

# PHA Plans for the Housing Authority of the County of Mifflin

5 Year Plan for Fiscal Years 2001 - 2004  
Annual Plan for Fiscal Year 2001

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

**PHA Plan  
Agency Identification**

**PHA Name:** *Housing Authority of the County of Mifflin*

**PHA Number:** *PA041*

**PHA Fiscal Year Beginning:** (mm/yyyy) *01/2001*

**Public Access to Information**

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

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

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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



**5-YEAR PLAN**  
**PHA FISCAL YEARS 2001 - 2004**

[24 CFR Part 903.5]

**A. Mission**

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

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

*It is the mission of the Housing Authority of the County of Mifflin to (1) increase the availability of decent, safe and affordable housing in meeting the area housing needs; (2) ensure equal opportunity in housing for all; (3) promote self-sufficiency and asset development of families and individuals; and (4) improve community quality of life and economic viability. In order to achieve this mission the Housing Authority will:*

- *Recognize the residents as our ultimate customer; **During FY 2000, the distributed Resident Survey questionnaire to determine the concerns of the residents. This information is being used now and will continue during FY 2001 to assist the PHA with its goal providing quality service to its customer.***
- *Improve PHA management and service delivery efforts through continual training of staff; **During FY 2000, the PHA has provided in-house training and has sent staff***
- *Strive to eliminate drugs and alcohol from our housing communities;*
- *Seek problem-solving partnerships with residents, community agencies and Government; and*
- *Act as an agent for change, when determined necessary, for meeting the areas housing needs.*

***Progress in achieving mission***

*The Housing Authority of the County of Mifflin has achieved its mission by doing the following (this will continue to be an on-going activity through upcoming fiscal year):*

- The PHA has distributed Resident Survey to gather information to improve Customer Service;*
- Provided in-house staff training and sent staff to training seminars to increase knowledge of program rules and regulations.*
- Contracted with local police department at 10 hours of service per week. This includes being provided with reports of activities of residents throughout PHA communities;*
- County has developed a Human Resource Counsel that meets monthly to discuss community needs and to network with area agencies to share information. PHA provides meeting space, residents prepare meals and are compensated and PHA Project Manager is secretary; and*
- Community has a Heroin Task Force to help with major heroin problem in area.*

## **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: *N/A*
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below) *None*
  
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score)  
**Maintain passing score** *This objective was achieved during FY 2000.*
  - Improve voucher management: (SEMAP score)  
**Maintain passing score** *This will continue to be an on-going activity.*

- Increase customer satisfaction: *During FY 2000, PHA distributed resident surveys and establishing Human Resource counsel to address community needs.*
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - **PHA wide staff training and Management improvements beginning in FY 2001. This objective achieved during FY 2000 and will continue to be an on-going activity.**
  - **Computerization of application process, computer aided drafting, Web site with opportunity for organizations to download application for admission beginning in FY 2003. This objective is over 50% completed and will be achieved by the end of FY 2002.**
- Renovate or modernize public housing units: **Convert 4 efficiency units to create 2 one-bedroom units by 2005. The conversion of under utilized and less marketable public housing units into unit configurations that are more marketable. This conversion will be completed in conjunction with accessibility renovations as scheduled in the Capital Fund Plan FY 2005.**
- 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: **For new participants at briefing and current participants with each unit transfer. This objective was achieved during FY 2000 and this will continue to be an on-going activity.**
  - Conduct outreach efforts to potential voucher landlords **Recruit 2 new landlords by 12/31/2000. During FY 2000, PHA recruited 10 new landlords to participate in program.**
  - Increase voucher payment standards. **This objective has been accomplished. Payment standards will be increased as needed. This is an on-going activity.**
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs: **By 12/31/2002 will recruit 5 residents to be prepared to be homeowners. The PHA is still researching this objective, but are in the process of recruiting 1<sup>st</sup> time home buyers. Preliminary discussions with Mifflin County Planning and Development Office indicate a first time home-buyers program is a common goal. The PHA may form a partnership with the County Planning and Development office to establish this program. This program**

may include counseling and consumer education and encourage use of Family Savings Account. The PHA Capital Fund program FY 2002 includes funding to establish resident programs including homeownership.

- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

- PHA Goal: Provide an improved living environment  
Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: **This is an on going activity. This is being accomplished through the Tenant Selection process. This objective was achieved during FY 2000 and this will continue to be an on-going activity.**
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: **This is being accomplished through the Tenant Selection process. This objective was achieved during FY 2000 and this will continue to be an on-going activity.**
  - Implement public housing security improvements: **The H. A. has contracted with the regional police for supplemental services, including on-site patrols at all developments at 10 hours per week. Future goals: are to expand on hours that police officers are on site, continue to improve site lighting at developments, improve security doors at Coleman and Burgard Apts. and by 12/31/01 provide or install Corby entry system to access all entrances to Burgard Apts. Resident education seminars. The above activities were achieved during FY 2000. Neighborhood Crime Watch Program was established in FY 2000 for the Lawler Place and Burgard Apt developments. Month meetings with residents and a representative of the Mifflin County Regional Police Department and a featured guest speaker are held.**
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)

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

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

- Increase the number and percentage of employed persons in assisted families: ***By the adoption and implementation of Flat Rents and as funding permits, the PHA hopes to increase by 2% from 12/31/99 to 12/31/02 the number of employed persons in assisted families that it can attract and retain.***
- Provide or attract supportive services to improve assistance recipients' employability: **Coordinate efforts to attract local trainers to tutor residents on computers located on site. Recruiting efforts with local business schools and education providers by 12/31/2002 to assist residents with employment and education.** *The PHA has begun working on this objective during FY 2000 by meeting participating in the Human Resource counsel. They will continue to work on this objective.*
- 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: **This is an on going activity. The H. A. will refer residents to the appropriate agency for assistance when this matter is brought to their attention. Educational seminar to discuss fair housing issues with residents by 12/31/2003. Local Legal Services conducted seminar in at PHA site during 1999 and PHA sent staff to HUD seminar during 2000. PHA subscribes to Fair Housing Newsletter.**
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: **H.A. makes reasonable accommodations requested and will continue to upgrade units. In year 2005, the HA will begin to upgrade 6 more units to be accessible. PHA will continue to make reasonable accommodations at resident's request.**
  - Other: (list below)

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



**Annual PHA Plan**  
**PHA Fiscal Year 2001**

[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.

*The Housing Authority of the County of Mifflin, Pennsylvania has prepared this Annual Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.*

*The purpose of the Annual Plan is to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program and other members of the public may locate basic PHA policies, rules and requirements related to the operations, programs and services of the agency.*

*The Mission Statement and the Goals and Objectives were based on information contained in our jurisdiction's Consolidated Plan and will assure that our residents will receive the best customer service.*

*Excellent customer service and fulfillment of the Mission Statement and Goals and Objectives is ensured by implementation of a series of policies that are on display with this Plan. The Admissions and Occupancy Policy and Section 8 Administrative Plan are the two primary policies on display. These important documents cover the public housing tenant selection and assignment plan, rent determination, PHA's responsibility to Section 8 owner/landlords, grievance procedures, etc.*

*The most important challenges to be met by the Housing Authority of the County of Mifflin during FY 2001 include:*

- *Improvement of community quality and economic viability through the implementation of public housing security efforts;*
- *Involve the public housing residents and the Section 8 participants through the Annual Plan Resident Advisory Board;*
- *Training staff and commissioners to fully understand and take advantage of opportunities in the new law and regulations to better serve our residents and the community; and*
- *Identify, develop and leverage services to enable low-income families to become self-sufficient.*

*In closing, this Annual Plan exemplifies the commitment of The Housing Authority of the County of Mifflin, in partnership with agencies from all levels of government, the business community, non-profit community groups, and residents will use this plan as a road map to reach the “higher quality of life” destination for the City of Lewiston and County of Mifflin*

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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**Attachments**

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

**Required Attachments:**

- Admissions Policy for Deconcentration (*PA041i02*)
- FY 2001 Capital Fund Program Annual Statement (*PA041g02*)
- 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 2001 Capital Fund Program 5 Year Action Plan (*PA041h02*)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (*PA041d02*)
- Other (List below, providing each attachment name)  
 Substantial Deviation and Significant Amendment or Modification (*PA041a02*)  
 Resident Member on the PHA Governing Board (*PA041b02*)  
 Membership of the Resident Advisory Board or Boards (*PA041c02*)  
 Summary of Comments Public Hearing (*PA041e02*)  
 Resident Survey Follow-up Plan (*PA041f02*)

**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

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

<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	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	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
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) 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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

# 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	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	3998	5	5	5	3	5	4
Income >30% but <=50% of AMI	2711	5	5	5	3	5	4
Income >50% but <80% of AMI	3823	3	3	3	3	3	3
Elderly	2030	5	4	5	4	5	4
Families with Disabilities	3219	5	5	5	5	5	5
Caucasian	5119	5	5	5	5	5	5
African American	108	5	5	5	5	5	5
American Indian, Eskimo, Aleut	31	5	5	5	5	5	5
Other	21	5	5	5	5	5	5
Hispanic	132	5	5	5	5	5	5
Asian/Pacific	98	5	5	5	5	5	5

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: **1995 to 1999**
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)
  - **County (Mifflin) – Quality of Life Survey conducted by MCP&D – Sept. 1998**

**NOTE: The above estimates are based on information available from Harrisburg (State Capital) adjusted for local needs. State Consolidated Plan and other sources did not contain needed information.**

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	57		113
Extremely low income <=30% AMI	40	70%	
Very low income (>30% but <=50% AMI)	13	22%	
Low income (>50% but <80% AMI)	4	7%	
Families with children	21	36%	
Elderly families	9	15%	
Families with Disabilities	18	31%	
Caucasian	52	91%	
African American	5	8%	
Asian Pacific	0	0	
American Indian	0	0	
Hispanic	1	.01%	
Non-Hispanic	56	98%	
Characteristics by Bedroom Size (Public Housing Only)			
EFF	11	19%	11
1BR	23	40%	9
2 BR	14	24%	42
3 BR	8	14%	29
4 BR	2	3%	4
5 BR	0	0	1
5+ BR	0	0	0

<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	66		
Extremely low income <=30% AMI	45	68%	
Very low income (>30% but <=50% AMI)	20	30%	
Low income (>50% but <80% AMI)	1	2%	
Families with children	37	56%	
Elderly families	4	6%	
Families with Disabilities	19	29%	
Caucasian	61	92%	
African American	5	8%	
Asian Pacific Islander	0	0	
American Indian	0	0	
Hispanic	0	0	
Non-Hispanic	66	100%	
Characteristics by Bedroom Size ( <b>Public Housing Only</b> )			
1BR	N/A	N/A	N/A
2 BR	N/A	N/A	N/A
3 BR	N/A	N/A	N/A
4 BR	N/A	N/A	N/A

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

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

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

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

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

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

Select all that apply

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

- *Maintain or reduce time to renovate public housing units upon availability of applicants*

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

Select all that apply N/A

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

**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: N/A**

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: N/A**

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 2000 grants)</b>		
a) Public Housing Operating Fund	462,120.00	
b) Public Housing Capital Fund	411,237.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	629,416.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0.00	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2000 Capital Funds	452,520.00	Public housing operations
1999 CGP	231,719.00	Public housing operations
<b>Sub-total</b>	<b>2,187,012.00</b>	
<b>3. Public Housing Dwelling Rental Income</b>		
	618,270.00	Public Housing operations
<b>4. Other income (list below)</b>		
Non-Dwelling Rent:	690.00	Other
Excess Utilities	16,450.00	Public housing operations
Interest on General Funds Investments	11,710.00	Public housing operations
Other income: legal fees, maintenance	<u>15,100.00</u>	Public housing operations
Charges to tenants, late fees, NSF check		
Charages, etc.		
<b>4. Non-federal sources (list below)</b>		
<b>Sub-total</b>	662,220.00	
<b>Total resources</b>	<b>2,849,232.00</b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) ***When application is submitted and name is reached on 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) ***Credit check, sex-offender check, citizenship/legal status check, prior violations and/or moneys due any PHA***

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
- 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**

*The PHA does not administer site-based waiting lists*

1. How many site-based waiting lists will the PHA operate in the coming year? **0**
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: *N/A*

**(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) *N/A*

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

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply) N/A

- 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 ***If pool of applicants not sufficient to ensure income targeting requirements, PHA will apply preferences within income tiers.***

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

- 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)  
*n/a*

- 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)

- ***Current address of participant, name and address of current and prior landlord(s), if public housing tenant, will provide additional information if release of information has been signed. Information will not be released if applicant is in an abusive situation.***

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

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

None

Federal public housing

Federal moderate rehabilitation

Federal project-based certificate program

Other federal or local program (list below)

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

PHA main administrative office

Other (list below)

## **(3) Search Time**

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

If yes, state circumstances below:

***Maximum extension granted to all persons with disabilities. 30 day extensions are granted to all, if extension is requested prior to original deadline date.***

## **(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) – *N/A*

- 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.

2 Date and Time

Former Federal preferences

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

1 High rent burden

Other preferences (select all that apply) – *N/A*

- 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) *N/A*

- 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. *If pool of applicants not sufficient to ensure income targeting requirements, PHA will apply preferences within income tiers.*

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

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

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

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

- Through published notices
- Other (list below)

- *(Posted in plain view in application office)*

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

[24 CFR Part 903.7 9 (d)]

### **A. Public Housing**

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

3. If yes to question 2, list these policies below: *N/A*

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

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

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below: - *N/A*
- d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply) *N/A*
- For the earned income of a previously unemployed household member
  - For increases in earned income
  - Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
  
  - Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
  
  - For household heads
  - For other family members
  - For transportation expenses
  - For the non-reimbursed medical expenses of non-disabled or non-elderly families
  - Other (describe below)

e. Ceiling rents

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

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

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

- 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) – *N/A*

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents

- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)
  - ***Within 10 days of occurrence; anytime there is a change***

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)
  - ***Fair Market Rents***

## 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) – *N/A*

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

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

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)
  - ***Used HUD criteria for reviewing Payment Standards-no more than 40% of tenants in a particular bedroom size pay more than 30% of income.***

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

- Annually
- Other (list below)

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

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

**(2) Minimum Rent**

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

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

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

## **5. Operations and Management – Not required**

[24 CFR Part 903.79 (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:

### **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		
Section 8 Vouchers		
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)		

### **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)

(2) Section 8 Management: (list below)

## **6. PHA Grievance Procedures – Not Required**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

If yes, list additions to federal requirements below:

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

## **7. Capital Improvement Needs**

[24 CFR Part 903.79 (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) **PA041g02**

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) **PA041h02**

-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: *n/a*

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

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

Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description – *N/A*

- 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: <u>(DD/MM/YY)</u>	
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 – N/A

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)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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

[24 CFR Part 903.79(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 – *N/A*

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway

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

- 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 – *N/A*

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

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

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

## B. Section 8 Tenant Based Assistance

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

2. Program Description: - *N/A*

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 – Not Required**

[24 CFR Part 903.7 9 (l)]

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

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

#### 1. Cooperative agreements:

- Yes  No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?  
If yes, what was the date that agreement was signed? DD/MM/YY

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

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

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

#### **(1) General**

##### a. Self-Sufficiency Policies

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

(select all that apply)

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



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 – Not Required**

[24 CFR Part 903.7 9 (m)]

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

#### **A. Need for measures to ensure the safety of public housing residents – n/a**

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 use to determine the need for PHA actions to improve safety of residents (select all that apply).

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

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

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

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)

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

**C. Coordination between PHA and the police – n/a**

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)

**D. Additional information as required by PHDEP/PHDEP Plan – n/a**

PHAs eligible for FY 2001 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 2001 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 – Not Required**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

Attached at Attachment (File name) *PA041d01*

Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

- Any adult member of a resident or assisted family organization
  - Other (list)
- c. Eligible voters: (select all that apply)
- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
  - Representatives of all PHA resident and assisted family organizations
  - Other (list) ***All adult recipients of PHA Assistance – public housing***

**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/County of Mifflin***
  
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)
  - Other: (list below)
  
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
  - ***Housing rehabilitation assistance for extremely low, low and Moderate-income households. Activities will be undertaken consortium-wide to maintain existing housing stock.***
  - ***New construction of rental housing for extremely low and low income senior citizens and families. Mifflin County will support the development of rental housing by providing HOME funds to assist with funding the construction of rental housing units.***
  - ***Rehabilitation of the existing Public Housing stock in a manner that is sensitive to the need for accessibility to/and visitability by persons with disabilities.***

- *Conversion of under utilized and less marketable public housing units into unit configuration that are more marketable.*
- *Homeownership incentive for Public housing residents.*
- *Resident initiatives, especially those aimed at promoting the economic self-sufficiency of public housing residents.*

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

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

## **Attachments**

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

# PHA Plan Table Library

## 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      FFY of Grant Approval: (MM/YYYY)

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	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
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	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</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

**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)

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				



## Housing Authority of the County of Mifflin

### A. Substantial Deviation from the 5-Year Plan:

- Any change to the Mission Statement;
- 50% deletion from or addition to the goals and objectives as a whole; and
- 50% or more decrease in the quantifiable measurement of any individual goal or objective.

### B. Significant Amendment or Modification to the Annual Plan:

- Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or the Capital Fund Program Annual Statement;
- Any change in a policy or procedure that requires a regulatory 30-day posting;
- Any submission to HUD that requires a separate notification to residents, such as Hope VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or Homeownership programs; and
- Any change inconsistent with the local, approved Consolidated Plan, in the discretion of the Executive Director.

# Housing Authority of the Town of Mifflin

## Resident Member on the PHA Governing Board

1.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

***Wesley Grove***

B. How was the resident board member selected: (select one)?

Elected

Appointed

C. The term of appointment is (include the date term expires):

***6-20-2000 to 12-16-2001***

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not? *N/A*

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member: ***12/2000***

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): ***Susan McCartney – County Commissioner***

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

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description)

*Vivian Hamilton*

*Kimberly Nace*

*Tammy Keoboualy*

*Debra Koenig*

*Kathryn Searer*

*Cherrie Hassinger*

*Anthony McCartney*

*Barry Deaver*

*Paul Gano*

*Patsy Cavanaugh*

*Valda Albright*

*Amy Hockenberry*

*Kim Specht*

*Kandy Brittain*

*Shirley Silfies*

## Resident Advisory Board Meetings

### 2000 Agency Plan

#### Summary of Resident Comments

ISSUE	COMMENTS
Parking at Burgard Apartments	A resident expressed his concern that with the number of people moving into the building who drive, there is not sufficient parking space. He was advised re-paving and/or expanding tenant parking is being addressed in the 2000 Capital Fund Program.
Lead-Based Paint Requirements for Section 8 Program	The Director explained a meeting was recently held with approximately 15 Section 8 landlords. Housing Authority is extremely pleased with the response from landlords and their receptiveness to become trained in the lead elimination process. A resident questioned if her unit would be tested at her upcoming annual inspection. She was advised most painted surfaces would not be effected by the regulation unless chipping, peeling, flaking paint is discovered at the time of inspection.
60 day Notice Provision for Section 8	A resident questioned why provision to give notice is different for Section 8 than it is for Public Housing. It was explained the HUD lease will no longer be used, and the required notice to vacate a Section 8 unit is now in the control of the landlord.
Criteria for transfer to Public Housing Scattered Site property	Residents were advised criteria has been amended. If a current public housing resident has not lived here for 12 months, but was a Section 8 resident for at least 6 months previous to moving in p.h. and meets all other criteria, resident could be considered for transfer to scattered site housing.
Discussion about smoke alarms	A resident expressed concern about fire in apts and questioned whether smoke detectors are very sensitive. Other residents stated their detectors are very sensitive and have been triggered by boiling water, making grilled cheese sandwiches and by excessive humidity. Question was asked if alarm goes off on first floor in family units. Detectors are hard wired, and both will be triggered. RAB members felt residents should be charged between

	\$20.00 to \$25.00 for damage to smoke alarms which have been replaced.
Wooden stair treads	Resident states stairs are slippery and expressed concern that a child could be injured. She was advised there are non-skid strips that can be placed on stairs, and this matter would be referred to maintenance for investigation.
Security system at Burgard Apartments	Director advised new security system on order that will enable residents to enter all four doors to the building with a small recorder device. One resident suggested a visual alarm system of some type would be helpful at each door to alert residents when the door is not properly secured. Another RAB member suggested a timed alarm that would become activated if the door is not properly closed within a specific period of time. There was concern whether other people would be able to access the building. They were advised they would only be able to open the door if someone in the building gives them their access advise.
Family Pet Policy	It was explained the existing pet policy currently approved for elderly/disabled residents will not change. A resident questioned if a person has a pet under the current policy and the pet dies, which policy would be used if they replace it with another pet. The Director replied that would be a matter the Board of Directors will need to address in the new pet policy. A resident questioned when the pet policy will become effective. She was advised it will be included with the submission of the Housing Authority's Annual Plan. It will probably be 1/1/2001. A resident questioned if the Authority can deny a tenant a pet if a resident violated the pet policy by not following the provisions. The Director explained there are specific provisions which can and cannot be included in a Pet Policy. Therefore, this condition could be included in the policy as long as it meets the requirements of Federal regulations. Members present agreed a statement to this effect should be included in the policy. The Director stated the current policy states a tenant who has a history of poor housekeeping is not permitted to have a pet. RAB members agreed this statement should be included in the new pet policy for families in public housing, if HUD regulation permits it. One resident questions as to whether the pet deposit for

	<p>families will be different from that which already applies to the elderly residents. She was advised it can be different, but that policy will be established by the Board of Directors. Members opinion is refundable pet deposit of \$175.00 should be charged. There were also comments suggesting Authority charge a monthly fee for non-refundable pet deposit. There was also a suggestion of a quarterly fee. Resident questioned what will be the policy if a pet is removed from the unit by the Authority. Would the Authority have cages or would the pet go directly to the SPCA? Director reported the policy states the animal would be placed in an animal care facility for 30 days at the expense of the tenant before the pet would be taken to the SPCA. RAB member expressed concern the Housing Authority would be stuck with the cost if the pet was not picked up from the animal care facility. She suggested the Authority obtain an average cost for a 30-day stay in a local facility in order to see how that cost weighs against the recommended # \$175.00 for</p>
<p>Pets (Continued)</p>	<p>the recommended \$175.00 refundable pet deposit. RAB members disagreed with the recommendation of Keystone Legal Services that a pet could go 48 hours without being attended to. They felt it should be 24 hours. One resident question if the pet deposit would increase to \$175.00 for those elderly residents who already have pets. Director reported this would be a decision of the Board of Directors. RAB members questioned as to how people would know if a pet was “legal”. She was advised the Authority gives the resident a laminated sign, which shows a picture of a cat or a dog to be placed a the residence where a pet has been approved. RAB members were concerned more with issues of fleas, than of rabies. One resident felt tenants should be provided with a veterinarian fee schedule so they would know up front what costs can be incurred when owning a pet. A resident questioned as to whether we would permit training programs such as children training dogs to become service animals for the disabled. Resident was advised this would be a Board of Directors decision. It was suggested animals be spayed or neutered within 30 days after becoming six months old. Residents</p>

	<p>questioned as to number of pets one person can have. Resident family may have only one dog or one cat, but could still have birds or fish. There was discussion regarding prohibiting types of animals classified as dangerous, provided that such classifications are consistent with applicable State and local law, and prohibitions on individual animals based on certain factors, including size and weight of animals: (for example pit bulls, Rotweillers, Dobermans, and the like and other vicious or intimidating breeds). RAB members also cautioned that some small breeds of animals are not particularly good with children and are considered intimidating, yippy and biters. A suggestions was made for pet free areas because of persons who have allergies. It was suggested pet free areas be established in all common areas of High Rise buildings and in the administration building. One member suggested the pet policy allow lifetime licensing of a dog that has a tattoo on the pertinent number identified. Suggestion was made ferrets be included as a restricted pet. It was suggested residents be permitted to leash a pet to a cable that is secured</p>
<p>Pet, (continued)</p>	<p>is secured into the ground area to allow pet owners and their children to play with the pet. After discussion, it was suggested that this be allowed, owners must be attending the pet when it is outside...no pet should be permitted outside without the owner in attendance. It was further suggested that specific requirement be imposed on the owner for controlling the clean up of animal waste. Another resident suggested pet owners be required to submit periodic evidence that a pet has been treated by a veterinarian for fleas and ticks. RAB members felt pet owners must be in control of their pets at all times when pets are in common areas, like going into elevators, etc. They also felt pets should not be taken into common areas such as community rooms, laundry, t.v. room, etc. RAB members are in agreement that pets should not be permitted to live where there is no "green" space, such as Coleman House. RAB members also in agreement all feeding of pets should take place within the apartment itself and not outside of in any common areas.</p>
<p>Community Service Policy</p>	<p>Some members of the RAB felt there are individuals</p>

	<p>already meeting the criteria for community service by participating in activities such as scouting, library volunteers, etc. One member questioned if home schooling your children would be approved as a community service. She was advised the policy addressing tutoring of elementary and high school students; however, home schooling would need to be clarified. The group expressed concern as to how residents are going to know about the policy. Director advised all residents will receive notification and the Authority will be identifying these residents individually at their annual recertification appointment. An RAB member was in agreement temporary disabilities need to be addressed in the policy and if additional exemptions cannot be added. We have been advised it is statute, and additional exemptions cannot be added.</p> <p>And RAB member expressed concern about the administration burden this policy will be for staff. A member questioned who would be responsible for screening and conducting clearance on individuals who are performing community service. The Director reported it would be the responsibility of the agency for which the work is being provided. A member questioned who was going to pay for childcare expenses for parents who must complete community service. Another resident explained in scouting, childcare could be provide by others. It was suggested there by a sign up sheet to share childcare duties. RAB members agreed with members of Keystone Legal Services who felt those applying for SSI and Social Security for disability reasons should also be exempt from community service. It was questioned if a resident performs more than 8 hours be month would ths count towards the next month. It has been clarified that 96 hours per year must be provided, but if you can perform this service in six months and still do 96 hours, it will be sufficient to fulfill your obligation. One resident questioned whether the Housing Authority will open up volunteer projects within our own organization. She was advised no decision in this regard has been made at this time. An RAB member asked if going through a high rise building at night to make sure all the doors are locked and security</p>
Community Service (Continued)	secure could count as community service. He was advised it would if he were required to do

	community service.
Proposed changes to Dwelling Lease for Public Housing Residents.	<p>One resident questioned if tenants are required to have fire insurance. She was advised the Authority cannot require tenants to have this insurance. Director suggested the draft lease be changed to require tenants to report any conditions and not just water leaks to the Authority. In addition, tenants shall be responsible for preparation of extermination. An RAB member objected to charging a tenant for preparation who was not responsible for bringing the pests into the unit. Director explained housekeeping is a great factor in contributing to a pest problem; however, there are times when the source can not be identified. In the past, Authority has only charged individuals who were solely responsible for the problem. RAB was advised the Authority will remove the section of the draft lease which addresses it is the tenant responsibility to properly secure window air conditioners. It was suggested by RAB members that residents be required to give a 30-day notice when vacating a unit, rather than the current 15 day notice required by public housing tenants. A resident suggested some furnaces may use either coal or kerosene and felt the Authority may want to clarify which fuel want the resident to use. It was suggested by RAB members that there should e a curfew for children to be inside the dwelling unit at 10:00 p.m., Mondays through Saturdays. RAB member question the section regarding abandonment of property if family would be away from the unit for a twp-week period and failed to advise the Authority. Director explained abandonment requires rent to be delinquent. It was suggested that we post a 48 hours notice on the door that property is deemed abandoned, and we will take possession after that 48 hour period.</p>
Laundry Equipment	Resident from Burgard Apts. commented that residents in Burgard Apts. could use a new dryer. He stated some of the older equipment does not operate properly and does not adequately dry the clothes.
Computer Lab	Favorable comments were received from residents regarding plans to establish a computer lab.
Flat Rents	RAB members were in favor of flat rents.

New Refrigerators	All the senior members of the RAB are anxiously awaiting the new refrigerators. They questioned whether the new refrigerators are on wheels and were advised they are.
New Mailboxes	A resident questioned whether both Lawler Place and McCoy Manor residents will get new mailboxes. She advised they will.
Minimum Rent Tenants	Members of RAB felt persons who pay the minimum rent of \$25.00 should have interim re-examinations of income every 60 days.
Absence from Unit	Comment made that if residents are going to be absent from their unit for seven days or longer, they should notify Authority if case of emergencies.
Scattered Site Utilities	Housing Authority starts off a new resident of scattered sites with a full tank of oil. RAB members felt it should be part of the scattered site lease that the tank must be filled by the resident upon vacating the unit.
Late charges	RAB members in agreement with change of \$1.00 per day, beginning on the 5 <sup>th</sup> . One member suggested another flat charge of \$10.00 be added if rent is not paid by the 10 <sup>th</sup> day.
Local Preferences	RAB was in agreement that preferences should be given to homeless, involuntarily displaced persons, victims of abuse, those living in substandard housing and persons paying more than 50% of their income in rent and utilities.
Waiting List	RAB members in agreement with policy that two offers be made to an applicant. If applicant refuses two offers, name should be removed from waiting list and they can re-apply at a later time, if interested.
Criminal Activity	RAB member asked what would happen if someone who already lives here gets arrested for retail theft. Explained that would probably not result in an eviction; however, if they were arrested for robbery of a property, that probably would.
Guests and visitors	One RAB member asked if two consenting adults could spend the night together. It was explained they can; however, when a guest or visitors starts to spend more than 50% of their time at a

	residence, they could be construed as living together.
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## SUMMARY OF COMMENTS

### SENIOR RESIDENT ADVISORY COMMITTEE

#### AGENCY PLAN

ISSUED DISCUSSED:	COMMENTS:
Kitchen exhaust fans	Residents present also questioned when they can expect to get an exhaust fan in their kitchen. Director reported that work item was part of the latest five year plan and is on the schedule in a couple of years.
Community Service Policy	Director explained that elderly and disabled ill not be affected by this policy. There were no tenant comments.
Tree Trimming	One resident reported the tree in front of their apartment blocks so much light. Director reported staff has discussed plans to include a tree trimming project in the 2001 operating budget.
Parking	There recently was a comment in the local newspaper opinion line regarding inadequate parking in Lawler Place. Director responded funds have been allocated from the 2000 Capital Fund for expansion of existing parking areas.
Security	Director described te new entry system to be installed at Burgard Apts., and demonstrated the type of entry “key” to be used. It was reported some of the equipment is on back order, but when it is available, the front door, back door, and the doors on both ends of the building will be accessible by the system.
Repair of bricks and foundation at Coleman House	No comments form this group.
New mailboxes at Lawler Place/McCoy Manor	Residents questioned when new mailboxes will be available. Director advised this is included in the revised 2000 program.
Replacement of boilers	No comments by Residents.
Replacement of Concrete	No comments by residents.
Demolition of 136-138 Chestnut Street	No comments by residents.
Family Pet Policy	No comments by residents.



SUMMARY OF COMMENTS FROM COLEMAN HOUSE RESIDENT COMMITTEE

AGENCY PLAN

ISSUED DISCUSSED:	COMMENTS:
Chest freezers	A resident stated since they pay their own electric bill, could they have a small chest freezer?
Laundry Room Telephone	A resident suggested a telephone should be installed in the laundry room in case a person becomes ill, falls or is attacked. Director explained cost of having a pay phone is very expensive. It was suggested an emergency call bell be installed in the laundry room that would alert others that someone is in need of assistance.
Resident Directory	One tenant commented her not is not being shown on the directory at the front entrance or at the mail boxes. It was agreed these lists need to be updated.
Chair Lift	Residents questioned where the chair lift will be installed.
Security	Resident commented someone is letting people in the building sometime through the night-they go down to the basement and let them in the side door. Also comments that people hanging out in the alley and in the parking lot during the night are sometimes disturbing. Residents were urged to all the police when this happens. Director stated Mifflin County Regional Police will be advised of this situation and will be asked to patrol that area during the night hours.
Interior painting	Residents question when the interior painting of the Coleman will be done.
McCoy Manor banks	A former resident of McCoy Manor resident now residing at Coleman House agreed something needs to be done about the banks at McCoy Manor.
New mailboxes at Lawler Place/McCoy Manor	Former resident of McCoy Manor agreed there is a need for new mailboxes.
Site lighting	Form resident of McCoy Manor stated that there is a need for more site lighting in McCoy Manor.
Family Pet Policy	One resident commented the Coleman is not a good place for pets because there is not place outside the

	<p>building to exercise the animal. There was concern expressed about dogs and same being in the same building, about pets making messes in the building and offensive odors. Comment was made that cats use a litter box would not present as much of a problem as dogs.</p>
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PUBLIC HEARING ON AGENCY PLAN

SUMMARY OF COMMENTS

OCTOBER 5, 2000

Family Pet Policy	<p>Resident present stated a dog was killed recently across the street from her development. Ms. Mattern explained under our pet policy, owners must have pets on a leash and under control at all times. Resident stated people don't always do that.</p> <p>Brenda Zimmerman, Legal Services attorney, was concerned this policy will be very hard to comply with because of restrictions and feels people will be facing eviction for failing to comply.</p> <p>Ms. Zimmerman questioned the difference between the refundable and non-refundable pet deposit? She asked if the non-refundable fee is just for pet owners. She was told yes.</p> <p>She questioned if everyone would be charged a refundable fee of \$100.00. It was explained it is the opinion of the RAB members the refundable deposit should be at least \$175.00.</p> <p>Ms. Zimmerman questioned if the pet policy is optional. She was advised HUD is now requiring a</p>
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	<p>pet policy for both elderly and families.</p> <p>Ms. Zimmerman stated she has heard a lot of comments supporting pet, but she inclined to think it will be more problems that it is word. She is concerned about people being evicted because they weren't outside when their dog was not chained up ord they didn't have the dog on a leash of they had two cats. She expressed much concern and said she didn't know how to deal with that. She is also concern about the expense involved with having a pet and about the detail of our proposed policy in requiring monthly flea extermination, annual veterinarian examinations, the refundable and non-refundable deposits, the neutering and declawing, etc.</p> <p>Ms. Kenepp stated very low income people are not going to be able to afford it.</p> <p>Ms. Zimmerman stated or they are going to get the pet, not be able to comply because they can't afford the expense and then face eviction.</p> <p>Ms. Zimmerman asked how this is going to be presented</p>
<p>Proposed Pet Policy (continued)</p>	<p>presented to tenant once it become effective. Are we going to send out a memo. Ms. Mattern said a memo would probably be sent stating we now have a family pet policy, but we would probably also have information meeting to invite residents to come in so they can hear first hand the requirements of the policy. Ms. Zimmerman stated, "So, it will be clear, or if you want to get a pet would you be required to go to one of those meetings?" Ms. Mattern stated they would not have to go to an informational meeting, but it was explained people have to sit through a pet agreement signing and they entire policy is reviewed. It is a one-on-one session where all the requirements are discussed and agreed to. Ms. Zimmerman stated that what she is getting at is that tenants should know all these detail, everything, how difficult it would be and how many hurdles they are going to have to jump before they even consider having a pet.</p> <p>Ms. Zimmerman asked what has happened in the</p>

	<p>past to people who sent out and got a pet before signing the policy. It was explained at that point people were in violation until they provided some type of medical documentation of a medical or mental health necessity for the pet.</p> <p>Ms. Kenepp is concerned about the section of the policy which says the pet cannot disturb your neighbors - no barking - no chirping, etc. She said when people live side by side who don't get along, they will use any excuse to report their neighbor. She stated, "You know what this is going to do."</p> <p>Zimmerman stated we would probably expect Legal Services to come in here and say let tenants have pets, and said she is included to, but she definitely thinks that whatever can be done to make sure tenants are informed ahead of time about the costs and restrictions on this pet thing, it should be done. She said she is really concerned that people won't have all the facts and will get pets and then have to face getting rid of it or being evicted for not being able to comply with conditions.</p> <p>Ms. Kenepp suggest we might want to consider getting a list</p>
<p>Proposed Family Pet Policy</p>	<p>getting a list of expenses from a Vet regarding cost of shots, spaying, neutering, declawing, the flea treatments, etc., and even cost of food. She said she has a medium dog and spends about \$80.00 a month on food for her dog.</p> <p>The resident present said she can think of better things to spend \$80.00 a month on than a hound. She stated it doesn't get cheaper to take care of a pet, the costs go up and up.</p> <p>Ms. Kenepp also said they need to know when they get a puppy that is doesn't stay a puppy, so they need advise on choosing.</p> <p>Ms. Kenepp suggested we have a sheet of information we hand out when people come in to pay the rent about pets. She said people interested in having a pet will read it, and others won't.</p> <p>Ms. Zimmerman asked as far as evicting people for violation of the pet policy, will there be any</p>

	<p>opportunity to cure the problem before pursuing an eviction is someone didn't get the license or didn't get the pet declawed or whatever? Ms. Mattern stated they would be given a notice and time to correct the problem. Ms. Zimmerman wanted to know if they would always get a notice asking them to correct the problem before they get an eviction notice. Ms. Mattern stated she wouldn't say always. It could be a case where the animal has been vicious, it has bitten, maimed or something serious, then perhaps there would be some exception to that. Ms. Zimmerman asked how that part of the policy reads. Kenepp stated: "The Housing Authority has the right to request they remove it and if they don't remove it, the Authority has the right to come in and take it out. Ms. Mattern stated that is in the case of a serious problem.</p> <p>Keystone staff felt that it would be okay for a pet to be left unattended for more than twenty-four hours, perhaps, forty-eight hours.</p> <p>Ms. Zimmerman questioned whether in the general context was there a policy that allows a tenant to correct a problem</p>
Proposed Family Pet Policy (continued)	<p>Ms. Zimmerman questioned whether in the general context was there a policy that allows a tenant to correct a problem. Ms. Mattern read the Section that permits the pet owner tenants to correct the problem. This would be for general violations of the pet rule and not in the case where the pet presents an immediate threat to the health and safety of others or if it is being treated in an inhumane manner. She was then satisfied with this provision of the pet policy.</p>
Community Service Policy	<p>Ms. Mattern explained the community service policy. Persons who are exempt from complying are elderly persons 62 or older, if you are employed, if you are attending a job training program or if you are involved in a further education program. Disabled do not have to participate; however, they must self-certify they are disabled even if they are receiving social security disability or SSI income.</p> <p>Ms. Zimmerman questioned whether other categories may be added, such as single parents</p>

	<p>with children under school age. She was concerned over a resident having to pay a babysitter to do community service.</p> <p>Ms. Mattern advised to her knowledge, the exemptions are as stated above only, but she would ask for clarification.</p> <p>Staff of Keystone Legal Services stated this was going to be a burden administratively to the Housing Authority to verify the information, complete reports, and to make sure residents are in compliance.</p> <p>Ms. Zimmerman stated if we were able to add other categories for exemption, she would like to see single parents, a parent with a working spouse and those applying for disability who have not received their awards yet. Ms. Kenepp stated the time has shortened but it can be four to six months for the first denial and then they have done away with the reconsideration step and it does directly to the administrative law judge. It's different in different areas, but in Harrisburg, it's six months, so we are talking about 12 months maximum.</p>
Community Service Policy (continued)	<p>Ms. Kenepp said she is suggestive we exempt persons who have applied for disability who have a doctors verification they are disabled, but who have not started receiving their benefits yet. She stated she does not like the policy at all, but if there has to be one, she feels it needs to be broadened. But, she felt, as with everything else, they need to provide a statement from a doctor.</p> <p>Legal Services staff commented that it would be a full time job to monitor this program. Ms. Mattern stated absolutely, and with not additional staff or money to support it. The commented that it states the Housing Authority can directly supervisor the program or contract it out. Ms. Mattern commented that we can either handle it in house and basically supervise or contract it out, but who would want to do it and do it for free. So, this is another cost to the Housing Authority whether you do it in house or contract it out.</p> <p>Ms. Zimmerman questioned when the program will start. Ms. Mattern replied it would be January 2001, with the beginning of our new fiscal year and</p>

	<p>will be determined at each individuals re-exam.</p> <p>Ms. Zimmerman asked if we would consider self reporting from residents. Ms. Mattern stated she feels people may be surprised to learn they are already participating in some type of community services, for instance, members of our resident organizations, the RAB members, people involved in Girl Scouts and Boy Scouts, sports programs, etc. But in this case, we need to get third party verification.</p> <p>Ms. Zimmerman felt that to make a person go to the Girl Scout Leader and have them verify participation is ridiculous. She suggested self-reporting where the persons reports what they did during that month and that's it. She and Ms. Kenepp both felt the third party signatures or verifications were taking it too far.</p> <p>Ms. Mattern stated she would have to go back and double check the HUD regulations to see exactly what is required.</p>
Community Service Policy (Continued)	<p>Ms. Zimmerman also questioned that the whole household could be evicted for non-compliance by any adult in the household.</p> <p>Sue Snyder pointed out that it says if the non-compliance adult moves form the unit, the lease will be renewed.</p> <p>Kenepp questioned that this is anyone over the age of 18, and was advised it is.</p> <p>Zimmerman stated then, if a person is not in compliance at the time of the re-exam interview, they can be evicted or you can enter into an agreement with them to make up the time. But the Housing Authority cold not renew the lease if they weren't in compliance.</p> <p>Ms. Mattern stated that she tried to be reasonable about things, and if a person is sincere and is going to make up the hours, we could agree to a period of time in which they could complete the requirements.</p> <p>Ms. Zimmerman questioned the liability of</p>

	<p>community service. Ms. Mattern stated that she is not sure if someone is doing community service for another agency where they were referred by the Housing Authority and they get injured if the burden is on that agency or refers back to the Housing Authority because it is a HUD requirement. There are real concerns and real issues involved, but HUD says it is the new policy, and we are required to move forward.</p>
<p>Eviction Process</p>	<p>Ms. Zimmerman questioned the provision on 14 days for non-payment of rent, three days if posing a health &amp; safety issue and no notice for drug activity. She asked if we were asking tenants to waive their right to written notice in cases where there is criminal activity or drug and alcohol. She stated under statutory law, they have a right to a ten day or fifteen day notice, so by signing our lease, they would be waiving this right. She felt there needs to be another clause in the lease that informs tenants by signing this lease for evictions under these issues, they are waiving their rights to state law.</p> <p>Ms. Zimmerman also questioned the sending of notices by first class or certified mail. She stated that is not in compliance with state law and that it has to be hand delivered or posted at the residence. Ms. Mattern stated that we do both when issuing a Notice to Vacate.</p>
<p>Visitors Policy</p>	<p>Ms. Zimmerman questioned the fact that the policy says tenants have to register their visitors with the Authority. She questioned if all visitors have to register or if they are there longer than 14 days.</p> <p>It was clarified that most people call if someone is going to be visiting for any length of time, but they don't call if it is just for a night or two.</p>
<p>Housekeeping classes</p>	<p>Ms. Zimmerman questioned the section regarding housekeeping classes.</p> <p>Ms. Mattern said that area is highlighted to discuss with our consultants. In the past, Sum Home Health would sometimes come in and help with a person who had a chronic problem with housekeeping, but we would like to explore to see if there are any kinds of housekeeping classes or other programs</p>

	being provided by other agencies.
Smoke alarm batteries	Ms. Mattern reported there is an error in the proposed lease stating residents must provide smoke alarm batteries. This is not a tenant responsibility. The units are hard wired with battery back up, and the battery replacement is the responsibility of the Housing Authority.
10:00 p.m. curfew	<p>Discussion ensued regarding the 10:00 p.m. curfew which was recommended by the RAB.</p> <p>Ms. Zimmerman felt we could not require children to be off the sidewalks by that time.</p> <p>Ms. Kenepp felt that wasn't reasonable during the summer; however, she admitted to knowing of a Borough Ordinance that required children under the age of 16 to be off the streets by 10:00 p.m.</p> <p>There was a question raised that the proposed lease says by 10:00 p.m. on Sunday through Thursday and by 11:00 p.m. on Friday and Saturday.</p> <p>Ms. Zimmerman states that it may be a Borough Ordinance for a 10:00 p.m. curfew, but then the person should be fined by the Borough, but feels the Housing Authority should not be enforcing this rule and making it a breach of the lease.</p> <p>Ms. Mattern states they have raised some good points, and we may have to look into this further and get some clarification.</p>
30 day Notice to Vacate	<p>Ms. Mattern explained it was the opinion of the RAB that residents should be required to give a 30 day Notice when moving, instead of a 15 day notice. She further stated that since the lease is going to a 12 month lease, RAB members felt that if a resident does not wish to renew their lease when they are approaching 12 months, they should be required to give the Authority a 60 day notice of their intent to not renew the lease.</p> <p>Ms. Zimmerman questioned again whose idea it was, and was advised it is the Resident Advisory Board who made the suggestion.</p> <p>Ms. Mattern also explained that in the event of a</p>

	<p>death, we would still only require the 15 day notice.</p> <p>Kenepp questioned what about if the resident goes to a nursing home. Ms. Mattern said that was a good point as well.</p> <p>Much discussion ensued regarding the change to 30 days, and HUD's requirement of the lease changing from month to month to a 12 month lease. Ms. Zimmerman would like to see the notice stay with the required 15 day notice.</p> <p>Ms. Mattern asked Sue Snyder, the Section 8 coordinator what she is usually seeing for a proper notice to vacate with landlords who are renting under the Section 8 program. She said a good majority is 30 days. Ms. Snyder also said she sees landlord's requires pet deposits of \$200.00 or so, or monthly amounts of \$10.00 or \$25.00 per month, if they allow pets at all.</p>
Flat Rents	<p>Ms. Kenepp questioned how the flat rents are working out for people. She was advised very well.</p>
Section 8 Voucher Merger	<p>Ms. Snyder stated that the transition to vouchers from certificates has started. Beginning October 1, 1999, anyone who went on the program or was transferred was automatically converted to the Housing Choice Voucher program. It used to be a tenant could look for a unit were it was a low rent an that would result in them paying less than 30% of their income. Under the new program, they are going to pay at least 30% of their income.</p> <p>Ms. Zimmerman commented there is no longer any shopping incentive to the tenant?</p> <p>Ms. Zimmerman questioned the difference between payment standard versus gross rent.</p> <p>Ms. Snyder explained HUD gives guidance on payment standards. We also have fair market rent that HUD publishes for each bedroom size. HUD states payment standards must be reviewed annually and no more than 40% of the tenants under each bedroom size can pay more than 30% of their income for rent. Payment standards have to be between 90 to 110% of the fair market rent which is published by HUD.</p>

	<p>Legal services questioned if tenants are permitted to pay more than 30% of their rent.</p> <p>Snyder stated they have to be within a reasonable rent, but they can pay up to 40% of their income now. In some cases, in the past, tenants were paying more than that, but they are no longer permitted to do that.</p> <p>Zimmerman stated that it is her understanding by next October, everyone will be on the voucher program.</p> <p>Ms. Snyder states the Housing Choice Voucher Program.</p>
<p>Section 8 Lead Paint Regulations</p>	<p>Ms. Snyder explained the requirements for Section 8 landlords regarding chipping, peeling, scaling, chalking, peeling paint - She stated that requirement will remain the same. However, if you have a child under the age of six that is expected to or is residing in the unit of if we have a pregnant woman in the unit, regulations are not in effect to abate the problem. She discussed a recent training for Section 8 landlords locally which was held at Burgard Apts.</p> <p>Ms. Zimmerman asked if by going to the training, did they become certified workers.</p> <p>Ms. Snyder responded if they passed the test.</p> <p>Ms. Zimmerman asked who performed the training.</p> <p>Ms. Snyder stated Conner Environmental Services out of Maryland.</p> <p>Ms. Zimmerman asked if you find this stuff and tell the landlord he needs to get a certified worker to come in and do the work and then hire a risk assessor to do the dust test and if it is above the standard, you are going to have to do additional work.</p> <p>Ms. Snyder stated if it's above the standard, that means the certified worker didn't do their job right and they would have to come back to clean the area more specifically.</p>

	<p>Ms. Zimmerman asked what happens if the landlord doesn't do this stuff.</p> <p>Ms. Snyder stated that if it is an initial inspection, the unit won't go on the program. A contractor currently under the program receives notice he has 30 days to correct the program. If he doesn't do it by the 31<sup>st</sup> day, we will start an abatement. On the contract, he will have an abatement for 30 days. If he doesn't do it within those 30 days, the contract terminates.</p> <p>Ms. Zimmerman commented: "This lead paint is serious stuff". She stated "The fact that it's going to hit the private market might give landlords the incentive to do this now. So make sure you send them all that." She further stated "Because with the expense of this stuff you'd think that they'd rather lose to have the contract terminated, but if they're going to have to do it down the road, anyway..."</p> <p>Ms. Zimmerman questioned how people know if a child has an elevated blood level. Snyder stated that a doctor by law is supposed to report any elevated blood level children to the State Health Center is then supposed to report back to us.</p> <p>Zimmerman questioned if that is something a doctor customarily does with blood. Sue Snyder stated her understanding is when a child has its first birthday or if a child is showing some of the symptoms.</p>
Section 8 Lead Paint Requirements	<p>to hit the private market might give landlords the incentive to do this now. So make sure you send them all that." She further stated "Because with the expense of this stuff you'd think that they'd rather lose to have the contract terminated, but if they're going to have to do it down the road, anyway..."</p> <p>Ms. Zimmerman questioned how people know if a child has an elevated blood level. Snyder stated that a doctor by law is supposed to report any elevated blood level children to the State Health Center is then supposed to report back to us.</p> <p>Zimmerman questioned if that is something a doctor customarily does with blood. Sue Snyder stated her understanding is when a child has its first birthday or if a child is showing some of the symptoms.</p>
Change in Section 8 Lease	<p>Ms. Snyder stated Housing Authorities can no longer enforce the signing of the Section 8 model lease. It is not that landlords must use the same lease they use for other tenants to whom they are renting. We have to review is the lease is yearly, that is has a renewal term such as month to month, that it identifies the tenant, the landlord, the tenant's address, who is responsible for which utilities and how rent will be increased. By the HUD lease addendum, they cannot raise the rent the first year and after the first year, they have to give a 60 day notice increase to the Authority and to the tenant and the Authority has to determine their rent is</p>

	<p>reasonable.</p> <p>Ms. Zimmerman questioned if we are now using the HUD addendum. Ms. Snyder stated that has been in effect for at least two years and is required on all leases.</p>
<p>Capital Improvement Plan</p>	<p>Ms. Mattern explained how the transition has occurred from the CIAP program to the Comp Grant and now to Capital Improvement Plan. She explained the various projects we have for the allocations of the monies.</p> <p>Ms. Kenepp commented we are going to do a lot of stuff.</p> <p>Ms. Zimmerman questioned if their input will go to the Board next week. Ms. Mattern stated it would. Ms. Zimmerman questioned how will they know that the Board decided to will they get any response. Ms. Mattern responded that everything will be attached and become part of the plan and then we will have to address how each comment was addressed by the board.</p>

**MIFFLIN COUNTY HOUSING AUTHORITY**

**ATTACHMENT TO ANNUAL PLAN FOR FY 2001**

***RESIDENT SERVICE AND SATISFACTION SURVEY***

***RESIDENT SURVEY FOLLOW-UP PLAN***

A Resident Survey Follow-up Plan detailing corrective actions to address problem areas identified by aggregate survey results for each section of the Resident Survey that received a score of 60% or below, as well as the two lowest between 60% and 90%, if all are above 60%.

The Survey Section Results for Fiscal Year 1999 are as follows:

<b><u>Survey Section</u></b>	<b><u>Score</u></b>	<b><u>Follow-up Plan Required</u></b>
Maintenance and Repair	94.1%	
Communications	78.0%	Required
Safety	62.2%	Required
Services	91.5%	
Neighborhood Appearance	79.7%	

**ACTIONS TO BE TAKEN IN THE NEXT FISCAL YEAR:**

The HUD survey form is very general and does not provide specific or detailed information needed to prepare an effective follow-up plan. In response to the Authority's score for FY 1999 and the required follow-up plan, the following actions were taken:

- Prepared detailed survey form which elaborates upon the HUD survey questions for each Section of the Resident Survey which requires a Follow-up plan. For example, concerns regarding safety did not identify a specific site or location. Information such as this is essential to developing and implementing an effective follow-up plan. It should be noted the Authority's survey form did not ask the resident to identify him or herself, but only asked the resident to identify the site or neighborhood in which he or she resided, his or her age, and how long they lived in the housing development. The survey forms were not coded in anyway to identify the respondent and all answers given remained private.

- Distributed Housing Authority Survey form to **all** residents.
- Residents returned survey forms by bringing them to the Authority's office or placing it in any of the rent collection boxes located throughout each of the Authority's developments.
- Reviewed and tabulated survey results to identify specific concerns, needs, and locations (by project site)
- Develop a plan for each section to address the needs and/or concerns identified by residents. If required, budget funds from the Authority's Operating Budget and/or Capital Fund program to address these needs.

**TARGET DATE OF COMPLETION:**

Target dates of completion will vary depending upon the nature of the problem area identified. Some areas such as communications may be promptly addressed by conducting more frequent resident meetings and distributing notices or newsletters to residents more often.

Issues requiring physical improvements may be incorporated in a Capital Fund Five Year Plan and may not be completed within the current fiscal year because of budgetary constraints.

**FUNDING SOURCE (IF REQUIRED) THAT WILL BE UTILIZED:**

Funds from the Authority's Operating Budget and Capital Fund Programs may be utilized, if required, to address any problems identified by the Resident Satisfaction Survey results. Depending upon the issue, resources from other agencies may be utilized - such as service oriented agencies within the Community may meet a particular need and as appropriate, referrals can be made.

***COMMUNICATIONS:***

Residents were asked if they needed additional information regarding maintenance and repairs, how to report damages or repairs, what is an "emergency" work item, how and when to report emergencies, do you know how to shut off water if there is a severe leak or the commode over flows until the repairman arrives, what to do if you think there is a gas leak, what to do if the smoke alarm or carbon monoxide detector is beeping, and if there were any other areas of maintenance related information needed.

Residents were asked if any additional information was needed about the rules of the lease, if yes they were asked to explain; if there is any part of the lease they do not understand, is additional information needed about meetings and events, if they read Tenant notices and the newsletter, how often they would

like to receive the newsletter, why they do not read the newsletter, what information they would like to see included in the newsletter, if they attended meetings to discuss plans for property improvements and betterments, if not, why. Did residents not attend because they didn't have transportation, child care, or a conflict with the time of the meeting. If the time was inconvenient, residents were asked to list a time that would be convenient.

Residents were questioned if they think Management is responsive to their questions and concerns. If no, what can management do better to respond to their questions or concerns. Further, residents were asked if management is courteous and professional. If a resident telephoned the office, was your call answered promptly and courteously by a staff member. If no, residents were asked to explain. If a resident visited the office, were they treated professionally and with courtesy, if the tenant reported changes, paid rent or completed a re-exam, were they treated courteously and professionally. If the tenant visited the office for a conference, were they treated with courtesy and respect. And, does the resident think Management is supportive of resident/tenants' organizations?

The Authority will provide additional information at the time of the lease signing interview and during the move-in inspection which is attended by the resident to address maintenance and work order related information.

Newsletters will be distributed on a monthly basis and times scheduled to meet with residents will vary.

These actions immediately began following receipt and tabulation of the survey results and will continue throughout the fiscal year.

***SAFETY:***

Residents were asked to respond to the following questions:

Do you feel safe in your home, building, parking area, if unsafe, list why. Residents were asked to give suggestions to improve safety in the home, building or parking areas. Residents were asked to identify any items contributing to crime in their development (i.e.: bad lighting, broken locks, vacant units, police not responding, residents don't care, resident screening, location). If bad lighting was checked, residents were asked to identify where the lighting is bad or where there are broken locks. Residents were asked if they knew what to do when the fire alarm bell rings, if Management takes action when someone in the development breaks the rules of the lease, if the resident notifies Management if they know of someone who is breaking the lease, if not, why? Residents were asked if they are aware of any crime prevention programs available for residents - like neighborhood watch, block watch, etc. If a neighborhood watch program was available would the tenant participate.

The survey results were used to identify specific areas where residents there is poor lighting, broken locks, and other safety concerns. The Authority's Comprehensive Grant Program and Capital Fund

Program include work items such as replacement of door locks on all apartments, installation of a new entry security system at Burgard Apartments, upgrade of the fire alarm system at Burgard Apartments, and improvement of sight lighting at Lawler Place and McCoy Manor. Funding has been allocated to complete these safety-related work items within the next two or three years.

In response to other safety concerns, representatives from the Mifflin County Regional Police Department scheduled two resident meetings to discuss safety related concerns. As a result of these safety meetings, a Neighborhood Crime Watch was formed among residents at Lawler Place and Burgard Apartments and continues to conduct monthly meetings.

***NEIGHBORHOOD APPEARANCE:***

Even though the Authority was required to prepare follow-up plans for Communications and Safety, residents were also asked to respond to questions regarding neighborhood appearance because this Section also scored between 60 and 90%. Residents were asked to indicate their satisfaction with the upkeep of specific areas within their development - common areas, exterior, interior, parking, recreation, etc. Residents were asked to identify any problems within the development - such as abandoned cars, broken glass, graffiti, noise, rodents and insects, trash/litter/ and vacant units. Residents were also asked to give suggestions to improve the appearance of their neighborhood.

The responses provided assisted the Authority by identifying any specific areas which require greater lease enforcement and for planning property betterments and work items to be included in the Authority's annual operating budget and modernization programs for Fiscal Year 2001.

**Annual Statement /  
Performance and Evaluation Report**  
Part I: Summary  
Capital Funds Program

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

OMB Approval No. 2577-0157 (Exp. 3/31/2002)

H A Name <b>HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN</b>	Capital Funds Grant Number	FFY of Grant Approval <b>2001</b>
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Original Annual Statement    
  Reserved for Disasters/Emergencies    
  Revised Annual Statement/Revision Number \_\_\_\_\_    
  Performance and Evaluation Report for Program Year Ending \_\_\_\_\_  
 Final Performance and Evaluation Report for Program Year Ending \_\_\_\_\_

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses(may not exceed 10% of line 20)	0.00			
3	1408 Management Improvements	61,000.00			
4	1410 Administration	41,000.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	20,000.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	40,397.00			
10	1460 Dwelling Structures	212,840.00			
11	1465.1 Dwelling Equipment-Nonexpendable	6,000.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	10,000.00			
14	1485 Demolition	20,000.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	0.00			
18	1498 Mod Used for Development	0.00			
19	1502 Contingency (may not exceed 8% of line 20)	0.00			
20	<b>Amount of Annual Grant (sums of lines 2-19)</b>	<b>411,237.00</b>			
21	Amount of line 20 Related to LBP Activities	0.00			
22	Amount of Line 20 Related to Section 504 Compliance	0.00			
23	Amount of Line 20 Related to Security	0.00			
24	Amount of Line 20 Related to Energy Conservation Measures	0.00			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement Signature of Executive Director and Date  X	(2) To be completed for the Performance and Evaluation Report Signature of Public Housing Director  X
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Previous edition is obsolete

form HUD-52837 (9/98)

**and Evaluation Report**

**Part II: Supporting Pages**

**Capital Funds Program**

**and Urban Development**

Office of Public and Indian Housing

Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA WIDE	<b>Management Improvements:</b>							
	Protective Services	1408		20,000.00				
	Computer Software (boardroom & interview room))	1408		2,500.00				
	Expand Internet access	1408		1,000.00				
	Software for Public Housing Inspections	1408		2,500.00				
	Scattered Site Property Surveys(\$1,000 per property)	1408		20,000.00				
	Agency Plan/Annual Update	1408		5,000.00				
	Policy Revisions	1408		5,000.00				
	Staff Training	1408		5,000.00				
	<b>Subtotal</b>			<b>61,000.00</b>				
	<b>Administration:</b>	1410		41,000.00				
	<b>Subtotal</b>			<b>41,000.00</b>				
	<b>Fees and Costs:</b>	1430		20,000.00				
	<b>Subtotal</b>			<b>20,000.00</b>				
	<b>Non Dwelling Equipment:</b>							
	Computers for Interview Room & Board Room	1475		5,000.00				
	Handheld Computer for Public Housing Inspections	1475		5,000.00				
	<b>Subtotal</b>			<b>10,000.00</b>				
	<b>TOTAL</b>			<b>132,000.00</b>				

1) To be completed for Performance and Evaluation Report or a Revised Annual Statement

2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office and Date

**Annual Statement/Performance and Evaluation Report**

**Part II: Supporting Pages**

**Capital Funds Program**

**U.S. Department of Housing and Urban Development**

Office of Public and Indian Housing

Mifflin County Housing Authority

Development	General Description of Major	Development	Estimated Cost	Total Actual Cost
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Number/Name	Work Categories	Account Number	Quantity	Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	Status of Proposed Work (2)
PHA Wide	Concrete Work	1450		7,500.00				
	Expansion of parking areas/re-paving of parking areas, clothes drying areas, roadways, etc.	1450		7,500.00				
	ADA Modification	1450		10,397.00				
	<b>Subtotal 1450</b>			<b>25,397.00</b>				
41-1	Roof Replacements	1460		157,800.00				
	Floor Repairs	1460		30,040.00				
	<b>Subtotal 1460</b>			<b>187,840.00</b>				
<b>TOTAL 41-1</b>				<b>213,237.00</b>				
41-2	Landscaping banks at McCoy Manor	1450		15,000.00				
	<b>Subtotal 1450</b>			<b>15,000.00</b>				
	Shower Surround installation @ Burgard Apartments	1460		15,000.00				
	Coleman House Brick work repair Phase III (50% or more of cost from DCA rental income)	1460		10,000.00				
	<b>Subtotal 1460</b>			<b>25,000.00</b>				
	Air Conditioner Replacement @ Burgard Apartments	1465	12	6,000.00				
<b>Subtotal 1465</b>				<b>6,000.00</b>				
<b>TOTAL 41-2</b>				<b>46,000.00</b>				
	Demolition of 136-138 Chestnut Street	1485		20,000.00				
<b>TOTAL Subtotal 1485</b>				<b>20,000.00</b>				
<b>GRAND TOTAL</b>				<b>279,237.00</b>				

1) To be completed for Performance and Evaluation Report or a Revised Annual Statement

2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director and Date

**Part III: Implementation Schedule**

Capital Funds Program

Development Number/Name	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reason for Revised Target Dates (2)
	H/A-Wide Activities	Original	Revised (1)	Actual (2)	Original	Revised (1)	
PHA Wide	06/30/2002			12/31/2003			
41-1	06/30/2002			12/31/2003			
41-2	06/30/2002			12/31/2003			
1) To be completed for Performance and Evaluation Report or a Revised Annual Statement Signature of Executive Director and Date (mm/dd/yyyy)				2) To be completed for the Performance and Evaluation Report. Signature of Public Housing Director and Date (mm/dd/yyyy)			

**Five-Year Action Plan**  
**Part I: Summary**  
**Capital Funds Program**

**U.S. Department of Housing  
and Urban Development**

Office of Public and Indian Housing

OMB Approval No. 2577-0157 (Exp. 3/31/2002)

H A Name:		Locality: (City/County & State)		Original	Revision No. _____
<b>Mifflin County Housing Authority</b>		<b>Lewistown/Mifflin/Pennsylvania</b>			
A. Development Number/Name	Work Statement for Year 1 FFY: __01__	Work Statement for Year 2 FFY: __02__	Work Statement for Year 3 FFY: __03__	Work Statement for Year 4 FFY: __04__	Work Statement for Year 5 FFY: __05__
<b>PHA Wide</b>		32,184.00	20,329.00	31,119.00	177,665.00
<b>41-1</b>		241,930.00	273,785.00	262,995.00	77,825.00
<b>41-2</b>	See	6,000.00	6,000.00	6,000.00	11,400.00
		0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00
	Annual	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00
	Statement	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00
<b>B. Physical Improvement Subtotal</b>		<b>280,114.00</b>	<b>300,114.00</b>	<b>300,114.00</b>	<b>266,890.00</b>
<b>C. Management Improvements</b>		60,000.00	42,500.00	50,000.00	50,000.00
<b>D. HA-Wide Nondwelling Structures &amp; Equipment</b>		10,000.00	7,500.00	0.00	33,224.00
<b>E. Administration</b>		41,123.00	41,123.00	41,123.00	41,123.00
<b>F. Other (Fees &amp; Costs)</b>		20,000.00	20,000.00	20,000.00	20,000.00
<b>G. Operations</b>		0.00	0.00	0.00	0.00
<b>H. Demolition</b>		0.00	0.00	0.00	0.00
<b>I. Replacement Reserve</b>		0.00	0.00	0.00	0.00
<b>J. Mod Used for Development</b>		0.00	0.00	0.00	0.00
<b>K. Total CFP Funds</b>		<b>411,237.00</b>	<b>411,237.00</b>	<b>411,237.00</b>	<b>411,237.00</b>
<b>L. Total Non-CFP Funds</b>					
<b>M. Grand Total</b>					
Signature of Executive Director:	Date:	Signature of Public Housing Director		Date:	

**DECONCENTRATION AND INCOME TARGETING POLICY  
FOR THE  
HOUSING AUTHORITY OF THE  
COUNTY OF MIFFLIN, PENNSYLVANIA**

**DECONCENTRATION AND INCOME TARGETING POLICY**  
*(of the Public Housing Admissions and Occupancy Policy)*

Sub-Title A, Section 513 of the **Quality Housing and Work Responsibility Act of 1998 (QHWRA)**, establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic Deconcentration of public housing developments and Income Targeting to assure that families in the “extremely low” income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. Under the deconcentration requirement, PHAs are to implement a program which provides that families with lowest incomes will be offered units in housing developments where family incomes are the highest and high-income families will be offered units in developments where family incomes are the lowest. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.

Therefore, the Mifflin County Housing Authority (PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:

A. Economic Deconcentration:

Admission and Occupancy policies are revised to include the PHA’s policy of promoting economic deconcentration of its housing developments by offering **low-income families, selected in accordance with applicable preferences and priorities, units in developments where family incomes are highest. Conversely, families with higher incomes will be offered units in developments with the lowest average family incomes.**

Implementation of this program will require our agency to: (1) determine and compare the relative tenant incomes of each development and the incomes of census tracts in which the developments are located, and (2) consider what policies, measures or incentives are necessary to bring high-income families into low-income developments (or into developments in low-income census tracts) and low-income families into high-income developments (or into developments in high-income census tracts).

In addition, an assessment of the average family income for each development is necessary. Families will be provided with an explanation of the policy during the application/screening process and/or the occupancy orientation sessions with opportunities to discuss the options available to the families. Families will be informed that should they choose not to accept the first unit offered under this system their refusal will not be cause to drop their name to the bottom of the waiting list.

Implementation may include the following efforts:

- Skipping families on the waiting list based on income;
- Establishing preferences for working families;
- Establish preferences for families in job training programs;
- Establish preferences for families in education or training programs;
- Marketing campaign geared towards targeting income groups for specific developments;
- Additional supportive services;
- Additional amenities for all units;
- Ceiling rents; (mandatory)
- Flat rents for selected developments;
- Revised transfer policies; and
- Mass Media.

B. Income Targeting

As public housing dwelling units become available for occupancy, responsible PHA employees will offer units to applicants on the waiting list. **In accordance with the Quality Housing and Work Responsibility Act of 1998, the PHA encourages occupancy of its developments by a broad range of families with incomes up to eighty percent (80%) of the median income for the jurisdiction in which the PHA operates. At a minimum, 40% of all new admissions to public housing on an annual basis will be families with incomes at or below thirty percent (30%) (extremely low-income) of the area median income.** The offer of assistance will be made without discrimination because of race, color, religion, sex, national origin, age, handicap or familial status.

The PHA may employ a system of income ranges in order to maintain a public housing resident body composed of families with a range of incomes and rent paying abilities representative of the range of incomes among low-income families in the PHA's area of operation, and will take into account the average rent that should be received to maintain financial solvency. The selection procedures are designed so that selection of new public housing residents will bring the actual distribution of rents closer to the projected distribution of rents.

**In order to implement the income targeting program, the following policy is**

**adopted:**

- **The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the low-income category alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).**
- **After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.**
- **To the maximum extent possible, the offers will also be made to effect the PHA's policy of economic deconcentration.**
- For the initial year of implementation, a pro-rated percentage of the new admissions will be calculated from April 1, 1999 through the end of the fiscal year. Following the initial implementation period, the forty percent (40%) requirement will be calculated based on new admissions for the fiscal year.
- **The PHA reserves the option, at any time, to reduce the targeting requirement for public housing by no more than ten percent (10%), if it increases the target figure for its Section 8 program from the required level of seventy-five percent (75%) of annual new admissions to no more than eighty-five percent (85%) of its annual new admissions. (Optional for PHAs with both Section 8 and Public Housing programs.)**