  
Cherie Kinem  
Sesile Ndayisaba  
Vinnie Palermo

Friendship Apartments  
Adrian Beliveau

Pineview  
Irina Veretnova

Schmid Towers  
Linda Adams

A Resident Meeting to discuss the Housing Authority of the City of Erie's (HACE) 2021 Agency Plan was convened at 6:30 p.m., Wednesday, October 7, 2020 via a zoom conference meeting due to HACE COVID 19 protocols. The Resident Meeting is usually held in the HACE Section 8 Conference Room located at 606 Holland Street.

**Review of Minutes**

Mr. Fraley reviewed the minutes from the September 22, 2020 meeting. He informed the group to call Cherie Kinem with any changes that need to be made. Mr. Fraley requested a motion to accept the minutes. Linda Adams made the motion to accept the minutes seconded by Mary Powell. All were in favor.

**Introduction**

Michael R. Fraley, Executive Director of the Housing Authority of the City of Erie, welcomed everyone to the second in a series of meetings concerning the 2021 Agency Plan.

Mr. Fraley acknowledged everyone on the call and thanked each person for attending the 2021 Agency Plan Meeting.

Mr. Fraley reminded the group this is all part of a process and to receive input from residents on neighborhood needs and to provide updates on HACE policy changes.

## **2020 Annual Statement**

Mr. Fraley reviewed work items that have been completed or are in the process. He informed the group HACE is currently replacing plaster ceilings along with some insulation work in the John Horan Garden Apartments. He reviewed renovations that have been done in the Agnes Priscaro Apartments which includes replacing windows, security screens and stoops and handrails. Mr. Fraley informed the group that Friendship Apartments hallway carpets are scheduled to be replaced. The 2<sup>nd</sup> phase of balcony repairs are currently in progress at Friendship. In Pineview the parking lots were repaved and striped, windows and security screens were replaced, and ten stoops and handrails are scheduled for replacement. Other improvements addressed included a new floor in the community room at Ostrow Apartments, replacing the doors at Better Housing and replacing the cedar siding with cement board in the John E. Horan Garden Apartments. Mr. Fraley explained that due to COVID19 that playground replacements in Bird Drive and Eastbrook have been put on hold until spring. Mr. Fraley informed the group that in the past 12 months HACE has spent over four million dollars in Capital Improvements and services to residents.

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

Mr. Fraley explained the Capital Fund Program-Five-Year Action Plan which is the overview of what HACE will receive in 2020. In 2020 it is projected HACE will receive 4.9 million dollars to be used for 1,851 units. Mr. Fraley explained 25% can be spent on programs such as HomePLUS and the COPPS programs, 10% for administration costs which include salaries and \$10,000 for property acquisitions.

Mr. Fraley reviewed work scheduled to be completed in 2021. Work to be done includes replacing sidewalks and driveways in various scattered sites. In Harbor Homes and the Annex projects include replacing roofing shingles, kitchen cabinets and upgrading the playground. He stated that the remaining items to be completed are containing the Annual Statement and 5-year plan they received. He encouraged them to review the documents and bring any questions they might have to next weeks meeting.

Mr. Fraley gave a brief overview about the COPPS program. He stated Mayor Schember is very pleased with the way the COPPS program does policing and believes this is how policing should be done. Mr. Fraley stated the COPPS program works so well because the Quebec officers know and work with the residents making it better for them to help the residents when needed. Mr. Fraley told the group recently a team from Harrisburg came up to do COVID testing in the John Horan Garden Apartments and were very complimentary about the condition of the apartments and the neighborhood.

Mr. Fraley explained to the group that work items can be moved to different years if the work item is in the 5-year-plan. He also explained the Capital Fund can be decreased from the projected 4.9 million dollars. If the funding gets decreased that could mean a decrease in programs.

## **Housing Authority Updates**

Mr. Fraley complimented residents at Pineview keeping the outside area litter free. He also informed the group approximately 8,000 reusable masks have been distributed to residents living in public housing.

## **Needs from the Neighborhoods – Resident Comments**

At this time Mr. Fraley welcomed suggestions from members of the Resident Advisory Board regarding their neighborhoods and suggestions what HACE can do in the neighborhoods that HACE is not currently doing.

Mary Powell (John Horan Garden Apartments) stated that lawn care has not been done well over the summer. She reported there are weeds in the curbs. Mr. Fraley informed the group a lot of money is spent on lawn care and reminded the group the best time to call with a concern is while that concern is happening.

Mr. Fraley said Mr. Palermo and himself will ride through tomorrow to look at the lawn care. Mr. Fraley will report about the lawn care at next week's meeting. Mr. Palermo reminded the group leaf pick up will be from October through December.

Linda Adams (Schmid Towers) reported that residents have complained about the smoke coming into their apartments from the smoking area. Mr. Fraley will look at moving the smoking pavilion to where the kitchen is but believes people won't walk that far.

Irina Veretnova (Pineview) thanked HACE for paving and striping the parking lots.

Irina Veretnova (Pineview) also expressed a concern for skunks in the neighborhood. Mr. Fraley informed the group HACE has had problems in that area with skunks for 22 years. He stated HACE spends a little over \$100,000 a year on exterminating and pest control. Mr. Fraley will send a trapper to the area.

Irina Veretnova (Pineview) also expressed a concern about the LECOM property adjacent to Pineview. There is an excessive amount of litter and garbage on the property line behind a fence. Mr. Fraley will call code enforcement and report the concern. Mr. Fraley informed the group next spring HACE will coordinate a spring clean-up possibly partnering with LECOM to clean up the entire area.

Irina Veretnova (Pineview) inquired about charges for repairs due to COVID-19. Mr. Fraley explained during the beginning of COVID residents were not charged for repairs but HACE will once again begin charging residents for that damage incurred by the residents. Mr. Fraley reported HACE residents are continuing to pay their rent even with the pandemic.

Donna Adams (Scattered Site) reported she had to call the police due to a large group of kids running around the neighborhood late at night. Ms. Adams did state that the activity has ceased due to the youth being back in school.

Donna Adams (Scattered Site) inquired what companies HACE hired to the landscaping. Mr. Fraley gave the names of the companies currently providing landscape services on HACE properties.

Adrian Beliveau (Friendship Apartments) stated he has several suggestions and would email them to Mr. Fraley.

Adrian Beliveau (Friendship Apartments) inquired about additional parking. Mr. Fraley reported the gate to the parking lot is scheduled to be repaired. Mr. Fraley will also talk to Mr. Jones at GECAC once again about purchasing the property next door to turn into parking for Friendship Apartments.

Adrian Beliveau (Friendship Apartments) asked about expanding the laundry room stating there are not enough washers and dryers for 200+ people. Mr. Fraley informed the group there is always an extra machine at central maintenance so when one breaks it can be replaced immediately. Mr. Palermo will call Anna to find out why there is an unplugged washer. Mr. Fraley reported he will look at expanding the laundry room along with Mr. Palermo possibly utilizing the game room.

Adrian Beliveau (Friendship Apartments) emailed a few suggestions to HACE. Suggestions included new fencing around the property, update kitchens and bathrooms in handicapped units, replace entry doors to apartments and update locks, door handles and hinges on 50 units and replacements for all balcony screen doors. Lastly, he also suggested more of a police presence in the common areas of the building.

Irina Veretnova (Pineview) asked about lighting being installed in the living rooms. Many of the apartments don't have overhead lighting fixtures. Mr. Fraley stated that he would add them to the Five-Year-Plan for the family developments.

Donna Adams (Scattered Site) inquired about area codes changing in the city of Erie. Mr. Fraley explained that HACE is not involved in that process.

Mr. Fraley informed the group at the next meeting he will review the suggestions from managers and maintenance supervisors that will be added also the draft of the 5-Year-Agency Plan.

Mr. Fraley informed the group the last meeting will be held on October 21<sup>st</sup> to finalize suggestions for the 5-Year-Plan. Mr. Fraley reviewed the 2021 Agency Plan Schedule.

Mr. Fraley thanked everyone for participating in the group and encouraged everyone to watch the debate and vote in November.

The meeting was adjourned at 7:25 p.m. Mr. Fraley thanked everyone for their participation and announced everyone will receive a packet before the next meeting.

**HOUSING AUTHORITY OF THE CITY OF ERIE**

**FIVE-YEAR PLAN FOR FISCAL YEARS 2021 THROUGH 2025  
2020 AGENCY PLAN**

**Housing Authority City of Erie  
606 Holland Street  
Erie, Pennsylvania  
October 14, 2020**

**Resident Advisory Board Meeting**

**In Attendance:**

Friendship Apartments  
Adrian Beliveau

Agnes R. Priscaro  
Tamara Crockett

Harbor Homes Annex  
Kiara Crockett

Pineview  
Irina Veretnova

John E. Horan Garden Apartments  
Lucy Bell  
E. Thelma Smith  
Tiffany Staley  
Mary Powell

Housing Authority of the City of Erie  
Michael R. Fraley  
Dusti Dennis  
Cherie Kinem

Scattered Sites  
Donna Adams

A Resident Meeting to discuss the Erie Housing Authority of the City of Erie's (HACE) 2021 Agency Plan was convened at 6:30 p. m., Wednesday, October 14, 2020 via a zoom conference meeting due to HACE COVID 19 protocols. The Resident Meeting is usually held in the HACE Section 8 Conference Room located at 606 Holland Street.

**Review of Minutes**

Mr. Fraley reviewed the minutes from the October 7, 2020 meeting. He informed the group to call Cherie Kinem with any changes that need to be made. Mr. Fraley requested a motion to accept the minutes. Tamara Crockett made the motion to accept the minutes seconded by Donna Adams. All were in favor.

**Introduction**

Michael Fraley, Executive Director of the Housing Authority of the City of Erie, welcomed everyone to the third in a series of meetings concerning the 2021 Agency Plan.

Mr. Fraley acknowledged everyone on the call and thanked each person for attending the 2021 Agency Plan Meeting.

Mr. Fraley reminded the group this is all part of a process to receive input from residents on neighborhood needs and to provide updates on HACE policy changes.

**2021 Annual Statement**



Mr. Fraley reviewed work items that are included in the 2021 Annual Statement. He stated that these work items once approved will be completed in 2022. He informed the group HACE has plans to rewire units and replace roofing shingles in Harbor Homes. Planned work in Lake City Dwellings, Eastbrook and scattered sites include replacing roofs, replacing the roof at the administration building and replacing basement and second floor stairs. A new playground at Eastbrook was in the 2019 year plan, but due to COVID19 was not installed. Mr. Fraley informed the group proposed work in the John Horan Garden Apartments included windows and security screens being replaced, exterior painting, and new exterior door locks. Other planned improvements include installing lights in the bedrooms at Agnes Priscaro Apartment installing entry doors, locks, door handles windows and patio doors at Friendship Apartments.

Mr. Fraley informed the group the carpet in the hallways at Friendship Apartments will be replaced with new congloleum flooring in early December as part of a prior Agency Plan.

He reported the friendship elevator repairs will be completed tomorrow. Electric eye door openers will be installed on both elevators. Mr. Fraley told the group he will budge sealing and striping all parking lots out of HACE extraordinary budgets. Tamara Crockett mentioned some of her windows/screens are missing. Mr. Fraley will have Ms. Crockett's windows inspected.

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

Mr. Fraley explained the RAD program and HACE reviewing if it will be beneficial. He informed the group advantages with the RAD program include HUD funding would be reliable, the program gives HACE more control of the funds and provides choice mobility for residents. If HACE moves to the RAD program it will be January 2022. E. Thelma Smith (John Horan Garden Apartments) asked if there would continue to be a RAB to make suggestions. Mr. Fraley assured the group that would not change.

Mr. Fraley informed the group that the replacement/repair of the fence at Friendship Apartments has been added to the Agency Plan which was a suggestion of Adrian Beliveau (Friendship Apartments).

#### **Needs from the Neighborhoods – Resident Comments**

Mary Powell (John Horan Garden Apartments) asked if there are income guidelines to live in Erie Heights. Mr. Fraley informed the group there is and it is not considered public housing.

Tamara Crockett (Agnes Priscaro Apartments) reported a problem with a neighbor over parking spaces. Mr. Fraley informed Ms. Crockett she should report such incidents to the manager. Mr. Fraley will also have a memo sent to all residents regarding the parking policy in December's rent receipts.

Mary Powell (John Horan Garden Apartments) expressed a concern about the landscaping not being completed appropriately. Mr. Fraley will inspect the area tomorrow.

Kiara Crockett (Harbor Homes) suggested doorknobs on front doors that children cannot reach and open. Mr. Fraley explained that doorknobs are standard and suggested using a child proof lock.

Tamara Crockett (Agnes Priscaro Apartments) suggested painting the doors in the Agnes Priscaro Apartments like they are in Eastbrook. Mr. Fraley stated that is a work item that should be included in the extraordinary budget and he will take it into consideration.

Mr. Fraley reviewed the remainder of the Agency Plan schedule and informed the group there would be a draft for them to review at the meeting on October 21, 2020.

Mr. Fraley closed the meeting by thanking everyone for participating in the group. The meeting was adjourned at 7:30.

**HOUSING AUTHORITY OF THE CITY OF ERIE**  
**FIVE-YEAR PLAN FOR FISCAL YEARS 2021 THROUGH 2025**  
**2021 AGENCY PLAN**

**Housing Authority City of Erie**  
**606 Holland Street**  
**Erie, Pennsylvania**  
**October 21, 2020**

**Resident Advisory Board Meeting**

**In Attendance:**

Friendship Apartments  
Adrian Beliveau (RAB)

Pineview  
Irina Veretnova (RAB)

Harbor Homes Annex  
Kiara Crockett (RAB)

Lake City Dwellings  
Donna Adams (RAB)

John E. Horan Garden Apartments  
Lucy Bell (RAB)  
Thelma E. Smith (RAB)  
Tiffani Staley (RAB)  
Mary Powell

Housing Authority of the City of Erie  
Michael R. Fraley  
Dusti Dennis  
Cherie Kinem

Agnes Priscaro  
Tamara Crockett

A Resident Advisory Board (RAB) Meeting to discuss the Housing Authority of the City of Erie's (HACE) 2021 Agency Plan was convened at 6:30 p.m., Wednesday, October 21, 2020 via a zoom conference meeting due to HACE COVID-19 protocols. The Resident Meeting is usually held in the HACE Section 8 Conference Room located at 606 Holland Street.

**Introduction**

Michael R. Fraley, Executive Director of the Housing Authority of the City of Erie, introduced himself. Mr. Fraley took attendance and thanked everyone for joining the meeting. He reviewed the minutes from the October 14<sup>th</sup> meeting and asked for a motion to approve. Lucy Bell made the motion and Mary Powell seconded. The minutes were approved unanimously. He then reviewed the Agency Plan process and noted that the plan will be submitted to HUD on January 15, 2021.

**2021 Agency Plan Draft Document**

Mr. Fraley stated the focus of tonight's meeting would be to review the Draft 2021 Agency Plan. All members of the RAB received a copy of this draft plan today. He noted that we have again

added the RAD application to our Definition of Significant Amendment and gave a brief overview of RAD, noting that the funding for the PBRA (Project Based Rental Assistance) is more stable.

The following items were highlighted during his review of the plan:

- **Goals and Objectives** – these guide our daily activities at the housing authority. HACE has 5 goals identified in this document:
  - Goal #1 – Develop On-going Leadership Succession Plan
    - This is a major focus at the housing authority to ensure our long-term sustainability.
  - Goal #2 – Secure/Plan our financial future and assure organizational sustainability
  - Goal #3 – Invest in our Human Capital
  - Goal #4 – Improve and Enhance Resident Services and Family Self-Sufficiency
    - This year HACE has increased access to flu shots for residents and staff, passed out 7,000 masks to residents and fed about 120 households daily during the initial months of the COVID-19 quarantine. Our community partnerships have given our residents the opportunity to get COVID-19 testing on site in many of our developments. A recent testing of 68 people at Friendship Apartments resulted in no negative COVID-19 tests. Mr. Fraley also noted that our Dental Clinic has now reopened at the John Horan Garden Apartments.
  - Goal #5 – Develop Plan for On-going Capital and Maintenance Needs for all HACE properties
    - Mr. Fraley noted that HACE has contracted with 2RW to undertake a physical needs inspection of our properties in preparation for a potential RAD conversion. This will give us a 20-year projection of capital needs for all of our public housing properties.
- **PHA Plan Update** – there has been one revision to the 2020 Agency Plan. The revision made was to the amount of capital fund dollars we are receiving. HUD increased our annual allocation from \$4,640,612 in 2019 to \$4,969,235 in 2020.
- **Policy Revisions** - HACE has revised/added the following policies:
  - Grievance Policy** – this policy has been updated. Dusti Dennis is the HACE Grievance Officer.
  - Assistance Animal Policy** – this policy has been revised and defines the difference between service and emotional support animal. It also clarifies that a doctor must verify necessity and that the person has a disability.

**-HACE Amended the Section 8 Administrative Plan** to permit biennial inspections if certain conditions are met. Ex: A unit must pass 2 consecutive annual inspections. Allowing for biennial inspections significantly reduces the workload on our Section 8 Inspector.

**-COVID-19 HUD Waivers** – HACE adopted certain waivers published by HUD in response to COVID-19. These waivers were originally in effect until July 31, 2020 however, many were extended due to the severity of the virus and its affect on our ability to conduct day to day business. An example of one of the waivers adopted is to permit tenants to self-certify income or household composition changes as opposed to having to obtain 3<sup>rd</sup> party verification.

- Thelma Smith (JEHGA) asked if we would be keeping these procedures? Mr. Fraley said HUD will probably not permit it indefinitely
- Irina Veretnova (Pineview) asked about the timeline, the policy says it expires on 7/31/2020. Mr. Fraley noted these waivers were extended by HUD.

- **Attachments D-H Performance Report Capital Fund** - references capital fund work we have done to date. This information is available upon request
- **Attachment I – 5-Year Action Plan** – the 2021 budget assumes we are going to get \$4,969,235 from HUD in Capital Fund dollars and outlines upcoming capital fund items that will be addressed by HACE. If you have any questions about the 5-Year Action Plan call Mr. Fraley.
- **Statement of Housing Needs** – This is part of the City’s consolidated plan.
  - Tamara Crocket (Agnes Priscaro) asked if families have had to move in together due to job loss? Mr. Fraley responded that he is sure that’s happening everywhere, but he feels that Erie has dodged a lot of these issues and we have not seen this happen in public housing.
- **Strategy for Addressing Housing Needs** - These are HACE strategies for addressing the housing needs in the Erie community. We are currently at 97.1% occupancy. Our goal is to get to 98%. Prior to 2017 HACE had properties offline for 3-5 years. The furthest we have back now is May of this year, with the exception, of one being used for QLLC.
- **HACE Progress Toward 5-year plan** - Mr. Fraley noted the following items from this report:

- We have increased the number of units leased from 2080 in the 2018 fiscal year to 2113 in 2019. Mr. Fraley noted that he is constantly pushing for the occupancy to improve.
- Section 8 Landlords who install accessible features can be offered rent up to 120% of the published Fair Market Rents.
- PHAS and SEMAP scores will remain the same in 2020 due to COVID-19. Last year PH score was 80% so stays the 2020 score will remain at 80%. The HACE SEMAP was 100% in 2019 and we were designated a high performer, this score will also remain in place in 2020.
- We have 108 fully accessible units.
- In 2019 we revamped and trained staff in our Emergency Operations Plan.
- 75 of our 90 VASH units are under contract. We partner with the Veterans department and voucher holders must be recommended through them.
- HACE improved LED lighting, cameras, and signed 2-year contract with City of Erie for COPPS program.

### **Resident Input**

Donna Adams (Lake City) asked if there are any African American police officers in Erie? Mr. Fraley replied that in the City yes but not on our Quebec unit. Civil service requirements hamper the City's ability to recruit a diverse police force as it gives 10 additional points to veterans.

Kiara Crockett (HH Annex) asked who picks our Quebec officers? Mr. Fraley said that HACE staff have input, but they are ultimately assigned through the police department. Kiara noted two of the officers, Officers Scoszorek and Roofner often get out of their car to talk with the children in the neighborhoods.

Tamara Crockett (Agnes Priscaro) asked if HACE is still downsizing families to smaller units during COVID-19? Mr. Fraley responded that the housing authority is still transferring. He further added that the housing authority has secured a moving company for those moving into a highrise building so that we can limit the people entering our building during move-ins.

With no additional comments, Mr. Fraley explained that people will have 45 days to review the draft plan. There will be one more meeting that is not on the schedule the week of December 9<sup>th</sup> the RAB will be notified of the date. On December 16<sup>th</sup> HACE will conduct the public hearing via zoom. The 2021 Agency Plan will be presented to the Board for approval on 12/21. HACE submits the plan to HUD on January 15, 2021.

The meeting was adjourned at 7:30 p.m.

**ATTACHMENT O**

**2021 AGENCY PLAN  
ANNUAL STATEMENT**

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program 2021

U. S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 6/30/2017

**Part I: Summary**

**PHA Name:** Housing Authority of the City of Erie

**Grant Type and Number:** Capital Fund Program Grant No: PA28 P013 501-21  
 Date of CFFP: Replacement Housing Factor Grant No:

**FFY of Grant:** 2021  
**FFY of Grant Approval:**

Line	Type of Grant X Original Annual Statement Performance and Evaluation Report for Period Ending: Summary by Development Account	Total Estimated Cost		Total Actual Cost (1)	
		Original	Revised(2)	Obligated	Expended
1	Total Non-CFP Funds	0	0	0	0
2	1406 Operations (may not exceed 25% of line 20)	1,242,309	0	0	0
3	1408 Management Improvements	0	0	0	0
4	1410 Administration (may not exceed 10% of line 20)	496,924	0	0	0
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	121,842	0	0	0
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	96,000	0	0	0
10	1460 Dwelling Structures	3,012,160	0	0	0
11	1465.1 Dwelling Equipment--Nonexpendable	0	0	0	0
12	1470 Non-dwelling Structures	0	0	0	0
13	1475 Non-dwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1492 Moving to Work Demonstration	0	0	0	0
16	1495.1 Relocation Costs	0	0	0	0
17	1499 Development Activities (4)	0	0	0	0
18a	1501 Collateralization or Debt Service paid by the PHA	0	0	0	0
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	0	0	0	0
19	1502 Contingency (may not exceed 8% of line 20)	0	0	0	0
20	<b>Amount of Annual Grant: (sum of lines 2-19)</b>	<b>4,969,235</b>	<b>0</b>	<b>0</b>	<b>0</b>
21	Amount of line 20 Related to LBP Activities	0	0	0	0
22	Amount of line 20 Related to Section 504 Activities	0	0	0	0
23	<b>Amount of line 20 Related to Security - Soft Costs</b>	<b>770,309</b>	<b>0</b>	<b>0</b>	<b>0</b>
24	<b>Amount of line 20 Related to Security - Hard Costs</b>	<b>837,640</b>	<b>0</b>	<b>0</b>	<b>0</b>
25	<b>Amount of line 20 Related to Energy Conservation Measures</b>	<b>63,120</b>	<b>0</b>	<b>0</b>	<b>0</b>

(1) To be completed for the Performance and Evaluation Report.  
 (2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 (3) PHA's with under 250 units in management may use 100% of CFP Grants for operations.  
 (4) RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program 2021

U. S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		<b>FFY of Grant:</b>	
<b>PHA Name:</b> Housing Authority of the City of Erie		<b>FFY of Grant Approval:</b>	
<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28 P013 501-21 Date of CFFP: _____ Replacement Housing Factor Grant No: _____		_____ 2021	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____ _____ Reserve for Disasters/Emergencies _____ Revised Annual Statement (revision no: ) _____ Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost (1)
		Original	Revised(2)
Signature of Executive Director		Signature of Public Housing Director	
Date		Date	
		Obligated	Expended



Part II: Supporting Pages										
PHA Name:		Housing Authority of the City of Erie		Grant Type and Number Capital Fund Program Grant No: PA28 P013 501-21			CFFP (Yes/No):		Federal FFY of Grant: 2021	
Development Number Name/PHA-Wide Activities	General Description of Major Work Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work		
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)			
PA013-000001 AMP Group #1 Harbor Homes (224 units)	Rewire complete unit	1460	119 units	476,000						
	Replace roofing shingles	1460	7 bidgs	225,000						
Harbor Homes Annex (121 units)										
Scattered Sites (13-7) (9 units)										
Scattered Sites (13-8) (68 units)	Replace exterior meter box,grounding and weatherhead	1460	68 units	68,000						
	Replace roofing shingles	1460	9 units	63,000						
Subtotal of Estimated Costs					832,000					

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 (2) To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program 2021

U. S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 6/30/2017

Part II: Supporting Pages											
PHA Name:		Housing Authority of the City of Erie			Grant Type and Number Capital Fund Program Grant No: PA28 P013 501-21			CFFP (Yes/No):		Federal FFY of Grant: 2021	
Development Number Name/PHA-Wide Activities	General Description of Major Work Work Categories	Replacement Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work			
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	Funds Obligated (2)	Funds Expended (2)		
<b>PA013-000001</b> <b>AMP Group #1</b>	<b>Fees &amp; Costs</b>										
	Architect & Engineering Fees	1430	lump sum	32,000							
	<b>Administration</b>										
	Management Fee	1410	lump sum	113,460							
	<b>Operations</b>										
	Community Oriented Police Services	1406	4 officers	277,850							
	Economic Development	1406	lump sum	10,000							
<b>Subtotal of Estimated Costs</b>					433,310						
<b>Grand Total for AMP Group #1</b>					1,265,310						

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 (2) To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages											
PHA Name:		Housing Authority of the City of Erie			Grant Type and Number Capital Fund Program Grant No: PA28 P013 501-21			CFFP (Yes/No):		Federal FFY of Grant: 2021	
Development Number Name/PHA-Wide Activities		General Description of Major Work Work Categories		Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
						Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)		
PA013-000002 AMP Group #2 Scattered Sites (13-2) (40 units)		Replace roofs		1460	5 bldgs	125,000					
		Replace roof at administrative building and shop		1460	lump sum	85,000					
		Replace gray water drain lines and clean and disinfect crawl space		1460	5 bldgs	80,000					
Eastbrook (13-10) (50 units)		Replace basement and second floor stairs		1460	50 units	250,000					
Scattered Sites (13-7) (61 units)		Replace roofs		1460	10 units	70,000					
Scattered Sites (13-8) (97 units)		Replace roofs		1460	10 units	70,000					
Scattered Sites (13-17) (32 units)											
Scattered Sites (13-18) (47 units)											
		Subtotal of Estimated Costs				680,000					

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 (2) To be completed for the Performance and Evaluation Report.



Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program 2021

U. S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 6/30/2017

Part II: Supporting Pages		Grant Type and Number		Capital Fund Program Grant No: PA28 P013 501-21		CFFP (Yes/No):		Federal FFY of Grant:	
PHA Name:		Housing Authority of the City of Erie		Replacement Housing Factor Grant No:				2021	
Development Number	General Description of Major Work Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work			
Activities				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)		
<b>PA013-000003 AMP Group #3 John E. Horan Garden Apartments (13-3) (435 units)</b>	Replace windows and security screens	1460	18 bldgs	410,000					
	Renovate administrative office	1460	lump sum	75,000					
	Replace awning window with glass block	1460	301 units	36,120					
	Replace door locks	1460	435 units	44,000					
	Exterior painting	1460	6 bldgs	36,000					
	Seal and stripe parking areas	1450	lump sum	20,000					
	Insulate exterior walls & attic, move bathroom exhaust	1460	2 units	7,000					
	Replace bath and kitchen fixtures	1460	6 units	75,000					
	Replace stoops and handrails	1450	6 units	20,000					
	Replace window wells	1460	6 units	14,400					
<b>Bird Drive (13-11) (50 units)</b>	Replace lights to LED	1460	6 units	9,000					
	Replace door locks	1460	6 units	640					
	Replace exterior doors, frames and locksets	1460	50 units	120,000					
	Seal and stripe parking areas	1450	lump sum	6,000					
	Subtotal of Estimated Costs			873,160					

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 (2) To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages											
PHA Name:		Housing Authority of the City of Erie			Grant Type and Number Capital Fund Program Grant No: PA28 P013 501-21			CFPP (Yes/No):		Federal FFY of Grant: 2021	
Development Number Name/PHA-Wide Activities		General Description of Major Work Work Categories			Replacement Housing Factor Grant No:		Total Estimated Cost		Total Actual Cost		
					Quantity		Revised (1)		Funds		
					Development Account No.		Original		Obligated (2) Expended (2)		
PA013-000003 AMP Group #3	<b>Fees &amp; Costs</b>										
	Architect & Engineering Fees			1430	lump sum		34,000				
	Administration Management Fee			1410	lump sum		131,389				
	Operations										
	Community Oriented Police Services			1406	4 officers		250,427				
	Subtotal of Estimated Costs						415,816				
	Grand Total for AMP Group #3						1,288,976				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
(2) To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages PHA Name:		Housing Authority of the City of Erie	Grant Type and Number Capital Fund Program Grant No: PA28 P013 501-21				CFFP (Yes/No):		Federal FFY of Grant: 2021
			Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work		
Development Number Name/PHA-Wide Activities	General Description of Major Work Work Categories		Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		
					Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>PA013-000004 AMP Group #4 Priscaro Apartments (13-9) (53 units)</b>	Replace windows and security screens		1460	lump sum	188,000				
	Replace cast iron toilet drain pipes		1460	50 units	175,000				
	Install lights in bedroom		1460	50 units	45,000				
	Replace stoops and handrails		1450	10 units	25,000				
<b>Pineview (13-14) (68 units)</b>	Replace stoops and handrails		1450	10 units	25,000				
	Replace roofs		1460	2 bldgs	20,000				
<b>Scattered Sites (13-8) (10 units)</b>									
				Subtotal of Estimated Costs		478,000			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 (2) To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages		Grant Type and Number		CFPP (Yes/No)		Federal FFY of Grant:	
PHA Name:		Capital Fund Program Grant No: PA28 P013 501-21		CFPP (Yes/No):		2021	
Housing Authority of the City of Erie		Replacement Housing Factor Grant No:				Status of Work	
Development Number Name/PHA-Wide Activities	General Description of Major Work Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)
<b>PA013-000004</b> <b>AMP Group #4</b>	<b>Fees &amp; Costs</b>						
	Architect & Engineering Fees	1430	lump sum	19,000			
	<b>Administration</b>						
	Management Fee	1410	lump sum	37,998			
	<b>Operations</b>						
	Community Oriented Police Services	1406	4 officers	67,325			
<b>Subtotal of Estimated Costs</b>				124,323			
<b>Grand Total for AMP Group #4</b>				602,323			

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U. S. Department of Housing and Urban Development  
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Part II: Supporting Pages									
PHA Name:		Housing Authority of the City of Erie		Grant Type and Number Capital Fund Program Grant No: PA28 P013 501-21 CFFP (Yes/No):		Federal FFY of Grant: 2021			
Development Number Name/PHA-Wide Activities	General Description of Major Work Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)		
PA013-000005 AMP Group #5 Schmid Towers (193 units)									
	Subtotal of Estimated Costs				0				

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U. S. Department of Housing and Urban Development  
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Part II: Supporting Pages										
PHA Name:		Housing Authority of the City of Erie			Grant Type and Number Capital Fund Program Grant No: PA28 P013 501-21			CFFP (Yes/No):		Federal FFY of Grant: 2021
Development Number Name/PHA-Wide Activities	General Description of Major Work Work Categories	Replacement Housing Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work		
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)			
<b>PA013-000005 AMP Group #5 Schmid Towers (193 units)</b>										
	<u>Fees &amp; Costs</u>									
	Architect & Engineering Fees	1430	lump sum	1,000						
	<u>Administration</u>									
	Management Fee	1410	lump sum	51,646						
	<u>Operations</u>									
	Community Oriented Police Services	1406	4 officers	30,890						
	HomePLUS Social Services at Schmid Towers	1406	193 residents	226,380						
	Subtotal of Estimated Costs			309,916						
	<b>Grand Total for AMP Group #5</b>			309,916						

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Part II: Supporting Pages		Grant Type and Number		Federal FFY of Grant:					
PHA Name:		Capital Fund Program Grant No: PA28 P013 501-21		2021					
Housing Authority of the City of Erie		CFFP (Yes/No):							
Development Number Name/PHA-Wide Activities	General Description of Major Work Work Categories	Replacement Housing Factor Grant No:	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Account No.	Original	Revised (1)	Funds Obligated (2)		Funds Expended (2)
PA013-000006 AMP Group #6 Friendship (200 units)	Replace entry doors, locks, door handles, hinges	1460	50 units	75,000					
	Replace windows and patio doors	1460	20 units	20,000					
Subtotal of Estimated Costs				95,000					

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 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program 2021

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Part II: Supporting Pages		Grant Type and Number			CFFP (Yes/No):		Federal FFY of Grant:	
PHA Name:		Capital Fund Program Grant No: PA28 P013 501-21			2021		2021	
Housing Authority of the City of Erie		Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PA013-000006 AMP Group #6 Friendship (200 units)	<u>Fees &amp; Costs</u> Architect & Engineering Fees	1430	lump sum	2,842				
	<u>Administration</u> Management Fee	1410	lump sum	53,519				
	<u>Operations</u> Community Oriented Police Services	1406	4 officers	41,443				
	HomePLUS Social Services at Friendship Apartments	1406	193 residents	235,620				
	Subtotal of Estimated Costs			333,424				
	<b>Grand Total for AMP Group #6</b>			428,424				

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