

ANNUAL PLAN SUBMITTAL
HOUSING AUTHORITY OF CHESTER COUNTY PA046
SEPTEMBER 26, 2018

BOARD CHAIRMAN, PAT BOKOVITZ
EXECUTIVE DIRECTOR, DALE GRAVETT

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HUD FORM 50075-ST

Annual PHA Plan <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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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.

A.	PHA Information.
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A.1	<p>PHA Name: <u>Housing Authority of Chester County</u> PHA Code: <u>PA 046</u></p> <p>PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2019</u></p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units <u>305</u> Number of Housing Choice Vouchers (HCVs) <u>1720</u> Total Combined Units/Vouchers <u>2025</u></p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. 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> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p>
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Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

B.	Annual Plan Elements
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y N</p> <p><input type="checkbox"/> X Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input type="checkbox"/> X Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> X Financial Resources.</p> <p><input type="checkbox"/> X Rent Determination.</p> <p><input type="checkbox"/> X Operation and Management.</p> <p><input type="checkbox"/> X Grievance Procedures.</p> <p><input type="checkbox"/> X Homeownership Programs.</p> <p><input type="checkbox"/> X Community Service and Self-Sufficiency Programs.</p> <p><input type="checkbox"/> X Safety and Crime Prevention.</p> <p><input type="checkbox"/> X Pet Policy.</p> <p><input type="checkbox"/> X Asset Management.</p> <p><input type="checkbox"/> X Substantial Deviation.</p> <p><input type="checkbox"/> X Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review.</p>
B.2	<p>New Activities.</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"/> X Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> X Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> X Demolition and/or Disposition.</p> <p><input type="checkbox"/> X Designated Housing for Elderly and/or Disabled Families.</p> <p><input type="checkbox"/> X Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> X Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> X Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> X Occupancy by Police Officers.</p> <p><input type="checkbox"/> X Non-Smoking Policies.</p> <p><input type="checkbox"/> X Project-Based Vouchers.</p> <p><input type="checkbox"/> X Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> X 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. Please note we included possible RAD conversions in our Five Year Plan submitted in 2017 and are proceeding with that initiative in 2019.</p>
B.3	<p>Civil Rights Certification.</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. ATTACHED</p>

B.4	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> X</p> <p>(b) If yes, please describe:</p>
B.5	<p>Progress Report.</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. <u>ATTACHED</u></p>
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N X <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>Certification by State or Local Officials.</p> <p><u>Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.</u> <u>ATTACHED</u></p>
B.8	<p>Troubled PHA.</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"/> X</p> <p>(b) If yes, please describe:</p>
C.	<p>Statement of Capital Improvements. Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP). <u>ATTACHED</u></p>
C.1	<p>Capital Improvements. 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><u>August 2018</u></p>

Instructions for Preparation of Form HUD-50075-ST Annual PHA Plan for Standard and Troubled PHAs

A. PHA Information. All PHAs must complete this section.

A.1 Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 CFR §903.23(4)(c))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

B. Annual Plan. All PHAs must complete this section.

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no." (24 CFR §903.7)

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(1)) Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. (24 CFR §903.7(a)(2)(ii))

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.23(b)) Describe the PHA's admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA's policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. (24 CFR §903.7(b)) Describe the PHA's procedures for maintain waiting lists for admission to public housing and address any site-based waiting lists. (24 CFR §903.7(b)). A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b)) Describe the unit assignment policies for public housing. (24 CFR §903.7(b))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. (24 CFR §903.7(d))

Operation and Management. A statement of the rules, standards, and policies of the PHA governing maintenance and management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA. (24 CFR §903.7(e))

Grievance Procedures. A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants. (24 CFR §903.7(f))

Homeownership Programs. A description of any Section 5h, Section 32, Section 8y, or HOPE I public housing or Housing Choice Voucher (HCV) homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. (24 CFR §903.7(k))

Community Service and Self Sufficiency Programs. Describe how the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (24 CFR §903.7(l)) A description of: 1) Any programs relating to services and amenities provided or offered to assisted families; and 2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS. (24 CFR §903.7(l))

Safety and Crime Prevention. Describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities. (24 CFR §903.7(m)) A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs

provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

Pet Policy. Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

Asset Management. State how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory. (24 CFR §903.7(q))

Substantial Deviation. PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

Significant Amendment/Modification. PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define 'significant amendment/modification', HUD will consider the following to be 'significant amendments or modifications': a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: [Notice PIH 1999-51](#). (24 CFR §903.7(r)(2)(ii))

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

Hope VI or Choice Neighborhoods. 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

Mixed Finance Modernization or Development. 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

Designated Housing for Elderly and Disabled Families. Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. Include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. (24 CFR §903.7(i)(C))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to project-based assistance under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32](#)

Occupancy by Over-Income Families. A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: (1) There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; (2) The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The PHA gives the over-income family at least thirty days notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). (24 CFR 960.503) (24 CFR 903.7(b))

Occupancy by Police Officers. The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A "police officer" means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). (24 CFR 960.505) (24 CFR 903.7(b))

Non-Smoking Policies. The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD's website at: [Notice PIH 2009-21](#). (24 CFR §903.7(e))

Project-Based Vouchers. Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan. (24 CFR §903.7(b))

Units with Approved Vacancies for Modernization. The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with 24 CFR §990.145(a)(1).

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

For all activities that the PHA plans to undertake in the current Fiscal Year, provide a description of the activity in the space provided.

B.3 Civil Rights Certification. Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

B.4 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.7(p))

B.5 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

B.6 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

B.7 Certification by State of Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

B.8 Troubled PHA. If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark "yes," and describe that plan. If the PHA is troubled, but does not have any of these items, mark "no." If the PHA is not troubled, mark "N/A." (24 CFR §903.9)

C. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

C.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form- 50075.2 approved by HUD on XX/XX/XXXX."

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 9.2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

PROGRESS REPORT

Attachment 2: Progress Report (2018) Section B.2 of 50075 – 5Y

GOALS & OBJECTIVES FOR THE FIVE YEAR PLAN 2018 – 2023
PROGRESS TO DATE

Please note that in our approved Five Year Plan submitted in 2017 the HACC developed a series of thirty goals and related action steps. These were the product of a planning retreat held with HACC senior staff and board members. The following pages contained a detailed progress report for each of those goals. And also please note that all goals outlined in our joint AFFH Plan with the county are included in the specific actions that HACC has outlined in our overall Five Year Plan.

HAAC Goals 2018-2023 – Status Report September 2018

Initiate and plan for possible conversion of one or more public housing sites to the alternative ownership process in the HUD Rental Assistance Demonstration Program (RAD). – GOAL 1
 Goal Coordinator: Executive Director

Action	Relevant Factors	Outcomes	Anticipated start/end	Responsible Staff	Status
Planning	Timeline, possible need for a consultant	Become familiar with the notice Determine if properties have existing debt	Start : 10/2017 End: 01/2019	Executive Director Asset Management Supportive Services Administration	Done
Identifying RAD projects	PNA	RAD rent levels and property income Operating expenses Development budget Get in line with HUD	Start: 01/2017 End: 01/2019	Executive Director Asset Management Supportive Services Administration	Application notice received; 60 day turnaround
Resident protections and choice mobility		Keep residents informed. Right to return Choice mobility	Ongoing	Executive Director Asset Management Supportive Services Administration	Not started
Assembling the development team		Decide to add a development partner to the team	Start: 06/2018 Ongoing	Executive Director Asset Management Supportive Services Administration	Begun
Confirming Financial partners	4% 9% Tax-exempt bonds	Begin conversations with possible lenders		Executive Director Asset Management Supportive Services Administration	Begun

RAD Conversion Occurs	Financing in place.	Go to closing on RAD developments.	Start: 01/2019 End: 01/2020	Executive Director	Not started
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HACC Goals 2018-2023

Creation of a new agency wide staffing plan to ensure maximum and timely delivery of quality services.
 Goal Coordinator: Administration GOAL - 2

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
Review and revamp job descriptions for accuracy.	Job Analysis must be done for each function. Expectations are clear.	Accurate job descriptions for each position are completed.	Start: 11/2017 End: 11/2018	Sr. Staff Employees	Started
Review all letters within Emphasys software for consistency.	Timing and availability of Sr. Staff	Consistency throughout the agency. Forms are updated as needed.	Start: 01/2018 End: 01/2019	Sr. Staff Administration	Delayed- Projected start 2019

Apply to become a Moving To Work (MTW) Housing Authority and, concurrently, develop the required master plan.
 Goal Coordinator: Executive Director GOAL - 3

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
Review HUD issued notice on expansion of MTW in regards to requirements.	Limited expansion of MTW; significant competition and any expansion may be subject to Congressional action.	Locate and study relevant background materials; develop a listing of key action components for discussion and decision	Start: 01/2018 End: 02/2018	Executive Director Special Programs	Notice has not been issued by HUD as of yet
Develop an initial plan to address any issues that would disqualify HACCC from eligibility.	Possible impact of PHAS being below 90%.	Develop initial plan with broad strategies and actions outlined; determine if consultant assistance is needed	Start: 03/2018 End: 04/2018	Executive Director Special Programs	Not begun
Create a working task force to draft the formal plan and to complete necessary HUD submission	Should be as diverse as possible and include significant resident participation.	Create task force and write plan	Start: 04/2018 End: 05/2018	Executive Director Special Programs	Not begun

Submit plan.	Processing by HUD could be of significant length.	Submit all necessary documents to HUD in required formats and with all necessary supportive documents.	Start: 06/2018 End: 10/2018	Special Programs	Not begun
Amend as necessary based on HUD review and implement		Amend and implement at HUD's direction.	Start: 01/2019 End: On Going	Executive Director Special Programs	Not begun

Explore and implement solutions to satisfy outstanding bond debt.

Goal Coordinator: Executive Director GOAL - 4

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
Finalize draft request for loan from the County of Chester	Bond rating of county could be affected if HACC defaulted; Request must be reasonable	Create document to request loan; review and submit	Start : 08/2017 End: 09/2017	Chairman Executive Director HACC Legal Counsel	Letter of request and analysis paper prepared and given to Board Chairman
Identify non-federal source for loan repayment	All resources (both current and anticipated) should be explored in the Central Office Cost Center; impact of possible re-federalization of the COCC should be factored into strategy.	Research current non-federal sources existing at HACC and which may be created through new efforts (e.g./, disposition of GP interests)	Start: 09/2017 End: 10/2017	Executive Director Finance Fee Accountant	Sources have been identified

Negotiate as needed with the County (as needed) and draft agreement.	Zero interest should be pursued and some consideration given to HACCC if non-federal sources are reduced	If negotiation is successful, work with County to create agreement acceptable to them.	Start: 11/2017 End: 01/2018	Chairman Executive Director HACC Legal Counsel	Delayed; waiting on HACC attorney to draft formal request based on meeting with County Comms.
Pay bond debt		Submit payment	Start : 02/2018 End: 02/2018	Finance	Not scheduled
Initiate repayments to County	Spread over 5 years or more; 10 + preferred	Repay per agreed schedule.	Start : 03/2018 End: 02/2023 (approximate)	Finance	Not begun

Dispose of partnership interests in mixed finance, tax credit properties and do so with the best possible financial return to HACC.
 Goal Coordinator: Executive Director GOAL - 5

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
Submit counter offer to potential owners and begin negotiation.	Majority of money paid by 12/31/17 and, without question, settlement by then of formal transfer.	Written counter offer made	Start: 09/2017 End: 09/2017	Consultant General Partner Boards Executive Director	Done but there are ongoing offers being exchanged. We are still actively in the process of negotiation
Participate in talks with Limited Partners to secure their approval and their withdrawal from process also.	Consultant should lead discussions; no tax consequences to HACC.	Initiate talks and reach signed agreements	Start: 09/2017 End: 11/2017	Consultant General Partner Boards Executive Director HACC Legal Counsel	Hacc has acquired one LP and is working on the 2nd. LP transfers will occur concurrent with the GP closings
Create contract with the buyers of the General Partnerships.		Contract drafted	Start: 10/2017 End: 11/2017	General Partner Boards Executive Director	Offer Letter presented; MOU now created and executed with 8/31/18 closing

Initiate steps involved with disposition including debt restructuring, settlement of tax issues and exploration of RAD feasibility.	This might possibly be included in some manner in the contract.	Create and present written strategy to buyers.	Start: 09/2017 End: 11/2017	HACC Legal Counsel General Partner Boards Executive Director HACC Legal Counsel	In progress
Settle on the transfer of General Partnerships.	To occur by 12/31/17 without question unless an extension is mutually agreed upon.	Final written agreement specifying terms of General Partnership transfer.	Start: 09/2017 End: 12/2017	General Partner Boards Executive Director HACC Legal Counsel	Delayed; tax bill had an affect; written agreement must be drafted based on letter of intent

Develop and implement a strategy to convert tenant based housing choice vouchers to the project based format.

Goal Coordinator: Executive Director GOAL - 6

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
Determine number of potential available vouchers for conversion.	Federal allocation and timing of announcing any proration is significant to decision making	Preparation of an analysis and recommendations report as to potential number of vouchers that could be issued	Start: 01/2018 End: 02/2018	Executive Director HCV Division	Conversion RFP being worked on. Out by end of July
Create a work task force to identify target groups (disabled, veterans, etc.), the anticipated scheduling and dollar levels that can be committed.	Our partners should be involved (e.g, VA, shelters, County Human Services, DCD, etc...)	Create group; prepare and submit recommendations report as to target populations.	Start: 02/2018 End: 05/2018	Executive Director HCV Division	Not begun
Implement	Timing issues perhaps	Issue Request For Proposals base on above submitted recommendations.	Start: 07/2018 End: On Going	Special Programs	Not begun

Design an annual and multi-year training plan for staff at all levels of the organization.
 Goal Coordinator: Administration GOAL - 7

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
Develop formalized training within the organization.	Cost factor/timeliness	Training plans created to provide exemplary customer service. Consistency within the organization.	Start: 01/2018 End: Ongoing	Administration Sr. Staff	Started
Cross train functionalities.	Benchmarking with other "like" organizations.	Succession Planning across divisions that allows HACCC to maintain exemplary customer service.	Start: 01/2018 End: 01/2020	Administration Sr. Staff	Started- preliminary stage

Partner with selected developers to create new affordable housing opportunities for special populations.
 Goal Coordinator: Executive Director GOAL - 8

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
Create standardized Request For Proposal (RFP) that provides incentives for set aside of units targeted at special populations	Research other agencies to perhaps include new incentives to stimulate interest	Write Model RFP	Start: 06/2018 End: 10/2018	Executive Director Special Programs	Begun and will be completed by revised deadline; possible receipt of Mainstream vouchers could assist in efforts.
Develop and implement a marketing strategy to increase developer awareness and interest in these set aside units for special populations	Talk to some selected developers to find out what would enhance their interest in doing this	Develop a written strategy with appropriate action steps involving direct contact with potential developers	Start: 06/2018 End: 09/2018	Executive Director Special Programs	Not begun

Accelerate electronic automation of all work functions, products and services delivered by HAACC staff.
 Goal Coordinator: Administration GOAL - 9

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
Explore barcode tracking and electronic filing with our current software provider- Emphasys.	Cost to implement and train.	Become a paperless environment in an effort to decrease misplaced documents.	Start: 01/2018 End: Ongoing	Administration HCV Division	Delayed-
Explore other options for IT- onsite, possible RFP.	Comparable salary for the talent required. More control to improve turnaround time of requests.	If an alternative approach is adopted, either create a new position or issue RFP for outside contractor.	Start: 01/2018 End: 01/2019	Administration HCV Division Executive Director Supportive Services	Started

Develop a customer service strategy that emphasizes timely response to issues and follow up to ensure quality control.

Goal Coordinator: Administration GOAL -10

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
Implement a quality control system to ensure quality service to our internal and external customers.	IT help Software	Track customer service improvements through internal and external surveys. Decrease complaints from consumers and partner agencies to improve reputation.	Start: 03/2018 End: 02/2019	Administration Executive Director Sr. Staff	Started
Implement listening Sessions- Percentage of phone calls to be determined.	Software Cost Timeliness	Install and utilize equipment; evaluate effectiveness.	Start: 03/2018 End: 03/2019	Administration HCV Division	Delayed due to contract issues.
Survey internal and external customers - interaction with HAC's staff.	Timeliness. Improve customer service. More focus on the customer.	Initiate survey and evaluate results.	Start: 01/2018 End: 01/2019	Administration Sr. Staff	Delayed-2019

Create a plan for office expansion and possible staff transfer to satellite locations if required.

Goal Coordinator: Administration GOAL - 11

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
Explore office space at our satellite offices- Church St, Phoenixville and Maple, Locust and Spruce.	Cost Space Set up of computers/compatibility	Make a recommendation for alternative office space and if approved secure space.	Start: 01/2018 End: 01/2018	Administration Executive Director Asset Management	Started thought process.
Expansion of the COCC office functions.	Cost Timeliness Relocation of staff until project is done. Relocation of software- IT's assistance will be critical.	Make recommendations on additional staff and if approved, hire possible new positions such as: Complaint Liaison, Quality control Person, Administration clerk, HCVP clerk and IT.	Start: 01/2018 End: 01/2018	Administration Executive Director Sr. Staff	HR Assistant on-board Reviewing options for additional staff

Review, analyze and revise (as necessary) the existing procurement system utilized by HACC.

Goal Coordinator: Administration GOAL - 12

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
Revisit the Procurement process and establishment of responsibility.	IT on site Training	Train staff on their procurement duties.	Start: 07/2017 End: Ongoing	Administration Supportive Services Asset Management	Started-ongoing. Additional employees are trained when they start by Brenda Bolt
Review and evaluate new process.		Modify procurement policy as needed.	Start: 04/2018 End: Ongoing	Administration Supportive Services Asset Management	Started-

Supportive Services Goals 2018-2023

Create a plan/schedule to explore new alternate sources of funding to offset diminishing revenues at the federal level.
 Goal Coordinator: Supportive Services GOAL - 13

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
Research funding streams.	Budget Access to information	Identify information sources to always have up to date information about what funding opportunities are available/coming available.	Start: 01/2018 End: Ongoing	Supportive Services	Webinars complete on CRA opportunities.
Utilize network to stay abreast of funding changes.		Attend community meetings. Attend workshops and webinars on grantsmanship. Review and analyze all non-HUD funded programs on an annual basis; and modify as needed.	Start: 09/2017 End: Ongoing	Supportive Services	Attended PCHF meeting. Attended DCD meeting. Held Brainstorming PHARE meeting.
Stay aware of changes to the federal budget.	Budget	Be prepared for any funding changes before they are implemented to allow for other options to fill the gap.	Start: 09/2017 End: Ongoing	Executive Director	Read all documents and emails from Dale. SAFMWR
Apply for funding		Based on funding availability, make grant applications as applicable.	Start: 09/2017 End: Ongoing	Supportive Services	PHARE- awarded, ROSS- denied, HL applications still pending, Mainstream Vouchers- 45 awarded, ES&S.

Develop employee incentives linked to innovative practices, initiative, and quality service delivery and customer satisfaction with that delivery.

Goal Coordinator: Administration GOAL - 14

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
Create a compensation package that is comparable to job function.	Timeliness Benchmarking	Develop an approved compensation package that is industry comparable and specific to job functions.	Start: 04/2018 End: 04/2019	Administration Executive Director	Started September
Re-vamp the current Perf. Evaluation to be used as a development tool.	Timeliness	Develop specific goals to be a part of the performance evaluation; which will be sued to develop staff.	Start: 05/2018 End: 12/2018	Administration	Started August 2018
Provide clear understanding of goals and expectations.	Timeliness-meet with employees Employee buy-in	Implement approved goals that are specific to each function and/or division.	Start: 03/2018 End: 12/2018	Administration Executive Director Sr. Staff	Delayed- November 2018
End of year employee incentive program.	Budget	Approved employee incentive program contingent upon budget.	Start: 9/2018 End: 11/2018	Administration	Started exploring options.

Phone call recordings.	New phone systems	Approve a new phone system that will have the ability to record phone calls/playback. Approved software will gauge the delivery of customer service to our clients.	Start: 9/2017 End: 2/2018	Administration	Delayed Contract issue
Develop customer service surveys.	Increase customer satisfaction.	Distribute surveys on a regular basis to our customers to monitor the quality of HACCC's customer service.	Start: 10/2017 End: 6/2018	Administration	Delayed - November 2018

Focus on establishing meaningful and timely contacts with affordable housing owners that will lead to substantial expansion of our landlord base.

Goal Coordinator: Supportive Services GOAL - 15

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
Engage landlords on an annual basis.	Budget	Hold at least 2 landlord forums each year.	Ongoing	Supportive Services HCV	Forum May 14 th . Forum October 25 th .
Build relationships and rapport with new landlords and property management companies.	Bias	Meet and engage "chain" apartment complexes and gain their program buy in.	Ongoing	Supportive Services	A second housing locator was hired. Realtor Patrick will assist with this.
Keep a working list of landlords in Chester county.		Comprehensive excel spreadsheet with available units.	Ongoing	Supportive Services	Current list is in excel.

Expand and maximize utilization of HACCC website through a plan stressing quality and rapid, accurate response to customer needs.

Goal Coordinator: Administration GOAL -16

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
IT RFP	Evaluate current product to determine modifications needed.	Based on an approved budget, put out an RFP to solicit an IT company. Determine if current IT can meet our current product needs. Contract IT firm. Based on approved budget, hire 1 additional staff who will be able to provide technical on-site assistance.	Start: 12/2017 End: 02/2018	Supportive Services Administration	Completed
Have the ability to make changes to the website without a third party.	Cost of a new employee	Have a discussion and agreement with current IT/Website vendor to give HACCC the capability to make changes on the website directly.	Start: 01/2018 End: 01/2019	Administration Supportive Services	Started-seeking options with new IT firm.

Create an advocacy strategy that is local, state and federal in its scope.

Goal Coordinator: Executive Director GOAL -17

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
Expand contacts with existing advocacy groups including NAHRO, PAHRA and the Housing Alliance of PA.	Must be careful to separate advocacy from lobbying	Initiate new contacts; expand number of staff directly participating. Further develop current relationships.	Start : 10/2017 End: On Going	Executive Director	Have started
Develop a written advocacy policy for HACC that identifies issues, positions and the process of contact with key elected officials	Talk with Housing Alliance of PA to get their input and recommendations on process	Write policy paper.	Start : 11/2017 End: 07/2018	Executive Director	Begun
Implement and evaluate on an annual basis		Conduct advocacy based on various methods as outlined in written policy	Start: 10/2018 End: On Going	Executive Director	Not begun

Expand the Family Self-Sufficiency program to serve the greatest potential number of voucher holds and consider in that expansion, the inclusion of public housing residents.

Goal Coordinator: Supportive Services GOAL - 18

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
Research how to expand to PBV and PH.	Limited number of Public Housing families.	Choose the best implementation model for HACCC.	Start: 12/17 End: 6/18	Supportive Services	Research started.
Develop a new brochure to market the program.	Time Cost	Create brochure and gain approval. Have brochures at the front desk. Give out brochures with all annual packets and as needed.	Start: 12/17 End: Ongoing	HCV Division	HCV Department has developed.
Market the program to new HCV participants at voucher briefing and annual.		Create written marketing strategy. Have partner agencies market the program to their participants through case managers. Have PCC market to their clients.	Start: 2/18 End: Ongoing	Supportive Services	Needs attention.

Create a formal quality control system to review, evaluate and improve all services delivered by HACCC staff.

Goal Coordinator: Administration GOAL - 19

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
Have a complaint liaison to handle incoming complaints.	Cost-new employee Software Space Training	Hire an additional staff to handle all incoming complaints. *Contingent on budget*	Start: 03/2018 End: Ongoing	Administration	Delayed- November 2018
Have a quality control person to review and ensure quality work being produced.	Cost Space Training	Hire a person to perform quality checks on work being produced. The additional staff will verify that the correct procedures are being followed: *documentation *customer service	Start: 03/2018 End: Ongoing	Administration Sr. Staff	Delayed- November 2018
Create standardized letters to maintain a level of consistency within the organization.	Timeliness Emphasys software-access	Create standardized letters within HACCC for consistency and quality.	Start: 04/2018 End: 04/2019	Administration Sr. Staff	Started-review public housing-temp delayed 2019

Increase opportunities for and access to safe, decent and affordable housing.

Goal Coordinator: Supportive Services GOAL 20

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
Develop new affordable rental units in opportunity areas.	-Displacement of residents due to economic pressures; location/type of affordable housing. -Segregation; R/ECAP; Disparities in access to opportunities; disproportionate housing need	Create 200 new affordable units in areas of opportunity	Start: 01/2018 End: 12/2023	Executive Director	SAFMR's will help with this-effective. 4 applications for PBV 09/18.
Support homebuyer programs, including the use of housing choice vouchers to promote homeownership.	Location and type of affordable housing; availability of affordable units in range and sizes	Expand and market the Housing Choice Voucher Homeownership Program to ensure higher utilization through the Family Self-Sufficiency Program	Start: 01/2018 End: 12/2023	Supportive Services Division	HO training completed by FSS Coordinator. Relationships with PathStone, USDA, Fulton, Susquehanna and CC Housing Partnership.
Participate in Decade to Doorways' activities	Location and type of affordable housing; displacement of residents due to economic pressures; availability of	Compile affordable housing landlord database.	Start: 09/2017 End: 12/2017	Supportive Services Division	On-going completion-re-organization.
		Research Healing place	Start:	Supportive Services Division	

<p>Design, seek funding and implement a flexible subsidy system to create maximum housing options for placement of eligible low-income families</p>	<p>affordable units in a range of sizes; impediments to mobility; access to publicly supported housing for persons with disabilities</p>	<p>best management practices and provide recommendations</p>	<p>11/2017 End: 03/2018</p>	<p>Housing Choice Voucher Division Supportive Services</p>	<p>SAFMR's might take this over? Applications in to DCD and Home4Good for a Diversion Coordinator with flexible funding program.</p>
<p>Design, seek funding and implement a flexible subsidy system to create maximum housing options for placement of eligible low-income families</p>	<p>Location and type of affordable housing; availability of affordable units in a range of sizes.</p>	<p>Create a shallow subsidy system utilizing non-housing choice voucher funding.</p>	<p>Start: 10/2017 End: 12/2019</p>	<p>Housing Choice Voucher Division Supportive Services</p>	<p>SAFMR's might take this over? Applications in to DCD and Home4Good for a Diversion Coordinator with flexible funding program.</p>

Work in coordination with providers and consumers from the disabled, special needs and homeless community to remove physical and institutional barrier to obtain and maintain housing.

Goal Coordinator: Executive Director GOAL 21

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
<p>Develop new affordable rental units in opportunity areas through strategic leveraging of housing resources which many include Community Development Block Grant, HOME Investments Partnerships, HealthChoices Reinvestment, County Housing Trust Program, or other available funds. Number of units per year may vary based on funding availability and proposals received.</p>	<p>Location and type of affordable housing; lack of affordable, accessible housing in range of unit sizes; lack of affordable, integrated housing for individuals who need supportive services; lack of assistance for transitioning from institutional settings to integrated housing.</p>	<p>Develop 25 new affordable units for individuals with mental health needs through DCD's annual RFP process to create an average of 5 new rental units per year.</p>	<p>Start: 01/2018 End: 01/2023</p>	<p>Executive Director</p>	<p>Begun but waiting on the determination of several of the federal resources</p>

Continue operation of the Housing Locator Program to identify housing opportunities for homeless persons	Access to publicly supported housing for persons with disabilities; lack of affordable, accessible housing in range of unit sizes; location of accessible housing; impediments to mobility.	Placement of 50 households annually. Add 20 active participating landlords to the housing locator on an annual basis to reach a total of 150	Start: 09/2017 End: Ongoing	Supportive Services	On-going
Create and implement a marketing plan to landlords to encourage leasing to voucher holds with disabilities and/or special needs	Lack of affordable, accessible housing in range of unit sizes, access to publicly supported housing for persons with disabilities.	Partner with agencies that have funds for rental unit accommodations. Implement marketing plan to landlords at designated events including bi-annual landlord forums.	Start: 12/2017 End: 12/2018	HCV Division	In progress
Coordinate paratransit services to residents with limited mobility options that reside in Chester County affordable housing developments so that they have greater access to	Availability, type, frequency and reliability of public transportation; Access to transportation for persons with disabilities.	Expand ridership and access to transportation by establishing a program that will accommodate 1,000 annual trips for residents of affordable housing properties.	Start: 01/2019 End: 01/2020	Executive Director	Not begun

<p>required services, including medical appointments.</p>					
<p>Explore possibilities for providing transit options for low income residents to connect with job opportunities throughout Chester County and other employment hubs through involvement in the development and implementation of the Chester County Planning Commission's comprehensive plan, Landscapes3.</p>	<p>Availability, type, frequency and reliability of public transportation; Access to transportation for persons with disabilities.</p>	<p>Coordinate efforts with the Chester County Planning Commission to provide transportation access to low-income persons and those with disabilities.</p>	<p>Start/End: Ongoing</p>	<p>Executive Director</p>	<p>On-going</p>

HACC Strategic Planning Goals 2018-2023
HCVP -22, 23, 29

Provide more diverse housing opportunities and encourage mobility among low income residents living in areas of poverty, particularly those in Coatesville's racially and ethnically concentrated areas of poverty.

Goal Coordinator: HCV Division GOAL - 22

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Comments
Implement Small Area Fair Market Rent (SAFMR) Program to encourage mobility.	HUD has lifted mandate; it is now voluntary; possible negative impact in areas where there is existing affordable housing; feasibility is subject to federal appropriations.	Create and implement SAFMR Program	Start: 01/2018 End: Ongoing	Executive Director Special Programs HCV Division	SAFMR implemented since April 1, 2018 (attached) Ongoing
Develop an educational program to encourage voucher holders to consider housing in higher opportunity areas.	Location and type of affordable housing; impediments to mobility; availability of units in a range of sizes.	Create an educational protocol to be used by Housing Specialists and develop written materials for distribution.	Start : 01/2018 End : 04/2018 with ongoing implementation	Special Programs HCV Division	-Letters were mailed out to participants. -participants are being counseled at every move/new voucher issuance -ongoing

<p>Conduct an annual evaluation of housing choice voucher locations to monitor mobility efforts including research into geographic preferences for both current Section 8 recipients and new applicants</p>	<p>Location and type of affordable housing; impediments to mobility; availability of units in a range of sizes</p>	<p>Decrease vouchers in Coatesville 1% per year from 44% to 39% and create a comprehensive survey (to be administered annually) to determine geographic preferences</p>	<p>Start : 01/2018 End : 05/2018 Then on going in subsequent years</p>	<p>HCV Division</p>	<p>-reports have been printed at the start of implementation April, 2018 and will continue to be monitored. -Ongoing</p>
<p>Target two future allocations of project based vouchers to developments either existing in or proposed for areas of higher opportunity</p>	<p>Location and type of affordable housing; impediments to mobility; availability of units in a range of sizes; consideration of income discrimination</p>	<p>Dependent upon federal funding availability, provide 35 new PBV units at the two targeted projects</p>	<p>Start: 01/2018 End: 12/2020</p>	<p>Executive Director Special Programs PBV Housing Specialist</p>	<p>Provided letters of support for proposed units in Phoenixville</p>
<p>Research the geographic location preferences for participants in the housing choice voucher program including new applicants who are searching for housing and those currently living in subsidized units who wish to move.</p>	<p>Location and type of affordable housing; Availability of affordable units in a range of sizes.</p>	<p>Create a comprehensive survey to assess housing needs and preferences among housing choice voucher holders. Implement survey, and collect and analyze the results of the responses to inform future housing policies and programming.</p>	<p>Start: 01/2018 End: 12/2018 Start: 01/2019 End: 12/2021</p>	<p>HCV Division</p>	<p>Meeting was held on 5-5-2018 -started to create a Survey and Brochure. Brochure has been created.</p>

Create awareness of the availability of housing, workforce development and community service resources in the county and how to obtain them.

Goal Coordinator: HCV Division GOAL - 23

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Comments
Provide information about community events via web site and e-newsletter communications to citizens so they can access housing, workforce development, and community services within the county.	Quality of affordable housing information programs; opportunity access.	Participate in 25 housing and community services workshops annually	Start: 01/2018 End: Ongoing	All Staff	
Ensure that individuals with limited English proficiency can access resources	Quality of affordable housing information programs	Evaluate outreach efforts to LEP individuals and provide recommendations to improve access.	Start: 01/2018 End: 12/2021	All Staff	Meeting was held on 5-5-2018. -survey -printing hud forms in Spanish. Have a language line in place
Provide rental preparation education program materials to HAAC waiting list prospects before searching for housing.	Quality of affordable housing information programs	Prepare materials to be distributed at voucher briefing. Prepare a video training for rental preparation and make it accessible from HAAC website	Start: 01/2018 End: 12/2020	HCV Division Administration	Rent prep? -Creating a power point fro move briefing and rent prep.

Expand efforts to increase understanding of fair housing rights, responsibilities and affordable housing resources.

Goal Coordinator: Supportive Services GOAL - 24

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
Review fair housing programming on a quarterly basis and target fair housing educational efforts to remove barriers to fair housing.	Need for awareness among consumers, providers, municipalities and housing professionals for how and when to use fair housing supports.	Conduct 2 fair housing events annually in coordination with the Chester County Department of Community Development	Start: 11/2017 End: Ongoing	Supportive Services	October 2018 Forum will have a Fair Housing Speaker/
Include fair housing educations for homebuyer program participants (through referrals to partner agencies).	Need for awareness among consumers, providers, municipalities and housing professionals for how and when to use fair housing supports.	Provide education to 35 individuals annually	Start: 09/2017 End: Ongoing	Supportive Services	All of our referral agencies do provide this in their HO counseling.
Provide fair housing materials for all residents living in publicly supported housing.	Need for awareness among consumers, providers, municipalities and housing professionals for how and when to use fair housing supports.	Ensure recipients of affordable housing funding provide air housing materials to residents.	Start: 12/2017 End: Ongoing	HCV Division Asset Management	Needs attention.

Integrate housing efforts between HACCC and the various Chester County departments.

Goal Coordinator: Executive Director GOAL - 25

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
Participate as an active member in the Decade to Doorways Plan to eliminate homelessness and issue vouchers to the most vulnerable members of that population.	Location and type of affordable housing; ways to increase it as part of a larger strategy	Participate as team members and utilize VISPDAT tool in helping to determine most vulnerable population for voucher issuance	Start: 01/2018 End: On Going	Executive Director	On-going
Participate in the Chester County's Landscape 3 planning	Location and type of affordable housing; ways to increase it as part of a larger strategy	Participate in planning meetings and provide information when requested	Start: 01/2018 End: 12/2020	Executive Director	On-going; attended an April meeting; awaiting the next meeting
Participate as a member of Chester County's Housing Options Task Force to increase housing opportunities in Chester county	Location and type of affordable housing; ways to increase it as part of a larger strategy	Participate in planning meetings and provide information when requested	Start: 01/2018 End: On Going	Executive Director	On-going; awaiting the next meeting as a follow-up to our April meeting

HACC Goals 2018-2023

Develop a detailed five year capital plan based upon findings and recommendations from a comprehensive physical needs analysis.

Goal Coordinator: Asset Management GOAL - 26

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
Award Physical Needs Analysis (PNA) contract.	May need to reissue current RFP due to few submittals	Contract developed and executed	Start: 09/2017 End: 11/2017	Consultant Special Programs	Done
Coordinate on site PNA with chosen architectural firm	Residents should be advised of what is happening and perhaps have a chance to offer input	Accompany staff from firm performing PNA and provide background information as needed	Start: 01/2018 End: 07/2018	Asset Management	Done

Finalize PNA and then create a work group and jointly develop a Capital Plan based on the PNA results	Include residents and architect in the group	Receive finalized PNA and create Capital Plan	Start: 05/2018 End: 08/2018	Consultant Asset Management Special Programs	Begun
Present plan to public housing residents for review and comment	Make the presentation as relevant as possible to their existing concerns	Advertise Plan on website and schedule a public hearing; modify plan as required	Start: 08/2018 End: 09/2018	Consultant Asset Management Special programs	
Secure necessary environmental review and implement 5 year plan		Submit to County for review and implement as soon as the environmental requirement is met	Start: 09/2018 End: 10/2018	Asset Management Special Programs	

Create a flexible and responsive voucher issuance strategy that emphasizes our commitment to housing special populations.

Goal Coordinator: Executive Director GOAL - 27

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
Create task force to explore need for vouchers in Chester County especially in relation to special populations	Diverse as possible	Select key participants and create work group	Start: 01/2018 End: On Going	Executive Director HCV Division	Teams formed to respond to opportunities for Mainstream and Family Unification Program Vouchers
Determine annual targets for issuance	Review past allocation pattern by Congress; Carefully research EOP statistics	Perform necessary research; hold meetings to discuss needs and categorize those special populations by priority based on vulnerability	Start: 02/2018 End: 05/2018	Executive Director HCV Division	Begun
Initiate issuance (with no less than quarterly evaluation of efforts)	Perhaps allocate some of issued vouchers to regular waiting list; level of issuance dependent upon adequate	Issue vouchers and review every three months	Start: 06/2018 End: On Going	Executive Director HCV Division	Not begun

	federal appropriations				
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Increase opportunities for and access to safe, decent and affordable housing.

Goal Coordinator: Administration GOAL - 28

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
Review and update personnel policy annual	None	Review the personnel policy on an annual basis to stay in compliance with new laws. Make necessary revisions and submit for Board approval.	Start: 01/2018 End: Ongoing	Administration	Currently reviewing
Explore ways to improve/modify benefits: <ul style="list-style-type: none"> - Health insurances - Tuition reimbursement 	Timeliness Benchmarking-SHRM, Market analysis for various insurances/benefits.	Provide benefits that are affordable and attractive to incoming and current employees; by possibly modifying what HACC currently has and what is out on the market	Start: 01/2018 End: Ongoing	Administration Sr. Staff Executive Director	Started

Review and update on an annual basis the Housing Choice Voucher Administrative Plan.

Goal Coordinator: HCV Division GOAL - 29

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Comments
Research all relevant changes in the HCVP in regards to HUD Guidance, HUD Notices and changes in the Code of Federal Regulations.	Utilize NAHRO notifications and updates from Nan McKay	Compile listing of required regulatory changes to HCV program	Start: 01/2018 End: 03/2018	HCV Division	Seminar was held on 5-5-2018 on Move briefings and Landlord briefings. This one ties in with creating work team in HCV.
Form a work team with Section 8 staff to analyze current internal policies that may need modification	Very important to improve customer service and professional product delivery	Assemble staff recommendations on procedural improvements	Start: 01/2018 End: 03/2018	HCV Division	Same as HUD Guidance and changes.
Compose new plan and submit for comment	Share any comments with staff and Board to receive their thoughts and suggestions	Write plan, post on website and invite comments	Start: 04/2018 End: 06/2018	HCV Division	Ties in with goal 29
Submit for Board approval and implementation		Implement revised Administrative Plan	Start: 07/2018 End: On Going	HCV Division	Ties in with goal 29

Review and update on an annual basis the Public Housing Admissions and Continued Occupancy Plan.

Goal Coordinator: Asset Management GOAL - 30

Action	Relevant Factors	Outcomes	Anticipated start/end date	Responsible Staff	Status
Research all relevant changes in HUD Guidance regarding Public Housing: HUD Notices and changes in the Code of Federal Regulations.	Utilize NAHRO notifications and updates from Nan McKay	Compile listing of required regulatory changes to Public Housing	Start: 03/2018 End: 06/2018	Asset Management	Begun
Form a work team to analyze current internal policies that may need modification.	Very important to streamline processes to improve vacancy rates.	Assemble staff recommendations on procedural improvements	Start: 03/2018 End: 06/2018	Asset Management	Begun
Compose new plan and submit for comment.	Share any comments with staff and Board to receive their thoughts and suggestions.	Write plan, post on website and invite comments.	Start: 06/2018 End: 08/2018	Asset Management	
Submit for Board approval and implementation.		Implement revised ACOP	Start: 08/2018 End: On Going	Asset Management	

**RESIDENT ADVISORY BOARD MEETING
INCLUDING MINUTES, SIGN INS AND HANDOUTS**

2018 RAB meeting notes

Tuesday September 11, 2018 11AM

Welcome and Introductions: Dale Gravett

We will go over the Capital Fund as well as the Annual and 5 Year Plan.

Last year we did Strategic Planning and developed 31 goals (handout with goals was provided). Review the goals if you like and send your questions and/or comments to Debra Johnson.

The ACOP is being reviewed and revised as needed, currently. You can review it on our website.

Dale introduced the Senior Staff that was present and what their programs do: Debra Johnson Director of Administration, Robin Senss Director of Supportive Services and Special Programs, Tyrone Wallace Director of Finance and Donna Maccari Director of Asset Management.

The Capital Fund Program (CFP) and the 5 Year Plan are utilized to determine what work we intend to do at each site. We need your comments and suggestions to make sure repairs and upkeep are done timely and that we do not overlook anything.

We have an Architect working on the final Physical Needs Assessment (PNA) for each site. A copy will be given to each tenant council member for their respective site.

CFP Details: Tyrone Wallace

We have a little over \$1 million to spend in the next two years. This year we received almost double in the CFP then we did last year. We expect to be able to complete a lot of repairs and renovations now.

Tyrone went through the CFP (please see attachment).

Questions and Comments

1. King Terrace resident: Security cameras should be the first priority and then the air conditioning.
HACC response: We will look into making that our priority also.
2. Oxford Terrace resident: Is there any way to get more parking spaces when you redo the parking lot? There is a parking lot going up in Oxford behind the post office, could there be spots for us there, if we can walk, that we don't have to pay for?

HACC response: That is an excellent idea. We will look into that. We might be able to pay for 4 or 5 spots in a parking garage closest to each site. After that we would have to start a waitlist. But that would help with our lack of parking problem.

3. Oxford Terrace resident: We have a bat problem. They come in under the air conditioning units and also in the roof eaves.

HACC response: We will go over this problem with our Architect to get this fixed as soon as possible; it sounds like a roof issue.

4. Church Street Towers resident: Can we have the front porch power washed? Security cameras should be our priority and we need new trash containers they are falling apart.

HACC response: Yes, we can have the porch power washed, our maintained team can take care of that. We will look into making security cameras the priority. The trash containers in the trash room are not ours, they are rotated out by the trash company.

5. Church Street Towers resident: We had roaches in the trash room, which was fixed by a maintenance man filling the holes in the walls with wall compound. My concern is that wall compound is not a permanent fix, could we have someone make those repairs with concrete.

HACC response: Absolutely, thank you for letting us know.

6. King Terrace resident: We could really use a retaining wall at the front door to keep the mud and water from flooding by the front door when it rains a lot.

HACC response: This will be a priority for us.

Closing Comments: Dale Gravett

A handout on the Rental Assistance Demonstration (RAD) program was distributed. Residents were advised to look over it, do some research if they like and to let us know their questions and comments. This is something that we will be looking into in the next 2 years or so. This is just for your information as you will begin to hear about it in the next year or so.

Dale thanked everyone for coming and announced lunch was provided.

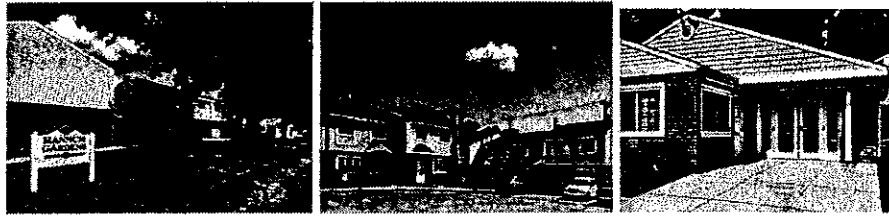
2018 Resident Advisory Board Meeting

Tuesday September 11, 2018 at 11AM

Sign in Sheet

Name	Building	Phone Number
Anna Lucetta	KING TERRACE	
Anna Wilson	SC	
MIKE BOJADGER	C,	
Sean McCoy	" "	
Carol Thomas	Church St. Towers	
/ /	"	
Anita Landwehr	Oxford Terrace	
Vicky Coy	Oxford Terrace	
Carl Laici	Oxford terrace	
Sam Gelman	Kings terrace	
Debra Johnson	HACC	
Dale Phonet	HACC	
Janice Minko	HACC	

Name	Building	Phone Number
Domena Maccari	HACC	
Robin Senss	HACC	
Tyronne Wallace	HACC	



Rental Assistance Demonstration (RAD) Program Overview

Why RAD:

- Congress continually underfunds public housing programs.
- Limited funding means there is not enough money to keep up with the costs of repairs and replacements.
- \$26 billion public housing capital repairs backlog.

Who Does This Apply To:

- Residents living in a Public Housing unit

What does RAD do:

- Provide more stable funding through long-term project-based Section 8 contracts.
- Keeps the units affordable for residents.

What is PBV:

- The voucher is attached to the unit, not the tenant. This is the same as public housing.
- 15 year contract- owner is required to renew the contract at end of term for another 15 years.

Time Frame:

- RAD application- September
- HUD Review Process- 6-9 months
- Closing Process- 3-6 months

Resident Rights:

- You will **not** lose your housing assistance.
- You will **not** be rescreened.
- Project owners are required to renew all leases upon expiration.
- Residents are allowed to organize and elect a council.
- HACC must consult with affected residents and respond to questions prior to submitting a RAD application –this meeting.
- Implementation of a RAD conversion will require an amendment to the PHA plan, requiring public hearings and comment obligations.
- HACC and HDC will honor any existing waiting lists at the time of conversion.
- Residence will have an opportunity for an informal hearing through the grievance process
- **Rent remains at no more than 30% of income.**
 - Very limited circumstances exist where public housing residents are paying a flat rent instead of 30% of their income. Property management will reach out to anyone that this applies to.

Final Takeaways:

- Your experience as a resident should not change much, if at all.
- RAD will put your development in a financial situation that will allow it remain affordable and to make repairs as necessary.
- If you currently receive a public housing subsidy you would instead receive a Section 8 PBV subsidy.
 - No residents will be rescreened.
- There is no plan, as of right now, that would require you to move out of your unit.
- This is the very beginning of the RAD process.
- The process will likely take around a year to complete.
- We will be holding resident meetings as we move through the process to discuss plans and ask for your feedback.

2018-2022 Five Year Plan

Budget

AMP 4

A/C Repair/Replace	\$	30,000.00
Hydronic Heating Pump	\$	3,000.00
Water Treatment	\$	5,000.00
Windows	\$	20,000.00
Modernization	\$	7,500.00
Exterior Gutters	\$	5,000.00
Kitchen/Bathroom Upgrades	\$	41,000.00
Security Camera Upgrade	\$	40,000.00
Trash Compactor	\$	5,000.00
Roof Repair	\$	10,000.00
	\$	166,500.00

AMP 8

Hydronic Heating Pump	\$	3,000.00
Windows	\$	152,000.00
Modernization	\$	7,500.00
Water Treatment	\$	5,000.00
A/C Repair/Replace	\$	3,000.00
Parking Lot	\$	10,000.00
Elevator repair	\$	10,000.00
Roof Replacement	\$	20,000.00
Kitchen/Bathroom Upgrades	\$	41,000.00
Trash Compactor	\$	5,000.00
Roof Repair	\$	10,000.00
Security Camera Upgrade	\$	40,000.00
	\$	306,500.00

AMP 25

Modernization (Finishes, Flooring, subfloor, bath, & kitchen upgrades)	\$	8,922.00
Elevator Repair	\$	10,000.00
Hydronic system heating replace	\$	4,000.00
Windows- Locust Court	\$	175,000.00
Doors	\$	50,000.00
Water Treatment	\$	6,000.00
Roof Repair/replace	\$	80,000.00
Security Camera Upgrade	\$	44,411.00
Underground piping -M/S (water)	\$	110,000.00
Kitchen/Bathroom Upgrades	\$	80,000.00
Trash Compactor	\$	5,000.00
Parking Lot repair	\$	15,000.00
Sidewalk Repair	\$	5,000.00
Wooden deck replacement (ch st)	\$	108,000.00
	\$	701,333.00
	\$	<u>1,174,333.00</u>

CAPITAL FUND PLAN

Current Year Capital Plan

Part II: Supporting Pages

PHEA Name: _____ Grant Type and Number: _____
 Housing Authority of the County of Chester: _____ Capital Fund Program Grant No. PA01P046S0118
 Replacement Housing Factor Grant No. _____
 CFFP(Yes/No): _____ Federal FTY of Grant: _____

Development Number Name/PHEA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost (2)		Status of Work
				Original	Revised (1)	Funds Obligated	Funds Expended	
PA066000004 - KING TERR & FAIRVIEW VILL	Staff Trainings (Management Improvement (1408))			\$2,000.00				
Not associated with any specific development	ADMINISTRATION (Administration (1410))			\$69,757.00				
Not associated with any specific development	OPERATIONS (Operations (1405))			\$174,393.00				
PA066000004 - KING TERR & FAIRVIEW VILL	Air Conditioning Repair/Replace (Dwelling Unit-Interior (1480))			\$3,000.00				

(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

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Part II: Supporting Pages

PHA Name: Housing Authority of the County of Chester	Grant Type and Number		Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
	Capital Fund Program Grant No. Replacement Housing Factor Grant No. OFFP(Yes/No):	PA01P04650118					Original	Revised (1)	Funds Obligated	Funds Expended (2)		
			PA046000004 - KING TERR & FAIRVIEW VILL	Hydronic Heating System Upgrades (Non- Dwelling Construction - Mechanical (1480))			\$3,000.00					
			PA046000004 - KING TERR & FAIRVIEW VILL	Modernization. (Dwelling Unit-Interior (1480))			\$7,500.00					
			PA046000004 - KING TERR & FAIRVIEW VILL	Windows (Dwelling Unit-Exterior (1480))			\$20,000.00					
			PA046000004 - KING TERR & FAIRVIEW VILL	Water Treatment (Dwelling Unit-Site Work (1480),Non-Dwelling Construction - Mechanical (1480))			\$5,000.00					

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Part II: Supporting Pages

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost (2)		Status of Work
				Original	Revised (1)	Funds Obligated	Funds Expended	
PA046000004 - KING TERR & FAIRVIEW VILL	AMP Fair Share (Management Improvement (1408))			\$1,000.00				
PA046000004 - KING TERR & FAIRVIEW VILL	A/E Services (Contract Administration (1480))			\$10,000.00				
PA046000004 - KING TERR & FAIRVIEW VILL	Project Management (Contract Administration (1480))			\$2,000.00				
PA046000004 - KING TERR & FAIRVIEW VILL	Relocation (Contract Administration (1480))			\$2,000.00				

PHA Name: Housing Authority of the County of Chester
 Grant Type and Number: Capital Fund Program Grant No. PA01P04650118
 Replacement Housing Factor Grant No. CRFP(Yes/No):

Federal FFFY of Grant:

(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 County of Chester	Grant Type and Number Capital Fund Program Grant No. Replacement Housing Factor Grant No. CEFP(Yes/No):	Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost (2)		Status of Work
						Original	Revised (1)	Funds Obligated	Funds Expended	
	PA01P04650118	PA046000008 - OXFORD TERRACE	Staff Trainings (Management Improvement (1408))			\$2,000.00				
		PA046000008 - OXFORD TERRACE	A/E Services (Contract Administration (1480))			\$10,000.00				
		PA046000008 - OXFORD TERRACE	Project Management (Contract Administration (1480))			\$3,000.00				
		PA046000008 - OXFORD TERRACE	Hydronic Heating System Upgrades (Non- Dwelling Construction - Mechanical (1480))			\$3,000.00				

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Part II: Supporting Pages

PHA Name: Housing Authority of the County of Chester	Grant Type and Number		Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	Capital Fund Program Grant No. Replacement Housing Factor Grant No. CFPP(Yes/No):	PA01P04650118			Original	Revised (1)	Funds Obligated	Funds Expended (2)	
Development Number Name/PHA-Wide Activities PA046000008 - OXFORD TERRACE	General Description of Major Work Categories Windows (Dwelling Unit-Exterior (1480))				\$152,000.00				
PA046000008 - OXFORD TERRACE	Modernization. (Dwelling Unit-Interior (1480))				\$7,500.00				
PA046000008 - OXFORD TERRACE	Water Treatment (Dwelling Unit-Site Work (1480))				\$5,000.00				
PA046000008 - OXFORD TERRACE	Elevator (Non-Dwelling Construction - Mechanical (1480))				\$10,000.00				

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Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost (2)		Status of Work
				Original	Revised (1)	Funds Obligated	Funds Expended	
PA046000008 - OXFORD TERRACE	Air Condition (Dwelling Unit-Interior (1480))			\$3,000.00				
PA046000008 - OXFORD TERRACE	Parking Lot (Dwelling Unit-Site Work (1480))			\$20,000.00				
PA046000008 - OXFORD TERRACE	AMP Fair Share (Management Improvement (1408))			\$1,000.00				
PA046000008 - OXFORD TERRACE	Relocation (Contract Administration (1480))			\$2,000.00				

PHA Name: Housing Authority of the County of Chester
 Grant Type and Number: Capital Fund Program Grant No. PA01P04650118
 Replacement Housing Factor Grant No. CFFP(Yes/No):

(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

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Part II: Supporting Pages

PHA Name: Housing Authority of the County of Chester		Grant Type and Number Capital Fund Program Grant No. Replacement Housing Factor Grant No. CFFP (Yes/No):		PA01P04650118		Federal FY of Grant:		Status of Work
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost (2)		Status of Work
				Original	Revised (1)	Funds Obligated	Funds Expended	
PA046000025 - 222 N CHURCH & LOCUST, MAPLE, SPRUCE CTS	Staff Trainings (Management Improvement (1408))			\$2,000.00				
PA046000025 - 222 N CHURCH & LOCUST, MAPLE, SPRUCE CTS	A/E Services (Contract Administration (1480))			\$10,000.00				
PA046000025 - 222 N CHURCH & LOCUST, MAPLE, SPRUCE CTS	Project Management (Contract Administration (1480))			\$5,000.00				
PA046000025 - 222 N CHURCH & LOCUST, MAPLE, SPRUCE CTS	Mod Rehab (Dwelling Unit-Interior (1480))			\$8,922.00				

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Part II: Supporting Pages

PHA Name:	Grant Type and Number	Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost (2)		Status of Work
						Original	Revised (1)	Funds Obligated	Funds Expended	
Housing Authority of the County of Chester	Capital Fund Program Grant No. Replacement Housing Factor Grant No. CFPP(Yes/No):	PA01P04650118								
		PA046000025 - 222 N CHURCH & LOCUST, MAPLE, SPRUCE CTS	Elevator repair (Non-Dwelling Construction - Mechanical (1480))			\$10,000.00				
		PA046000025 - 222 N CHURCH & LOCUST, MAPLE, SPRUCE CTS	Hydronic/Boiler repair & replace (Dwelling Unit-Site Work (1480),Non-Dwelling Interior (1480))			\$4,000.00				
		PA046000025 - 222 N CHURCH & LOCUST, MAPLE, SPRUCE CTS	Doors (Dwelling Unit-Exterior- (1480),Dwelling Unit-Interior- (1480))			\$50,000.00				
		PA046000025 - 222 N CHURCH & LOCUST, MAPLE, SPRUCE CTS	Water Treatment (Dwelling Unit-Site Work (1480),Non-Dwelling Site Work (1480))			\$6,000.00				

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Part II: Supporting Pages

PHA Name:	Grant Type and Number	Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost (2)		Status of Work
						Original	Revised (1)	Funds Obligated	Funds Expended	
Housing Authority of the County of Chester	Capital Fund Program Grant No. PA01P04650118 Replacement Housing Factor Grant No. CFFP(Yes/No):	PA046000025 - 222 N CHURCH & LOCUST, MAPLE SPRUCE CTS	Roof (Dwelling Unit-Exterior (1480))			\$80,000.00				
		PA046000025 - 222 N CHURCH & LOCUST, MAPLE, SPRUCE CTS	AMP Fair Share (Management Improvement (1408))			\$1,000.00				
		PA046000025 - 222 N CHURCH & LOCUST, MAPLE, SPRUCE CTS	Relocation (Contract Administration (1480))			\$2,500.00				
			Total:			\$697,572.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
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Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages--Work Activities

Activities for Year 1	Activities for Year: 2 FFY Grant: 2019 PHA FY: 2019	Activities for Year: 3 FFY Grant: 2020 PHA FY: 2020					
Development Name/Number	Major Work Categories	Quantity	Estimated Cost	Development Name/Number	Major Work Categories	Quantity	Estimated Cost
ANPs 4, 8 & 25	Operations - Funds drawn from CF that lose their identity and become money under LPH operations. These funds can be used to cover the following costs: administrative, tenant services, utilities, maintenance, and other general expenses. However, you do not need to keep track of the funds and what you spend them on.	n/a	91,267.00	ANPs 4, 8 & 25	Operations - Funds drawn from CF that lose their identity and become money under LPH operations. These funds can be used to cover the following costs: administrative, tenant services, utilities, maintenance, and other general expenses. However, you do not need to keep track of the funds and what you spend them on.	n/a	91,267.00
Sub Total (BLL 1406)			91,267.00	Sub Total (BLL 1406)			91,267.00
ANPs 4, 8 & 25	staff training - UPCS	1 person	1,000.00	ANPs 4, 8 & 25	staff training - UPCS	1 person	1,000.00
all amps	staff training - PH Mngt	1 person	3,000.00	all amps	staff training - PH Mngt	1 person	3,000.00
all amps	update software	annual	1,500.00	all amps	update software	annual	1,500.00
all amps	Brd trng -current	3 persons	1,800.00	all amps	Brd trng -current	3 persons	1,800.00
Sub Total (BLL 1408)			7,300.00	Sub Total (BLL 1408)			7,300.00
ANPs 4, 8 & 25	Management Fee	n/a	45,633.00	ANPs 4, 8 & 25	Management Fee	n/a	45,633.00
Sub Total (BLL 1410)			45,633.00	Sub Total (BLL 1410)			45,633.00
ANPs 4, 8 & 25	A/E services	all sites	10,000.00	ANPs 4, 8 & 25	A/E services		10,000.00
	Physical Needs Asses		25,000.00				
	Project Management		10,000.00		Project Management		10,000.00
Sub Total (BLL 1430)			45,000.00	Sub Total (BLL 1430)			20,000.00
ANP 4	Hillside Regrading & Landscaping	approx 1.5 acres	2,000.00	ANP 4	tree service	3 trees	2,000.00
					trash surround	1	3,000.00
Sub Total (BLL 1450)			2,000.00	Sub Total (BLL 1450)			5,000.00
ANP 8	landscaping work	approx .5 acres	800.00	ANP 8	trash surround	1	5,000.00
Sub Total (BLL 1450)			800.00	Sub Total (BLL 1450)			5,000.00

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

Activities for Year 1	Activities for Year 2 PHA FY: 2019 FFY Grant: 2019	Activities for Year 3 PHA FY: 2020 FFY Grant: 2020					
Development Name/Number	Major Work Categories	Quantity	Estimated Cost	Development Name/Number	Major Work Categories	Quantity	Estimated Cost
AMP 12				AMP 12	concrete work - exterior	sq ft - approx 300	15,000.00
Sub Total (BLI 1450)				Sub Total (BLI 1450)			15,000.00
AMP 25	parking lot, LC	1000 sq ft	12,000.00	AMP 25	sidewalk repair parking lot 222 Church	sq ft - approx 700 1000 sq ft	30.00 12,000.00
Sub Total (BLI 1450)			12,000.00	Sub Total (BLI 1450)			30.00
AMP 4				AMP 4			
	Boilers	1 bldg	10,000.00		Water Conditioning Equipment Installation & treatment	1 bldg	6,000.00
	ADA upgrades	1 unit	6,500.00		ADA upgrades	2 units	19,500.00
	kitchen /bath renovations	4 units	19,500.00		kitchen /bath renovations	2 units	9,000.00
	Hydronic heating repair	450 LF	9,000.00		Hydronic heating repair	600 LF	9,000.00
	Boiler system pump	1 pump	1,000.00		Boiler system pump	2 pumps	1,000.00
	Air Conditioning upgrades	50 units	100,000.00		Piping repair/replace	1000 LF	10,000.00
Sub Total (1460 BLI)			136,000.00	Sub Total (1460 BLI)			54,500.00
AMP 8				AMP 8			
	Boilers	1 bldg	10,000.00		Piping repair/replace	1000 LF	10,000.00
	kitchen /bath renovations	5 units	15,000.00		kitchen /bath renovations	6 units	30,000.00
	Hydronic heating repair	600 LF	9,000.00		Hydronic heating repair	600 LF	9,000.00
	Boiler system pump	2	1,000.00		Boiler system pump	2	1,000.00
					Replace window shutters	48 units	12,000.00
					Water Conditioning Equipment Installation & treatment		6,000.00
Sub Total (1460 BLI)			35,000.00	Sub Total (1460 BLI)			63,000.00
AMP 12				AMP 12			
	exterior doors	6	2,400.00		exterior doors	6	2,400.00
	security camera upgrades	6 cameras and equipmt	20,000.00		Plumbing /HVAC	3 units	6,000.00
Sub Total (1460 BLI)			22,400.00	Sub Total (1460 BLI)			8,400.00

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

Activities for Year 1	Activities for Year 2 FEY Grant 2019 PHA FY: 2019	Activities for Year 3 FEY Grant 2020 PHA FY: 2020					
Development Name/Number	Major Work Categories	Quantity	Estimated Cost	Development Name/Number	Major Work Categories	Quantity	Estimated Cost
AMP 13	modernization (finishes, flooring, subfloor, bath upgrade)	1-bdr	\$2,200.00	AMP 13	Kitchen countertop	2	2,400.00
Sub Total (1460 BLI)			\$2,200.00	Sub Total (1460 BLI)			2,400.00
AMP 14	modernization of living area (sub floors, flooring, finishes)	2 unit	3,200.00	AMP 14	modernization of living area (sub floors, flooring, finishes)	1 unit	1,600.00
Sub Total (1460 BLI)			3,200.00	Sub Total (1460 BLI)			1,600.00
AMP 15	flooring	1 unit	1,800.00	AMP 15	modernization of living area (sub floors, flooring, finishes)	1 unit	1,800.00
Sub Total (1460 BLI)			1,800.00	Sub Total (1460 BLI)			1,800.00
AMP 25	roof repair	1000 sq ft	20,000.00	AMP 25	Wooden Deck replacement	26 units	208,000.00
	Boilers	2 bldgs	20,000.00		Water Conditioning Equipment Installation & treatment	2 bldgs	12,000.00
	ADA upgrades	4 units	22,200.00		Kitchen /bath renovations : elderly	9 units	52,000.00
	Kitchen /bath renovations : elderly	3 units	17,000.00		modernization of living area (sub floors, flooring,	4 units	30,000.00
	Kitchen /bath renovations : family	2 unit	24,000.00		exterior doors	25	22,000.00
	flooring	5 units	5,000.00		plumbing/HVAC units	3200 LF	11,500.00
	hot water heater replacement	2 units	20,000.00		interior doors	35	12,000.00
	interior doors	35	12,000.00		plumbing /HVA C units	3200 LF / 2 units	11,500.00
	Door Systems	1 bldg	10,000.00		Piping repair/replace	2000 LF	20,000.00
	Water Treatment Install	2 units	10,000.00		Boiler pumps	4 units	8,000.00
	New windows	50 units	180,000.00				
Sub Total (1460 BLI)			440,200.00	Sub Total (1460 BLI)			387,000.00

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

Activities for Year 1	Activities for Year 2	Activities for Year 3					
Development Name/Number	Major Work Categories	Quantity	Estimated Cost	Development Name/Number	Major Work Categories	Quantity	Estimated Cost
AMPs 4, 8 & 25	ranges	109	65,400.00	AMPs 4, 8 & 25	ranges	9	5,400.00
all amps	refrigerators	15	7,500.00	all amps	refrigerators	15	7,500.00
Sub Total (1465 BLJ)			72,900.00	all amps	Light Fixtures	30	25,000.00
				Sub Total (1465 BLJ)			37,900.00
AMP 12	washer / drivers	4	4,400.00	AMP 12	washer / drivers	4	4,400.00
	dishwashers	3	1,500.00		ranges	4	1,600.00
					refridgerators	4	2,440.00
Sub Total (1465 BLJ)			5,900.00	Sub Total (1465 BLJ)			8,440.00
AMP 4	repair / replace laundry room floor	300 sq ft	6,000.00	AMP 4	Repair/Replace Light fixtures/bulbs	10 units	5,000.00
Sub Total (1470 BLJ)			6,000.00	Sub Total (1470 BLJ)			5,000.00
AMP 8	automatic door - comm room	1 double door	5,000.00	AMP 8	Repair/Replace Light fixtures/bulbs	10 units	5,000.00
Sub Total (1470 BLJ)			5,000.00	Sub Total (1470 BLJ)			5,000.00
AMP 25				AMP 25	mechanical room upgrade	1	3,700.00
Sub Total (1470 BLJ)			0.00	Sub Total (1470 BLJ)			3,700.00
AMPs 4, 8 & 25	Trash Compactor	4 units	10,000.00	AMPs 4, 8 & 25	server upgrade	1	5,000.00
all amps	Repair/Replac						
AMP 8	Light Repair/Replace	10 units	5000	AMP 25	Light Repair/Replace	35 units	15,000.00
Sub Total (1475 BLJ)			15,000.00	Sub Total (1475 BLJ)			20,000.00
AMPs 4,8,25	relocation	4 units	4,000.00	AMPs 4,8,25	relocation	4 units	4,000.00
Sub Total (1495,1 BLJ)			4,000.00	Sub Total (1495,1 BLJ)			4,000.00

Activities for Year: 4
FFY Grant: 2021
PHAFY: 2021

Activities for Year: 5
FFY Grant: 2022
PHAFY: 2022

Development Name/Number	Major Work Categories	Quantity	Estimated Cost	Development Name/Number	Major Work Categories	Quantity	Estimated Cost
ANPs 4, 8 & 25	Operations - Funds drawn from CF that has their identity and become money under LRPJ questions. These funds can be used to cover the following costs: administrative, rental services, other, maintenance, and other general expenses. However, you do not need to keep track of the funds and what you spend them on.	n/a	91,267.00	ANPs 4, 8 & 25	Operations - Funds drawn from CF that has their identity and become money under LRPJ questions. These funds can be used to cover the following costs: administrative, rental services, other, maintenance, and other general expenses. However, you do not need to keep track of the funds and what you spend them on.	n/a	91,267.00
Sub Total (BLI 1406)			91,267.00	Sub Total (BLI 1406)			91,267.00
ANPs 4, 8 & 25	staff training - UP/CS	1 person	1,000.00	ANPs 4, 8 & 25	staff training - UP/CS	1 person	1,000.00
all amps	staff training - PH Mngt	1 person		all amps	staff training - PH Mngt	3 person	3,000.00
all amps	update software	annual		all amps	update software	annual	1,500.00
all amps	Brd trng - current	5 persons	3,000.00	all amps	Brd trng - current	5 persons	3,000.00
Sub Total (BLI 1408)			4,000.00	Sub Total (BLI 1408)			8,500.00
ANPs 4, 8 & 25	Management Fee	n/a	45,633.00	ANPs 4, 8 & 25	Management Fee	n/a	45,633.00
Sub Total (BLI 1410)			45,633.00	Sub Total (BLI 1410)			45,633.00
ANPs 4, 8 & 25	A/E services		10,000.00	ANPs 4, 8 & 25	A/E services		10,000.00
	Physical Needs Assess	all sites	25,000.00		Project Management		10,000.00
	Project Management		10,000.00				
Sub Total (BLI 1430)			45,000.00	Sub Total (BLI 1430)			20,000.00
ANP 4	Repair/ upgrade Hillside retaining wall		6,500.00	ANP 4	exterior concrete work	1000LF	5,000.00
Sub Total (BLI 1450)			6,500.00	Sub Total (BLI 1450)			5,000.00
ANP 8	parking lot upgrade	8500 sq ft	76,500.00	ANP 8	exterior concrete work	1000LF	5,000.00
Sub Total (BLI 1450)			76,500.00	Sub Total (BLI 1450)			5,000.00

Activities for Year: 4					Activities for Year: 5				
FFY Grant: 2021					FFY Grant: 2022				
PHAFY: 2021					PHAFY: 2022				
Development Name/Number	Major Work Categories	Quantity	Estimated Cost	Development Name/Number	Major Work Categories	Quantity	Estimated Cost		
AMP 12				AMP 12					
Sub Total (BLI 1450)				Sub Total (BLI 1450)			0.00		
AMP 25	Replace Fencing	340 LF	6,000.00	AMP 25	exterior concrete work	1000 LF	5,000.00		
	Repair/replace porches	26 units	52,000.00						
Sub Total (BLI 1450)			58,000.00	Sub Total (BLI 1450)			5,000.00		
AMP 4	Fire Alarm Upgrade	1 Bldg	21,077.00	AMP 4	plumbing	3 units	3000		
	Roof Replace	2000 Sq ft	20,000.00						
	ADA upgrades	3 units	18,000.00		Roof Repair/Replace	2000 sq ft	15,000.00		
	Living & sleeping area flooring and finishes	3 units	9,000.00		Living & sleeping area flooring and finishes	3 units	9,000.00		
	Hydronic heating repair	600 LF	10,000.00		Hydronic heating repair	600 LF	10,000.00		
	Boiler system pump	2 pumps	1,000.00		Boiler system pump	2 pumps	1,000.00		
	Toilets	10 units	10,000.00		Domestic/Sewer	600 LF	50,000.00		
Sub Total (1460 BLI)			89,077.00	Sub Total (1460 BLI)	Brick pointing/repairing	1 Bldg	3,000.00		
AMP 8	Fire Alarm Upgrade	1 Bldg	37,729.00	AMP 8	hazwv cargo	5000 LF	30,000.00		
	Toilets	10 units	10,000.00		plumbing	3 units	3,000.00		
	Kitchen /bath renovations	4 units	18,000.00		Hydronic heating repair	600 LF	9,000.00		
	Hydronic heating repair	600 LF	9,000.00		Boiler system pump	2	1,000.00		
	Boiler system pump	2	1,000.00		Domestic/Sewer	600 LF	50,000.00		
	Roof Repair/Replace	2000 Sq ft	15,000.00		Brick pointing/repairing	1 Bldg	5,000.00		
Sub Total (1460 BLI)			90,749.00	Sub Total (1460 BLI)			98,000.00		
AMP 12	exterior doors	6	2,400.00	AMP 12	modernization (finishes, flooring, subfloor, bath upgrade)	1 3bdr	3,000.00		
					roof replacement	1650 Sq ft	8,000.00		
Sub Total (1460 BLI)			2,400.00	Sub Total (1460 BLI)			16,000.00		

Activities for Year: 4				Activities for Year: 5			
FFY Grant: 2021				FFY Grant: 2022			
PHA.FY: 2021				PHA.FY: 2022			
Development Name/Number	Major Work Categories	Quantity	Estimated Cost	Development Name/Number	Major Work Categories	Quantity	Estimated Cost
AMP 13	Kitchen countertop	2	2,400.00	AMP 13			
Sub Total (1460 BLD)			2,400.00	Sub Total (1460 BLD)			
AMP 14	modernization of living area (sub floors, flooring, finishes)	1 unit	1,600.00	AMP 14	modernization of living area (sub floors, flooring, finishes)	1 unit	1,600.00
Sub Total (1460 BLD)			1,600.00	Sub Total (1460 BLD)			1,600.00
AMP 15	modernization of living area (sub floors, flooring, finishes)	1 unit	2,400.00	AMP 15	modernization of living area (sub floors, flooring, finishes)	1 unit	2,400.00
Sub Total (1460 BLD)			2,400.00	Sub Total (1460 BLD)			2,400.00
AMP 25	Fire Alarm Upgrade	entire bldg	39,320.00	AMP 25	door entry system upgrade	entire bldg	10,000.00
	Replace front & back entrance door roofs	26 units	26,000.00				
	modernization of living area (sub floors, flooring, finishes)	3 units	58,000.00		plumbing	3 units	3,600.00
	Toilets	10 units	10,000.00				
	plumbing/HVAC units	2500 LP	9,000.00				
	New Windows	50 units	180,000.00				
Sub Total (1460 BLD)			322,320.00	Sub Total (1460 BLD)			13,000.00

Activities for Year: 4					Activities for Year: 5				
FFY Grant: 2021					FFY Grant: 2022				
PHAFY: 2021					PHAFY: 2022				
Development Name/Number	Major Work Categories	Quantity	Estimated Cost	Development Name/Number	Major Work Categories	Quantity	Estimated Cost		
ANPs 4, 8 & 25	ranges	9	5,400.00	ANPs 4, 8 & 25	ranges	9	5,400.00		
	refrigerators	15	7,500.00		refrigerators	15	7,500.00		
all amps				all amps					
Sub Total (1465 BIL)			12,900.00	Sub Total (1465 BIL)			12,900.00		
ANP 12	washer/ drivers	4	4,400.00	ANP 12	refrigerators	3	3,300.00		
					ranges	3	1,080.00		
Sub Total (1465 BIL)			4,400.00	Sub Total (1465 BIL)			4,380.00		
ANP 4	mail room upgrade	1	4,000.00	ANP 4	concrete repair	1500 sq ft	47,000.00		
Sub Total (1470 BIL)			4,000.00	Sub Total (1470 BIL)	Brick pointing/repairing	1 bldg	5,000.00		
ANP 8	concrete repair	1300 sq ft	45,000.00	ANP 8	Brick pointing/repairing	1 bldg	5,000.00		
Sub Total (1470 BIL)			45,000.00	Sub Total (1470 BIL)			5,000.00		
ANP 25	Repair/Replaces Light fixtures/bulbs	20 units	10,000.00	ANP 25	concrete repair	2200 sq ft	60,000.00		
Sub Total (1470 BIL)			10,000.00	Sub Total (1470 BIL)	Brick pointing/repairing	2 bldg	10,000.00		
ANPs 4, 8 & 25	Replace light fixtures/bulbs	45 units	30,000.00	ANPs 4, 8 & 25	Security upgrade	4 bldgs	25,000.00		
Sub Total (1475 BIL)			30,000.00	Sub Total (1475 BIL)			25,000.00		
ANPs 4,8,25	relocation	4 units	4,000.00	ANPs 4,8,25	relocation	4 units	4,000.00		
Sub Total (1495.1 BIL)			4,000.00	Sub Total (1495.1 BIL)			4,000.00		

**PROOF OF ADVERTISEMENT AND
MANDATORY COMMENT PERIOD**

AFFIDAVIT OF PUBLICATION
307 Derstine Avenue • Lansdale, PA 19446

Housing Authority of Chester County
30 W. BARNARD ST.
WEST CHESTER, PA 19382
Attention:

STATE OF PENNSYLVANIA,
COUNTY OF MONTGOMERY

As of August 7, 2018 the draft of the Annual Plan of the Housing Authority of Chester County is available for review. Copies may be obtained at the office of the HACC in West Chester. Comments can be received until September 21, 2018
DL-July 23-1a

The undersigned *Maureen Schmidt* being duly sworn the he/she is the principal clerk of Daily Local News, Daily Local News Digital, published in the English language for the dissemination of local or transmitted news and intelligence of a general character, which are duly qualified newspapers, and the annexed hereto is a copy of certain order, notice, publication or advertisement of:

Housing Authority of Chester County

Published in the following edition(s):

Daily Local News 07/23/18
Daily Local News Digital 07/23/18

Sworn to the subscribed before me this 7/23/18.

Jacqueline A. Kelly
Notary Public, State of Pennsylvania
Acting in County of Montgomery

COMMONWEALTH OF PENNSYLVANIA
NOTARIAL SEAL
Jacqueline A. Kelly, Notary Public
Hatfield Twp., Montgomery County
My Commission Expires July 27, 2020
MEMBER, PENNSYLVANIA ASSOCIATION OF NOTARIES

Advertisement Information

Client Id: 884506 **Ad Id:** 1628089 **PO:** **Sales Person:** 093304



MENU



News & Events

RFP: PROJECT BASED VOUCHER ASSISTANCE

Monday, August 6, 2018

The Housing Authority of Chester County has released an RFP for Project Based Voucher Assistance. Please email rsenss@haccnet.org for the full RFP, including bid due dates.

RFP: IT AND PAINTING SERVICES

Thursday, July 19, 2018

The Housing Authority of Chester County has released RFP's for IT and Painting Services. Please email bbolt@haccnet.org for the full RFP, including pre-bid meeting dates and bid due dates.

ANNUAL PLAN AVAILABLE

Thursday, July 19, 2018

As of August 7, 2018 the draft of the Annual Plan of the Housing Authority of Chester County is available for review. Copies may be obtained at the office of the HACC in West Chester. Comments can be received until September 21, 2018.

HEALTHY TENANTS HAPPY LANDLORDS FORUM

PUBLIC MEETING MINUTES

PUBLIC HEARING FOR ANNUAL PLAN
HOUSING AUTHORITY OF CHESTER COUNTY

On September 25, 2018 at 4:30 pm a Public Hearing was held to present the 2017 Annual Plan and receive any comments concerning it. The Hearing was held in conjunction with the regular HACC Board of Commissioner Meeting. The Hearing was held in the community room of the King Terrace Apartments in Phoenixville, PA.

Executive Director Dale Gravett reviewed the plan with those present. The review included a summary of key actions in 2018 that related to achieving the stated objectives in the Five Year Plan. Proposed capital items were discussed and a report was made concerning comments received at the Plan meeting that occurred with the Resident Advisory Board.

No comments were received and the Hearing was closed. Upon closure the Board ratified a resolution that authorized the Chairman to execute the required HUD 50077 Certification.

All of the above is recorded in the minutes of the HACC Board Meeting of September 25, 2018.

BOARD RESOLUTION

Reference RESOLUTION 2018 -08

Board Resolution Approving the FY 2019 Annual Plan & Five Year Plan Update (2018- 2023)

Whereas the Board of Commissioners has reviewed the Annual & Five Year Plan Update for the Housing Authority of Chester County; and

Whereas the Resident Advisory Board presentation was held on Tuesday, September 11, 2018 and the required public hearing on September 25, 2018;

Whereas, the Board understands that the actual 2019 CFP Budget and the 2018 – 2023 Five Year CFP Plan cannot be finalized until receipt of the CFP funding award some time in Spring 2019 and the Board further understands that the final Budget and Plan will be provided to them for review prior to execution of the ACC.

Now therefore be it resolved that the Board of Commissioners approves the aforementioned Annual and Five Year Plan Update and authorizes the Chairman and Executive Director to sign any necessary certifications.

Motion made by Commissioner Thomas that the Board of Commissioners accept the foregoing as presented. Commissioner Claypool seconded the Motion.

Upon roll call, the vote was:

4 Ayes

_____ Nays

Chairperson Bokovitz declared the motion carried.

Set BY
Carolann Thomas
Carolann Thomas
J. L. Bokovitz

Attest:

Carolann Thomas
Secretary

September 25, 2018

EXECUTED CERTIFICATIONS

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 Chester County PA 046
PHA Name

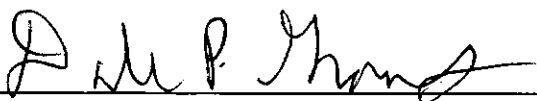
PA 046
PHA Number/HA Code

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 Dale Gravett

Title Executive Director

Signature



Date 9/25/2018

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Patrick Bokovitz,
Official's Name

Director of Chester County DCD
Official's Title

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Housing Authority of Chester County
PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of

Impediments (AI) to Fair Housing Choice of the


County of Chester PA
Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State Consolidated Plan and the AI.

We jointly submitted and have an approved AFFH Plan. The Housing Authority provides input into our annual Consolidated Plan.

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
Patrick Bokovitz	Director Chester County DCD
Signature	Date
	9/25/2018

**Certifications of Compliance with
PHA Plans and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

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

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning _01/2019, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan 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.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work 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.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Housing Authority of Chester County
PHA Name

PA 046
PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2019

5-Year PHA Plan for Fiscal Years 20__ - 20__

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

Pat Bokovitz

Chairman

Signature



Date

09/25/2018