

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

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# PHA Plans

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

*Elk County Housing Authority  
Johnsonburg, Pennsylvania 15845*

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

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HUD 50075  
OMB Approval No: 2577-0226  
Expires: 03/31/2002

## PHA Plan Agency Identification

**PHA Name:** *Elk County Housing Authority*

**PHA Number:** *PA-54*

**PHA Fiscal Year Beginning:** (mm/yyyy) *10-2000*

### Public Access to Information

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

Main administrative office of the PHA  
*Elk County Housing Authority  
PO Box 100  
Water Street Extension  
Johnsonburg, PA 15845  
Telephone: 814-965-2532*

- PHA development management offices  
 PHA local offices

### Display Locations For PHA Plans and Supporting Documents

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

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

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

- Main business office of the PHA  
 PHA development management offices

Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2001 - 2005**

[24 CFR Part 903.5]

**A. Mission**

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

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

The PHA's mission is: (state mission here)

*The mission of the Elk County Housing Authority (ECHA) is to provide adequate, decent, safe and affordable housing to low income residents of Elk County. In addition the ECHA will strive to become an active force in providing economic opportunities, including family self-sufficiency programs for all of its current and future residents. The Authority will increase efforts to provide a suitable living environment, without discrimination, to all of our tenants in cooperation with the larger community of Elk County. The Authority will strive to provide these services in a professional, sensitive, and business-like manner.*

**B. Goals**

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

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

PHA Goal: Expand the supply of assisted housing

Objectives:

Apply for additional rental vouchers:

*Based on future needs the PHA will again examine the need for additional vouchers in FY 2002.*

- Reduce public housing vacancies:  
*Reduce family vacancies by 2% yearly or 10% over 5 years.*
- Leverage private or other public funds to create additional housing opportunities:  
*Continue work with HUD, PA Department of Community and Economic Development and USDA - Rural Housing Services to identify potential housing opportunities.*
  
- Acquire or build units or developments
- Other (list below)
  - The Authority intends to investigate the feasibility and desirability of creating a non-profit organization that could be used for purchasing/managing a small elderly care assisted living facility.*
  
  - The ECHA will continue to work with the St. Mary's Municipal Council and the Marinstadt Center in St. Marys to determine the housing needs in that area.*
  
  - Expand relationship with the Johnsonburg Rehabilitation Program in an attempt to provide decent, affordable housing in Johnsonburg and Jones Twp.*
  
  - As water and sewer services become increasingly available in Kersey and Dagus Mines, increase efforts with the Fox Twp. Supervisors to expand housing options for low-income residents.*
  
- PHA Goal: Improve the quality of assisted housing Objectives:
  - Improve public housing management: (PHAS score) 94  
*Maintain high performer status.*
  
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:  
*By increasing preventative and routine maintenance overall livability will be positively impacted.*
  
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)  
*Implement 5-Year Capital Fund planning process.*

Renovate or modernize public housing units:  
*In accordance with the Capital Fund Plan.*

Demolish or dispose of obsolete public housing:

Provide replacement public housing:

Provide replacement vouchers:

Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

Provide voucher mobility counseling:

Conduct outreach efforts to potential voucher landlords.

*The PHA will continue to conduct, at least annually, meetings with potential landlords. Semi-annual meeting will be explored.*

Increase voucher payment standards

Implement voucher homeownership program:

Implement public housing or other homeownership programs:

Implement public housing site-based waiting lists:

*The PHA will continue to use municipal based waiting lists in Johnsonburg and Ridgway.*

Convert public housing to vouchers:

Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

Implement public housing security improvements:

Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

Other: (list below)

- The Housing Authority will continue ongoing efforts to provide a health care suite in the Dickinson Apartments in Ridgway.*
- Pursue Hope VI objectives.*

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

PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:

Increase the number and percentage of employed persons in assisted families:

*With less than a 10 person universe, the PHA will promote and attempt to attain employment for all unemployed residents. The PHA will also assist other residents that come into the unemployed category during the Plan period.*

Provide or attract supportive services to improve assistance recipients' employability:

*Through regular meetings with the Northern Tier Community Action Agency, the Elk County Board of Assistance and others; conventional, new or innovative approaches to increase resident employment opportunities will be identified and implemented. Particular emphasis will be placed on an effective job readiness and training program currently provided by Northern Tier.*

Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Other: (list below)

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:

Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

*To date no impediments to Affirmative Action have been identified, primarily due to the extremely low number of minorities in Elk County. Current census data estimates a total countywide minority population of 11 persons.*

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

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

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

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

***Executive Summary***

*On October 21, 1998 President Clinton signed into law the Quality Housing and Work Responsibility Act of 1998 (QHWRA) as Title V of the 1999 HUD Appropriations Act. The QHWRA constitutes a substantial overhaul of HUD's public housing and Section 8 assistance programs. The Act provides for consolidation of public housing programs, decreased regulations of well managed public housing agencies (PHA's), while increasing performance standards for PHA's with troubled management. (The Elk*

*County Housing Authority is not a “Troubled Authority”). The QHWRA also enacts additional measures to protect access to housing assistance for the poorest of families, deconcentrate poverty in public housing, support families making the transition from welfare to work, and is designed to transform existing public housing into quality housing communities.*

*As part of the QHWRA, all Housing Authorities including the Elk County Housing Authority are required to develop a Public Housing Agency Plan. This Plan is to be developed by the Housing Authority with input from tenants, interested citizens, and local elected officials. The Agency Plan is to consist of a “Five Year Plan” which describes the mission of the PHA’s long range goals and objectives over the subsequent 5 years, and an “Annual Plan” which provides details about the PHA’s immediate operations, program participants, program operations, tenant services and the Authority’s strategy for improving general maintenance operations for the upcoming fiscal year. The Agency Plan is to be used as an ongoing planning mechanism. Through this Agency Plan preparation process, the Housing Authority has examined its existing policies and procedures, its short and long term needs, and has attempted to develop a strategy to make more efficient use of federal assistance, and better serve its existing and future tenants. In addition, all existing policies were examined to ensure compliance with the newly enacted QHWR Act. Where non-compliance was found the policies were amended to conform to the new Act.*

*One of the goals of the Annual Plan is to reduce the number of reports that are required to be sent to HUD. In the future the Annual Plan will, to the extent practicable, consolidate all PHA information that is now required to be submitted to HUD. The stated HUD objective is for the Annual Plan to supersede submission requirements currently imposed on PHA’s under the various housing programs.*

*The QHWRA also requires that the Agency Plan developed by the Elk County Housing Authority be consistent with the Consolidated Plan for the jurisdiction in which the Authority is located. Elk County does have a Comprehensive Plan, but not a Consolidated Plan. The Public Housing Agency Plan must therefore be consistent with the Commonwealth of Pennsylvania’s Consolidated Plan. A copy of the Public Housing Agency Plan has been sent to the PA. Dept. of Community and Economic Development for their determination of consistency with the State Plan. A copy will also be sent to the Elk County Planning Commission for their evaluation and comments.*

*Following is a summary of required components of the Annual Plan:*

### ***1.Housing Needs.***

*This section reviews existing demographic information in an attempt to project future housing needs in Elk County by race, income category, elderly, special needs, and persons with disabilities. Data sources utilized include the U.S. Census Bureau, the Pennsylvania State University Data Center, and various Elk County Agencies, including the Elk County Planning Commission. Also, the Economist at the local office of HUD was consulted regarding his analysis of low-income housing demands in the County.*

*In summary there does not appear to be a significant need for family units generally in Elk County or specifically in any of the local municipalities. At a minimum, an increased effort to rehabilitate scattered site housing may be appropriate. An analysis of existing data regarding special needs families or families with disabilities, also indicates a very low demand/need. The statistical data for elderly persons and elderly families appear to indicate more of a need/demand for assisted units. Recent experience however, has shown a relatively slow rent up for new elderly developments and a corresponding slow turnover rate for existing developments. The Housing Authority has indicated in its Annual Plan that it will investigate the advisability and possibility of providing additional elderly units in the County in future years.*

*The Authority is not precluding the consideration of additional family units in the future. Revised data, particularly the 2000 Census data may indicate an expanding need for assisted housing in later years. The Authority intends to use this Housing Needs Analysis, as a planning tool that will be consistently upgraded and refined and it will therefore reflect changing needs. Homeownership programs for eligible families will also be researched in the coming year.*

## **2. Financial Resources.**

*The QHWRA requires the Authority's Annual Plan to include a statement of the financial resources available to the Authority and the planned uses of those resources. This statement includes the estimated resources/income for major categories as well as proposed expenditures presented by general account classifications.*

*The Authority anticipates a relatively stable year. For the past four 4 years the Authority's income has increased, from all sources, by approximately 2.5%. This trend is expected to continue. Expenses are also expected to remain constant. No new undertakings are planned that would*

significantly increase expenses or outlays. Please refer to Component 2 of the Annual Plan for details.

### **3. Policies Governing Eligibility, Selection and Admission.**

*The QHWRA mandates significant changes to the Authority's Eligibility, Selection and Admission Policy ( i.e. Occupancy Policy). The QHWRA requires that PHAs make 40% of their units available to families earning at or below 30% of the area medium income. For the Section 8, tenant based program, 75% of new vouchers must be available to families earning at or below 30% of the area medium income. The QHWRA also requires PHAs to undertake an economic deconcentration effort to see that lower income families are not concentrated in certain developments, and that higher income families are not likewise concentrated in other developments. This does not apply in Elk County, since there is only one family development.*

*In addition the new Act allows Housing Authorities to use site-based, or municipal waiting lists. The ECHA has decided to use municipal, (as opposed to Countywide) waiting lists. Therefore the Authority will have two separate waiting lists, one for Ridgway, and one for Johnsonburg.*

*Importantly, the QHWRA requires that all tenants that are not exempt participate in a Community Service and/or Self Sufficiency program. The revised Occupancy Policy, and tenant lease will require that affected tenants must contribute 8 hours per month of community service or volunteer work, or their lease will not be renewed.*

*It is important to recognize that while the Elk County Housing Authority will attempt to further economic deconcentration in all of its communities, all other admission and occupancy regulations still must be adhered to. Federal laws and regulations regarding site-based waiting lists, numerous income targets, affirmative action plans, and non-discrimination regulations still apply.*

*The Authority's Admission and Occupancy will be amended to include this new requirement. Please refer to Component 3 of the Annual Plan for further details.*

### **4. Rent Determination.**

*The QHWRA requires all PHAs to include in their Annual Plan a statement of their discretionary policies that govern rent charges for public housing*

*units, including a discussion of “Flat Rents, Ceiling Rents, and Income Based Rents”.*

*The ECHA has recently adopted ceiling rents, and will continue to use these in place of “flat rents” at this time. The Authority will adopt “flat rents” within the three-year time frame imposed by HUD. Flat rents are based on the rental value of the unit, as opposed to income based rent, which is based on 30% of a tenant’s adjusted income. Ceiling rents are also based on the market value of comparable private rental units in the locality, and are also the most a tenant can pay.*

### **5. Operations and Management.**

*The QHWRA requires a statement of the rules, standards and policies governing maintenance and management of all housing owned or operated by the Housing Authority. These internal operating policies were not directly affected by the new Act, and therefore amendments were not necessary. Existing operational procedures are on file, and available for review at the Housing Authority’s Office.*

*In program year, 2001, the Authority intends to provide staff training on all aspects of the QHWRA, and its affect on the standard operating procedures of the ECHA. As importantly, the Authority intends to continue internal staff training regarding changing regulations and policies as they are issued.*

*The Executive and Management staff will carefully monitor those areas that are reflected in HUD’s PHMAP/MAS standards so that the Authority can maintain “high performer” status. . Emphasis will be placed on vacancies, turnover time and maintenance.*

### **6. Grievance Procedure.**

*The Housing Authority of Elk County has had a Grievance Procedure in place for many years, the latest revision being in March 1991. HUD has approved the Authority’s Grievance Procedure. The only change that is now being made, to insure conformity with the new Act, is the addition of certain language under “definitions”, This will permit tenants to file grievances if the Authority decides not to reduce the monthly rent when the PA Department of Welfare reduces a tenants welfare due to fraud or failure to participate in a work activity requirement.*

*If the Housing Authority receives a request for income reexamination and rent reduction predicated on a reduction in tenant income from the Department of Public Assistance, (Welfare) the Authority will deny the request only after obtaining written verification from the Welfare agency that the family's benefit has been reduced because of non-compliance with economic self-sufficiency programs or work activities requirements, or because of fraud.*

*Tenants have the right to an administrative review through the Housing Authority's Grievance Procedure.*

### **7. Capital Improvements.**

*The new Act requires the Housing Authority to describe the capital improvements necessary to insure long-term physical and social viability of its public housing developments. A capital improvement plan **should** consist of a list of all capital projects and estimated costs. During the 2001 Plan Year the Housing Authority's capital activities will be highlighted by the installation of a sprinkler system in the Dickinson Elderly development in Ridgway which was funded during the previous year. This will complement projected improvements to the Ridgway Family development. Please see Component 7 of the Annual Plan for further discussion.*

### **8. Demolition and/or Disposition.**

*The Elk County Housing Authority has no specific plans for disposing or demolishing any public housing units in the year 2001.*

*Although none of the Housing Authority's units are distressed and must be demolished, the PHA is reserving its option to demolish units under the de minimus exception for demolition provided by the QHWRA. Refer to Component 8 of the Annual Plan for further information.*

### **9. Designation of Public Housing as Elderly or Disabled.**

*The QHWRA requires Housing Authorities to identify any community or development or building that will be designated for conversion or selected for concentration for elderly or disabled tenants. The Elk County Housing Authority has not made a decision to change the current configuration of any of its properties. In 2001 the Authority will review this alternative for future years.*

## **10. Conversion of Public Housing.**

*The QHWRA requires that the Annual Plan include a description of any building or buildings that the Elk County Housing Authority is required to convert, or voluntarily plans to convert to tenant based assistance. HUD can require Housing Authorities to convert certain buildings to tenant – based assistance if the property is determined to be distressed, and the Authority cannot guarantee the buildings long term viability even with reasonable modernization, density reduction, or other activities. The Elk County Housing Authority has no property that falls into this category.*

*The QHWRA also requires local housing agencies to assess the desirability or possibility of converting certain buildings to tenant based assistance after HUD issues a final rule on this issue. The Elk County Housing Authority will conduct the required assessment in the year 2001 to become a part of the year 2002 Annual Plan. The Authority does not plan to convert any buildings to tenant-based assistance in 2001.*

## **11. Homeownership.**

*The QHWRA requires Housing Authorities to submit as part of their Annual Plan a description of any homeownership programs underway or proposed for the ensuing year. For the past three years the Authority has been working with the Elk County Family Center for education and assistance to tenants that were interested in pursuing homeownership. The Authority will continue working with the Family Center in 2001 in an effort to increase the number of participating families.*

## **12. Community Service and Self Sufficiency.**

*The QHWRA requires all adult tenants, with some exceptions, who are not employed to participate in a community service or an economic self-sufficiency program for at least 8 hours per month. The purpose of this requirement is to create economic opportunities for public housing tenants. Community service can include volunteer work.*

*The Elk County Housing Authority, with advice from the Authority's Resident Advisory Board, will establish certain educational and training opportunities that are designed to meet the program objective of fostering economic self-sufficiency. The Authority staff has begun identifying these opportunities.*

*It is important to recognize that failure to meet the community service requirements is cause for eviction from Authority owned and operated housing units. The Occupancy Policy and the Lease Agreement have been amended to include this requirement. Component 12 of the Annual Plan provides a full explanation of the projected activities.*

### **13. Safety and Crime Prevention.**

*The new Act requires PHAs to plan, in conjunction with local law enforcement officials, to increase safety for tenants, and to reduce crime in Authority owned developments.*

*Since illegal drug use and sales have been determined to be the primary cause of most significant crime in Authority owned developments (absent domestic disputes), the principal focus of the ECHA's Safety and Crime prevention activities are centered around an educational program aimed at drug danger awareness. Please see Component 13 Safety and Crime Prevention in the Annual Plan for further discussion.*

### **14. Ownership of Pets.**

*The QHWRA now permits common household pets in all public housing units subject to reasonable requirements set by the Housing Authority. The Elk County Housing Authority will adopt a revised pet policy after HUD issues a final rule. The new policy will apply to all family and elderly public housing units. The requirements will limit the number of pets per unit, the size, type, breed, security deposits, and animal control requirements. A detailed description of the conditions necessary for pet ownership in public housing is included in the revised Pet Policy included at Component 14 of the Annual Plan.*

### **15. Civil Rights Certification.**

*Certification is included as an Attachment.*

### **16. Most Recent Fiscal Year Audit.**

*The most recent Audit is on file at the offices of the Housing Authority. There were no findings reported by the Auditor.*

### **17. Asset Management.**

*HUD requires PHAs to submit a general statement explaining how they will deploy physical and financial assets to fulfill their mission to the extent that this information is not otherwise addressed in other components of the Plan. The Authority believes that it has already addressed these items throughout this document. As other issues arise, either from public comments or resident involvement they will be addressed here. Please see Component 17.*

**18. Other Information.**

*The Act requires that each Annual Plan contain a discretionary Table of Contents, a discretionary Executive Summary, and a Progress Report. With the exception of the Progress Report, which becomes part of the 2002 Annual Plan, the other required items are included in this document.*

*Also to be included here are all comments, suggestions and advisory recommendations presented at the public hearing. The Housing Authority's response to the public recommendations will be presented here as well.*

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.79 (r)]

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

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### Attachments

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

#### Required Attachments:

- Implementation of Public Housing Resident Community Service Requirements
- Admissions Policy for Deconcentration (Elk County has only one family project)
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

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

## Supporting Documents Available for Review

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.79 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	47	4	4	4	1	1	1
Income >30% but <=50% of AMI	29	3	3	3	1	1	1
Income >50% but <80% of AMI	38	2	2	2	1	1	1
Elderly	91	2	2	2	2	1	1
Families with Disabilities	58	N/A					
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000-2004
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)  
*Pennsylvania State University Data Center - 1999*  
*U.S. Census Data: Small Income and Poverty Estimates, 1990 and updates*  
*Housing Authority Waiting List - 2000*

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

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

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	7		9 (5%)
Extremely low income <=30% AMI	2	29	
Very low income (>30% but <=50% AMI)	3	42	
Low income (>50% but <80% AMI)	2	29	
Families with children	0	0	
Elderly families	7	100	
Families with Disabilities	0		
Race/ethnicity (white)	7	100	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	7	100	3
2 BR	0	0	0
3 BR	0	0	0
4 BR	0	0	0
5 BR			
5+ BR			

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	29		12 (5%)
Extremely low income <=30% AMI	13	45	
Very low income (>30% but <=50% AMI)	7	24	
Low income (>50% but <80% AMI)	9	31	
Families with children	14	41	
Elderly families	7	24	
Families with Disabilities	0	0	
Race/ethnicity (white)	7	100	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			

<b>Housing Needs of Families on the Waiting List</b>			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	10	34.5	
2 BR	8	27.5	
3 BR	6	20.6	
4 BR	5	17.4	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### **C. Strategy for Addressing Needs**

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

#### **(1) Strategies**

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.  
*Continue work with HUD, PA Department of Community and Economic Development and USDA - Rural Housing Services to identify potential housing opportunities.*
- Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 grants)</b>	<i>1,365,631</i>	Operations and Improvements
a) Public Housing Operating Fund	<i>310,647</i>	
b) Public Housing Capital Fund	<i>285,595</i>	
c) HOPE VI Revitalization	<i>240,000</i>	
d) HOPE VI Demolition	<i>0</i>	
e) Annual Contributions for Section 8 Tenant-Based Assistance	<i>529,389</i>	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	<i>0</i>	
g) Resident Opportunity and Self-Sufficiency Grants	<i>0</i>	
h) Community Development Block Grant	<i>0</i>	
i) HOME	<i>0</i>	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<i>1999 CIAP Grant</i>	<i>263,081</i>	<i>Public Housing Capital Improvements</i>
<i>CIAP Phase 909</i>	<i>78,371</i>	<i>Public Housing Capital Improvements</i>
<b>3. Public Housing Dwelling Rental Income</b>	<i>408,535</i>	<i>Section 8 Tenant Based Assistance</i>

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>4. Other income</b> (list below)		
<i>Income On Investments</i>	<i>12,196</i>	<i>Public Housing Operations</i>
<i>Management Fees Received From Private Owners</i>	<i>20,169</i>	<i>Other</i>
<b>4. Non-federal sources</b> (list below)	<i>0</i>	
<b>Total resources</b>	<i>2,147,983</i>	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

When families are within a certain number of being offered a unit: (state number)

When families are within a certain time of being offered a unit: (state time)

Other: (describe)

*Eligibility verified upon receipt of application. Family is eligible when placed on the waiting list.*

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

Criminal or Drug-related activity

Rental history

Housekeeping

- Other (describe)
- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

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

- Community-wide list
- Sub-jurisdictional lists:  
*Elderly lists in Johnsonburg and Ridgway. The only PHA family project and only family list is in Johnsonburg.*

- Site-based waiting lists
- Other (describe)

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

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

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

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

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

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)

- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- 1 Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

- The PHA-resident lease  
 The PHA's Admissions and (Continued) Occupancy policy  
 PHA briefing seminars or written materials  
 Other source (list)  
*"Resident Rights and Duties" brochure (HUD issuance) given to all new residents.*

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

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

Other (list)

**(6) Deconcentration and Income Mixing**

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

*The Elk County Housing Authority has only 1 family project, a 40 unit development in the Borough of Johnsonburg.*

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

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

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

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

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

Other (list policies and developments targeted below)

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

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

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

Other (list below)

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

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

List (any applicable) developments below:

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

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

List (any applicable) developments below:

## B. Section 8

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

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

Other (list below)

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

Criminal or drug-related activity

- Other (describe below)  
*Name of previous landlord.*

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None  
 Federal public housing  
 Federal moderate rehabilitation  
 Federal project-based certificate program:  
*United Building in Ridgway.*

- Other federal or local program (list below)

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

- PHA main administrative office  
 Other (list below)  
*PHA Ridgway Office*

**(3) Search Time**

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

If yes, state circumstances below:

*Extension given based upon PHA review of individual circumstances.*

**(4) Admissions Preferences**

- a. Income targeting

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

- b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

*The Elk County PHA does not have a Special Purpose Section 8 Assistance Program.*

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

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

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

- Through published notices  
 Other (list below)

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

[24 CFR Part 903.79 (d)]

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

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

##### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

*Waiver of minimum rent in PHA approved hardship cases.*

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

*When the ceiling rent is less than 30% of adjusted income the tenant has option of selecting ceiling rent or income based rent.*

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments:

*0 bedroom = \$283*

*1 bedroom = \$360*

*2 bedroom = \$431*

3 bedroom = \$563

- Yes but only for some developments
- No

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase  
*If \$12.00 or more.*

- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)

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

## **(2) Flat Rents**

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

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

*The Elk County Housing Authority will establish flat within the prescribed time period.*

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

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

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

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR  
 100% of FMR  
 Above 100% but at or below 110% of FMR  
 Above 110% of FMR (if HUD approved; describe circumstances below)

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

*(Not Applicable to the Elk County Housing Authority)*

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

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply) (Not Applicable to Elk County Housing Authority)

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)  
*Utility costs/rates are considered.*

## **(2) Minimum Rent**

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

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

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

*Waiver of minimum rent in PHA approved hardship cases.*

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

*The Authority is generally divided among five areas; Public Housing Development, Public Housing Management, Public Housing Maintenance, Section 8, and Accounting. These five divisions report directly to the Executive Director who is responsible to the appointed Board of Directors.*

### **B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	176	9
Section 8 Vouchers	227	12
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		

Other Federal Programs(list individually)	<p><i>*22 unit Section 202 dev.. in Weedville.</i></p> <p><i>32 unit USDA -Section 515 dev. in St. Mary's</i></p> <p><i>**17 unit Section 202 dev. in Kersey.</i></p>	

*\* PHA currently manages*

*\*\* Under construction, PHA will manage when completed.*

### **C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

*The Maintenance Division is directed by a Supervisor and is responsible for the supervision of employees in receiving and completing work orders, annual inspections of the units, lawn care, snow removal and preventive maintenance functions. All rules, standards and policies are maintained in the PHA's main office, with specific instructions at the maintenance office. The PHA has established maintenance shops that serve the 2 municipalities where housing communities are located.*

*Pest control is performed by a contractor under a monthly service contract.*

(2) Section 8 Management: (list below)

- Administrative Plan*
- Housing Quality Standards*
- HUD Directives.*

## **6. PHA Grievance Procedures**

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
  - PHA development management offices
  - Other (list below)

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

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

If yes, list additions to federal requirements below:

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

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

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

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

Select one:

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

-or-

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

## **Component 7 Capital Fund Program Annual Statement Parts I, II, and II**

### **Annual Statement**

**Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number PA28PO5450100 FFY of Grant Approval: (10/2001)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	15,800
8	1440 Site Acquisition	
9	1450 Site Improvement	23,000
10	1460 Dwelling Structures	220,300
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	26,495
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>285,595</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
<i>Ridgway Hi-Rise PA054-1</i>	§ <i>Patch and reseal rear parking lot</i>	<i>1460</i>	<i>3,000</i>
	§ <i>Repoint and paint stairways</i>	<i>1460</i>	<i>5,000</i>
	§ <i>Replace hot water heating units in stairways</i>	<i>1460</i>	<i>10,000</i>
	§ <i>Repair existing steel handrails in stairways</i>	<i>1460</i>	<i>2,000</i>
	§ <i>Install automatic door opener on front door</i>	<i>1460</i>	<i>6,000</i>
	§ <i>New aluminum handicap/service ramp</i>	<i>1460</i>	<i>1,300</i>

<i>Johnsonburg Midrise &amp; Family Units PA054-2</i>	<i>Midrise</i>		
	§ <i>Replace main entrance door</i>	<i>1460</i>	<i>6,000</i>
	§ <i>Install new tub liners in all apartment unit bathrooms</i>	<i>1460</i>	<i>30,000</i>
	§ <i>Refinish all doors leading to public areas and corridors</i>	<i>1460</i>	<i>20,000</i>
	<i>Family</i>		
	§ <i>Security boundary fence for Family and Midrise</i>	<i>1450</i>	<i>21,000</i>
	§ <i>Replace deteriorating concrete sidewalks and backfill</i>	<i>1460</i>	<i>22,000</i>
	§ <i>Replace fence along existing concrete steps</i>	<i>1460</i>	<i>5,000</i>
	§ <i>Replace bathroom floors in 37 apartments</i>	<i>1460</i>	<i>55,000</i>
	§ <i>Provide mechanical ventilation in all apartment bathrooms</i>	<i>1460</i>	<i>15,000</i>
	§ <i>Replace interior light fixture in living room of all apartments</i>	<i>1460</i>	<i>10,000</i>
	§ <i>Install tub liners in all apartment unit bathrooms</i>	<i>1460</i>	<i>30,000</i>
<i>PHA-Wide Activities</i>	§ <i>A&amp;E fees</i>	<i>1430</i>	<i>15,780</i>
	<i>Bidding ,advertisements and PHA personnel costs associated with capital improvement activities will be paid from 2001 operating accounts.</i>		

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
<i>Ridgway Hi-Rise PA054-1</i>	9-30-2002	9-30-2003
<i>Johnsonburg Midrise &amp; Family Units PA054-2</i>	9-30-2002	9-30-2002

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

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

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

b. If yes to question a, select one:

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

-or-

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
<i>PA054-1</i>	<i>Ridgway Hi-Rise</i>		
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>
			<b>Planned Start Date (HA Fiscal Year)</b>

§ <i>New plaster finish on walls in public areas</i>		40,000	2002
§ <i>New handrails, bumper guards, and corner guards in all corridors and public areas</i>		60,000	2003
§ <i>New handrails in elevators</i>		4,000	2003
§ <i>Remove rock garden at front of building and replace with concrete patio and picnic tables</i>		5,000	2004
§ <i>Convert existing restroom to tenant space</i>		3,000	2004
§ <i>Replace gas fired ranges in all apartments</i>		50,000	2004
§ <i>Replace refrigerators in all apartments</i>		40,000	2004
§ <i>Replace elevator pads</i>		2,000	2004
§ <i>New fan-coil heating and air conditioning system throughout building</i>		120,000	2005
<b>Total estimated cost over next 5 years</b>		<b>324,000</b>	
<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<i>PA054-1</i>	<i>Johnsonburg Family</i>		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>

§ <i>Replace unit connectors in all laundry rooms and boiler room</i>	5,000	2002
§ <i>Replace all 220 circuits for dryers in all laundry rooms</i>	3,000	2002
§ <i>Replace gypsum board at stairways in all apartments</i>	30,000	2002
§ <i>Replace exterior light fixtures at all apartment entrance doors</i>	8,000	2002
§ <i>Regrade and spread topsoil for installation of recreation/athletic playfield at north side of property</i>	60,000	2002
§ <i>Replace vinyl tile flooring on second floor of all apartments with vinyl sheet flooring.</i>	95,000	2002
§ <i>Replace all wood patio gates</i>	15,000	2003
§ <i>Remove wood curbs at all patios and regrade</i>	20,000	2003
§ <i>Replace 15 wood stair treads</i>	3,000	2003
§ <i>Regrade and spread new topsoil at end of rear parking lot</i>	8,000	2003
§ <i>Replace interior ceiling light fixture at stairway in all apartments</i>	6,000	2003
§ <i>Replace gas fired ranges in all apartments</i>	20,000	2004
§ <i>Replace refrigerators in all apartments</i>	16,000	2004
§ <i>Replace exterior doors (including hardware) on all apartments</i>	32,000	2005
<b>Total estimated cost over next 5 years</b>	<b>321,000</b>	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA054-2	Johnsonburg Midrise		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
			Planned Start Date (HA Fiscal Year)

§ <i>Replace deteriorated concrete sidewalks</i>	2,000	2002
§ <i>Replace fence between garage and building</i>	2,000	2002
§ <i>New chilled water, fan-coil air conditioning system throughout building</i>	60,000	2003
§ <i>Replace exterior door and hardware at stairway at east end of building</i>	800	2003
§ <i>New handrails, bumper guards, and corner guards in all corridors and public areas</i>		
§ <i>Replace gas fired ranges in all apartments</i>	45,000	2003
§ <i>Replace refrigerators in all apartments</i>	25,000	2004
§ <i>New plaster finish on walls and public areas</i>	20,000	2004
	40,000	2005
<b>Total estimated cost over next 5 years</b>	<b>194,800</b>	

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<i>PHA-Wide Management Improvement</i>				
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
§ <i>Upgrade Computer System</i>			12,000	2003
§ <i>Replace office furniture</i>			45,000	2005
§ <i>Replace photocopy machines and other office equipment</i>			29,000	2005
<b>Total estimated cost over next 5 years</b>			<b>86,000</b>	

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

- Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:  
*Ridgway - Dickinson Elderly Development - conversion of 30 efficiency units to 15 one-bedroom units.*

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

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

## 8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	

4. Status of Conversion Plan (select the statement that best describes the current status)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- Units addressed in a pending or approved demolition application (date submitted or approved: )
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under

section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

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

eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?  
If yes, list criteria below:

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

[24 CFR Part 903.7 9 (l)]

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

*The Elk County Housing Authority is a small PHA and not required to complete this component.*

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

1. Cooperative agreements:

Yes  No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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

Client referrals

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

*The Housing Authority serves in an intake and referral capacity for many of these agencies and activities.*

**Services and Programs**

Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Elk County Investment Board</i>	<i>Varies</i>	<i>Self Directed</i>	<i>PHA Main Office/ Provider</i>	<i>Both</i>
<i>Domestic Violence Center</i>	<i>Varies</i>	<i>Self Directed</i>	<i>PHA Main Office/Provider</i>	<i>Both</i>
<i>Northern Tier Community Action</i>	<i>Varies</i>	<i>Self Directed</i>	<i>PHA Main Office</i>	<i>Both</i>
<i>Stackpole Hall Foundation - Summer Youth Program</i>	<i>Varies</i>	<i>Sign up</i>	<i>Provider</i>	<i>Both</i>
<i>Elk County Board of Assistance</i>	<i>Varies</i>	<i>Self Directed</i>	<i>PHA Main Office</i>	<i>Both</i>
<i>Dickinson Mental Health</i>	<i>Varies</i>	<i>Specific Criteria</i>	<i>PHA Main Office/Provider</i>	<i>Both</i>
<i>USDA-Rural Housing Services</i>	<i>4</i>	<i>By Application</i>	<i>PHA Main Office</i>	<i>Both</i>
<i>USDA - Greenthumb Program</i>	<i>Varies</i>	<i>Self Directed</i>	<i>Provider</i>	<i>Both</i>
<i>Elk and Cameron County Offices of Aging</i>	<i>Varies</i>	<i>Specific Criteria</i>	<i>PHA Main Office/Provider</i>	<i>Both</i>
<i>Community Nurses of Elk and Cameron County</i>	<i>Varies</i>	<i>Specific Criteria</i>	<i>PHA Main Office/Provider</i>	<i>Both</i>

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies

- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

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

[24 CFR Part 903.7 9 (m)]

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

*The Elk County Housing Authority is a small PHA and not required to complete this component.*

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

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

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

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents

- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

*Johnsonburg - Duff Manor*

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

*The PHA will continue the close working relationship with the Chiefs of Police of Johnsonburg and Ridgway and continue with periodic meetings to discuss crime prevention efforts.*

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

*Johnsonburg - Duff Manor*

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

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases

- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

*Johnsonburg - Duff Manor*

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

**17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
  
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
  
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?  
*The Resident Advisory Councils were provided copies of the Agency Plan on May 4, 2000. They provided no comments to the PHA. Similarly, no resident nor public comments were made or received at the Public Hearing held on June 26, 2000.*
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - Attached at Attachment (File name)
  - Provided below:
  
3. In what manner did the PHA address those comments? (select all that apply)
  - Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)  
*The Elk County Housing Authority administers 176 public housing units. The next vacancy on the Board occurs in July/August 2000. One resident had expressed interest in being appointed but has recently changed her mind. The Resident Councils in Ridgway and Johnsonburg have been notified of the vacancy and asked to assist in finding a tenant to serve on the Board. If a person is found his/her name will be forwarded to the County Commissioners for consideration for the vacant position on the Housing Authority Board.*

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

- Representatives of all PHA resident and assisted family organizations
- Other (list)

**C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (provide name here)

*Commonwealth of Pennsylvania*

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

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

*A. The Elk County Housing Authority will strive to increase the number of employed persons living in assisted housing. Since the Authority has less than a ten-person universe in this category the PHA will attempt to provide employment opportunities to all non-exempt residents. In addition we will attempt to attract supportive services for these tenants through regular meetings with the Elk County Investment Board, the Northern Tier Community Action Agency and the Elk County Board of Assistance.*

*B. The Housing Authority will continue ongoing efforts to provide a health care suite in the Dickinson Apartments in Ridgway. This goal should be realized in the year 2001.*

*C. The Authority intends in the year 2001 to apply for HUD's Hope VI program to possibly convert 30 efficiency apartments to 15 one bedroom units to provide more living space for our elderly tenants in Ridgway.*

- Other: (list below)

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

*The Commonwealth's Consolidated Plan provides policy direction in the following areas. Consistency has been established by adherence to these specified activities.*

- *Homeownership initiatives, especially those aimed at promoting the economic self-sufficiency of public housing residents.*
- *Conversion of underutilized and less marketable public housing units into unit configurations that are more marketable.*
- *Provide supportive services to improved the living environment.*

*The Consolidated Plan is silent on any specific support or commitments to the Elk County Housing Authority.*

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

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

*The Elk County Housing Authority has established the following definition for "Substantial Deviation and Significant Amendment or Modification".*

- *Changes to rent or organization of the waiting list.*
- *Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund.*
- *Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.*

#### **Community Service Description**

*The Elk County Housing Authority has reviewed the QHWRA community service work requirements and has established a policy and work program to meet those requirements. It will become effective October 1, 2000 and the full policy and description of the program has become a supporting document to the PHA Plan.*

*The Authority will inform public housing residents of the community service requirements including the complete list of exempt categories, both in writing to each household and to the respective Resident Councils. The same written communication,*

*researching the latest recertification records will list those adults who are non-exempt and who are required to participate in the Community Service program. If a tenant feels they have been incorrectly listed, it will be their responsibility to notify the Site Manager and provide the necessary supporting documentation.*

*To further the Authority's already existing relationship with TANF, the Authority will initiate a Cooperative Agreement with the local Welfare Office that will assist the Elk County Housing Authority to determine resident status.*

*It will be the responsibility of the tenant to determine where their work requirements may be fulfilled, subject to prior approval of the Elk County Housing Authority. Such responsibility will also fulfill the provision of the lease.*

*The Elk County housing Authority working with participating agencies will develop a reporting system whereby the Site Manager will retain documentation of hours worked, maintaining a specific file for the community service work requirement.*

