

IN THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY AND COMMUNITY SERVICES AGENCY
OF LANE COUNTY, OREGON

ORDER NO. 98-6-24-4H

)IN THE MATTER OF ACCEPTING A BID AND
)AWARDING CONTRACT #98-C-0055 FOR ALARM
)SYSTEMS AT TWO COMPLEXES

WHEREAS, at a duly publicized time and place on June 5, 1998, W. Jody Heady of the Housing Authority and Community Services Agency of Lane County, Oregon, opened bids on the following project: Contract #98-C-0055 for Alarm Systems at Two Complexes; and

WHEREAS, funds are available to finance the project, and the Executive Director having so recommended, NOW, THEREFORE, IT IS HEREBY

ORDERED, Integrated Electronic Systems be awarded Contract #98-C-0055 for the combined Part-A and Part-B, of Alarm Systems at Two Complexes. These alarm systems are located at the Agency-owned buildings known as Parkview Terrace, in Eugene, Oregon and Lindeborg Place in Junction City, Oregon, and that the agreement be executed by the Executive Director in accordance with the bid documents. The contractor shall present a valid signed contract in the full amount of \$ 35,899.00 and shall satisfactorily complete all work within the specified contract time.

DATED this 24th day of June, 1998



Chairperson
HACSA Board of Commissioners

FILED

JUN 29 1998

COUNTY CLERK

BY 

APPROVED AS TO FORM

Date 6/15/98 Lane county



OFFICE OF LEGAL COUNSEL

In the Matter of Accepting a Bid and Awarding Contract #98-C-0055 for Alarm Systems at Two Complexes.

HA Board Resolution Approving Comprehensive Plan or Annual Statement Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (exp. 7/31/98)

BOOK 160 PAGE 1570

Public reporting burden for this collection of information is estimated to average 5 minutes 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0157), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Do not send this form to the above address.

This collection of information requires that, as a condition to receive a CGP grant, each Housing Authority (HA) certify that it has complied or will comply with statutory, regulatory and other HUD requirements. This information is essential to determine HA compliance, or intent to comply, with CGP requirements. Responses to the collection are required by regulation. The information requested does not lend itself to confidentiality.

Acting on behalf of the Board of Commissioners of the below-named Housing Authority (HA), as its Chairman, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

Form with checkboxes for Comprehensive Plan Submitted on June 24, 1998 and Action Plan / Annual Statement Submitted on June 24, 1998. Includes options for amendments.

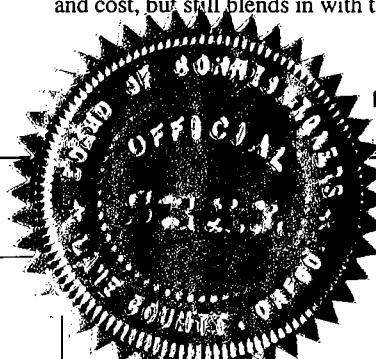
I certify on behalf of the: (HA Name) HOUSING AUTHORITY & COMMUNITY SERVICES AGENCY OF LANE COUNTY that:

- List of 18 numbered items detailing compliance requirements for HUD, including modernization, nondiscrimination, and wage rate requirements.

Attested By: Board Chairman's Name:

Board Chairman's Signature & Date:

Signature and date 6/24/98



APPROVED AS TO FORM Date 6/15/98 Lane County

FILED OFFICE OF LEGAL COUNSEL

JUN 29 1998

COUNTY CLERK BY M. Bulding

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)

BOOK 160 PAGE 1571



1998 Comprehensive Grant

7th Annual Submission

To the
U.S. Department of Housing and Urban Development
Portland, Oregon

JUNE 1998

BOOK 160 PAGE 1572

1998 Comprehensive Grant

*7th Annual Submission
June 1998*

This year's submission to the U.S. Department of Housing and Urban Development continues the work set forth in the Five Year Plan submitted in 1997.

The work included in the FY98 Annual Statement proceeds with two '504 Accessibility remodels in the Eugene/Springfield area, and in the other years of the Five Year Plan (1999 to 2002) two or three additional accessibility remodels per budget year, in various developments, are planned. Such remodel work includes interior renovation of kitchens and baths including cabinetry, appliances, showers or special tubs, and exterior improvements such as ramping and doorways.

Comprehensive interior and exterior improvements at the OR6-09 Veneta development entail a very large portion of the Physical Improvement funding in the FY98, 99, and 2000 grants. The Agency is focusing on this 50 unit development west of Eugene to improve the condition and longevity, and to encourage occupancy.

While the Agency continues to receive exceptional PHMAP scores each year, we have identified areas that could be enhanced. The majority of the Management Improvements funds are designated to two items:

(1) Lease Enforcement: a specialist will be contracted to perform investigation into criminal activities and/or other related lease violations. Improved documentation for evictions and hearings is increasingly necessary.

(2) Faster and more accurate reporting results from the Maintenance Department repair and inspection work, and Occupancy inspections: The approach for this improvement is to purchase hand held computer systems that will interface with the Agency's network and software, for 'down loading' daily. This will eliminate the need for extensive hand written data that then has to be keyed into the system. Each public housing resident (site) manager office will be set up with a computer station and a connection to the Agency central software system, for similar input

All items in the FY98 Comprehensive Grant are to be obligated (contracts in place) by March 31, 2000, and all funds expended by September 2001.

BOOK 160 PAGE 1574

1998

Comprehensive Grant

U.S. Department of Housing and Urban Development

June 1998

Index

**Annual Statement
Five Year Action Plan
Resident Participation
Local Governments
Certifications
Board Order**

BOOK 160 PAGE 1575

1998 Comprehensive Grant

Annual Statement

HUD 52837

Part 1: Summary

Part II: Supporting Pages

Part III: Implementation Schedule

Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) **Part I: Summary**

Department of Housing
 and Urban Development
 Office of Public and Indian Housing

OMB Approval No. 2577-0077 (exp. 7/31/98)

HA Name: Housing Authority & Community Services Agency of Lane County
 Comprehensive Grant Number: OR16P00670798
 FFY of Grant Approval: FY 98

Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement/Revision Number _____
 Performance and Evaluation Report for Program Year Ending _____
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ²	
		Original	Revised ¹	Obligated	Expended
1	Total Non-CGP Funds	0			
2	1406 Operations (May not exceed 10% of line 19)	0			
3	1408 Management Improvements	112,750			
4	1410 Administration	134,277			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	95,000			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	35,000			
10	1460 Dwelling Structures	792,500			
11	1465.1 Dwelling Equipment—Nonexpendable	46,000			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	89,250			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1495.1 Relocation Costs	15,000			
17	1498 Mod Used for Development	0			
18	1502 Contingency (may not exceed 8% of line 19)	23,000			
19	Amount of Annual Grant (Sum of lines 2-18)	1,342,777			
20	Amount of line 19 Related to LBP Activities	0			
21	Amount of line 19 Related to Section 504 Compliance	280,000			
22	Amount of line 19 Related to Security	0			
23	Amount of line 19 Related to Energy Conservation Measures	50,400			

BOOK 160 PAGE 1576

Signature of Executive Director & Date:
 X Chris Todis, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:
 X

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
 Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

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

OMB Approval No. 257 37 (exp. 7/31/98)

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ² FY98 CG- Lane Co.HA
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
#1: 6-04 Parkview Terrace Eugene	'504 REMODEL: Redo Apartment for Accessibility Requirements under '504; including kitchen, appliances and bath.	1460 1465	1 apt	\$62,000 3,000 ----- \$65,000				
#2: 6-05 Lindeborg Place Junction City	'504 REMODEL: Redo Apartment for Accessibility Requirements under '504; including kitchen, appliances and bath	1460 1465	1 apt	\$62,000 3,000 ----- \$65,000				
#3: 6-09 Veneta Scattered and Villa Units	COMP MOD: Interior and Exterior Comprehensive Modernization: Stage 2 of 4 (initiated in FY97). Scattered Site Duplexes and Villa. Work includes storage improvements, kitchen upgrade, bath fixtures, floor coverings, doors, windows, siding. 2 Units include '504 Accessibility accommodations.	1450 1460 1465	10 duplex units + 4 apt @ Villa	\$ 35,000 659,500 40,000 ----- \$734,500				
#4: All /Any sites	REASONABLE ACCOMMODATIONS: Adjustments to various units to accommodate disabilities. Work will be performed by Force account following review by '504 compliance officers, and only when adaptable for various users needs.	1460		\$9,000				
	PHYSICAL IMPROVEMENTS	TOTAL	Page	\$873,500				

BOOK 160 PAGE 1577

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

X

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Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

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

OMB Approval No. 2577-0047 (exp. 7/31/98)

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ² FY98 CG- Lane Co.HA
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	MANAGEMENT IMPROVEMENTS							
#5	RESIDENT RESOURCES COORDINATOR: For Resident Councils and Public Housing Advisory Committee; This is a continuing effort for resident involvement and representation. Cost includes 1 full time and a .25 support person (usually a resident)	1408	1.1	\$61,000				
#6	RESIDENT ADVISORY COUNCIL EXPENSES AND TRAINING: Reimbursement for travel and child care expense to residents attending Agency or site related meetings; Seminars and fees for training for residents participating in leadership roles during Agency or site related meetings and activities and newsletter editors.	1408	30	\$2500				
#7	GRANT RESOURCE ASSISTANCE: Non-staff assistance with preparing other grants for submission and implementing awarded grants.	1408		\$5,000				
			PAGE	\$68,500				

BOOK 160 PAGE 1578

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

X

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Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

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

OMB Approval No. 2577-0047 (exp. 7/31/98)

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ² FY98 CG- Lane Co.HA
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
#8 Management Improvements CONT.	LEASE ENFORCEMENT: Non-staff assistance with investigation of public housing residents for lease violations and/or criminal activities. Legal assistance in eviction hearings and serving FED and other notices. Would cover fees paid to police agencies for incident and stat reports required under PHMAP reporting. Agency seeking improved quality of life neighborhoods and better lease violation documentation.	1408		\$ 35,000				
#9	COMPUTER SOFTWARE IMPROVEMENTS: A. Word Processing software update for public housing staff; (and) to provide software for all terminals with same program; including resident managers, see item # 11.D below. B. CAD system; purchase second architectural drawing system for Architect staff, so each has work station for efficient use.	1408		\$ 5,250				
#10	STAFF TRAINING - MODERNIZATION: Fees for seminars and training, and attendance at conferences relative to work as Contract Administrators, Architects, related procurement and administration, and management of the Comprehensive Grant Program.	1408		\$4,000				
			PAGE	\$44,250				

BOOK 160 PAGE 579

Signature of Executive Director & Date:

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Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

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

OMB Approval No. 257...7 (exp. 7/31/98)

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ² FY98 CG- Lane Co.HA
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
#11 Management Improvements CONT.	<p>OFFICE EQUIPMENT:</p> <p>A. Phase II. Ergonomic Furniture for Office: To improve work conditions and assist in eliminating resulting fatigue, carpel tunnel syndrom, and visual and physical strain from extensive use of computers; replace or upgrade work stations and chairs in Public Housing office.</p> <p>B. Postage & Mailing equipment: To purchase postage machine and related equipment for processing mail at the Public Housing Office. Staff must travel to Eugene office daily to process mail.</p> <p>C. Digital Cameras: Purchase cameras for use by staff for documentation at inspections and lease violations, and for contract administration work documentation. In FY 97 grant several were purchased and have proven to be in great demand. Additional cameras are necessary to complete this management improvement item.</p> <p>D. Establish computer stations for resident managers (5) for input of work order records (see item # 12)</p>	1475		\$10,000				
				\$5,000				
				\$1,500				
				\$18,000				
				<u>\$34,500</u>				
			PAGE	\$34,500				

BOOK 150 PAGE 1580

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

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Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

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

OMB Approval No. 2577-0047 (exp. 7/31/98)

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ² FY98 CG- Lane Co.HA
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
#12 Management Improvements CONT.	Data Input System - hand held: For Occupancy and Maintenance Departments record keeping systems: Purchase computers and related software to read digital and/or bar codes for quick input of records during inspections, for work order reports, and inventory control. Under FY99 funding, the systems will be connected directly to Maintenance office computer system, for direct downloading of work. This will eliminate the duplication of input time and massive paperwork for more efficient records management in each department.	1475		\$ 47,500				
#13	ENCLOSED NOTICE BOARDS: At Riverview Terrace (OR6-07) install plexiglass covered notice boards on each floor for messages to residents. Under FY 97 Grant these were installed at 6-04 and have proven very effective in communicating with residents.	1475		\$1,750				
			PAGE	\$49,500				

BOOK 160 PAGE 1581

Signature of Executive Director & Date:

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Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

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Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

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

OMB Approval No. 257 57 (exp. 7/31/98)

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ² FY98 CG- Lane Co.HA
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
#14	MAINTENANCE DEPARTMENT TOOLS: Tools for Maintenance Department construction and finish carpentry for vacated unit and on-going maintenance requirements. Finish carpentry tools for use in Agency carpentry shop such as finish and framing nailers, bench router and planner, pneumatic sanders; High volume paint sprayer (HVLP) for finishing doors, cabinets and metal.	1475		\$5,500				
#15	FEES: Plan Checks or other fees relative to this year's funded CG work. SUNDRIES: Advertising, printing, and A/E supplies relative to this year's funded CG work. ARCHITECT SERVICES: Staff architect and staff draft person wages and fringe costs for work relative to this grant year. Engineering services as may be required for A/E. Salary: \$63,700 Fringes: \$27,300	1430		\$1,000 3,000 91,000 <hr/> \$95,000				
#16	RELOCATION: Expenses incurred for relocation of residents for construction period of the '504 remodels (6-4, & 6-5) and Comp. Mods (6-9)	1495		\$15,000				
			PAGE	\$115,500				

BOOK 160 PAGE 1582

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

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Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

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

OMB Approval No. 257 57 (exp. 7/31/98)

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ² FY98 CG- Lane Co.HA
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
#17	CONTINGENCY:	1502		\$23,000				
#18	GRANT ADMINISTRATION: Staff salary and benefits for administering Grant's contract administration and procurement, and related records. Salaries: \$93,994 Fringes: \$40,283	1410		\$134,277				
			PAGE	\$157,277				
	GRANT TOTAL			\$ 1,342,777				

BOOK 160 PAGE 2583

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

X

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Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) **Part III: Implementation Schedule**

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

OMB Approval No. 2577 (exp. 7/31/98)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised ¹	Actual ²	Original	Revised ¹	Actual ²	
OR6-04	3/31/00			3/31/01			
OR6-05	3/31/00			3/31/01			
OR6-09	3/31/00			9/31/01			
HA Wide	3/31/00			9/31/01			
Mgmt Improv	3/31/00			9/31/01			

BOOK 160 PAGE 1584

Signature of Executive Director & Date:

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Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

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1998 Comprehensive Grant

Five Year Action Plan

HUD 52834

Part 1: Summary

Part 2: Physical Needs Work Statement

Part III: Management Needs Work Statements

Five-Year Action Plan
Part I: Summary
Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577--0157 (exp. 7/31/98)

HA Name: Housing Authority & Community Services Agency Locality: (City/County & State) Eugene/Springfield Lane County Oregon Original Revision No: _____

A. Development Number/Name	Work Stmt. for Year 1 FFY: <u>98</u>	Work Statement for Year 2 FFY: <u>1999</u>	Work Statement for Year 3 FFY: <u>2000</u>	Work Statement for Year 4 FFY: <u>2001</u>	Work Statement for Year 5 FFY: <u>2002</u>
OR6-XX As Required		9,000	9,000	9,000	9,000
OR6-01 Laurelwood Homes		0	540,278	820,384	740,655
OR6-02 McKenzie Village		69,000	66,000	69,371	66,000
OR6-03 McKenzie Village		0	0	0	0
OR6-04 Parkview Terrace		0	131,000	69,000	0
OR6-05 Lindeborg Place		0	0	0	0
OR6-06/18 Cresview Villa		0	0	0	65,000
OR6-07 Riverview Terrace		15,054	0	0	0
OR6-09 Veneta Villa		803,000	146,000	0	0
OR6-16 Pengra Ct & Scattered		0	0	0	96,000
OR 6-15,17,20,23 Scattered Sites		0	0	0	0
OR6-24 MapleWood Meadows		0	0	0	0
B. Physical Improvements Subtotal		896,054	892,278	967,755	976,655
C. Management Improvements		107,500	104,500	105,500	70,500
D. HA-Wide Nondwelling Structures and Equipment		42,500	71,877	20,400	0
E. Administration		134,184	134,184	134,184	134,184
F. Other		161,601	139,000	145,500	160,500
G. Operations		0	0	0	0
H. Demolition		0	0	0	0
I. Replacement Reserve		0	0	0	0
J. Mod Used for Development		0	0	0	0
K. Total CGP Funds		0	0	0	0
L. Total Non-CGP Funds		0	0	0	0
M. Grand Total		1,341,839	1,341,839	1,341,839	1,341,839

BOOK 160 PAGE 1586

Signature of Executive Director & Date: _____

Signature of Public Housing Director/Office of Native American Programs Administrator & Date: _____

Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
Comprehensive Grant Program (CGP)

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

OMB Approval No. 2571-0177 (exp. 7/31/98)

Work Statement for Year 1 FFY: <u>98</u>	Work Statement for Year <u>2</u> FFY: <u>99</u>			Work Statement for Year <u>3</u> FFY: <u>2000</u>		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	6-02 McKenzie Village Remodel Unit for '504 Accessibility Requirements	1	69,000	6-01 Laurelwood Homes - stage 1 of 3 Comprehensive Modernization with asbestos tile abatement, includes kitchen, bath, siding, doors, electrical and plumbing improvements	8	540,278
	6-05 Lindeborg Place Community Room Furniture Upgrade: ie: tables & chairs	1	4,000	6-02 McKenzie Village Remodel Unit for '504 Accessibility Requirements	1	66,000
	6-06 Cresview Villa Community Room Furniture Upgrade: ie: tables & chairs	1	4,000	6-04 Parkview Terrace Remodel Unit for '504 Accessibility Requirements	2	131,000
	6-07 Riverview Terrace Floor Covering Replacements in Common areas: ie elevator landings and lobby	1	15,054	6-09 Veneta Villa Comprehensive Modernization of Units - Final Stage	4	146,000
	6-09 Veneta Villa Continue Comprehensive Modernization of Units - stage 3 of 4	22	803,000	All Sites Handicap or disable accommodations performed through force account.		9,000
	All Sites Handicap or disabled accommodations performed through force account. Such as grab bars, ramps, hearing and site impairments alterations		9,000	FY2000 PHYSICAL TOTAL		<u>\$892,278</u>
	FY 99 PHYSICAL TOTAL		<u>\$904,054</u>			
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

BOOK 160 PAGE 1587

Five-Year Action Plan
 Part II: Supporting Pages
 Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0047 (exp. 7/31/98)

Work Statement for Year 1 FFY: <u>98</u>	Work Statement for Year <u>4</u> FFY: <u>2001</u>			Work Statement for Year <u>5</u> FFY: <u>2002</u>		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	6-01 Laurelwood Homes Comprehensive Modernization - stage 2 of 3	13	820,384	6-01 Laurelwood Homes Comprehensive Modernization - stage 3 of 3	9	740,655
	6-02 McKenzie Village Remodel Unit for '504 Accessibility Requirements	1	69,371	6-02 McKenzie Village Remodel Unit for '504 Accessibility Requirements	1	66,000
	6-04 Parkview Terrace Remodel Unit for '504 Accessibility Requirements	1	69,000	6-6/18 Cresview Villa Remodel Unit for '504 Accessibility Requirements	1	65,000
	All/any Sites: Standard Accommodations for disability; performed by Force Account		9,000	6-16 Pengra Court and Scattered Sites Remove abandoned solar heating systems and re-roof	32	96,000
	FY 2001 PHYSICAL TOTAL		\$967,755	All/any Sites: Standard Accommodations for disability; performed by Force Account		9,000
				FY 2002 PHYSICAL TOTAL		\$976,655
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

BOOK 160 PAGE 1588

Five-Year Action Plan
Part III: Supporting Pages
Management Needs Work Statement(s)
Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (exp. 7/31/98)

Work Statement for Year 1 FFY: <u>98</u>	Work Statement for Year <u>2</u> FFY: <u>1999</u>			Work Statement for Year <u>3</u> FFY: <u>2000</u>		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	Resident Participation and Involvement: Resident Resource Coordinator (staff) Reimbursement of meeting and training attendance expenses: Travel & Child Care Training of volunteering residents for participation and leadership	up to 50 residents	63,500	Resident Participation and Involvement: Resident Resource Coordinator (staff) Reimbursement of meeting and training attendance expenses: Travel & Child Care Training of volunteering residents for participation and leadership	up to 50 residents	63,500
	Training: Modernization Staff, relative to CGP work	5	4,000	Training: Modernization Staff, relative to CGP work	5	4,000
	Grant Resource Assistance: Non-staff assistance in preparation of other grant submitted relative to services to residents		5,000	Grant Resource Assistance: Non-staff assistance in preparation of other grant submitted relative to services to residents		3,000
	Occupancy Lease Enforcement and Investigative Services by Non-staff; local police reports and statistical data		35,000	Occupancy Lease Enforcement and Investigative Services by Non-staff; local police reports and statistical data		34,000
	Computer Improvements: Connection of computer systems at Res. Mgr. Site offices to Maintenance Work Order system.	5	20,000	Non-resident Equipment: Upgrade Modernization/Maintenance Department Copy Machine; used extensively for production of bid documents	1	71,877
	Palm Top Computer	1		Computer Hardware improvements Maintenance Department tools Maintenance Department radio communication system upgrade.		
	Equipment: Ergonomic Furniture Improvements (final stage) Scanner compatible with new computer software systems Maintenance Department Tool upgrades		14,500			
	FY 99 TOTAL		<u>\$142,000</u>	FY2000 TOTAL		<u>\$176,377</u>
Subtotal of Estimated Cost			Subtotal of Estimated Cost			

BOOK 160 PAGE 2589

Five-Year Action Plan
Part III: Supporting Pages
Management Needs Work Statement(s)
Comprehensive Grant Program (CGP)

Work Statement for Year 1 FFY: <u>98</u>	Work Statement for Year <u>4</u> FFY: <u>2001</u>			Work Statement for Year <u>5</u> FFY: <u>2002</u>		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	Resident Participation and Involvement: Resident Resource Coordinator (staff) Reimbursement of meeting and training attendance expenses: Travel & Child Care Training of volunteering residents for participation and leadership	Up to 50 participants	63,500	Resident Participation and Involvement: Resident Resource Coordinator (staff) Reimbursement of meeting and training attendance expenses: Travel & Child Care Training of volunteering residents for participation and leadership	Up to 50 participants	63,500
	Training: Modernization Staff, relative to CGP work		4,000	Training: Modernization Staff, relative to CGP work		4,000
	Grant Resource Assistance: Non-staff assistance in preparation of other HUD grants submitted relative to services for residents		3,500	Grant Resource Assistance: Non-staff assistance in preparation of other HUD grant submitted relative to services for residents		3,000
	Incident Reports from Police and other sources for PHMAP reporting requirements		3,000			
	Equipment: Computer Hardware Improvements and Maintenance Department Tool Improvements		20,400			
	FY 2001 TOTAL		<u>\$94,400</u>	FY 2002 TOTAL		<u>\$70,500</u>
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

BOOK 160 PAGE 1590

1998 Comprehensive Grant

RESIDENT PARTICIPATION

Public Housing Advisory Committee

Resident Meeting Schedule

Summary of Resident Input

Sample of Meeting Announcement

Sample of Survey Form

Public Housing Advisory Committee
Elected Representatives

Representatives are elected annually by ballot. Meetings are held 12 months of the year on the second Thursday of each month, from 9:30 am to Noon. The committee members act as a conduit between the residents and the Agency staff, and oversee the resident's interest in the Comp Grant program. Representatives from all public housing developments are encouraged to participate in this committee, and all residents are invited to attend these meetings. The Comprehensive Grant program funds reimbursement to participants for their mileage and child care expenses to attend these monthly meetings, as well as training in participating as a group, in leadership, and newsletter writing.

Proj #:	Development	Representative
OR6-01	Laurelwood Homes	June Gallagher
OR6-02/3	McKenzie Village	Noretta Southerland Neta Gibson
OR6-04	Parkview Terrace	Maxine Redding Nine Reed
OR6-07	Riverview Terrace	Ray Dean Joann Smith
OR6-16	Pengra Court	Anita Cochrum
OR6-24	Maple Wood Meadows	Roberta Lindsey
OR6-15,17,20,23	Scattered Sites	Shirley Rogers

BOOK 160 PAGE 1593
Resident Meeting Schedule
FY98 Comp Grant

<u>GROUP</u>	<u>DATE</u>	<u>TIME</u>
Scattered Sites @ MapleWood	3/18	6:30 pm
Cresview Villa	3/18	3:00 pm
Laurelwood Homes	3/26	1:00 pm
Pengra Court	3/31	1:30 pm
Veneta Villa	4/01	2:00 pm
Maple Wood Meadows	4/01	10:30 am
McKenzie Village	4/01	6:00 pm
Riverview Terrace	4/10	2:00 pm
Parkview Terrace	4/14	2:00 pm
Lindeborg Place	4/16	2:00 pm

Resident Meeting Results Summary

FY98 Comp Grant

GROUP	Mtg. Date	Total No. of Units	No. of Residents Attending	No. of Surveys Received	Summary of Comments
Scattered Sites	3/18	103	3	2	HA is a good program and we appreciate the safe environment to raise our kids; larger refrigerator; more parking at HA office
Cresview Villa	3/18	33	13	12	Appreciation of the landscaping and flowers cared for by Resident Manager; nice place to live; more potlucks; gate to close off parking lot; more parking area lights; redo benches;
Laurelwood Homes	3/26	30	5	0	Electrical problems; flooring; interior and exterior lights
Pengra Court	3/31	22	1	0	Replace fences
Veneta Villa	4/01	49	1	1	Appreciate getting into housing.
Maple Wood Meadows	4/01	37	1	0	Paint outside
McKenzie Village	4/01	172	13	12	Several requests for storage sheds; equipment for maintaining yards; interior painting; remodel bath and kitchen; new floor coverings; sound proofing; basketball hoop at park; more monitoring on yard care; carports; community washer and dryer;
Riverview Terrace	4/10	60	9	10	New stoves; cable TV; increase parking area; new closet doors; new medicine cabinets; elevator landings furniture upgrade; neighborhood watch program; elevator emergency light; outside benches; railings repainted;
Parkview Terrace	4/14	149	27	12	Numerous comments in appreciation of Resident Manager; very happy here; central furnace noisy; automatic door openers on each floor by elevator; new mail boxes; beauty salon; paint building; more storage;
Lindeborg Place	4/16	40	6	4	Apartments need painted; wants ceiling fans; wonderful place to live;

BOOK 160 PAGE 2594

BOOK 160 PAGE 1595

Special invitation to the One & Only Comp Grant Information Meeting this year

SAMPLE



For your Group!

At this meeting Don Williams and /or Chuck Hauk will be available to discuss the Agency's Comprehensive Grant Program. And get your feed back. They will tell you about

- ☺ What it does.....
- ☺ What is modernization?
- ☺ How much it is worth \$\$\$\$\$
- ☺ What work has been accomplished since the program started in 1992
- ☺ What is planned for the future years
- ☺ Why your input is So-o-o-o important!
- ☺ How do you benefit ?.....
- ☺ etc, etc, etc.

This will be your opportunity to 'feed back' your ideas! Tell them what you would like to see happening! What improvements you see as important and not so important!

On the reverse side of this page is also a place for you to write down your opinions. Please take a few minutes..... Turn the page over..... *⇐⇐⇐⇐ Fill it out!*

A public hearing will be held at 7:00 pm, on May 28, 1998 at the Springfield Housing office. You are encouraged to attend and hear how the final plans are going to be presented to HUD.

Please plan to attend !

INVITATION

Meeting Date:
Meeting Time:
Place:

Housing Authority and Community Services Agency
300 West Fairview Drive, Springfield, OR 9477
Chuck Hauk: 682-2585

TO: **Residents**

April 1998

BOOK 160 PAGE 1596

It is (once again) time to prepare the annual HUD Comprehensive Grant submission - and time to tell the Housing Authority "what you think" about the condition of the property and management of the Agency. Please use this page to express your opinions.

Below, you can write down any ideas you have

- ▶ Improvements to Agency housing or property,
- ▶ Services or opportunities that you would like to see available for housing residents,
- ▶ Changes to, or opportunities for, resident initiated activities
- ▶ Improvements in Agency management.

If you need additional space, attach other pages.

Bring this form to the resident meeting - OR take your completed page(s) to the Resident Manager's office, or your PHAC representative, or mail it to 300 West Fairview Drive, Springfield, OR 97477 by April 24, 1998.

FY98 Comprehensive Grant **SURVEY FORM**

Where do you live? _____

How long have you lived there?: _____

How many people live with you? _____

Have you requested repair service during this past year? _____ If yes, what type of work was done? _____

Do you participate in any resident organized groups or committees? _____

SUGGESTION / OPINION / QUESTION: _____

It is *optional* to write in your name, however if you would like a response to a question, please tell who you are....

Name _____ Phone _____

Address: _____

Questions ? Contact your PHAC representative or call Kathy Jensen at 682-2579.

Thank you! Your time is appreciated and your opinion valued!

Bring this form to the resident meeting ⇄⇄