

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2001

JEFFERSON COUNTY HOUSING AUTHORITY
201 NORTH JEFFERSON STREET
PUNXSUTAWNEY, PA. 15767
(814) 938-7140

**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: Jefferson County Housing Authority

PHA Number: PA-61

PHA Fiscal Year Beginning: 04/2001

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
201 North Jefferson Street, Punxsutawney, Pa. 15767 - (814) 938-7140*
- 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
201 North Jefferson Street, Punxsutawney, Pa. 15767 – (814) 938-7140*
- 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
201 North Jefferson Street, Punxsutawney, Pa. 15767 – (814) 938-7140*
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2001 – 2005
[24 CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- X The PHA's mission is: (state mission here)
The Jefferson County Housing Authority is committed to building and maintaining affordable housing for the citizens in our community. We seek to create safe neighborhoods by partnering with individuals and organizations to provide housing, education and employment opportunities for families of modest means to become self-sufficient and improve their quality of life. We shall serve clients and all citizens with the highest level of professionalism, compassion and respect.

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.

- X PHA Goal: Expand the supply of assisted housing
Objectives:
- X *Apply for additional rental vouchers: Apply for 50 additional vouchers over 5 year period.*
- X *Reduce public housing vacancies: Reduce vacancies by additional 2% yearly or 10% over 5 years.*
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Other (list below)
- X PHA Goal: Improve the quality of assisted housing

Objectives:

- X *Improve public housing management: (PHAS score) Score is currently 87, 5 year goal is to achieve a high performer score of 90 and remain at this consistently high level.*
- Improve voucher management: (SEMAP score)
- X *Increase customer satisfaction: By increasing preventative and routine maintenance overall livability will be positively impacted.*
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- X *Renovate or modernize public housing units: In accordance with approved modernization plan.*
- X *Demolish or dispose of obsolete public housing: The PHA will explore the feasibility and advisability of demolishing approx. 8 units in Reynoldsville.*
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

X PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- X *Conduct outreach efforts to potential voucher landlords. The PHA will continue to conduct at least annually meetings with potential landlords.*
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- X *Implement public housing site-based waiting lists: The PHA will continue to use 3 municipal waiting lists: Reynoldsville, Sykesville, and Punxsutawney.*
- Convert public housing to vouchers:
- X *Other: (list below)*
The Housing Authority intends to investigate the feasibility of purchasing/managing a small elder care, assisted living facility for the frail elderly. Public housing funds are not expected to be used for this activity. Funding will be applied for through Rural Development.

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

X PHA Goal: Provide an improved living environment

Objectives:

- X *Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: The PHA has recently adopted a new economic deconcentration policy.*
- X *Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income*

developments: Income mixing will be achieved through implementing newly adopted economic deconcentration policy.

- X *Implement public housing security improvements: The PHA Ex. Director will meet regularly with the Chief's of Police from the 3 communities to assess and discuss security needs and actions.*
- 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

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

Objectives:

- X *Increase the number and percentage of employed persons in assisted families: The PHA plans to increase the number of employed persons by 10% yearly within a 50 person universe.*
- X *Attract supportive services to improve assistance recipients' employability: The Housing Authority's representative regularly participates in scheduled interagency social service meeting at which the full array of employment services are discussed. Under the Workforce Investment Act the Housing Authority is a partner with Team Pennsylvania Career Link. Conventional, new or innovative approaches to increase resident employment opportunities will be identified and disseminated to our residents The Housing Authority continues to provide hands on employment/training through their Step-Up program to public housing and Section 8 participants.*
- 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

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

Objectives:

- X *Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: The PHA conducts regular monthly meeting with the entire staff to ensure sensitivity to all Equal Opportunity goals and objectives. Minutes of these meeting are kept and available in the PHA main offices. To date the Housing Authority had only one case submitted to the Pennsylvania Human Relation Commission of unlawful discrimination This case has been dismissed because the facts of the case did not*

establish that probable cause existed to credit the allegation of unlawful discrimination. Current census data estimates a total countywide minority population of approx. 225 person or approx. .04 % .

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 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. 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.

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Annual Plan Type	
ii. Table of Contents	5
1. Housing Needs	9
2. Financial Resources	14
3. Policies on Eligibility, Selection and Admissions	16
4. Rent Determination Policies	25
5. Operations and Management Policies	29
6. Grievance Procedures	31
7. Capital Improvement Needs	32
8. Demolition and Disposition	41
9. Designation of Housing	42
10. Conversions of Public Housing	43
11. Homeownership	44
12. Community Service Programs	46
13. Crime and Safety	49
14. Pets (Inactive for January 1 PHAs)	51
15. Civil Rights Certifications (included with PHA Plan Certifications)	51
16. Audit	51

17. Asset Management	51
18. Other Information	52

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:

- X (A) *Admissions Policy for Deconcentration*
- X *FY 2001 Capital Fund Program Annual Statement (see component # 7)*
- X (B) *Pet Policy*
- X (C) *Implementation of Public Housing Resident Community Service*
- X (D) *PHA 5 year Plan Progress Report*
- X (E) *Resident Member of the PHA Governing Board*
- X (F) *Member of the Resident Advisory Board*
- X (G) *Substantial Deviation and Significant Amendment or Modification Definition*
- X (H) *Minutes of Advisory Board Meeting*
- X (I) *Minutes of Public Meeting*

Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- X *PHA Management Organizational Chart (see Attachment J)*
- X *FY 2001 Capital Fund Program 5 Year Action Plan (see component # 7)*
- Public Housing Drug Elimination Program (PHDEP) Plan
- X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) *(see Attachments H & I)*
- X Other (List below, providing each attachment name)
REAC Customer Service and Satisfaction Survey – Safety Follow Up Plan (see Attachment K)

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.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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.	
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 type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures	Annual Plan: Grievance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input type="checkbox"/> check here if included in Section 8 Administrative Plan	Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	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
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Full Pet Policy	Administration of Policy
X	Implementation of Public Housing Resident Community Service Requirement	Administration of Policy

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

f

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	68	4	4	4	1	1	1
Income >30% but <=50% of AMI	64	3	3	3	1	1	1
Income >50% but <80% of AMI	70	2	2	2	1	1	1
Elderly	143	2	2	2	2	1	1
Families with Disabilities	104	N/A					
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

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

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	18		
Extremely low income <=30% AMI	10	56%	
Very low income (>30% but <=50% AMI)	7	39%	
Low income (>50% but <80% AMI)	1	5%	
Families with children	8	45%	
Elderly families	2	11%	
Families with Disabilities	3	17%	
Race/ethnicity	18 white	100%	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	7	39%	
2 BR	10	56%	
3 BR	0	0 %	
4 BR	1	5%	
5 BR			

Housing Needs of Families on the Waiting List			
5+ BR			
Is the waiting list closed (select one)? X 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.*
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

- Apply for additional section 8 units when 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.
- X Other: (list below)
The Housing Authority has created a nonprofit Corporation (Jefferson County Nonprofit Housing Corporation) to investigate the feasibility of purchasing/managing a small elder care assisted living facility for the frail elderly.

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
- X *Adopt rent policies to support and encourage work, by giving a 20% exclusion On earned gross income.*
- 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
- X *Adopt rent policies to support and encourage work by giving a 20% exclusion of earned gross income.*
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- X *Affirmatively market to local non-profit agencies that assist families with disabilities*
- Other: (list below)
- X *The Housing Authority does accommodate special needs requests from their residents on an individual basis.*

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- X *Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units*
- X *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:

- X *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
- X *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
- X *Results of consultation with local or state government*
- X *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.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)	1,793,036	Public Housing and Section 8 operations and capital improvements
a) Public Housing Operating Fund	434,220	
b) Public Housing Capital Fund	465,100	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	893,716	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
Farmers Home Admin. R.E.C.D.S. (management fee paid to PHA)	16,310	Assisted housing operations
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Public Housing Reserves	530,805	Public Housing operations
Section 8 Reserves	532,936	Section 8 tenant based assistance
3. Public Housing Dwelling Rental Income	498,078	
4. Other income (list below)		
Public Housing Investments	30,234	Public Housing operations
Section 8 Investments	21,176	Section 8 tenant based assistance
4. Non-federal sources (list below)	0	
Total resources	3,422,575	Public Housing, Section 8 and assisted housing operations and capital improvements

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)

X Other: (describe)

Eligibility is verified at the time the application is received. Only eligible applicants are placed on the waiting list.

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

X *Criminal or Drug-related activity*

X *Rental history*

X *Housekeeping*

Other (describe)

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

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

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

The PHA has a contract with the National Tenant Network/Landlord Control to act on their behalf to undertake the criminal record screening to determine if the applicant has a criminal record.

(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

X *Sub-jurisdictional lists - 3 by municipality, Punxsutawney, Sykesville, and Reynoldsville, Pa.*

Site-based waiting lists

Other (describe)

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

X *PHA main administrative office*

201 North Jefferson Street, Punxsutawney, Pa. 15767 – (814) 938-7140

PHA development site management office

Other (list below)

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

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

Three (3) Municipal based waiting list will be used.

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. X Yes No: May families be on more than one list simultaneously?

If yes, how many lists? *As many as they choose.*

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

XPHA 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)

X One

Two

Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

Emergencies

Overhoused

Underhoused

Medical justification

Administrative reasons determined by the PHA (e.g., to permit modernization work)

Resident choice: (state circumstances below)

Other: (list below)

c. Preferences

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

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

Former Federal preferences:

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

Victims of domestic violence

Substandard housing

Homelessness

High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

Working families and those unable to work because of age or disability

Veterans and veterans' families

Residents who live and/or work in the jurisdiction

Those enrolled currently in educational, training, or upward mobility programs

Households that contribute to meeting income goals (broad range of incomes)

Households that contribute to meeting income requirements (targeting)

Those previously enrolled in educational, training, or upward mobility programs

Victims of reprisals or hate crimes

Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second

priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- X *The PHA-resident lease*
- X *The PHA’s Admissions and (Continued) Occupancy policy*
- X *PHA briefing seminars or written materials, and Resident’s handbook.*
- Other source (list)

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

- X *At an annual reexamination and lease renewal*
 - X *Any time family composition changes*
 - X *At family request for revision*
- In the 3 above cases the resident(s) must notify the PHA within 10 days of the occurrence or change.*
- Other (list)

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

- X Other (list below)
Newly adopted Economic Deconcentration Policy.

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
X List (any applicable) developments below:
PA 61-15 Cares Terrace, Reynoldsville
PA 61-4, Breezeway Terrace, Reynoldsville

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
X List (any applicable) developments below:
PA 61-2 Beyer Avenue, Punxsutawney
PA 61-7 Forestview Terrace, Reynoldsville

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)

- X *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 X No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

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

d. Yes X No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
The PHA has a contract with the National Tenant Network/Landlord Control to act on their behalf to undertake the criminal record screening to determine if the applicant has a criminal record.

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

- Criminal or drug-related activity
X Other (describe below)
The landlord is given the prospective tenant's previous address and authorization to contact and determine previous tenancy.

(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)

- X *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)

- X *PHA main administrative office*
 Other (list below)

(3) Search Time

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

If yes, state circumstances below:

The Housing Authority reviews the documented circumstances/situation presented by the applicant.

(4) Admissions Preferences

- a. Income targeting

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs

- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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)

The PHA does not have a special purpose Section 8 program.

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

- Through published notices
- Other (list below)

Not applicable, the PHA does not have a special purpose Section 8 program.

4. PHA Rent Determination Policies

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

Waiver of the minimum rent in PHA approved hardship cases (documentation must be available).

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

When the flat rent is less than 30% of adjusted income, the tenant has the option of choosing the rent structure.

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

20% exclusion of earned gross income

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)

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

- Market comparability study
- Fair market rents (FMR)
- 95th 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
- X *Any time the family experiences an income increase. The family is required to report the increase within 10 days of the occurrence.*
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

g. Yes X 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.)

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

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 (see comment at "c" below)
- Above 100% but at or below 110% of FMR (see comment at "c" below)
- 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)

- 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)
The PHA sets rents for 0, 1 and 2 bedroom units at 110% of FMRs. All other bedroom sizes are set at 100% of FMRs.

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)

The PHA regularly examines the private market and its effect on the Section 8 program.

(2) Minimum Rent

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

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

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

Waiver of minimum rent in PHA approved hardship cases.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows: *The Authority is generally divided among four areas; public housing management, public housing maintenance, Section 8, and Accounting. These four divisions report directly to the Executive Director who is responsible to the appointed Board of Directors.*

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	287	75
Section 8 Vouchers	196	35
Section 8 Certificates	67	10
Section 8 Mod Rehab		
Special Purpose Section		

8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
USDA Farmers Home Administration - Privately owned elderly development. PHA manages.	40	10

C. Management and Maintenance Policies

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

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

The Maintenance Branch is directed by a Superintendent and is responsible for the supervision of employees in receiving and completing work orders, annual inspections of the units, lawn care, snow removal and preventive maintenance functions. All rules, standards and policies are maintained in the PHA's main office, with specific instructions at the maintenance office.

Pest control is performed by a contractor, who inspects each development once a month and sprays or fumigates as necessary.

(2) Section 8 Management: (list below)

The Section 8 Division follows their Section 8 Administrative Plan in the management of the program.

The Housing Quality standards is applied to all housing inspections conducted annually and as requested.

An intensive briefing is conducted with applicants informing them of: HUD directives and regulations, Landlord/tenant responsibilities, Program Policies, Program participants/ Landlord requirements, Program information materials.

Housing Authority conducts annual meetings with landlords to inform them of the Section 8 Program and seek their comments on the program.

6. PHA Grievance Procedures

[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 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant FYE 2001

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	\$89,730
4	1410 Administration	\$44,870

5	1411	Audit	
6	1415	Liquidated Damages	
7	1430	Fees and Costs	\$25,000
8	1440	Site Acquisition	
9	1450	Site Improvement	\$ 90,000
10	1460	Dwelling Structures	\$53,000
11	1465.1	Dwelling Equipment-Nonexpendable	\$27,000
12	1470	Nondwelling Structures	\$135,500
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	Amount of Annual Grant (Sum of lines 2-19)		\$465,100
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
PA 61-1 Jefferson Highrise	Replace Building lights	1460	\$3,000
PA 61-2 Beyer Ave. Terrace	Extend maintenance building so space can Be used as a community room,	1470	\$100,000
	Renovate existing garage to accommodate maintenance building	1470	\$35,500

	Replace Ranges	1465	\$12,000
Pa 61-3 Sunrise Terrace	Install Ceiling Fans	1460	\$25,000
	Landscapping	1450	\$20,000
PA 61-5 Cascade Village	Concrete & Stoop replacement	1450	\$ 70,000
	Install Ceiling Fans	1460	\$ 25,000
PA 61-8 Skyview Terrace	Replace Ranges & Refrigerators	1465	\$ 15,000
PHA-WIDE MANAGEMENT IMPROVEMENT	Continue Step-Up Program Provide Resident Training Provide professional Staff training Upgrade computer system Develop marketing strategies Resident screening & selection	1408	\$89,730
PHA-Wide Administrative Improvement	Administrative salaries. and related employee benefits.	1410	\$44,870
PHA-Wide Fees and costs	Architectural and engineering services.	1430	\$25,000

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)
PA 61-1 Jefferson Highrise	9-2003	9-2004
PA 61-2 Beyer Ave.Terrace	9-2003	9-2004
PA 61-3 Sunrise Terrace	9-2003	9-2004
PA 61-5 Cascade Village	9-2003	9-2004
PA 61-8 Skyview Terrace	9-2003	9-2004

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

b. If yes to question a, select one:

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

-or-

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA 61-1	Jefferson Street HI-Rise			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Concrete replacement			15,000	2002
Upgrade fire alarm system			22,000	2005
Upgrade help call system			33,000	2005
Replace rubber roof			65,000	2005
Replace hall floor tile (6 floors) and carpet 1st floor			90,000	
Total estimated cost over next 5 years			\$225,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA 61-2	Beyer Avenue Terrace			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace refrigerators			18,000	2002
Concrete replacement			55,000	2004
Total estimated cost over next 5 years			\$73,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA 61-3	Sunrise Terrace			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Concrete and stoop replacement			75,000	2003
Carpet replacement			63,000	2003
Total estimated cost over next 5 years			\$138,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA 61-4	Breezeway Terrace			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace all underground electrical service			\$115,000	2002
Concrete sidewalk replacement			90,000	2002
Replace patio doors			45,000	2004
Total estimated cost over next 5 years			\$250,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA 61-5	Cascade Village			
Description of Needed Physical Improve or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Carpet Replacement			69,000	2003
Total estimated cost over next 5 years			\$69,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA 61-7	Forestview Terrace			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace all interior doors			\$30,000	2002
Construct Porches			70,000	2003
Concrete replacement			40,000	2003
Replace windows			60,000	2004
Replace entrance doors			18,000	2004

Replace storm doors	10,000	2004
Total estimated cost over next 5 years	\$228,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA 61-8	Skyview Terrace		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace siding on buildings		80,000	2002
Replace siding on garage		10,000	2002
Concrete replacement		40,000	2003
Carpet Replacement		35,000	2003
Replace entrance doors		12,000	2004
Replace storm doors		7,000	2004
Replace windows		55,000	2004
Total estimated cost over next 5 years		\$239,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PHA-Wide Management improvement			
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Provide tenant training programs		\$ 5,000	2002 to 2005
Provide professional staff training programs		\$ 5,000	
Upgrade computer system		\$10,000	
Resident selection		\$10,000	
Develop marketing strategies		\$20,000	
Establish Step-up Program (3 participants)		\$39,731	

Total estimated cost over next 5 years	\$358,924	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PHA Wide Administrative			
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Administrative Salaries and benefits		\$ 44,877	2002 to 2005
A & E Services		25,000	2002 to 2005
Total estimated cost over next 5 years		\$ 279,508	

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

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

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

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

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

Designation of Public Housing Activity Description	
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 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

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

Conversion Plan in development

Conversion Plan submitted to HUD on: (DD/MM/YYYY)

Conversion Plan approved by HUD on: (DD/MM/YYYY)

Activities pursuant to HUD-approved Conversion Plan underway

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

Units addressed in a pending or approved demolition application (date submitted or approved: _____)

Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)

Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

The Housing Authority will continue to utilize available educational and economic self-sufficiency programs for the tenants benefit to the extent possible. The Authority will also pursue various possibilities for including private resources, including banks and other lending institutions in developing strategies for home-ownership opportunities for interested tenants. Also, other public resources will be pursued in an effort to assist those tenants that achieve economic self-sufficiency in realizing home ownership.

A. Public Housing

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

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as

implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

Yes No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

(Explanation: The 1997 Personal Responsibility and Work Opportunity Reconciliation Act replaced Aid to Families with Dependent Children with new Temporary Assistance for Needy Families (TANF). TANF financial assistance is Provided by the PA Dept. of Public Welfare).

1. Cooperative agreements:

X Yes No *The Housing Authority has entered into a Memorandum Of Understanding with The TANF Agency to share information and/or target supportive services.*

If yes, what was the date that agreement was signed? *10-12-99*

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting	Access (development office / PHA main office /	Eligibility (public housing or section 8

		list/random selection/specific criteria/other)	other provider name)	participants or both)
Jefferson County Housing Authority's Step-up Program	4	application-	PHA main office	both
Jefferson County New Choices	Varies	Self directed	New Choice Office	All residents
North Central PA Workforce Investment Board	Varies			
Team PA-PA Employment Office	Varies	Self directed	Career Link Office	All residents
Community Action Inc.	Varies	Self directed	Comm. Action Office	Both
Area Transportation Authority	Varies	Self directed	ATA Office	Both
Green Thumb Inc.	Varies	Age & income	Green Thumb Office	Both

(2) Family Self Sufficiency program/s

a. Participation Description

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

b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

The PHA does not have an FSS program. The proper waiver request has been submitted to HUD.

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

X Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies

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

D. Implementation of Public Housing Resident Community Service Requirement.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

- X *Safety and security survey of residents conducted and completed 6-16-2000.*
- X *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
- X *Resident reports*
- X *PHA employee reports*
- X *Police reports*
- X Other (describe below)

REAC Customers Satisfaction Survey

2. Which developments are most affected? (list below)
PA 61-2, Beyer Avenue Terrace, Punxsutawney, Pa.
PA 61-4, Breezeway Terrace, Reynoldsville, Pa.

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

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

- Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
- X Crime Prevention Through Environmental Design- *The Executive Director has Attended training on Conducting Safety & Security Assessment and Inspecting Physical and Environmental Security conducted by the Virginia Crime Prevention Association , Community Safety and Conservation Division of the U. S. Department of Housing and Urban Development.*
- 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)
All crime prevention and/or environmental design activities will apply to all Of our developments. The Housing Authority has established a visual lighting Inspection procedure to be conducted at all developments.

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- X *Police provide crime data to housing authority staff for analysis and action*
- Police regularly testify in and otherwise support eviction cases
- X *Police 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)
All crime prevention measures and activities will be applied to all family and Elderly sites.

D. Additional information as required by PHDEP/PHDEP Plan

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

Yes X No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

Yes X No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

Yes X No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. PET POLICY

(24 CFR Part 903.7 9 (n))

(See Attachment # B)

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. X 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. X Yes No: Was the most recent fiscal audit submitted to HUD?

3. Yes X No: Were there any findings as the result of that audit?

4. Yes No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? _____

5. Yes No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable*
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at Attachment (File name) (See Attachment # H, Minutes of Advisory Council)
 - 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. X Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
The Housing Authority notified all public housing and Section 8 residents, by letter, of the QWHRA Act requirement and asked for their participation in becoming a member of the Board of Directors or serving on the Resident Advisory Council.(see Attachment "E")
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

- b. Eligible candidates: (select one)
- Any recipient of PHA assistance
 - Any head of household receiving PHA assistance
 - Any adult recipient of PHA assistance
 - Any adult member of a resident or assisted family organization
 - Other (list)

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

C. Statement of Consistency with the Consolidated Plan

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

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

- X *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.
- X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

A. The PHA is proposing to build an addition on the end of one of the buildings at Cascade Village to be used exclusively for the disabled. These units will be designed and constructed to allow full accessibility and visitability by person with disabilities. By adding an additional 2 handicapped units, (1) two bedroom unit and (1) three bedroom unit, the PHA anticipates serving larger families having a person(s) with a disability(s). The Housing Authority has estimated the cost of this activity to be \$253,000. The conversion/construction will not only provide large family handicapped units but also converts a less marketable 1 bedroom unit to more marketable larger units.

B. For the past several years the Housing Authority has been working with the Team Pennsylvania Career Link, and the North Central PA Work Force Investment Board for education and assistance to tenants who are interested in pursuing employment or homeownership opportunities. In addition the PHA has a continuing relationship with Community Action Inc. a non profit organization that provides training on basic rental and ownership responsibilities such as parenting, budgeting, housekeeping, and other upward mobility skills. The Authority will continue working with these and other organizations in 2001 in an effort to increase homeownership possibilities.

C. As part of the PHA's Community Service program, the PHA will refer our residents to Volunteer work opportunities and self-sufficiency training programs to enable them to met the Community Service Requirements.

D. The Jefferson County Housing Authority, had applied for an additional 40 Section 8 units but received approval for only 14 units. The PHA currently has a combined total of 263 Section 8 vouchers and certificates. The 14 approved Housing Choice Voucher represent a 5% increase in the number of Section 8 units available to residents of Jefferson County.

E. The collaborative efforts of the PHA in its continued relationship with the Brockway Council for Human Dignity to manage Toby Terrace and the working relationship with Community Action Inc. that provides basic rental and ownership responsibilities such as parenting, budgeting, housekeeping, and other upward mobility skills to interested residents are examples of the PHA commitment to deal with other housing providers.

F. On August 10, 1999 the Jefferson County Housing Authority officially adopted a resolution implementing a Deconcentration of Poverty Policy. The objective of this policy is the economic deconcentration, through income mixing, of public housing developments in Jefferson County. Through this effort the PHA to meet the income targeting and income mixing requirements of the Quality Housing and Work Responsibility Act of 1998.

G. The Board of Director of the Jefferson County Housing Authority in their efforts to expand housing opportunities has creating a nonprofit corporation, Jefferson County Nonprofit Housing Corporation, to investigate the feasibility of additional housing programs.

Other: (list below)

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

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

- 1. Rehabilitation of the existing public housing stock in a manner that is sensitive to the needs for accessibility to and visitability by persons with disabilities.*
- 2. Conversion of underutilized and less marketable public housing units into unit configurations that are more marketable*
- 3. Homeownership incentives for public housing residents.*
- 4. Resident initiatives, especially those aimed at promoting the economic self sufficiency of public housing residents.*
- 5. Request for additional Section 8 vouchers from HUD.*

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

D. Other Information Required by HUD

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

ATTACHMENT A

ADMISSIONS POLICY FOR DECONCENTRATION

JEFFERSON COUNTY HOUSING AUTHORITY POLICY FOR
DECONCENTRATION OF LOWER INCOME FAMILIES IN AUTHORITY OWNED
PUBLIC HOUSING

ECONOMIC DECONCENTRATION OF VERY LOW INCOME FAMILIES AND
INCOME MIXING IN PUBLIC HOUSING.

A. Background and overview of HUD Policy Objectives.

The Quality Housing and Work Responsibility Act (QHWRA) became law in October 1998. Many of the provisions of this Act are revisions to the United States Housing Act of 1937 (USHA) which has guided public housing policy for over 60 years.

One of the purposes of the QHWRA is to facilitate mixed income communities and decrease the concentration of poverty in public housing. Section 513 of the QHWRA established, among other things, “annual requirements for admitting families with incomes below 30% of area median income, and related income targeting requirements.

In as much as the concentration of low income families is now prohibited in public housing, PHA’s must submit with their newly required Public Housing Agency Annual Plans an Admission Policy designed to provide for deconcentration of poverty and income mixing by bringing higher income tenants into lower income public housing projects and bring lower income tenants into higher income public housing projects.

To further this objective the following rule has been established:

With respect to income targeting, the general rule is that in each fiscal year, at least 40% of families admitted to public housing by a PHA must have incomes that do not exceed 30% of area median. The “fungibility” provisions allow a PHA to admit less than 40% of families with incomes below 30% of median (very poor families) in a fiscal year, to the extent the PHA has provided more than 75% of newly available (Section 8) vouchers and certificates (including those resulting from turnover) to very poor families. HUD has also imposed 3 limitations on the use of fungibility.

PHAs are permitted to consider a number of approaches in designing an Admission Policy to achieve the goals of deconcentration and income mixing, included are the use of skipping over certain families on the waiting lists based on incomes; the establishment of certain preferences such as worker preferences; appropriate affirmative marketing efforts; additional applicant consultation and information; provision of additional supportive services and amenities; and rent incentives authorized by the QHWRA. Site based waiting lists may also be used as an integral part of the Admissions Policy to promote deconcentration.

To implement these new requirements, which is applicable to public housing, PHA's must:

1. Determine and compare the relative tenant incomes of each development, as well as the household incomes of census tracts in which the developments are located; and
 2. Consider what Admission Policy measures or incentives, if any, will be needed to bring higher income families into lower income developments (of if appropriate to achieve deconcentration of poverty, into developments in lower income census tracts). PHA policies must devote appropriate attention to both of these goals. PHA policies must affirmatively further fair housing.
- B. The Jefferson County Housing Authority operates under an Admission and Occupancy Policy approved by the Authority Board of Directors on August 10, 1999. This Policy was adopted to provide for economic deconcentration and income mixing. Admission to public housing will include at least 40% of eligible applicants having incomes which does not exceed 30% of median income of the area. (Subject to "fungibility" provisions cited above).

The Housing Authority will strive for economic deconcentration and income mixing in all of its communities by doing the following:

1. The Authority will skip over a lower income applicant on the waiting list to a higher income applicant if the higher income applicant is needed to deconcentrate a lower income development. The reverse will also apply. The Housing Authority will skip over a higher income applicant if a lower income applicant is needed to deconcentrate a higher income community.
3. The Housing Authority will employ positive and affirmative advertising methods in local newspapers.
4. Applicants who are interested will be supplied with appropriate information regarding income and areas that may be available because of deconcentration efforts.
5. Currently, the Housing Authority has targeted the four (4) development with the highest average income; and the four (4) development with the lowest average income for economic deconcentration efforts. The development of:

PA 61-15, Cares Terrace, Reynoldsville, Pa.
PA 61-4, Breezeway Terrace, Reynoldsville, Pa.
PA 61-7, Forestview Terrace, Reynoldsville, Pa.
PA 61-3, Sunrise Terrace, Reynoldsville, Pa.

Have the lowest average income tenants and are targeted for 4 higher income applicants.

- PA 61-8, Skyview Terrace, Reynoldsville, Pa.
- PA 61-1, Jefferson Street Hi-Rise, Punxsutawney, Pa.
- PA 61-5, Cascade Village, Sykesville, Pa.
- PA 61-2, Beyer Avenue Terrace, Punxsutawney, Pa.

Have high average tenant incomes and are targeted for lower income applicants.

- C. Below is an analysis of the average income of the families residing in the public housing developments managed by the Jefferson County Housing Authority which were compared to the median income of the households in the census tracts in which the public housing developments are located.

The following list indicates the average tenant incomes for the development targeted for economic deconcentration:

Highest Average Income Developments:

PA 61-8, Skyview Terrace,	\$10,227.00
PA 61-1, Jefferson St. Hi-Rise	\$ 9,124.00
PA 61-5, Cascade Village	\$ 8,415.00
PA 61-2, Beyer Ave. Terrace	\$ 7,635.00

Lowest Average Income Development

PA 61-15, Cares Terrace	\$ 5,782.00
PA 61-4, Breezeway Terrace	\$ 6,494.00
PA 61-7, Forestview Terrace	\$ 6,871.00
PA 61-3, Sunrise Terrace	\$ 6,903.00

ATTACHMENT B

PET POLICY

Section 526 of the Quality Housing and Work Responsibility act of 1998 added new Section 31 Captioned Pet Ownership in Public Housing to the United States Housing Act of 1937.

To this end the Housing Authority has adopted a Pet Policy and Rules for all residents of the Jefferson County Housing Authority.

Upon request by resident for pet ownership, resident will receive a copy of the Pet Policy and Rules and related pet information and forms. Prior to admission, all pet owners must register with management before permission is granted by completing a Pet Registration form and Pet Responsibility form.

The Housing Authority will review all of this information to determine approval. The pet owner will be briefed on the Pet Rules and must pay the required pet deposit and sign the Addendum to Lease Agreement.

Once each year at residents annual recertification process, all pet information must be updated with current information.

If the Housing Authority determines on the basis of objective facts, supported by written statements, the resident has violated a rule governing the keeping of pets, the Housing Authority will serve a notice to the resident of pet rule violation.

If resident has failed to correct the pet rule violation, the Housing Authority may serve notice to the resident requiring the resident to remove the pet.

ATTACHMENT C

IMPLEMENTATION OF PUBLIC HOUSING RESIDENT COMMUNITY SERVICE REQUIREMENT

It is the policy of the Jefferson County Housing Authority that all residents not identified as being exempt are required as a condition of their continued occupancy in public housing managed by the Authority , to perform 8 hours of community service and/or participate in 8 hours of a self-sufficiency program per month.

Definition of community service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

Ninety days before a resident's recertification process the resident will receive a written description of the community service requirement and the process for claiming exempt status, and for Housing Authority verification of such status.

The Housing Authority will notify each family of their determination regarding family members who are subject to the Community service requirements and who are exempt.

The Housing Authority will provide a list of agencies who will assist them in complying with this requirement.

Residents will be given a time sheet for their documentation of compliance and must provide signature by such agency that the family member has performed such stated activities.

This documentation will be reviewed 30 days before the end of the 12 month lease term.

If a family member is determined to be in non-compliance, they will be notified that the Housing Authority will not renew the lease or they may enter into a written agreement to cure such non-compliance, or they may request a grievance hearing.

ATTACHMENT D

PHA 5 YEAR PLAN PROGRESS REPORT

JEFFERSON COUNTY HOUSING AUTHORITY 2000 ACCOMPLISHMENTS

1. Community Service: During the 2000 Program Year the Authority refined its initial plans to provide 8 hours monthly work or self sufficiency opportunities. The PHA has partnered with the PA Dept. of Welfare and now participates in the Commonwealth's "Career Link" employment program. Through this joint effort, non-exempt public housing residents will have the option of providing community service or participating in a structured employment training course including counseling, pre-employment training, personal and hygiene tips, resume writing, basic computer skills and others. The Authority also decided to concentrate its efforts in placing non-exempt tenants with outside agencies, rather than employing tenants at the Housing Authority.
2. As stated in the Authority's Five-Year Plan, 40 Section 8 Vouchers were requested from HUD this past year. HUD approved 14 from this request.
3. Capital Fund Progress: The Authority is on target in meeting its planned public housing improvements. Release of funds request has been submitted to the HUD office. All programmed activities are on schedule with commitment and expenditure projected as planned.
4. Since the submission of the 2000 Plan the Authority's PHAS score as reported by HUD has increased from 87 to 89.6. The Authority's goal remains at 90%.
5. The Authority adopted a revised Pet Policy based on the recent HUD Rule, that permits pets in all developments.
6. As also was projected in the 2000 Plan, the Housing Authority has taken certain action to improve security at our developments. We have conducted a security survey of Housing Authority tenants. The Authority is now programming the results of this survey into our next Capital Fund Plan.

ATTACHMENT E

RESIDENT MEMBER OF THE PHA GOVERNING BOARD

The Housing Authority notified all public housing and Section 8 residents, by letter on October 20, 2000, once again, of the QWHRA Act requirement and asked for their participation in becoming a member of the Board of Directors or serving on the Resident Advisory Council.

During all community meetings, residents are reminded that should they be interested in serving on the Boards, all they need to do is express their interest by completing an application of interest.

To date no resident has expressed an interest to serve on the Board.

ATTACHMENT F

MEMBER OF RESIDENT ADVISORY BOARD

NAME & PHONE NUMBER	ADDRESS
Nancy Chelgran	Community Action Agency 105 Grace Way Punxsutawney, Pa. 15767
Susan Fusco	Community Action Agency
Kathy Reddinger	Community Action Agency
Jeremy Vanazi	Community Action Agency

Steve Burfield
814-849-3660

Head Start
Old Rt #22
Brookville, Pa. 15825

Irene Duda
814-894-7837

Public Housing Resident
231 W. Liberty Street
Sykesville, Pa. 15865

Madeline Sawyer
814-938-9737

Public Housing Resident
201 N. Jefferson St. - #610
Punxsutawney, Pa. 15767

Linda Reed
814-427-2824

Section 8 Resident
P.O. Box 43
Stump Creek, Pa. 15863

Mary E. Hyde
814-939-7319

Section 8 Resident
P.O. Box 143
Punxsutawney, Pa. 15767

ATTACHMENT G

SUBSTANTIAL DEVIATION AND SIGNIFICANT AMENDMENT OR MODIFICATION DEFINITION

The Jefferson County Housing Authority has established the following definition for “Substantial Deviation and Significant Amendment or Modification”. Changes other than those specified below will be undertaken by the Housing Authority staff at the direction of the Board/Executive Director.

1. Changes to rent or organization of the waiting list.
2. Additions of non-emergency work items in excess of \$25,000 (items not included in the current Annual Statement or 5-year Action Plan) or change in use of replacement reserve funds under the Capital Fund.
3. Any change with regard to demolition or disposition, homeownership programs or conversion activities.

ATTACHEMENT H

MINUTES OF ADVISORY COUNCIL MEETING

DATE & TIME: November 14, 2000 – 10:00 A.M.

PLACE; Meeting Room
Jefferson Street Hi-Rise
201 North Jefferson Street
Punxsutawney, Pa. 15767

MEMBERS PRESENT;

Jeremy Vanazi, Community Action Agency
R.S.V.P.
Madeline Sawyer, Public Housing Resident
Irene Duda, Public Housing Resident
Mary Lou Burkett, Jefferson County Housing
Authority Staff
Sandra L. Stroka, Jefferson County Housing
Authority Executive Director

Irene Duda was welcomed as a new member to the Advisory Committee to represent Public Housing Residents.

Sandra Stroka reviewed the accomplishments the Authority made during the past year. Included were finalizing the Community Service Program, applied for 40 and received 14 Section 8 Rental Vouchers, Revised Pet Policy because of Regulation changes, and remain on schedule with Capital Fund Work Programs.

Ms. Stroka explained the PHAS Report resulted in an 89.6% last year. One portion of this report involves the Department of Housing surveying residents regarding Housing Authority management, maintenance, safety, and security. Our Authority received a score in Safety and Security that required a follow-up plan. The Authority conducted a Safety & Security survey of all public housing residents. The majority of residents responded with concerns of inadequate lighting. A nighttime inspection has been conducted, and the Authority will be adding and relocating lights in an effort to make the residents feel more

secure. Future nighttime inspections will be conducted any time the maintenance personnel are called out to do emergency service request at night.

Another factor of concern is the high vacancy rate and lack of applicants especially for the elderly units. Ms. Duda suggested perhaps because of the elderly support services, the people are remaining in their own homes longer.

The Five-Year Agency Annual Plan has been updated and is available for comment until 1:30 P.M. December 12, 2000, at which time a public hearing will be held to give consideration to any comments that have been received.

Ms. Stroka highlighted the Agency Plan for the forthcoming year(s) especially what the Capital Funds will be used to support work items. The Authority has no plans to build additional units, but may apply for additional Section 8 Rental Vouchers, should they become available.

Comments were received by Ms. Duda and Ms. Sawyer that they felt we were moving in the right direction. They stated they knew that the Housing Authority does care for their residents and will try to do whatever they can to provide decent, safe and affordable housing for Jefferson County Residents.

Ms. Stroka thanked everyone for attending the meeting.

Meeting notices will be forwarded when the next meeting is scheduled.

ATTACHMENT I

MINUTES OF THE PUBLIC HEARING MEETING

DATE & TIME: December 19, 2000 - 1:30 P.M.

PLACE; Meeting Room
Jefferson Street Hi-Rise
201 North Jefferson Street
Punxsutawney, Pa. 15767

PRESENT; John Esposito, Housing Authority Chairman
Thomas B. Barkley, H. A. Treasurer

Ed Golla, H.A. Secretary
William French, H.A. Vice-Chairman
Rev. Dale Reitz, H.A. Member
Sandra L. Stroka, H.A. Executive Director

Mrs. Stroka informed those present that the Agency draft plan has been available for 45 days for public review and comments. No comments were received.

She stated that a meeting of the Advisory Council was held on November 14, 2000 to discuss the annual plan. Copies of the draft was given to each member and they were asked to review it in more detail and submit any comments and suggestions they may have. Copies were also sent to other local agencies. Comments were received by mail from Robert Hanak, Authority solicitor, Jefferson Clarion Head Start, Madeline Sawyer, Advisory Council member. They stated they agreed with the proposed comp grant work items and with the over-all administration of the Housing Authority for the coming year.

Discussion was held regarding the Authority's small waiting list and vacancies in the developments. It was decided that perhaps an intensive marketing of the units might help.

The Housing Authority's Annual Agency Plan for 2001 will be submitted for adoption at the next Housing Authority's meeting.

Meeting adjourned at 2:00 p.m.

ATTACHMENT J

PHA MANAGAEMENT ORGANIZATIONAL CHART

BOARD OF COMMISSIONERS

EXECUTIVE DIRECTOR

ACCOUNTANT

ADMINISTRATIVE
ASSISTANT

MAINTENANCE
SUPERVISOR

ACCOUNTING
ASSISTANT

MAINTENANCE
MECHANIC AIDE

MAINTENANCE
LABORER

PUBLIC HOUSING PROJECT MANAGER

SECTION 8 PROGRAM COORDINATOR

MANAGEMENT AIDE

ATTACHMENT K

REAC CUSTOMER SERVICE AND SATISFACTION SURVEY

SAFETY - FOLLOW UP PLAN

The Housing Authority conducted their own safety survey in June, 1999 of all Housing Authority residents. The results of this survey indicated a concern regarding inadequate lighting at or in specific areas, inappropriate social behavior of residents and non residents, and that residents felt there was no need to establish any type of crime prevention or patrol program.

The Authority addressed the lighting issue by having the maintenance Superintendent conduct night time visual inspections. Based on his observation, the lighting was found to be adequate except at PA 61-8, Skyview Terrace, Reynoldsville, Pa. This development is scheduled to have all pole light fixtures replaced and additional pole lights added where needed from our 2000 Capital fund program.

