

TheHousingAuthorityofthe CountyofLackawanna

5YearPlanforFiscalYears2001 -2005

*AnnualPlanforFiscalYear2003

*Thefiveyeara ndfiscalyearhasbeencorrectedtoreflecttheproper5yearandcurrentfiscalyear.

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

PHA Plan Agency Identification

PHAName: TheHousingAuthorityoftheCountyofLackawanna

PHANumber: PA038

PHAFiscalYearBeginning: 07/2002

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHAF ISCAL YEARS 2001 -2005
[24CFRPart903.5]

A.Mission

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

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

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 EN COURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS .** (Quantifiable measures would include target sets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the space to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide placement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

- PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistancerecipients' employability:

- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

Management Issues

Goal: Manage the Housing Authority of the County of Lackawanna's existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performer.

Objective: The Housing Authority of the County of Lackawanna shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

Marketability Issues

Goal: Enhance the marketability of the Housing Authority of the County of Lackawanna's public housing units.

Objective: The Housing Authority of the County of Lackawanna shall improve curb appeal by improving the landscaping, keeping its grass cut, and improving litter removal by December 31, 2002.

Security Issues

Goal: Provide a safe and secure environment in the Housing Authority of the County of Lackawanna's public housing developments

Objective:

1. To standardize all lock sets Authority -wide prior to June 30, 2001.
2. To improve site -lighting Authority -wide as needed with funding from Public Housing Drug Elimination Program by December 31, 2002.

Maintenance Issues

Goal:

1. Maintain the Housing Authority of the County of Lackawanna's real estate in a decent condition.
2. Deliver timely and high quality maintenance service to the Residents of the Housing Authority of the County of Lackawanna.

Objective:

1. The Housing Authority of the County of Lackawanna shall achieve and maintain an average response time of less than 20 hours in responding to emergency work orders by December 31, 2002.
2. The Housing Authority of the County of Lackawanna shall achieve and maintain an average maintenance turn -around time of fourteen (14) days or less for all units excluding those with major maintenance needs.

Tenant-Based Housing Issues

Goal: Manage the Housing Authority of the County of Lackawanna's Rental Assistance Programs in an efficient and effective manner thereby qualifying it as at least a standard performer under SEMAP.

Objective: The Housing Authority of the County of Lackawanna shall reduce the amount of time it takes to inspect a new unit to four (4) days by December 31, 2002.

Equal Opportunity Issues

Goal: The Housing Authority of the County of Lackawanna shall ensure equal treatment of all applicants, residents, rental assistance program participants and employees.

Objective: The Housing Authority of the County of Lackawanna shall mix its public housing development populations as much as possible with respect to ethnicity, race and income.

Fiscal Responsibility Issues

Goal: Ensure full compliance with all applicable standards and regulations, including generally accepted accounting principles.

Objective: The Housing Authority of the County of Lackawanna will ensure that appropriate staff receive an adequate level of training to put them in a position to ensure that the Authority will remain in compliance with all applicable standards and regulations, including generally accepted accounting principles.

**AnnualPHAPlan
PHAFiscalYear2003**
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlights ofmajorinitiativesand discretionarypoliciessthePHAhasincludedintheAnnualPlan.

TheHousingAuthorityoftheCountyofLackawannahasmadechangesto theAdmissionsandOccupancyPolicythathavebeenmandatedbyHUD. Additionally,theceilingrentsthatarecurrentlyinplacewillbe discontinuedeffective10/1/02asrequiredbyHUD.

iii. AnnualPlanTableofContents

[24CFRPart903.79(r)]

ProvideatableofcontentsfortheAnnualPlan ,includingattachments,andalistofsupportingdocuments availableforpublicinspection .

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration - See ACOP - Attachment A
- FY 2002 Capital Fund Program Annual Statement - Attachment B
- Most recent board - approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart - Attachment C
- FY 2002 Capital Fund Program 5 Year Action Plan - Attachment D
- Public Housing Drug Elimination Program (PHDEP)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

- Community Service Requirements - Attachment E
- Pet Policy - Attachment F
- Progress on Goals - Attachment G
- Resident Member of the Governing Board - Attachment H
- Resident Advisory Board - Attachment I
- Resident Survey Action Plan - Attachment J
- 1998 Capital Fund Performance and Evaluation - Attachment K
- 1999 Capital Fund Performance and Evaluation - Attachment L
- 2000 Capital Fund Performance and Evaluation - Attachment M
- 2001 Capital Fund Performance and Evaluation - Attachment N
- Deconcentration and Income Mixing - Attachment O
- Voluntary Conversion Initial Assessments - Attachment P
- Project Base Voucher Program - Attachment Q

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 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 jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/ 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 type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered each public housing development <input type="checkbox"/> check here if included in the public housing	Annual Plan: Rent Determination

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.79(a)]

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

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

Housing Needs of Families in the Jurisdiction/s by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income ≤ 30% of AMI	6,110	2	1	1	1	1	2
Income > 30% but ≤ 50% of AMI	5,258	2	1	1	1	1	2
Income > 50% but < 80% of AMI	5,536	1	1	1	1	1	2
Elderly	6,396	2	1	1	1	1	3
Families with Disabilities	Unknown	2	1	1	1	2	3
White	16,370	2	1	1	1	1	2
Black	285	2	1	1	1	1	2
Hispanic	106	2	1	1	1	1	2

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

Consolidated Plan of the Jurisdiction/s

- Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
 - American Housing Survey data
- Indicate year:
- Other housing market study
- Indicate year:
- Other sources: (list and indicate year of information)

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	170		312
Extremely low income <= 30% AMI	98	57%	
Very low income (> 30% but <= 50% AMI)	53	31%	
Low income (> 50% but < 80% AMI)	19	11%	
Families with children	62	36%	

Housing Needs of Families on the Waiting List			
Elderly families	35	20%	
Families with Disabilities	42	24%	
White	164	96%	
Black	5	2%	
American Indian	1	.05%	
Hispanic	11	6%	
Non-Hispanic	159	93%	
Characteristics by Bedroom Size (Public Housing Only)			
0BR	13	7%	54
1BR	81	47%	69
2BR	48	28%	92
3BR	22	12%	74
4BR	6	3%	23
5BR	0	0	0
5+BR	0	0	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it be enclosed (# of months)?			
Does the PHA expect to re-open 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			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover (Move-Outs)
Waiting list total	58		400
Extremely low income <= 30% AMI	43	74%	

Housing Needs of Families on the Waiting List			
Very low income (>30% but ≤50% AMI)	15	26%	
Low income (>50% but <80% AMI)	0	0	
Families with children	18	31%	
Elderly families	10	17%	
Families with Disabilities	5	8%	
White	45	77%	
Black	15	25%	
Hispanic	4	6%	
Non-Hispanic	56	96%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? _____ Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **INTHE 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 financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease -up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant -based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships

- Adoptrentpoliciestosupportandencouragework
- Other:(listbelow)

Need:SpecificFamilyTypes:Familiesatorbelow50%ofmedian

Strategy1:Targetavailableassistanceto familiesatorbelow50%ofAMI

Selectallthatapply

- Employadmissionspreferencesaimed atfamilieswhoareworking
- Adoptrentpoliciestosupportandencouragework
- Other:(listbelow)

Need:SpecificFamilyTypes:TheElderly

Strategy1: Targetavailableassistancetotheelderly:

Selectallthata pply

- Seekdesignationofpublichousingfortheelderly
- Applyforspecial -purposevoucherstargetedtotheelderly,shouldtheybecome available
- Other:(listbelow)

Need:SpecificFamilyTypes:Fam ilieswithDisabilities

Strategy1: TargetavailableassistancetoFamilieswithDisabilities:

Selectallthatapply

- Seekdesignationofpublichousingforfamilieswithdisabilities
- Carryoutthomodificationsneede dinpublichousingbasedonthesection504 NeedsAssessmentforPublicHousing
- Applyforspecial -purposevoucherstargetedtofamilieswithdisabilities,should theybecomeavailable
- Affirmativelymarkettolocalnon -profitagenciesthatassistfamilieswith disabilities
- Other:(listbelow)

Need:SpecificFamilyTypes:Racesorethnicitieswithdisproportionatehousing needs

Strategy1:IncreaseawarenessofPHAresourcesamongfamiliesofracesa nd ethnicitieswithdisproportionateneeds:

Selectifapplicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24CFR Part 903.79(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 support services, Section 8 tenant-based assistance, Section 8 support services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	2,208,714	
b) Public Housing Capital Fund	1,900,000	
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant -Based Assistance	2,436,214	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self - Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2000 Capital Fund Program	860,016	Capital Improvements
3. Public Housing Dwelling Rental Income	2,566,930	Public Housing Operations
4. Other income (list below)		
Interest Income	71,754	Public Housing Operations
Tenant Services	35,881	Public Housing Operations
4. Non -federal sources (list below)		
Total resources	10,079,509	

3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

A.PublicHousing

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesubcomponent3A.

(1)Eligibility

a. WhendoesthePHAverifyeligibilityforadmissiontopublichousing?(selectallthat apply)

- Whenfamiliesarewithinacertainnumberofbeingofferedaunit:(statenumber)
- Whenfamiliesarewithin acertaintimeofbeingofferedaunit:(statetime)
- Other:(describe)

Whenfamiliesarenearingthetopofthewaitinglist.

b. Whichnon -income(screening)factorsdoesthePHAusetoestablisheligibilityfor admissiontopublichousing(selectallthatapply)?

- CriminalorDrug -relatedactivity
- Rentalhistory
- Housekeeping
- Other(describe)

Creditcheckandnon -relativereferenceifrentalhistoryisnotavailable .

c. Yes No:DoesthePHArequestcriminalrecordsfromlocallawenforcement agenciesforscreeningpurposes?

d. Yes No:DoesthePHArequestcriminalrecordsfromStatelawenforcement agenciesforscreeningpurposes?

e. Yes No:DoesthePHAaccessFBIcriminalrecordsfromtheFBIfor screeningpurposes?(eitherdirectlyorthroughanNCIC - authorizedsource)

(2)WaitingListOrganization

a. WhichmethodsdoesthePHAplantousetoorganizeitspublichousingwaitinglist (selectallthatapply)

- Community-widelist
- Sub-jurisdictionallists
- Site-basedwaitinglists
- Other(describe)

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

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

Through the mail

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? 20

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? 20

3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists? All developments the family is eligible for.

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Incometargeting:

- Yes No: DoesthePHAplantoexceedthefederaltargetingrequirementsby targetingmorethan40%ofallnewadmissi onstopublichousingto familiesatorbelow30%ofmedianareaincome?

b. Transferpolicies:

Inwhatcircumstanceswilltransferstakeprecedenceovernewadmissions?(listbelow)

- Emergencies
 Overhoused
 Underhoused
 Medicaljustification
 AdministrativereasonseterminedbythePHA(e.g.,topermitmodernization work)
 Residentchoice:(statecircumstancesbelow)
 Other:(list below)

c. Preferences

1. Yes No: HasthePHAestablishedpreferencesforadmissiontopublichousing (otherthandateandtimeofapplication)?(If“no”isselected,skip tosubsection**(5)Occupancy**)
2. WhichofthefolwingadmissionpreferencesdoesthePHAplantoemployinthe comingyear?(selectallthatapplyfromeitherformerFederalpreferencesorother preferences)

FormerFederalpreferences:

- InvoluntaryDisplacement(Disaster,GovernmentA ction,ActionofHousing Owner,Inaccessibility,PropertyDisposition)
 Victimsofdomesticviolence
 Substandardhousing
 Homelessness
 Highrentburden(rentis>50percentofincome)

Otherpreferences:(selectbelow)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
 Veteransandveterans’families
 Residentsholiveand/orworkinthejurisdiction
 Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
 Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
 Householdsthatcontributetomeetingincomerequirement s(targeting)

- Those previously enrolled in educational, training, or upward mobility programs that have graduated within the last 12 months
- 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 the choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 1 Residents who live and/or work in the jurisdiction
- 1 Those enrolled currently in educational, training, or upward mobility programs
- Household that contributes to meeting income goals (broad range of incomes)
- Household that contributes to meeting income requirements (targeting)
- 1 Those previously enrolled in educational, training, or upward mobility programs within the last 12 month period.
- 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)

- ThePHA -residentlease
- ThePHA'sAdmissionsand(Continued)Occupancypolicy
- PHAbriefingseminarsorwrittenmaterials
- Othersource(list)

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

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

(6) Deconcentration and Income Mixing . Please see attachment PA038o01

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

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

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

- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and development targeted below)

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

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

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

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

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

(1) Eligibility

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

- Criminal or drug -related activity only to the extent required by law or regulation
- Criminal and drug -related activity, more extensively than required by law or regulation
- More general screening than criminal and drug -related activity (list factors below)
- Other (list below)

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

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

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

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

- Criminal or drug -related activity
- Other (describe below)

Previous landlords that the Housing Authority is aware of.

(2) Waiting List Organization

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

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project -based certificate program
- Other federal or local program (list below)

The Housing Authority intends to amend the Section 8 Administrative Plan and when HUD approves the RFP process submitted by the Housing Authority for project based apartment tenant based program. The amended Section 8 Administrative Plan will include a separate waiting list for all project based units.

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

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

As a reasonable accommodation or under extenuating circumstances.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household 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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 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 reprisal or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with the 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 plan 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 preference to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensure 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 admission to any special -purpose section 8 program administered by the PHA contained? (select all that apply)

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24CFR Part 903.79(d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

- \$0

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent -setting policy)
If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent -setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

Yes for all developments

- 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 determination:

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
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- Other (list below)
Anytime there is a change in family composition or income (increase/decrease).

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

(2) Flat Rents

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

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

The Housing Authority had a market study done by a certified appraiser.

B. Section 8 Tenant -Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies .

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

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

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

- 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)

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24CFR Part 903.79(e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1,211	259
Section 8 Vouchers	720	168
Section 8 Certificates		
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		

C. Management and Maintenance Policies

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

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

- Admissions and Continued Occupancy Policy
- Check Signing Authorization Policy
- Procurement Policy
- Criminal Records Management Policy
- Pest Control Policy
- Grievance Policy
- Community Space Use Policy

(2)Section8Management:(listbelow)

AdministrativePlan

6. PHAGrievanceProcedures

[24CFRPart903.79(f)]

Exemptionsfromcomponent6:HighperformingPHAsarenotrequiredtocompletecomponent6.Section 8-OnlyPHAsareexemptfromsub-component6A.

A. PublicHousing

1. Yes No:Has the PHA established any written grievance procedures in addition to federal requirements found at 24CFRPart966,SubpartB,for residents of public housing?

If yes, list addition to federal requirements below:

2. Which PHA offices should residents or applicant 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 applicant 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 addition to federal requirements below:

2. Which PHA offices 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

[24CFRPart903.79(g)]

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

A. Capital Fund Activities

Exemptions from sub -component 7A: PHA 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) Attachment B

-or-

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

(2) Optional 5 -Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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 HOPEVI 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 HOPEVI 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 Plans 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 HOPEVI revitalization grant in the Plan year?
- If yes, list development name/s below:

- Yes No: d) Will the PHA be engaging in any mixed -financed 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

[24CFR Part 903.79(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: Olyphant Housing, Walsh Plaza	
1b. Development (project) number: PA -038-018	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: Unknown, but within this fiscal year	
5. Number of units affected: 50	
6. Coverage of activity (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: Unknown b. Projected end date of activity: Unknown	

Demolition/Disposition Activity Description	
1a. Development name: Dunmore Housing, University Drive	
1b. Development (project) number: PA -038-020	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: April, 2002	
5. Number of units affected: 75	
6. Coverage of activity (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	

7. Timeline for activity:

- a. Actual or projected start date of activity: 30 days from approval from HUD
- b. Projected end date of activity: Unknown

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

[24CFR Part 903.79(i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name:	Dunmore High Rise
1b. Development (project) number:	PA -038-022
2. Designation type:	Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	(July, 2002)
5. If approved, will this designation constitute a (select one)	

<input type="checkbox"/> New Designation Plan
<input checked="" type="checkbox"/> Revision of a previously -approved Designation Plan?
6. Number of units affected: 50
7. Coverage of action (select one)
<input type="checkbox"/> Part of the development
<input checked="" type="checkbox"/> Total development

Designation of Public Housing Activity Description
1a. Development name: Blakely Housing
1b. Development (project) number: PA -038-013
2. Designation type:
Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>
Submitted, pending approval <input type="checkbox"/>
Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(July 2002)</u>
5. If approved, will this designation constitute a (select one)
<input type="checkbox"/> New Designation Plan
<input checked="" type="checkbox"/> Revision of a previously -approved Designation Plan?
7. Number of units affected: 61
7. Coverage of action (select one)
<input checked="" type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

Designation of Public Housing Activity Description
1a. Development name: Olyphant Elderly Housing
1b. Development (project) number: PA -038-007
2. Designation type:
Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(July 2002)</u>
5. If approved, will this designation constitute a (select one)
<input type="checkbox"/> New Designation Plan
<input checked="" type="checkbox"/> Revision of a previously -approved Designation Plan?

8. Number of units affected: 60
 7. Coverage of action (select one)
 Part of the development
 Total development

Designation of Public Housing Activity Description	
1a. Development name:	Dickson City Housing, Veterans Drive
1b. Development (project) number:	PA -038-010
2. Designation type:	Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(July 2002)</u>
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously approved Designation Plan?
9. Number of units affected:	50
7. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

Designation of Public Housing Activity Description	
1a. Development name:	South Abington Township Housing
1b. Development (project) number:	PA -038-014
2. Designation type:	Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(July 2002)</u>
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously approved Designation Plan?
10. Number of units affected:	60

7. Coverage of action (select one)
<input type="checkbox"/> Part of the development
<input checked="" type="checkbox"/> Total development

Designation of Public Housing Activity Description
1a. Development name: Dickson City Housing, Grier Street
1b. Development (project) number: PA -038-016
2. Designation type:
Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(July 2002)</u>
5. If approved, will this designation constitute a (select one)
<input type="checkbox"/> New Designation Plan
<input checked="" type="checkbox"/> Revision of a previously -approved Designation Plan?
11. Number of units affected: 31
7. Coverage of action (select one)
<input type="checkbox"/> Part of the development
<input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant -Based Assistance See Attachment PA038p01

[24CFR Part 903.79(j)]

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

A. Assessments of Reasonable Revitalization Pursuant to Section 202 of the HUD FY1996 HUD Appropriations Act

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY1996 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) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> 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

[24CFR Part 903.79(k)]

A. Public Housing

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

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

2. Activity Description

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

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"/> HOPEI <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 ePHA 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:

The Housing Authority in conjunction with other County agencies will provide financial assistance, such as a portion of the down payment and closing costs, as well as housing counseling. The funding source for these activities will be set aside from real estate transfer taxes as adopted by Lackawanna County in accordance with Commonwealth of Pennsylvania law.

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

[24CFR Part 903.79(l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

*Currently working with TANF on an agreement.

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

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self -sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare -to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)
The Lackawanna Housing Authority intend to partner with the Carpenters and Joiners Union to develop an apprenticeship program in building trades.

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

- 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 plan to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

The Lackawanna Housing Authority is contracting with a FSS/Resident Initiatives Coordinator to promote and administer this program.

C. Welfare Benefit Reductions

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

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24CFR Part 903.79(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 area surrounding or adjacent to the PHA' s developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower -level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug -related crime
- Other (describe below)

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug -elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

Authority-Wide

D. Additional information as required by PHA DEP/PHDEP Plan

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY2001 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment.

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

15. Civil Rights Certifications

[24CFR Part 903.79(o)]

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

16. Fiscal Audit

[24CFR Part 903.79(p)]

- 1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
- 2. Yes No: Was the most recent fiscal audit submitted to HUD?

3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

17. PHA Asset Management

[24CFR Part 903.79(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

[24CFR Part 903.79(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 as Attachment (Filename)
- Provided below:

February 20, 2002 Resident Advisory Board Meeting Minutes

A meeting of the Resident Advisory Board of the Housing Authority of the County of Lackawanna County was held at 1:00 P.M., Wednesday, February 20, 2002 at the Administrative Office, 2019 W. Pine Street, Dunmore, PA.

The meeting began with an overview of the changes, which had been introduced by the Housing Authority to the Agency Plan for the current reporting period. The Resident Advisory Board was advised of the areas in the Plan, which were being considered for change or revision.

The Board Members were reminded that the Agency Plan is available for comment by all residents and the public who express an interest in reviewing it. They were also advised that a Public Hearing on the Plan would be held at the Administrative Office of the Housing Authority on April 1, 2002, and all were invited to attend the meeting.

One of the sections of the Plan discussed was the request to file an application for the disposition of PA038-18, Olyphant Housing Development. When the Board Members were informed that the Olyphant Borough Light Committee charges a deposit based on previous use of electricity for the apartments in the PA038-18 Development, they were not surprised that the electric deposit is a major factor in the high vacancy rate at the Development.

The Housing Authority's request to renew the elderly only designation for various Developments was met with approval by those in attendance. Irma Sleboda, however, stated that she, as a Senior Citizen, is happy to live in a mixed (elderly and family) Development because she enjoys being around young people. She agrees that there should be both types of living arrangements available to applicants.

The Pet Policy was again mentioned as a difficult idea for the Members to accept. The issues of pet waste disposal, noise, allergies, and other potential problems, brought into the Developments with the introduction of pet ownership by families, were mentioned by various Board Members.

The Board Members will be contacted by mail of a mutually agreeable date for the next meeting.

March 22, 2002 Resident Advisory Board Meeting Minutes

A meeting of the Resident Advisory Board of the Housing Authority of the County of Lackawanna County was held at 9:00 A.M., Friday, March 22, 2002 at the Administrative Office of the Housing Authority, 2019 W. Pine Street, Dunmore, PA.

A discussion of the Agency Plan for the Housing Authority took place. Board members made the following comments and recommendations.

Sister Gertrude Grimes mentioned that from her information she has heard from

other residents, it is felt that the pet policy fees are higher at this Authority than at other low-income housing Agencies. She suggested that the Authority look at adjusting the fees. Sister was advised that the Authority has reviewed several other Agencies policies and while some Agency fees are lower, there are others that are similar or the same as those charged by this Authority.

Sister Gertrude also stated that the Authority should look at approving larger animals in the pet policy. She feels that some potential tenants do not accept housing because they cannot bring their larger dogs or cats into the Developments and we may be losing some good tenants over the restriction on animal size.

Lillian Jones, in reviewing the pet policy, stated that she felt the Authority was very liberal in allowing two pets per household.

Several members had comments about the Community Service Program, which has been put on hold. Irma Sleboda feels that residents would gain a sense of self-esteem if they were involved in Community Service. Sister Gertrude believes that those who receive housing assistance through the Housing Authority as well as Temporary Assistance to Needy Families through the Public Assistance Office should be required to pay back what they are being given in the form of service to the community.

Sister Gertrude wanted the Housing Authority to know that she was sent a letter stating that she would be receiving a Resident Survey in the mail, however she did not receive the Survey. She then called the number given for questions, and was told she would be receiving the Survey, but did not receive it.

Sister Gertrude wondered if the Elderly Only designation for some of the Authority's Developments would deny the elderly of interaction with younger people, which she herself enjoys. I advised her that applicants can choose which sort of living accommodation they prefer by selecting the waiting list they would like to be listed on. The waiting lists are designated as elderly only or elderly and family. No one is obligated to live in an elderly only complex; the individual can choose their preferred type of living arrangement.

All Board Members were reminded that a Public Meeting on the Agency Plan is scheduled for April 1, 2002, and that it has been advertised in the Local Newspaper.

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

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: State jurisdiction - Pennsylvania Department of Community and Economic Development, Office of Community Development and Housing

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

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

The Consolidated Plan identified extremely low -income families (families at or below 30 percent of median family income) with the highest percentage of housing problems. The Housing Authority of the County of Lackawanna has implemented the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income for the public housing program, and 75% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income for the Section 8 Existing Program.

Other: (list below)

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

None

D. Other Information Required by HUD

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

Attachments

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

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AttachmentB

**AnnualStatement/PerformanceandEvaluationReport
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)PartI:Summary**

PHAName: HousingAuthorityoftheCountyofLackawanna	GrantTypeandNumber Capital FundProgramGrantNo: 2002 ReplacementHousingFactorGrantNo: 2002	FederalFYofGrant: 07/2002
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OriginalAnnualStatement ReserveforDisasters/Emergencies RevisedAnnualStatement(revisionno:)
PerformanceandEvaluationReportforPeriodEnding: FinalPerformanceandEvaluationReport

Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations				
3	1408ManagementImprovements	150,000			
4	1410Administration	200,000			
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts	200,000			
8	1440SiteAcquisition				
9	1450SiteImprovement	78,790			
10	1460DwellingStructures	1,077,368			
11	1465.1DwellingEquipment —Nonexpendable	118,040			
12	1470NondwellingStructures	5,000			
13	1475NondwellingEquipment	50,000			
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts	5,000			
18	1499DevelopmentActivities				
19	1501CollateralizationorDebtService				
20	1502Contingency	146,399			
21	AmountofAnnualGrant:(sumoflines2 -20)	2,030,597			
22	Amountoffline21RelatedtoLBPActivities				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHAName: Housing Authority of the County of Lackawanna	Grant Type and Number Capital Fund Program Grant No: 2002 Replacement Housing Factor Grant No: 2002	Federal FY of Grant: 07/2002
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHAName: Housing Authority of the County of Lackawanna		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: 07/2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	MANAGEMENT IMPROVEMENTS							
	1. Computer Software	1408		20,000				
	2. Staff training	1408		20,000				
	3. PHA technical assistance	1408		10,000				
	4. Resident Activities	1408		20,000				
	5. Drug & crime prevention	1408		60,000				
	6. Public Housing Evaluation	1408		20,000				
HA-Wide	PROGRAM ADMINISTRATION	1410		200,000				
HA-Wide	DESIGN FEES	1430		200,000				
HA-Wide	CONTINGENCIES	1502		146,399				
HA-Wide	UPGRADE COMMUNITY ROOM FURNITURE	1475		50,000				
HA -Wide	ON-DEMAND RELOCATION	1495.1		5,000				
HA-Wide	PHYSICAL IMPROVEMENTS							
	1. Appliance Replacement	1465		10,000				
	2. on demand modernization	1460		19,522				
	3. Re-key lock cylinders	1460		1,000				
	4. Building code upgrades	1460		10,000				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHAName: Housing Authority of the County of Lackawanna		Grant Type and Number Capital Fund Program Grant No: 2002 Replacement Housing Factor Grant No: 2002			Federal FY of Grant: 07/2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA38-1 TAYLOR, ROOSEVELT	Replace windows	1460		\$60,000				
	Replace bath floors/toilets	1460		22,000				
PA38-1, TAYLOR, LITTLE LEAGUE	Hot water baseboard heat	1460		120,000				
	Kitchen cabinet s/countertops	1460		48,300				
	Refrigerators/ranges	1465. 1		26,280				
	Hood fans	1460		6,480				
	Repair bathroom tiles	1460		6,300				
	Install showers	1460		6,840				
	Replace toilets	1460		9,000				
Replace lavatories	1460		6,300					
Replace flooring	1460		19,656					
Bathroom exhaust fans	1460		4,860					
Upgrade interior lighting	1460		9,000					
Replace closet doors	1460		10,584					
Replace stoops	1460		18,000					

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHAName: Housing Authority of the County of Lackawanna		Grant Type and Number Capital Fund Program Grant No: 2002 Replacement Housing Factor Grant No: 2002			Federal FY of Grant: 07/2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA38-6ARCHBALD	Upgrade heat to HW baseboard	1460		200,000				
	Upgrade electrical service Repair/replaceside canopies	1460		27,000				
		1460		25,200				
	Replace outside lighting	1460		5,940				
	Carbon monoxide detectors	1460		1,500				
	Kitchen cabinets	1460		66,000				
		Refrigerators/ranges	1465.1		43,800			
	Replace hood fans	1460		10,800				
	Replace entry doors/storm doors	1460		33,900				
	Upgrade interior lighting Closet light fixtures	1460		15,000				
			6,000					
	Replace gutters/downspouts	1460		7,093				
PA38-7OLYPHANT	Replace exterior doors/storm doors	1460		33,900				
	Upgrade exterior lighting	1460		6,000				
	Replace mailboxes	1460		1,800				
	Replace gutters/downspouts	1460		4,550				
	Replace utility room doors	1460		4,800				
	Re-point foundation	1460		4,200				
	Replace sidewalks	1450		1,160				
	Grading, topsoil, seeding	1450		4,500				
	Landscaping	1450		25,000				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHAName: Housing Authority of the County of Lackawanna		Grant Type and Number Capital Fund Program Grant No: 2002 Replacement Housing Factor Grant No: 2002			Federal FY of Grant: 07/2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA-38-7(continued)	Relocated downspouts	1460		8,500				
	Master key site	1460		10,000				
	Bathroom exhaust fans	1460		5,875				
PA38-17, JERMYN	Kitchen cabinets/countertops	1460		46,800				
	Replace sinks/faucets	1460		9,360				
	Replace refrigerators/ranges	1460		37,960				
	Replace range hoods	1460		9,360				
	Replace tubs/faucets	1460		23,400				
	Replace vanity/tops/faucets	1460		19,084				
	Replace toilets	1460		10,400				
	Replace shower fixtures	1460		6,084				
	Replace closet doors	1460		9,180				
	Replace entry/storm doors	1460		26,380				
	Replace locks/master key	1460		26,380				
	Upgrade interior lighting	1460		13,000				
	Smoke detectors	1460		1,960				
	Insulate overhang pipes	1460		1,200				
	Replace electric heaters	1460		7,800				
	Repair foundation	1460		2,500				
	Additional egress	1460		4,800				
	Access road/parking	1450		25,830				
	Sidewalk repair/curb cuts	1450		22,300				

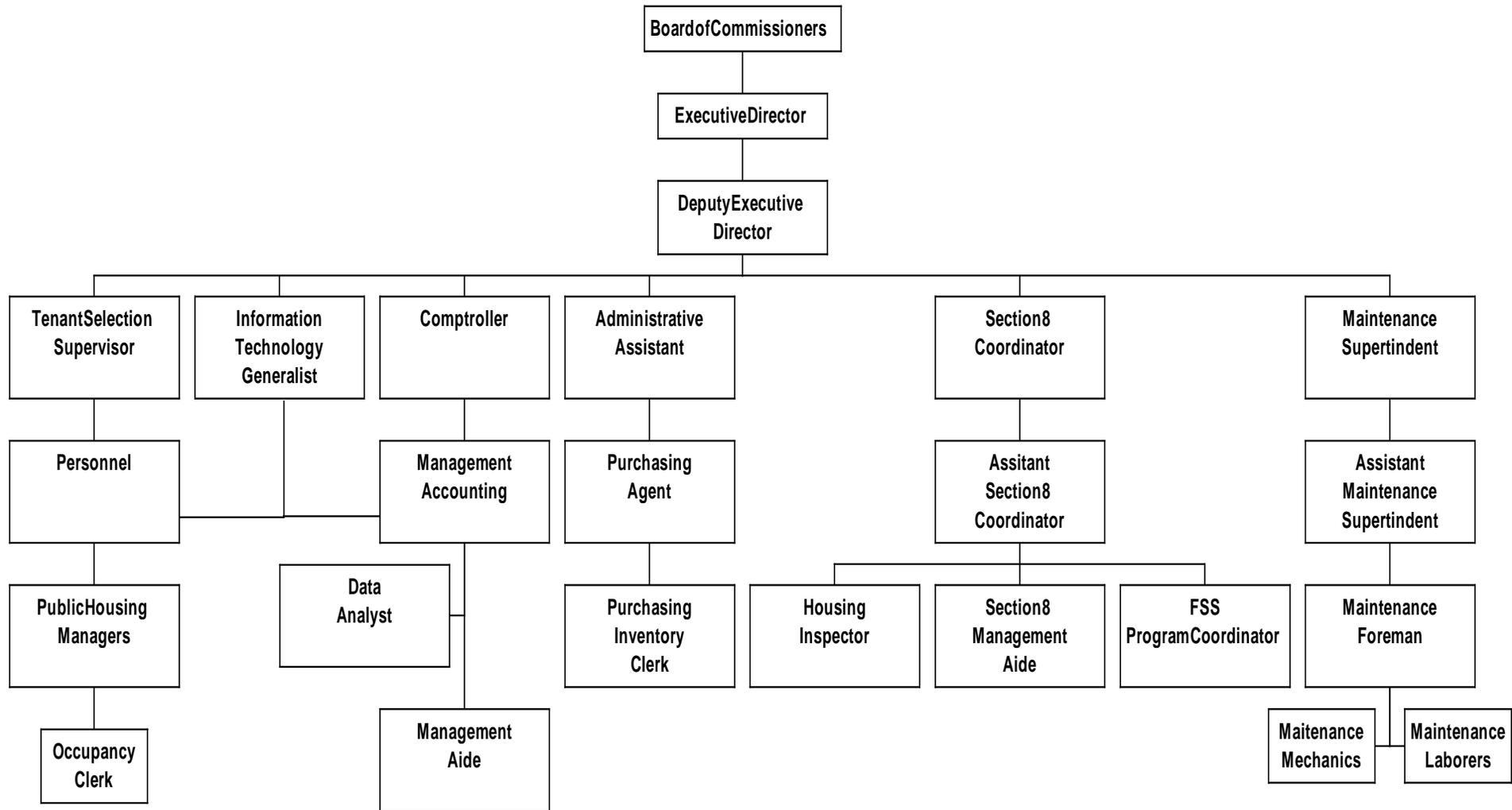
Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHAName: Housing Authority of the County of Lackawanna		Grant Type and Number Capital Fund Program Grant No: 2002 Replacement Housing Factor Grant No: 2002			Federal FY of Grant: 07/2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA38-15 (continued)	Replace floor tile	1460		49,780				
	Replace exhaust fans	1460		6,760				
	Upgrade HVAC/community room	1470		5,000				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHAName: Housing Authority of the County of Lackawanna		Grant Type and Number Capital Fund Program No: 2002 Replacement Housing Factor No: 2002					Federal FY of Grant: 07/2002
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-WIDE	12/03			6/05			
PA38-1TAYLOR	12/03			6/05			
PA38-7OLYPHANT	12/03			6/05			
PA38-15JERMYN	12/03			6/05			

LackawannaCountyHousingAuthority OrganizationalChart-January2002



AttachmentD

CapitalFundProgramFive -YearActionPlan					
PartI:Summary					
PHAName:HousingAuthority oftheCountyofLackawanna				<input checked="" type="checkbox"/> Original5 -YearPlan <input type="checkbox"/> RevisionNo:	
Development Number/Name/HA- Wide	Year1	WorkStatementforYear2 FFYGrant:2003 PHAFY:2003	WorkStatementforYear3 FFYGrant:2004 PHAFY:2004	WorkStatementforYear4 FFYGrant:2005 PHAFY:2005	WorkStatementfor Year5 FFYGrant:2006 PHAFY:2006
	Annual Statemen t				
HA-Wide		50,000	752,226		
38-1Taylor		231,778			
38-6Archbald		299,128			
38-13Blakely					185,000
38-15Jermyn					52,000
38-2Dunmore		480,000		1,034,200	
38-4Olyphant		29,862			853,076
38-14S.Abington		255,300			
38-9Jessup			105,000		
38-20Dunmore			319,435		
38-22Dunmore			154,750		
38-3Moosic				270,384	255,000
CFPFundsListedfor 5-yearplanning		1,346,068	1,331,411	1,304,584	1,345,076
Replacement HousingFactor Funds		0	0	0	0

Capital Fund Program Five - Year Action Plan

Part II: Supporting Pages 6 Work Activities

Housing Authority of the County of Lackawanna

Activities for Year 1	Activities for Year: 2003 FFY Grant: 2003 PHAFY: 2003			Activities for Year: 2004 FFY Grant: 2004 PHAFY: 2004		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	HA WIDE Phy. Impr.	Appliance replacement	30,000	HA-WIDE Phy. Impr.	Door and lock replacement	752,226
		On demand modernization	20,000	PA38-9, JESSUP	Upgrade electrical systems	25,000
	PA38-2, DUNMORE	Hot water baseboard heat system	480,000		Replace curb valves	20,000
	PA38-4, OLYPHANT	Replace sidewalk	2,500		Upgrade water system	15,000
		Black top sidewalk	750		New W/D hook-ups	25,000
		Grading/topsoil/seeding	20,112	PA38-20, DUNMORE	Grading/topsoil/seeding	10,865
		Install chain link fence	6,500		Repair/replace sidewalks	9,000
	PA38-6, ARCHBALD	Replace closet doors	32,400		Fence rear of complex	7,980
		Replace downspouts	8,400		Replace trash bins	4,500
		New roof over patios	21,000		Construct retaining walls	8,250
		Replace breezeways	28,000		Kitchen cabinets/countertops	90,000
		Grading/topsoil/seeding	10,098		Replace hood fans	13,500
		Replace sidewalks	14,400		GFI's in kitchens	13,500
		Landscaping	35,000		Upgrade interior lighting	18,750
		Kitchen cabinets/countertops	72,000		Install tub walls plywood	26,250
		Replace refrigerators/ranges	43,800		Replace tub/shower faucets	18,750
		Replace hood fans	10,800		Replace floor tiles	26,250
		Replace interior doors	23,230		Replace interior doors	11,250
	PA38-14, S. ABINGTON	Paving and parking	5,000		Replace siding	33,540
		Upgrade emergency lighting and bldg. Systems	25,000		Replace windows	47,050

CapitalFundProgramFive -YearActionPlan

PartII:SupportingPages 6 WorkActivities

HousingAuthorityoftheCountyofLackawanna

Activities for Year1	ActivitiesforYear:2003 FFYGrant:2003 PHAFY:2003			ActivitiesforYear:2004 FFYGrant:2004 PHAFY:2004		
	Development Name/Number	MajorWorkCategories	Estimated Cost	Development Name/Number	MajorWorkCategories	Estimated Cost
	PA38-14(con tinued)	Upgradepaneldistribution sys.	50,000	PA38-22, DUNMORE	Weatherstripdoors	10,000
		Upgradecable/phonesystems	10,000		Replacewindows	31,900
		ACcommunitybldg.	20,000		Replaceentrancedoors	15,000
		Upgradecommunitykitchen, lightingandf inishes	20,000		Upgradeinteriorlighting	12,500
		Addresssite -wide environmentalhazards	30,000		Installwallmounted thermostats	8,000
		Upgradesinks/toilets	36,000		Replaceexhaustfans	6,500
		Landscapingsitefurniture	10,000		Replacehallwaycar pet	11,360
		ReplaceHWheatersand thermostats	24,000		Replacetubwallsplywood	17,500
		Repair/replacesidewalks	3,600		Replacevanity/tops	18,350
		Grading/topsoil/seeding	4,500		Upgradestairwaylighting	2,500
		Removeexistingstep	2,800		Upgradehalllighting	12,500
		Upgradeexteriorlighting	14,400		Exteriorlightingw/timers	1,100
	PA38-1,TAYLOR	Kitchencabinets/countertops	26,400		Upgradealarmsystem	7,540
		Refrigerators/ranges	17,520			
		Hoodfans	4,320			
		Replacevanitytops	4,800			
		Replacetubfaucets/drains	3,600			
	PA38-1(continued)	Replacemedicinecabinets	2,424			
		Replacebathroomvinyl	3,360			
		Replaceexhaustfans	3,240			

CapitalFundProgramFive -YearActionPlan

PartII:SupportingPages 6 WorkActivities

HousingAuthorityoftheCountyofLackawanna

Activities for Year1	ActivitiesforYear:2003 FFYGrant:2003 PHAFY:2003			ActivitiesforYear:2004 FFYGrant:2004 PHAFY:2004		
	Development Name/Number	MajorWorkCategories	Estimated Cost	Development Name/Number	MajorWorkCategories	Estimate dCost
I		Upgradeinteriorlighting	6,000			
		Replaceclosetdoors	2,304			
		Replacestor mdoors	12,720			
		Installnewfloortile	28,000			
	PA38-1(continued)	Firstfloorsmokedetectors	3,240			
		Upgradewasherhook -ups	3,840			
		Installdryervents/hook -ups	1,440			
		Replaceheatingunits	28.800			
		Replacegrills/diffusers	3,600			
		Replacemailboxes	690			
		Housenumbers	480			
		Addendwallsattubs	1,200			
		Sidewalkrepairs	3,000			
		landscaping	15,000			
		Gradingandseeding	7,500			
		Installareadrain	2,500			
		Upgradeexteriorlighting	22,000			
		Replacecurbvalves	4,800			
		Replacemainshut -offvalves	3,000			
		Installadditionalparking	16,000			

CapitalFundProgramFive -YearActionPlan

PartII:SupportingPages 6 WorkActivities

HousingAuthorityoftheCountyofLackawanna

Activities for Year1	ActivitiesforYear:2003 FFYGrant:2003 PHAFY:2003			ActivitiesforYear:2004 FFYGrant:2004 PHAFY:2004		
	Development Name/Number	MajorWorkCategories	Estimated Cost	Development Name/Number	MajorWorkCategories	Estimated Cost
	TotalCFPEstimatedCost		1,346,068			1,331,411

Capital Fund Program Five - Year Action Plan
Part II: Supporting Pages ó Work Activities Housing Authority of the County of Lackawanna

Activities for Year: 2005 FFY Grant: 2005 PHAFY: 2005			Activities for Year: 2006 FFY Grant: 2006 PHAFY: 2006		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PA38-3, MOOSIC	Kitchen cabinets/countertops	33,000	PA38-3, MOOSIC	Upgrade bathrooms	120,000
	Install hood fans	5,400		Upgrade interiors	15,000
	Washer/dryer hook-ups	7,500		Upgrade storm/sanitary drainage	60,000
	Replace smoke detectors	1,620		Upgrade walks and site	60,000
	Upgrade heating systems	36,000	PA38-4, OLYPHANT	Install lighting in utility rooms	1,500
	Replace grills/diffusers	4,500		Replace valve under fixtures	7,050
	Upgrade interior lighting	7,500		Replace floor tiles	48,526
	Drywall repairs	6,000		Upgrade water service	10,000
	Replace windows	49,140		Upgrade roofs	150,000
	Replace floor tiles	41,040		Maintenance equipment storage	15,000
	Upgrade security lighting	12,000		Upgrade siding	60,000
	Replace soffit/fascia	6,576		Upgrade windows	36,000
	Replace siding	21,888		Upgrade kitchens	120,000
	Concrete pad at entry door	6,720		Upgrade bathrooms	150,000
	Repair foundations	11,000			
	Install HC curb cuts	14,500		Upgrade landscaping	75,000
	Cut/trim trees	3,500		Upgrade hot water baseboard heat	180,000
	Low water pressure	2,500	PA38-13, BLAKELY	Upgrade elevator	185,000

CapitalFundProgramFive -YearActionPlan

PartII:SupportingPages 6 WorkActivities HousingAuthorityoftheCountyofLackawanna

ActivitiesforYear:2005 FFYGrant:2005 PHAFY:2005			ActivitiesforYear:2006 FFYGrant:2006 PHAFY:2006		
Development Name/Number	MajorWorkCategories	Estimated Cost	Development Name/Number	MajorWorkCategories	Estimated Cost
PA38-2, DUNMORE	Kitchencabinets/countertops	110,000	PA38-15,JERMYN	Upgradeelectricalsystems	52,000
	Replacehoodfans	18,000			
PA38-2(continued)	Washer/dryerhook -ups	25,000			
	Replacettoilets	25,000			
	Replacevanities	45,000			
	Replacebathroomvinyl	13,500			
	Tub/showerfaucets	19,000			
	Replacebathroomlighting	8,500			
	Replaceexhaustfans	13,500			
	Replacewatershut -offvalves	8,500			
	Replacesiding	41,000			
	Replacemailboxes	4,500			
	Replacesoffit/fascia	24,000			
	Replacefurnaces	120,000			
	Replacegrills/diffusers	15,000			
	Replacesmokedetectors	13,000			
	Repairconcretefloorandwall	1,200			
	Sidewalkrepair/replacement	30,000			
	Installareadrains/grading	9,500			
	Weatherstripentrydoors	5,000			
	Upgradeentrancerooft	100,000			
	Bathroomupgrades	100,000			
	Upgradestoragespace	50,000			
	Upgradeelectrical	100,000			

CapitalFundProgramFive -YearActionPlan PartII:SupportingPages 6 WorkActivities HousingAuthorityoftheCountyofLackawanna					
ActivitiesforYear:2005 FFYGrant:2005 PHAFY:2005			ActivitiesforYear:2006 FFYGrant:2006 PHAFY:2006		
Development Name/Number	MajorWorkCategories	Estimated Cost	Development Name/Number	MajorWorkCategories	Estimate dCost
	Interiorfinishes	100,000			
	A/Cmaintenancefacility	10,000			
	Fencing	5,000			
	Upgradefoundations	10,000			
	Re-pointbrickveneer	10,000			
TotalEstimatedCost		1,304,584			1.345,076

Attachment E

Implementation of Public Housing Resident Community Service Requirements

The Department of Veteran Affairs and Housing and Urban Development, and Independent Agencies Appropriation Act, 2002, at Section 432, provides that:

None of the funds made available by this Act may be used to implement or enforce the requirement relating to community service, except with respect to any resident of a public housing project funded with any amount provided under section 24 of the United States Housing Act of 1937, as amended, or any predecessor program for the revitalization of severely distressed public housing (HOPEVI). (Pub. L. 107-73, sec. 432, 115 Stat. 651).

Under this new provision HAs generally are precluded from implementing or enforcing community service requirements in non-HOPEVI developments using FY 2002 funds. FY 2002 funds will be considered to be in use for the time period HUD provides Federal operating funds to a HA (i.e., the HA's fiscal year commencing: January 1, 2002, April 1, 2002, July 1, 2002 or October 1, 2002).

Based on the above information as provided by HUD, the Housing Authority of the County of Lackawanna adopted Resolution Number 3452, dated January 18, 2002, which states the following:

RESOLVED that the Housing Authority of the County of Lackawanna hereby authorizes suspension of enforcement of the 8-hour community service requirement of the Admissions & Occupancy Policy based on a Congressional provision for an option relative to enforcement. In taking this action, the Authority encourages all public housing residents to both participate in their community, and to enhance their self-sufficiency skills in a truly voluntary manner.

Attachment F Pet Policy

The Housing Authority of the County of Lackawanna allows for pet ownership in its developments with the written pre-approval of the Housing Authority.

The Housing Authority of the County of Lackawanna adopts the following reasons and requirements as part of the Pet Policy:

1. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units.
2. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold the Housing Authority of the County of Lackawanna harmless from any claims caused by an action or inaction of the pet.
3. Residents must have the prior written approval of the Housing Authority before moving a pet into their unit.
4. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before the Housing Authority will approve the request.
5. Residents must give the Housing Authority a picture of the pet so it can be identified if it is running loose.
6. An Annual Fee and Pet Deposit is required for each pet as follows:

Type of Pet	Annual Fee	Pet Deposit
Dog	\$150	\$250
Cat	\$100	\$150
Fish Aquarium	\$50	\$100
Fish Bowl (requires no power and no larger than 2 gallons)	\$0	\$25
Caged Pets	\$100	\$150

7. The Housing Authority of the County of Lackawanna will allow only common household pets. This means only domesticated animals such as a dog, cat, bird, gerbil, hamster, guinea pig and fish (reasonable number commensurate to aquarium size).

All dogs and cats must be spayed or neutered before they become six months old and cats must be declawed by the age of three months. A licensed veterinarian and/or staff of the Human Society must verify this fact.

Each Head of Household may own up to two pets. If one of the pets is a dog or a cat (or other four-legged animal), the second pet must be contained in a cage, or an aquarium for fish. Each bird or other animals, other than fish, shall be counted as one pet.

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight-trained dogs, will not be allowed.

The weight of a cat cannot exceed ten (10) pounds (fully grown), and a dog may not exceed twenty (20) pounds in weight (fully grown). All other four-legged animals are limited to ten (10) pounds (fully grown). A dog or cat's height may not exceed 15 inches (measured at the shoulder) by adulthood.

8. In order to be registered, pets must be appropriately inoculated against rabies, distemper and other conditions prescribed by state and/or local ordinances. They must comply with all other state and local public health, animal control, and anti-cruelty laws including any licensing requirements. A certification signed by a licensed veterinarian and/or the staff of the Humane Society shall be annually filed with the Housing Authority of the County of Lackawanna to attest to the inoculations.
9. The Housing Authority of the County of Lackawanna, or an appropriate community authority, shall require the removal of any pet from a project if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

Attachment G
Statement of Progress in Meeting the 5 -Year Plan
Mission and Goals

The following table reflects the progress we have made in achieving our goals and objectives:

Goal One: Manage the Housing Authority of the County of Lackawanna in an efficient and effective manner, thereby qualifying as at least a standard performer. public	
Objective	Progress
The Housing Authority of the County of Lackawanna shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.	All Housing Authority staff members have had training in sexual harassment, cultural diversity, customer service and dealing with difficult people, as well as various other training throughout the year. Over the past fiscal year, as evidence of the Authority's commitment to this objective two management staff members have been separated because of their failure to buy into these goals.

Goal Two: Enhance the marketability of the Housing Authority of the County of Lackawanna's public housing units.	
Objective	Progress
The Housing authority of the County of Lackawanna shall improve curb appeal by improving the landscaping, keeping its grass cut, and improving litter removal by December 31, 2002.	On January 2, 2001, the Housing Authority of the County of Lackawanna purchased its own garbage truck and implemented a schedule for daily refuse collection, rather than relying on municipalities, whose refuse collection was on a weekly basis. The Housing Authority has developed a new logo and is changing the image of the Housing Authority from that of a bureaucratic governmental entity, to mirror the appearance and management methodologies utilized by the private sector rental housing. The Executive Director is currently enrolled in the University of Maryland School of Public Affairs – 2001 Renewing Public Housing: Private Sector Principles for the New Millennium Executive Education Program.

Goal Three: Provide a safe and secure environment in the Housing Authority of the County of Lackawanna's public housing developments.	
Objective	Progress
To standardize all locksets Authority -Wide, prior to June 30, 2001.	The Authority has completed the process of standardizing all locksets Authority -Wide.
To improve site -lighting Authority -Wide as needed with funding from Public Housing Drug Elimination Program by December 31, 2002.	Contracts have been executed, the work is currently underway and will be completed by the end of the first calendar quarter.

Goal Four: A. Maintain the Housing Authority of the County of Lackawanna's real estate in a decent condition.	
B. Deliver timely and high quality maintenance service to the Residents of the Housing Authority of the County of Lackawanna.	
Objective	Progress
The Housing Authority of the County of Lackawanna shall achieve and maintain an average response time of less than 20 hours in responding to emergency work orders by December 31, 2002.	Evidenced by the PHAS submission -the Housing Authority of the County of Lackawanna continues to reduce response time.
The Housing Authority of the County of Lackawanna shall achieve and maintain an average maintenance turn -around time of fourteen (14) days or less for all units excluding those with major maintenance needs.	Evidenced by the PHAS submission -the Housing Authority of the County of Lackawanna continues to reduce response.

Goal Five: Manage the Housing Authority of the County of Lackawanna's Rental Assistance Programs in an efficient and effective manner, thereby qualifying it as at least a standard performer under SEMAP.	
Objective	Progress
The Housing Authority of the County of Lackawanna shall reduce the amount of time it takes to inspect a new unit to four (4) days by December 31, 2002.	The Authority is able for the majority of units inspected able to complete the inspection within 3 working days of the request.

Goal Six: The Housing Authority of the County of Lackawanna shall ensure equal treatment of all applicants, residents, rental assistance program participants and employees.	
Objective	Progress

<p>The Housing Authority of the County of Lackawanna shall mix its public housing development populations as much as possible with respect to ethnicity, race and income.</p>	<p>The Housing Authority of the County of Lackawanna complies with all fair housing laws, as stated in their Admissions and Continued Occupancy Policy. The Housing Authority will implement the new regulations of deconcentration as instructed from HUD, effective July 2001. Any impact of this new regulation will be addressed with the implementation.</p>
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<p>Goal Seven: The Housing Authority of the County of Lackawanna shall ensure full compliance with all applicable standards and regulations, including generally accepted accounting principles.</p>	
<p>Objective</p>	<p>Progress</p>
<p>The Housing Authority of the County of Lackawanna will ensure that all appropriate staff receive an adequate level of training to put them in a position to ensure that the Authority will remain in compliance with all applicable standards and regulations, including generally accepted accounting principles.</p>	<p>All Housing Authority staff members have had training in sexual harassment, cultural diversity, customer service and dealing with difficult people, as well as various other trainings throughout the year. Toward this goal, the Authority has hired a Comptroller with more than 20 years of assisted housing specific experience, as well as maintaining an on-going relationship with the fee accountant who specializes in these areas.</p>

Required Attachment H: Resident Member on the PHA Governing Board

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

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

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

- Elected
 Appointed

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

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

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
 the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
 Other (explain):

The appointing authorities have not approved any new Housing Authority of the County of Lackawanna Board Members, however the County Commissioners have assured the Authority that the next Board appointment made will be a program beneficiary.

B. Date of next term expiration of governing board member: May 1, 2002

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Randy Castellani
Chairman
Board of Lackawanna County Commissioners

Required Attachment I: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Lillian Jones
47 Apollo Drive
Old Forge, PA 18518

Joan Dietz
Apt 505- 208 N. Blakely Street
Dunmore, PA 18512

Irma Sleboda
22 Veterans Drive
Dunmore, PA 18512

Andrea Vanlouvender
89 Kennedy Boulevard
Scranton, PA 18504

Laura Tomaselli
1237 Quincy Avenue -1st Floor R.
Dunmore, PA 18512

Charlotte Patrick
1 Veterans Drive
Dunmore, PA 18512

Sister Gertrude Grimes
6 Kimberly Circle
Olyphant, PA 18447

AttachmentJ ñResidentSurveyFollowUpPlan

THEHOUSINGAUTHORITYOFTHECOUNTYOF LACKAWANNA

RESIDENTSURVEYFOLLOW -UPPLAN

OVERVIEW/BACKGROUND

The results of the Resident Service and Satisfaction Survey indicate that the Housing Authority of Lackawanna County received a score of 72% on the communication section, 68% on the safety section and 72% on the neighborhood appearance section. As a result, we are required to include this Resident Assessment Follow-up Plan along with our PHA Annual Plan for our fiscal year that begins on July 1, 2002.

The Housing Authority of the County of Lackawanna will do the following as a result of the scores they received on the Resident Service and Satisfaction Survey in the areas of Communication, Safety and Neighborhood Appearance:

Communication

The staff of the Housing Authority of the County of Lackawanna will continue to meet with the residents on a regular basis to keep them informed of any issues regarding their tenancy, specifically with the capital fund improvements scheduled for their developments. Additionally, we will continue to mail notices informing residents of activities, resident programs and any scheduled maintenance and modernization activities by giving residents sample written notification.

Safety

The Housing Authority of the County of Lackawanna is more than pleased to address any and all issues raised regarding safety at our public housing developments. Based on the outcome of the survey results, the Housing Authority of the County of Lackawanna has committed funds for the next three years from the Capital Fund Program to address safety concerns:

Capital Funds Budgeted to Address Safety Concerns					
Development	Work Activity	Estimated Cost	Capital Fund Budget Year 2002	Capital Fund Budget Year 2003	Capital Fund Budget Year 2004
HA-wide	Resident Activities	20,000	X		
HA-wide	Drug and Crime Prevention	60,000	X		

PA38 -6 Archbald	Replace outside lighting	5,940	X		
PA38 -7 Olyphant	Upgrade exterior lighting	6,000	X		
PA38 -4 Olyphant	Install chain link fence	26,380		X	
PA38 -14 South Abington	Upgrade emergency lighting and building systems	25,000		X	
PA38 -14 South Abington	Address site -wide environmental hazards	30,000		X	
PA38 -1 Taylor	Upgrade exterior lighting	22,000		X	
PA38 -22 Dunmore	Upgrade stairway lighting	2,500			X
PA38 -22 Dunmore	Upgrade hall lighting	12,500			X
PA38 -22 Dunmore	Exterior lighting with timers	1,100			X
PA38 -22 Dunmore	Upgrade alarm system	7,540			X

In addition, the Housing Authority of the County of Lackawanna will continue to foster a relationship with the local police department. We will set up regular meetings with the residents and the police department regarding safety in their units, parking lots, common areas, and the general neighborhood within each municipality.

Neighborhood Appearance

The vast majority of Authority properties are adjacent to upper middle class neighborhoods. Some sites, such as 38 -17 Throop, 38 -18 Olyphant, and 38 -20 Dunmore were return key developments, wherein the Lackawanna Housing Authority had no input regarding the location, construction type, or materials used. These 3 sites in particular are constructed adjacent to culm fields, which are the waste products from coal mining operations that exist when coal mining was the primary industry in this area. The Lackawanna County Housing Authority has filed an application for disposition of 38 -20 Dunmore. Based upon the results of this process the Lackawanna Housing Authority will seriously consider doing the same for PA38 -18 Olyphant. Relative to PA38 -17 Throop, private developers are in the process of formulating plans to construct upper end private housing in the surrounding undeveloped areas.

In addition, the Lackawanna Housing Authority has signed a contract and issued a Notice to Proceed for comprehensive modernization work at PA38 -03 Moosic. The work

includes modernization work on the exteriors, interiors, site improvements and site lighting. The contract is for approximately \$2,000,000 in modernization work.

The Authority is currently completing the design phase of a comprehensive modernization of PA38 -02, Dunmore Housing. Subsequent to approval of this plan and receipt of Capital Fund Program money the work will be put out to bid.

The Lackawanna County Housing Authority will next address the needs at PA38 -09 Jessup, with a comprehensive modernization package.

The Lackawanna County Housing Authority will take greater measures to hold residents and leaseholders accountable by enforcing lease violations.

We have included pictures of the developments, which scored poorly on the neighborhood appearance section of the residents survey, which show the current condition, which we believe to be acceptable.

PA38003

MoosicHousing



PA38004

KimberlyCircleOlyphantHousing



PA3809

JessupHousing



PA38010

DICKSONCITYHOUSING



PA38012

TaylorHousing



PA38017
ThroopHousing



PA38018

WalshPlazaHousing



PA38020
DunmoreIIHo using



**Annual Statement / Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: Housing Authority of the County of Lackawanna	Grant Type and Number Capital Fund Program Grant No: PA26P03870798 Replacement Housing Factor Grant No:	Federal FY of Grant: 1998
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no.)
 Performance and Evaluation Report for Program Year Ending **12/31/2000**
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	-	-	-	-
3	1408 Management Improvements	238,482.00	112,201.20	112,201.20	112,201.20
4	1410 Administration	159,103.00	159,103.00	159,103.00	159,103.00
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	100,000.00	107,760.23	107,760.23	107,760.23
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	40,595.00	-	-	-
10	1460 Dwelling Structures	745,570.00	914,079.24	913,079.24	914,079.24
11	1465.1 Dwelling Equipment - Nonexpendable	159,590.00	110,583.00	110,583.00	110,583.00
12	1470 Nondwelling Structures	3,850.00	131,900.33	131,900.33	131,900.33
13	1475 Nondwelling Equipment	55,400.00	55,400.00	55,400.00	55,400.00
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1501 Collateralization or Debt Service	-	-	-	-
20	1502 Contingency	88,437.00	-	-	-
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 1,591,027.00	\$ 1,591,027.00	\$ 1,590,227.00	\$ 1,591,027.00
22	Amount of line 21 Related to LBP Activities	-	-	-	-
23	Amount of line 21 Related to Section 504 Compliance	-	-	-	-
24	Amount of line 21 Related to Security - Soft Costs	-	-	-	-
25	Amount of line 21 Related to Security - Hard Costs	-	-	-	-
26	Amount of line 21 Related to Energy Conversation Measures	-	-	-	-

Annual Statement / Performance and Evaluation Report
Capital fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the County of Lackawanna		Grant Type and Number Capital Fund Program Grant No: PA26P03870798 Replacement Housing Factor Grant I			Federal FY of Grant: 1998			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	MGMT. IMPROVEMENTS							
	Computer Software	1408.00	NA	5,200.00	9,104.57	9,104.57	9,104.57	
	Staff Training	1408.00	NA	10,000.00	14,459.30	14,459.30	14,459.30	
	Occupancy Clerk	1408.00	NA	23,800.00	48,489.79	48,489.79	48,489.79	
	Designated Hsg. Counseling	1408.00	NA	2,000.00	-	-	-	
	PHMAP Technical Assistance	1408.00	NA	10,000.00	15,570.00	15,570.00	15,570.00	
	Resident Activities	1408.00	NA	108,250.00	-	-	-	
	Resident Orientation Training and Manual	1408.00	NA	3,000.00	5,002.74	5,002.74	5,002.74	
	Drug and Crime Prevention	1408.00	NA	76,232.00	-	-	-	
	RI Coordinator	1408.00	NA	-	19,574.80	19,574.80	19,574.80	Scope reduced
HA-WIDE	ADMINISTRATION							
	Salaries and Benefits	1410.00	NA	149,136.00	159,103.00	159,103.00	159,103.00	See Admin Plan
	Other Expenses	1410.00	NA	9,967.00	-	-	-	
HA-WIDE	FEES and COSTS	1430.00	NA	100,000.00	107,760.23	107,760.23	107,760.23	
HA-WIDE	APPLIANCE REPLACEMENT	1465.10	NA	120,000.00	110,583.00	110,583.00	110,583.00	
HA-WIDE	CONTINGENCY	1502.00	NA	88,437.00	-	-	-	For Use in Phys
HA-WIDE	NON-DWELLING EQUIPT.	1475.00						Improvements
	CGP Support Vehicle	1475.00	1	45,400.00	38,210.87	38,210.87	38,210.87	Completed
	Community Room Furniture	1475.00	LS	10,000.00	-	-	-	Cgp708
	Copiers	1475.00			7,787.00	7,787.00	7,787.00	
	Computer Equipment	1475.00			9,402.13	9,402.13	9,402.13	

Annual Statement / Performance and Evaluation Report
Capital fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the County of Lackawanna		Grant Type and Number Capital Fund Program Grant No: PA26P03870798 Replacement Housing Factor Grant I			Federal FY of Grant: 1998			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA38-20								
DUNMORE	SITE IMPROVEMENTS	1450.00						
	Grading/Topsoil/Seeding	1450.00	21000	10,865.00	-			Trf to CGP 708
	Repair/Replace Sidewalks	1450.00	720	9,000.00	-			Trf to CGP 708
	Fence Rear of Complex	1450.00	600	7,980.00	-			Trf to CGP 708
	Replace Trash Bins	1450.00	15	4,500.00	-			Trf to CGP 708
	Construct Retaining Walls	1450.00	150	8,250.00	-			Trf to CGP 708
	DWELLING STRUCTURES	1460.00						
	Replace Hood Fans	1460.00	75	13,500.00	-			Trf to CGP 708
	GFI's in Kitchens	1460.00	30	13,500.00	-			Trf to CGP 708
	Upgrade Interior Lighting	1460.00	75	18,750.00	-			Trf to CGP 708
	Install Tub Walls/Plywood	1460.00	75	26,250.00	-			Trf to CGP 708
	Replace Tub/Shower Faucets	1460.00	75	18,750.00	-			Trf to CGP 708
	Replace Floor Tile	1460.00	75	26,250.00	-			Trf to CGP 708
	Replace Entry/Storm Doors	1460.00	75	76,000.00	-			Trf to CGP 708
	Entry Locks/Master Key	1460.00	75	42,375.00	-			Trf to CGP 708
	Replace Interior Doors	1460.00	75	11,250.00	-			Trf to CGP 708
	Repair Second Floor Hallway	1460.00	60	74,648.00	-			Trf to CGP 708
	Replace Roofing	1460.00	75	15,000.00	-			Trf to CGP 708
	Replace Siding	1460.00	75	33,540.00	-			Trf to CGP 708
	Replace Windows	1460.00	75	47,050.00	-			Trf to CGP 708
	Replace Lighting at Entries	1460.00	75	6,750.00	-			Trf to CGP 708
	Replace Gutters/Downspouts	1460.00	75	11,890.00	-			Trf to CGP 708
	Replace Dryer Vents	1460.00	30	2,250.00	-			Trf to CGP 708

Annual Statement / Performance and Evaluation Report
Capital fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the County of Lackawanna		Grant Type and Number Capital Fund Program Grant No: PA26P03870798 Replacement Housing Factor Grant I			Federal FY of Grant: 1998			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA38-20								
DUNMORE	DWELLING EQUIPMENT	1465.10						
Continued	Replace Refrigerators	1465.10	75	33,750.00				ON GOING
					-			
	NON-DWELLING STRUC.	1470.00						
	Replace Entry Lighting	1470.00		650.00	-			Trf to CGP 708
	Replace Entry Doors	1470.00		1,200.00	-			Trf to CGP 708
	Upgrade Ext. Security Lighting	1470.00		2,000.00	-			Trf to CGP 708
PA38-22	DWELLING STRUCTURES	1460.00						
DUNMORE	Replace Windows	1460.00	120	31,900.00	-			Trf to CGP 708
HIGHRISE	Upgrade Entry Sys./Doors	1460.00	2	25,000.00	-			Trf to CGP 708
	Replace Rear Exit Doors	1460.00	4	5,000.00	-			Trf to CGP 708
	Upgrade Interior Lighting	1460.00	50	12,500.00	-			Trf to CGP 708
	Install Wall Mounted Thermo.	1460.00	50	8,000.00	-			Trf to CGP 708
	Replace Exhaust Fans	1460.00	50	6,500.00	-			Trf to CGP 708
	Replace Hallway Carpets	1460.00	5000	11,360.00	-			Trf to CGP 708
	Replace Tub Walls/Plywood	1460.00	50	17,500.00	-			Trf to CGP 708
	Replace Vanity Tops	1460.00	50	18,350.00	-			Trf to CGP 708
	Entry Locks/Master Key	1460.00	50	7,500.00	-			Trf to CGP 708
	Upgrade Stairway Lighting	1460.00	12	2,500.00	-			Trf to CGP 708
	Upgrade Hall Lighting	1460.00	84	12,500.00	-			Trf to CGP 708
	Exterior Lighting w/Timers	1460.00	4	2,100.00	-			Trf to CGP 708
	Upgrade Alarm System	1460.00	NA	7,540.00	-			Trf to CGP 708
PA30-05								
FELL TWP	Replace Sidewalks	1450.00	NA	-				
	Grading /topsoil/seeding	1450.00	NA	-				
	Painting & Cabinets	1460.00	NA	-				

Annual Statement / Performance and Evaluation Report
Capital fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the County of Lackawanna		Grant Type and Number Capital Fund Program Grant No: PA26P03870798 Replacement Housing Factor Grant I			Federal FY of Grant: 1998			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA38-24								
ARCHBALD	DWELLING STRUCTURES	1460.00						
	Replace Hood Fans	1460.00	8	1,440.00	-	-	-	Trf to CGP 708
	Upgrade Interior Lighting	1460.00	8	2,000.00	-	-	-	Trf to CGP 708
	Repair Entry Steps	1460.00	1	154.00	-	-	-	Trf to CGP 708
	Upgrade Entry Lighting	1460.00	8	720.00	-	-	-	Trf to CGP 708
	Replace Bath Exhaust Fans	1460.00	8	630.00	-	-	-	Trf to CGP 708
	Kitchen Cabinets/Countertops	1460.00	8	12,000.00	-	-	-	Trf to CGP 708
	Entry Locks/Master Key	1460.00	8	1,200.00	-	-	-	Trf to CGP 708
	Inter. Painting/Drywall Repair	1460.00	8	3,600.00	-	-	-	Trf to CGP 708
	APPLIANCE REPLACEMENT	1465.10						
	Replace Refrigerators	1465.10	8	3,600.00				Trf to CGP 708
	Replace Ranges	1465.10	8	2,240.00				Trf to CGP 708
PA38-06	DWELLING STRUCTURES	1460.00						
ARCHBALD	Replace Furnances	1460.00	23	95,000.00	-			Trf to CGP 708
	Replace Hot Water Heaters	1460.00	23	22,823.00	-			Trf to CGP 708
PHA WIDE	Door & Lock Replacement	1460.00		-	561,272.44	561,272.44	561,272.44	Ongoing
PHA WIDE	Improve Admin Building	1470.00		-	15,040.00	15,040.00	15,040.00	
PA-38-02	Continuation of expansion							
DUNMORE	od Community Building	1470.00		-	116,860.33	116,860.33	116,860.33	

Annual Statement / Performance and Evaluation Report
Capital fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the County of Lackawanna		Grant Type and Number Capital Fund Program Grant No: PA26P03870798 Replacement Housing Factor Grant I			Federal FY of Grant: 1998			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA38-08	DWELLING STRUCTURES							
Old Forge	Upgrade electrical	1460.00		-	2,000.00	2,000.00	2,000.00	Ongoing
	Entry doors & hardware	1460.00		-	31,060.60	31,060.60	31,060.60	Ongoing
	Floors	1460.00		-	16,907.44	16,907.44	16,907.44	Ongoing
PA38-14					-			
South					-			
Abington	SITE IMPROVEMENTS				-			
	Repair/Replace Sidewalk	1450.00	200	-				Trf to CGP 708
	Grading/Topsoil/Seeding	1450.00	9000	-				Trf to CGP 708
	Remove Existing Steps	1450.00	NA	-				Trf to CGP 708
	Paving	1450.00		-				Trf to CGP 708
	Upgrade Exterior Lighting	1450.00	12	-				Trf to CGP 708
	Fire Alarm Wiring	1470.00	12	-				Trf to CGP 708
	Upgrade emergency lights	1470.00						Trf to CGP 708
					-			
PA38-14								
South								
Abington	DWELLING STRUCTURES				-			
	Kitchen Cabinets/Countertops	1460.00		-	30,582.31	30,582.31	30,582.31	Ongoing
	Replace Hood Fans	1460.00		-	3,631.10	3,631.10	3,631.10	Ongoing
	Upgrade Interior Lighting	1460.00		-	36,559.76	35,559.76	36,559.76	Ongoing
	Replace Shower/Tub Surround	1460.00		-	55,010.42	55,010.42	55,010.42	Ongoing
	Upgrade Sinks & Toilets	1460.00		-	20,938.60	20,938.60	20,938.60	Ongoing
	Replace Floor Tile	1460.00		-	3,825.00	3,825.00	3,825.00	Ongoing
	Replace Entry/Storm Doors	1460.00		-	10,090.39	10,090.39	10,090.39	Ongoing
	Entry Locks/Master Key	1460.00		-	-			
					-			
					-			

Annual Statement / Performance and Evaluation Report
Capital fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the County of Lackawanna		Grant Type and Number Capital Fund Program Grant No: PA26P03870798 Replacement Housing Factor Grant I			Federal FY of Grant: 1998			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA38-14								
South	DWELLING STRUCTURES							
Abington	Entry Locks/Master Key	1460.00		-	-	-	-	Ongoing
	Interior Painting	1460.00		-	8,277.15	8,277.15	8,277.15	Ongoing
	Replace Windows	1460.00		-	8,664.24	8,664.24	8,664.24	Ongoing
	Replace Closet Doors	1460.00		-	-	-	-	Ongoing
	Replace Exhaust Fans	1460.00		-	365.63	365.63	365.63	Ongoing
	Replace Roofing	1460.00		-	7,956.70	7,956.70	7,956.70	Ongoing
	Replace Siding	1460.00		-	12,760.00	12,760.00	12,760.00	Ongoing
	Replace Soffit/Fascia	1460.00		-	2,400.00	2,400.00	2,400.00	Ongoing
	Gutters/Downspourts	1460.00		-	-	-	-	Ongoing
	Add Crickets at Bumpouts	1460.00	6	-	-	-	-	Ongoing
	Install GFI's	1460.00	60	-	-	-	-	Ongoing
	Install Canopies at Entries	1460.00	60	-	58,010.55	58,010.55	58,010.55	Ongoing
	Replace Water Heaters and thermostats	1460.00		-	36,708.11	36,708.11	36,708.11	Ongoing
	Upgrade Power distrib system	1460.00	60	-	323.40	323.40	323.40	Ongoing
	Fire Alarm Wiring	1460.00		-	2,155.43	2,155.43	2,155.43	Ongoing
	Aircondition public space	1460.00		-	3,557.52	3,557.52	3,557.52	Ongoing
	Railings	1460.00		-	1,022.45	1,022.45	1,022.45	Ongoing
	Firealarm Warning	1460.00		-	-	-	-	Ongoing
	Upgrade Phone & Cable	1460.00		-	-	-	-	Ongoing
				-				
PA38-14	NON-DWELLING STRUCTURES							
South	Replace Heating System	1470.00	NA	-				
Abington	Upgrade Emergency/Exit Light	1470.00	NA	-				
	Replace Siding	1470.00	NA	-				
	Replace Flooring	1470.00	NA	-				
	Construct Shed	1470.00		-				
				-				

**Actual Comprehensive Grant
Cost Certificate**
Comprehensive Grant Program (CGP)

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

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

PHA/IHA Name Housing Authority of the County of Lackawanna	Comprehensive Grant Number PA26P03870798
	FFY of Grant Approval 1998

The PHA/IHA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Comprehensive Grant, is as shown below:

A. Original Funds Approved	\$ 1,591,027.00
B. Revised Funds Approved	1,591,027.00
C. Funds Advanced	
D. Funds Expended (Actual Modernization Cost)	1,591,027.00
E. Amount to be Recaptured (A-D)	-
F. Excess of Funds Advanced (C-D)	\$ (1,591,027.00)

2. That all modernization work in connection with the Comprehensive Grant has been completed;
 3. That the entire Actual Modernization Cost or liabilities therefor incurred by the PHA/IHA have been fully paid;
 4. That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on public office where the same should be filed in order to be valid against such modernization work; and
 5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729)

Signature X	Date 04/16/2002
---------------------------	-------------------------------

For HUD Use Only

The Cost Certificate is approved for audit.

Approved for Audit (Director, Public Housing Division) X	Date
--	------

The audited costs agree with the costs shown above.

Verified (Director, Public Housing Division) X	Date
--	------

Approved (Field Office Manager) X	Date
---	------

**Actual Modernization
Cost Certificate**

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

OMB Approval No. 2577-0044 (exp. 12/31/99)
OMB Approval No. 2577-0157 (exp. 12/31/99)

**Comprehensive Improvement Assistance Program (CIAP)
Comprehensive Grant Program (CGP)**

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0044 and 0157), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Do not send this form to the above address.

This collection of information requires that each Housing Authority (HA) submit information to enable HUD to initiate the fiscal closeout process. The information will be used by HUD to determine whether the modernization grant is ready to be audited and closed out. The information is essential for audit verification and fiscal close out. Responses to the collection are required by regulation. The information requested does not lend itself to confidentiality.

HA Name: Housing Authority of the County of Lackawanna	Modernization Project Number: PA26P03870798
--	---

The HA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Modernization Grant, is as shown below:

A. Original Funds Approved	\$	1,591,027.00
B. Funds Disbursed	\$	1,591,027.00
C. Funds Expended (Actual Modernization Cost)	\$	1,591,027.00
D. Amount to be Recaptured (A - C)	\$	-
E. Excess of Funds Disbursed (B - C)	\$	-

2. That all modernization work in connection with the Modernization Grant has been completed;

3. That the entire Actual Modernization Cost or liabilities therefore incurred by the HA have been fully paid;

4. That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on file in any public office where the same should be filed in order to be valid against such modernization work; and

5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Executive Director & Date:

X

4/16/2002

For HUD Use Only

The Cost Certificate is approved for audit:

Approved for Audit (Director, Office of Public Housing / ONAP Administrator)

Date:

X

The audited costs agree with the costs shown above:

Verified: (Designated HUD Official)

Date:

X

Approved: (Director, Office of Public Housing / ONAP Administrator)

Date:

X

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PHA Forms

Input Range						
Acct	Original	Revised	Obligated	Expended	Acct	Original
0	0.00	0.00	0.00	0.00	1406	0.00
1408	5,200.00	9,104.57	9,104.57	9,104.57	ACCT	
1408	10,000.00	14,459.30	14,459.30	14,459.30	1408	238,482.00
1408	23,800.00	48,489.79	48,489.79	48,489.79	ACCT	
1408	2,000.00	0.00	0.00	0.00	1410	159,103.00
1408	10,000.00	15,570.00	15,570.00	15,570.00	ACCT	
1408	108,250.00	0.00	0.00	0.00	1411	0.00
1408	3,000.00	5,002.74	5,002.74	5,002.74	ACCT	
0			0.00	0.00	1415	0.00
1408	76,232.00	0.00	0.00	0.00	ACCT	
1408	0.00	19,574.80	19,574.80	19,574.80	1430	100,000.00
0	0.00				ACCT	
1410	149,136.00	159,103.00	159,103.00	159,103.00	1440	0.00
1410	9,967.00	0.00	0.00		ACCT	
#VALUE!		0.00	0.00	0.00	1450	40,595.00
1430	100,000.00	107,760.23	107,760.23	107,760.23	ACCT	
#VALUE!		0.00	0.00	0.00	1460	745,570.00
1465	120,000.00	110,583.00	110,583.00	110,583.00	ACCT	
#VALUE!		0.00	0.00	0.00	1465	159,590.00
1502	88,437.00	0.00	0.00	0.00	ACCT	
1475		0.00	0.00	0.00	1470	3,850.00
1475	45,400.00	38,210.87	38,210.87	38,210.87	ACCT	
1475	10,000.00	0.00	0.00	0.00	1475	55,400.00
1475	0.00	7,787.00	7,787.00	7,787.00	ACCT	
1475		9,402.13	9,402.13	9,402.13	1485	0.00
0	0.00	0.00	0.00	0.00	ACCT	
0	0.00	0.00	0.00	0.00	1490	0.00
0	0.00	0.00	0.00	0.00	ACCT	
0	0.00	0.00	0.00	0.00	1492	0.00
0	0.00	0.00	0.00	0.00	ACCT	
0	0.00	0.00	0.00	0.00	1495	0.00
0	0.00	0.00	0.00	0.00	ACCT	
0	0.00	0.00	0.00	0.00	1499	0.00
#VALUE!	0.00	0.00	Federal FY of	0.00	ACCT	
#VALUE!	PA26P0387C	0.00	1998	0.00	1501	0.00
#VALUE!		0.00	0.00	0.00	ACCT	

#VALUE!	Total Estimated	0.00	Total Actual C	0.00	1502	88,437.00
#VALUE!	0.00	0.00	0.00	0.00		
#VALUE!	Original	Revised	Funds	Funds		
0	0.00	0.00	Obligated	Expended		
0	0.00	0.00	0.00	0.00		
1450		0.00	0.00	0.00		
1450	10,865.00	0.00	0.00	0.00		
1450	9,000.00	0.00	0.00	0.00		
1450	7,980.00	0.00	0.00	0.00		
1450	4,500.00	0.00	0.00	0.00		
1450	8,250.00	0.00	0.00	0.00		
0	0.00	0.00	0.00	0.00		
1460	0.00	0.00	0.00	0.00		
1460	13,500.00	0.00	0.00	0.00		
1460	13,500.00	0.00	0.00	0.00		
1460	18,750.00	0.00	0.00	0.00		
1460	26,250.00	0.00	0.00	0.00		
1460	18,750.00	0.00	0.00	0.00		
1460	26,250.00	0.00	0.00	0.00		
1460	76,000.00	0.00	0.00	0.00		
1460	42,375.00	0.00	0.00	0.00		
1460	11,250.00	0.00	0.00	0.00		
1460	74,648.00	0.00	0.00	0.00		
1460	15,000.00	0.00	0.00	0.00		
1460	33,540.00	0.00	0.00	0.00		
1460	47,050.00	0.00	0.00	0.00		
1460	6,750.00	0.00	0.00	0.00		
1460	11,890.00	0.00	0.00	0.00		
1460	2,250.00	0.00	0.00	0.00		
0	0.00	0.00	0.00	0.00		
0	0.00	0.00	0.00	0.00		
0	0.00	0.00	0.00	0.00		
0	0.00	0.00	0.00	0.00		
0	0.00	0.00	0.00	0.00		
0	0.00	0.00	0.00	0.00		
0	0.00	0.00	0.00	0.00		
0	0.00	0.00	0.00	0.00		
#VALUE!	0.00	0.00	Federal FY of	0.00		
#VALUE!	PA26P0387C	0.00	1998	0.00		
#VALUE!		0.00	0.00	0.00		
#VALUE!	Total Estimated	0.00	Total Actual C	0.00		
#VALUE!	0.00	0.00	0.00	0.00		
#VALUE!	Original	Revised	Funds	Funds		

0	0.00	0.00	Obligated	Expended	
0	0.00	0.00	0.00	0.00	0.00
1465		0.00	0.00	0.00	0.00
1465	33,750.00	0.00	0.00	0.00	0.00
#VALUE!		0.00	0.00	0.00	0.00
1470		0.00	0.00	0.00	0.00
1470	650.00	0.00	0.00	0.00	0.00
1470	1,200.00	0.00	0.00	0.00	0.00
1470	2,000.00	0.00	0.00	0.00	0.00
#VALUE!		0.00	0.00	0.00	0.00
1460		0.00	0.00	0.00	0.00
1460	31,900.00	0.00	0.00	0.00	0.00
1460	25,000.00	0.00	0.00	0.00	0.00
1460	5,000.00	0.00	0.00	0.00	0.00
1460	12,500.00	0.00	0.00	0.00	0.00
1460	8,000.00	0.00	0.00	0.00	0.00
1460	6,500.00	0.00	0.00	0.00	0.00
1460	11,360.00	0.00	0.00	0.00	0.00
1460	17,500.00	0.00	0.00	0.00	0.00
1460	18,350.00	0.00	0.00	0.00	0.00
1460	7,500.00	0.00	0.00	0.00	0.00
1460	2,500.00	0.00	0.00	0.00	0.00
1460	12,500.00	0.00	0.00	0.00	0.00
1460	2,100.00	0.00	0.00	0.00	0.00
1460	7,540.00	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00	0.00
1450	0.00	0.00	0.00	0.00	0.00
1450	0.00	0.00	0.00	0.00	0.00
1460	0.00	0.00	0.00	0.00	0.00
0	0.00				
0	0.00	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00	0.00
#VALUE!	0.00	0.00	Federal FY of		0.00
#VALUE!	PA26P0387C	0.00	1998		0.00
#VALUE!		0.00	0.00		0.00
#VALUE!	Total Estimated	0.00	Total Actual C		0.00
#VALUE!	0.00	0.00	0.00		0.00
#VALUE!	Original	Revised	Funds	Funds	
0	0.00	0.00	Obligated	Expended	
0	0.00	0.00	0.00	0.00	0.00
1460	0.00	0.00	0.00	0.00	0.00

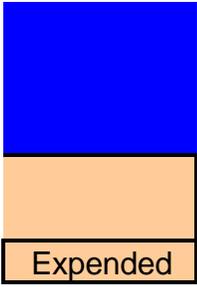
1460	1,440.00	0.00	0.00	0.00
1460	2,000.00	0.00	0.00	0.00
1460	154.00	0.00	0.00	0.00
1460	720.00	0.00	0.00	0.00
1460	630.00	0.00	0.00	0.00
1460	12,000.00	0.00	0.00	0.00
1460	1,200.00	0.00	0.00	0.00
1460	3,600.00	0.00	0.00	0.00
#VALUE!	0.00	0.00	0.00	0.00
1465	0.00	0.00	0.00	0.00
1465	3,600.00	0.00	0.00	0.00
1465	2,240.00	0.00	0.00	0.00
#VALUE!	0.00	0.00	0.00	0.00
1460	0.00	0.00	0.00	0.00
1460	95,000.00	0.00	0.00	0.00
1460	22,823.00	0.00	0.00	0.00
#VALUE!		0.00	0.00	0.00
1460	0.00	561,272.44	561,272.44	561,272.44
0	0.00	0.00	0.00	0.00
1470	0.00	15,040.00	15,040.00	15,040.00
0	0.00		0.00	0.00
#VALUE!		0.00	0.00	0.00
1470	0.00	116,860.33	116,860.33	116,860.33
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
#VALUE!	0.00	0.00	Federal FY of	0.00
#VALUE!	PA26P0387C	0.00	1998	0.00
#VALUE!		0.00	0.00	0.00
#VALUE!	Total Estimati	0.00	Total Actual C	0.00
#VALUE!	0.00	0.00	0.00	0.00
#VALUE!	Original	Revised	Funds	Funds
0	0.00	0.00	Obligated	Expended
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
1460	0.00	2,000.00	2,000.00	2,000.00
1460	0.00	31,060.60	31,060.60	31,060.60
1460	0.00	16,907.44	16,907.44	16,907.44

0				
#VALUE!	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
#VALUE!	0.00	0.00	0.00	0.00
1450	0.00	0.00	0.00	0.00
1450	0.00	0.00	0.00	0.00
1450	0.00	0.00	0.00	0.00
1450	0.00	0.00	0.00	0.00
1450	0.00	0.00	0.00	0.00
1470	0.00	0.00	0.00	0.00
1470	0.00	0.00	0.00	0.00
0		0.00	0.00	0.00
#VALUE!				
#VALUE!		0.00	0.00	0.00
#VALUE!	0.00			
1460	0.00	30,582.31	30,582.31	30,582.31
1460	0.00	3,631.10	3,631.10	3,631.10
1460	0.00	36,559.76	35,559.76	36,559.76
1460	0.00	55,010.42	55,010.42	55,010.42
1460	0.00	20,938.60	20,938.60	20,938.60
1460	0.00	3,825.00	3,825.00	3,825.00
1460	0.00	10,090.39	10,090.39	10,090.39
1460	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
#VALUE!	0.00	0.00	Federal FY of	0.00
#VALUE!	PA26P0387C	0.00	1998	0.00
#VALUE!		0.00	0.00	0.00
#VALUE!	Total Estimati	0.00	Total Actual C	0.00
#VALUE!	0.00	0.00	0.00	0.00
#VALUE!	Original	Revised	Funds	Funds
0	0.00	0.00	Obligated	Expended
0	0.00	0.00	0.00	0.00
0	0.00			
1460	0.00	0.00	0.00	0.00
1460	0.00	8,277.15	8,277.15	8,277.15
1460	0.00	8,664.24	8,664.24	8,664.24
1460	0.00	0.00	0.00	0.00
1460	0.00	365.63	365.63	365.63
1460	0.00	7,956.70	7,956.70	7,956.70

0.00

0.00

0.00



0.00
112,201.20
159,103.00
0.00
0.00
107,760.23
0.00
0.00
914,079.24
110,583.00
131,900.33
55,400.00
0.00
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**Annual Statement / Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: Housing Authority of the County of Lackawanna	Grant Type and Number Capital Fund Program Grant No: PA26P03870899 Replacement Housing Factor Grant No:	Federal FY of Grant: 1999
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no.)

Performance and Evaluation Report for Program Year Ending **12/31/2000**
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	-	-	-	-
3	1408 Management Improvements	186,800.00	-	83,340.95	83,340.95
4	1410 Administration	159,100.00	-	159,100.00	12,333.80
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	112,214.00	-	171,293.74	171,293.74
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	13,000.00	-	104,005.00	92,005.00
10	1460 Dwelling Structures	1,258,574.00	-	1,184,311.66	624,249.13
11	1465.1 Dwelling Equipment - Nonexpendable	25,217.00	-	94,083.00	94,083.00
12	1470 Nondwelling Structures	7,500.00	-	29,383.65	13,467.90
13	1475 Nondwelling Equipment	-	-	-	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1501 Collateralization or Debt Service	-	-	-	-
20	1502 Contingency	63,113.00	-	-	-
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 1,825,518.00	\$ -	\$ 1,825,518.00	\$ 1,090,773.52
22	Amount of line 21 Related to LBP Activities	-	-	-	-
23	Amount of line 21 Related to Section 504 Compliance	-	-	-	-
24	Amount of line 21 Related to Security - Soft Costs	-	-	-	-
25	Amount of line 21 Related to Security - Hard Costs	-	-	-	-
26	Amount of line 21 Related to Energy Conversation Measures	-	-	-	-

Annual Statement / Performance and Evaluation Report
Capital fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the County of Lackawanna		Grant Type and Number Capital Fund Program Grant No: PA26P03870899 Replacement Housing Factor Grant I			Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	Management Improvements							
	Computer Software	1408.00	NA	30,000.00		5,192.67	5,192.67	
	Staff Training	1408.00	NA	20,000.00		39,022.11	39,022.11	
	Occupancy Clerk	1408.00	NA	23,800.00		4,412.73	4,412.73	
	PHMAP Technical Assistance	1408.00	NA	10,000.00		22,530.00	22,530.00	
	Resident Activities	1408.00	NA	50,000.00		8,940.00	8,940.00	
	Resident Orientation Training and Guidebook	1408.00	NA	3,000.00		3,243.44	3,243.44	
	Drug & Crime Prevention	1408.00	NA	50,000.00				
HA-WIDE	Administration (See attached allocation plan)	1410.00	NA	159,100.00		159,100.00	12,333.80	
HA-WIDE	A & E Fees	1430.00		112,214.00		171,293.74	171,293.74	IN PROGRESS
PA 38-18								
Walsh Plaza	Roofs	1460.00				81,075.49	81,075.49	

Annual Statement / Performance and Evaluation Report
Capital fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the County of Lackawanna		Grant Type and Number Capital Fund Program Grant No: PA26P03870899 Replacement Housing Factor Grant I			Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA 38-02	Upgrade Entrances	1460.00	100	100,000.00				Grant in Planning Stage
DUNMORE	Upgrade Bathrooms	1460.00	100	100,000.00				
	Kitchen Cabinets/Countertops	1460.00	100	110,000.00				
	Refrigerators	1460.00	100	45,000.00				
	Rangers	1460.00	100	28,000.00				
	Hood Fans	1460.00	100	18,000.00				
	Washer/Dryer Hookups	1460.00	100	25,000.00				
	Replace Toilets	1460.00	100	25,000.00				
	Replace Vanities	1460.00	100	45,000.00				
	Replace Bathroom Vinyl	1460.00	50	13,500.00				
	Tub/Shower Faucets	1460.00	100	19,000.00				
	Replace Bathroom Lighting	1460.00	100	8,500.00				
	Replace Exhaust Fans	1460.00	100	13,500.00				
	Replace Shutoff Valves	1460.00	100	8,500.00				
	Replace Siding	1460.00	33	41,000.00				
	Replace Mail Boxes	1460.00	100	4,500.00				
	Replace Soffit/Fascia	1460.00	33	24,000.00				
	Entry Locks/Master Key	1460.00	100	15,000.00				
	Replace Furnaces	1460.00	33	120,000.00				
	Replace Grills/Diffusers	1460.00	100	15,000.00				
	Replace Smoke Detectors	1460.00	100	13,000.00				
	Repair Concrete Floor and Wall	1460.00	3	1,200.00				
	Sidewalk Repair/Replacement	1460.00	LS	30,000.00				
	Install Area Drains/Grading	1460.00	4	9,500.00				
	Weather Strip Entry Doors	1460.00	100	5,000.00				
	Community Bldg	1470.00				17,383.65	13,467.90	
HA WIDE	Doors	1460.00				313,479.91	313,479.91	

Annual Statement / Performance and Evaluation Report
Capital fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the County of Lackawanna		Grant Type and Number Capital Fund Program Grant No: PA26P03870899 Replacement Housing Factor Grant I			Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA38-22								
DUNMORE	Caulk Exterior Surfaces	1460.00		8,000.00				Grant in Planning Stage
HIGH RISE	Main Entry Doors/AutoSwipe	1460.00	LS	28,000.00				
	Emergency Generator	1460.00		25,000.00				
PA38-14	Showers & Tub Surrounds	1460.00	60	18,600.00		27,000.00		
So Abington	Bath Exhaust Fans	1460.00	60	7,800.00		15,000.00	7,800.00	
Cole	GFI's	1460.00	60	10,800.00		10,800.00	735.00	
	Replace Lavatories	1460.00	60	9,000.00		27,125.00	27,125.00	
	Replace Toilets	1460.00	60	15,000.00		32,638.26	32,638.26	
	Replace Smoke Detectors	1460.00	60	3,500.00		8,000.00		
	Repoint Foundation Brick	1460.00	80	8,920.00		15,000.00	8,920.00	
PA38-03	Kitchen Cabinets/Countertop	1460.00	30	33,000.00		60,000.00		
MOOSIC	Replace Ranges	1460.00	30	8,400.00		8,400.00		
	Replace Refrigerators	1460.00	30	13,500.00		13,500.00		
	Install Hood Fans	1460.00	30	5,400.00		5,400.00		
	Washer/Dryer Hookups	1460.00	30	7,500.00		15,000.00		
	Replace Smoke Detectors	1460.00	12	1,620.00		3,000.00		
	Upgrade Heating Systems/ac	1460.00	30	3,600.00		149,800.00		
	Replace Grills/Diffusers	1460.00	30	4,500.00		12,000.00		
	Upgrade Interior Lighting	1460.00	30	7,500.00		127,765.00		

Annual Statement / Performance and Evaluation Report
Capital fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the County of Lackawanna		Grant Type and Number Capital Fund Program Grant No: PA26P03870899 Replacement Housing Factor Grant I			Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Continued								
PA38-03	Drywall Repair	1460.00	30	6,000.00		15,000.00	6,000.00	
MOOSIC	Replace Windows	1460.00	30	49,410.00		65,000.00	49,410.00	
	Replace Floor Tiles	1460.00	30	41,040.00		41,040.00	41,040.00	
	Upgrade Security Lighting	1460.00	30	12,000.00		15,000.00	12,000.00	
	Replace Mechanical Room Drs.	1460.00	12	4,200.00		5,000.00		
	Replace Soffit/Fascia	1460.00	30	6,576.00		13,500.00		
	Replace Siding	1460.00	16	21,888.00		21,888.00	21,888.00	
	Concrete Pad at Entry Doors	1460.00	14	6,720.00		15,000.00	6,720.00	
	Replace Entry/ Storm Doors	1460.00	30	33,900.00		33,900.00		
	Entry Locks/Master Key	1460.00	30	9,000.00		9,000.00	4,417.47	
	Repair Foundations	1460.00	30	11,000.00		25,000.00	11,000.00	
PA38-03	SITE IMPROVEMENTS							
MOOSIC	Install H/C Curb Cuts	1450.00	10	7,000.00		92,005.00	92,005.00	
	Cut/Trim Trees	1450.00	5	3,500.00		3,500.00		
	Repair Low Water Pressure	1450.00	NA	2,500.00		8,500.00		
	NON-DWELLING CONST.							
	Install H/C Ramp	1470.00	1	7,500.00		12,000.00		
HA-WIDE	DWELLING EQUIPMENT							
	Appliance Replacement	1465.10	56	25,217.00		94,083.00	94,083.00	
HA-WIDE	Contingency	1502.00	NA	63,113.00				

**Actual Comprehensive Grant
Cost Certificate**
Comprehensive Grant Program (CGP)

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

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

PHA/IHA Name Housing Authority of the County of Lackawanna	Comprehensive Grant Number PA26P03870899
	FFY of Grant Approval 1999

The PHA/IHA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Comprehensive Grant, is as shown below:

A. Original Funds Approved	\$ 1,825,518.00
B. Revised Funds Approved	-
C. Funds Advanced	
D. Funds Expended (Actual Modernization Cost)	1,090,773.52
E. Amount to be Recaptured (A-D)	734,744.48
F. Excess of Funds Advanced (C-D)	\$ (1,090,773.52)

2. That all modernization work in connection with the Comprehensive Grant has been completed;
3. That the entire Actual Modernization Cost or liabilities therefor incurred by the PHA/IHA have been fully paid;
4. That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on public office where the same should be filed in order to be valid against such modernization work; and
5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729)

Signature X	Date 04/16/2002
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For HUD Use Only

The Cost Certificate is approved for audit.

Approved for Audit (Director, Public Housing Division) X	Date
--	------

The audited costs agree with the costs shown above.

Verified (Director, Public Housing Division) X	Date
--	------

Approved (Field Office Manager) X	Date
---	------

**Actual Modernization
Cost Certificate**

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

OMB Approval No. 2577-0044 (exp. 12/31/99)
OMB Approval No. 2577-0157 (exp. 12/31/99)

**Comprehensive Improvement Assistance Program (CIAP)
Comprehensive Grant Program (CGP)**

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0044 and 0157), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Do not send this form to the above address.

This collection of information requires that each Housing Authority (HA) submit information to enable HUD to initiate the fiscal closeout process. The information will be used by HUD to determine whether the modernization grant is ready to be audited and closed out. The information is essential for audit verification and fiscal close out. Responses to the collection are required by regulation. The information requested does not lend itself to confidentiality.

HA Name: Housing Authority of the County of Lackawanna	Modernization Project Number: PA26P03870899
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The HA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Modernization Grant, is as shown below:

A. Original Funds Approved	\$	-
B. Funds Disbursed	\$	1,090,773.52
C. Funds Expended (Actual Modernization Cost)	\$	1,090,773.52
D. Amount to be Recaptured (A - C)	\$	(1,090,773.52)
E. Excess of Funds Disbursed (B - C)	\$	-

2. That all modernization work in connection with the Modernization Grant has been completed;

3. That the entire Actual Modernization Cost or liabilities therefore incurred by the HA have been fully paid;

4. That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on file in any public office where the same should be filed in order to be valid against such modernization work; and

5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Executive Director & Date:

X

4/16/2002

For HUD Use Only

The Cost Certificate is approved for audit:

Approved for Audit (Director, Office of Public Housing / ONAP Administrator)

Date:

X

The audited costs agree with the costs shown above:

Verified: (Designated HUD Official)

Date:

X

Approved: (Director, Office of Public Housing / ONAP Administrator)

Date:

X

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PHA Forms

Input Range						
Acct	Original	Revised	Obligated	Expended	Acct	Original
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1408	23,800.00	0.00	4,412.73	4,412.73	ACCT	
1408	10,000.00	0.00	22,530.00	22,530.00	1410	159,100.00
1408	50,000.00	0.00	8,940.00	8,940.00	ACCT	
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0	0.00	0.00	0.00	0.00	ACCT	
0	0.00	0.00	0.00	0.00	1495	0.00
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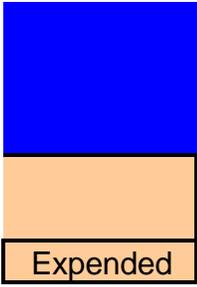
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1460	15,000.00	0.00	0.00	0.00		
1460	120,000.00	0.00	0.00	0.00		
1460	15,000.00	0.00	0.00	0.00		
1460	13,000.00	0.00	0.00	0.00		
1460	1,200.00	0.00	0.00	0.00		
1460	30,000.00	0.00	0.00	0.00		
1460	9,500.00	0.00	0.00	0.00		
1460	5,000.00	0.00	0.00	0.00		
1470	0.00	0.00	17,383.65	13,467.90		
1460	0.00	0.00	313,479.91	313,479.91		
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#VALUE!	Original	Revised	Funds	Funds		

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1460	8,000.00	0.00	0.00	0.00
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1460	10,800.00	0.00	10,800.00	735.00
1460	9,000.00	0.00	27,125.00	27,125.00
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1460	1,620.00	0.00	3,000.00	0.00
1460	3,600.00	0.00	149,800.00	0.00
1460	4,500.00	0.00	12,000.00	0.00
1460	7,500.00	0.00	127,765.00	0.00
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#VALUE!	Total Estimati	0.00	Total Actual C	0.00
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**Annual Statement / Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: Housing Authority of the County of Lackawanna	Grant Type and Number Capital Fund Program Grant No: PA26P03850100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no.)
 Performance and Evaluation Report for Program Year Ending **12/31/2001**
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	-	-	-	-
3	1408 Management Improvements	166,550.00	166,550.00	-	-
4	1410 Administration	159,100.00	159,100.00	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	100,000.00	100,000.00	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	3,000.00	3,000.00	-	-
10	1460 Dwelling Structures	1,174,438.00	1,174,438.00	1,018,084.00	-
11	1465.1 Dwelling Equipment - Nonexpendable	105,570.00	105,570.00	21,900.00	-
12	1470 Nondwelling Structures	-	-	-	-
13	1475 Nondwelling Equipment	41,860.00	41,860.00	-	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1501 Collateralization or Debt Service	-	-	-	-
20	1502 Contingency	75,000.00	239,893.00	-	-
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 1,825,518.00	\$ 1,990,411.00	\$ 1,039,984.00	\$ -
22	Amount of line 21 Related to LBP Activities	-	-	-	-
23	Amount of line 21 Related to Section 504 Compliance	-	-	-	-
24	Amount of line 21 Related to Security - Soft Costs	-	-	-	-
25	Amount of line 21 Related to Security - Hard Costs	-	-	-	-
26	Amount of line 21 Related to Energy Conversation Measures	-	-	-	-

Annual Statement / Performance and Evaluation Report
Capital fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the County of Lackawanna		Grant Type and Number Capital Fund Program Grant No: PA26P03850100 Replacement Housing Factor Grant I			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	Management Improvements						-	
	Computer Software	1408.00	NA	38,550.00	38,550.00		-	
	Staff Training	1408.00	NA	30,000.00	30,000.00		-	
	Occupancy Clerk	1408.00	NA				-	
	PHMAP Technical Assistance	1408.00	NA	10,000.00	10,000.00		-	
	Resident Activities	1408.00	NA	30,000.00	30,000.00		-	
	Resident Orientation Training and Guidebook	1408.00	NA				-	
	Drug & Crime Prevention	1408.00	NA	58,000.00	58,000.00		-	
	Public Housing Evaluation	1408.00	NA	-	-		-	
							-	
HA-WIDE	Administration (See attached allocation plan)	1410.00	NA	159,100.00	159,100.00		-	
							-	
							-	
HA-WIDE	A & E Fees	1430.00		100,000.00	100,000.00		-	
							-	
							-	
HA-WIDE	Non Dwelling Structures & Equipment	1470.00		-	-		-	
							-	
HA-WIDE	Physical Improvements						-	
	Appliance Replacement	1465.10		59,670.00	59,670.00		-	
	Upgrade Heating to Baseboard Heat	1465.10		24,000.00	24,000.00		-	
	Upgrade Power Distribution System	1460.00		50,000.00	30,000.00		-	
	Upgrade Community Room Furniture	1475.00		11,860.00	11,860.00		-	
	Upgrade Receptacles to 20 amp	1460.00		30,000.00			-	
	Vehicle for Landscaping equip & crew	1475.00		30,000.00	30,000.00		-	
							-	
PA38-02 Dunmore	Roofing, Gutters & Downspouts	1460.00		75,000.00	-		-	
							-	
							-	

Annual Statement / Performance and Evaluation Report
Capital fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the County of Lackawanna		Grant Type and Number Capital Fund Program Grant No: PA26P03850100 Replacement Housing Factor Grant I			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA38-05 Fell TWP	Upgrade Sanitary Sewer Lines	1450.00		3,000.00	3,000.00		-	In Planning Stage
							-	
							-	
PA38-04 Olyphant	Kitchen Cabinets/Countertop	1460.00		36,000.00	36,000.00		-	In Planning Stage
	Replace Closet Doors	1460.00		18,000.00			-	In Planning Stage
	Replace Windows & Screens	1460.00		77,760.00			-	In Planning Stage
	Replace Entry Doors	1460.00		18,000.00			-	In Planning Stage
	Replace Floor Tiles	1460.00		48,526.00	48,526.00		-	In Planning Stage
	Entry Locks/Master Key	1460.00		9,000.00			-	In Planning Stage
	Replace Siding	1460.00		41,445.00			-	In Planning Stage
	Replace Gutters/downspouts	1460.00		37,000.00	37,000.00		-	In Planning Stage
	Replace Outside facutes	1460.00		5,100.00			-	In Planning Stage
	Replace Hot Water Heaters	1460.00		10,500.00			-	In Planning Stage
	Attic Insulation	1460.00		19,155.00			-	In Planning Stage
	Patch & Repair Units	1460.00		10,450.00			-	In Planning Stage
	Replace Damage Louvers	1460.00		1,950.00	1,798.00		-	In Planning Stage
	Install Utility Room Lighting	1460.00		1,761.00	-		-	In Planning Stage
	Replace Refrigerators	1465.00		13,500.00			-	In Planning Stage
	Replace Ranges	1465.00		8,400.00				In Planning Stage
	Replace Hood Fans	1460.00		5,400.00				In Planning Stage
	Replace Medicine Cabinets	1460.00		3,030.00	3,030.00			In Planning Stage
	Install GFI's	1460.00		5,400.00				In Planning Stage
	Replace fan/light in Bathrooms	1460.00		3,900.00				In Planning Stage
	Install H/C toilet and Grab Bars	1460.00		1,860.00				In Planning Stage

Annual Statement / Performance and Evaluation Report
Capital fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the County of Lackawanna		Grant Type and Number Capital Fund Program Grant No: PA26P03850100 Replacement Housing Factor Grant I			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA38-09							-	
Jessup	Kitchen Cabinets/Countertop	1460.00		60,800.00			-	In Planning Stage
	Replace Entry/ Storm Doors	1460.00		42,940.00			-	In Planning Stage
	Entry Locks/Master Key	1460.00		11,400.00			-	In Planning Stage
	Upgrade Lighting	1460.00		20,900.00			-	In Planning Stage
	Replace Interior Doors	1460.00		35,340.00			-	In Planning Stage
	Replace Floor Tiles	1460.00		95,699.00			-	In Planning Stage
	Bathroom fixtures/tub walls	1460.00		76,000.00			-	In Planning Stage
	Replace Bath Hardware	1460.00		13,300.00			-	In Planning Stage
	Replace Roof Framing	1460.00		104,200.00			-	In Planning Stage
	Replace Soffit/Fascia	1460.00		37,945.00			-	In Planning Stage
	Gutters/Downspouts	1460.00		15,810.00			-	In Planning Stage
	Replace Heating systems	1460.00		28,000.00			-	In Planning Stage
	Replace Baseboard Heaters	1460.00		65,261.00			-	In Planning Stage
	Replace Roof Over Entry	1460.00		12,600.00			-	In Planning Stage
	Upgrade Powder Room	1460.00		4,200.00			-	In Planning Stage
	Replace Medicine Cabinets	1460.00		7,676.00			-	In Planning Stage
	Replace Exhaust Fans	1460.00		9,880.00			-	In Planning Stage
	Interior Painting	1460.00		23,250.00			-	In Planning Stage
							-	
HA-WIDE	Contingency	1502.00		75,000.00	239,893.00	Additional Funds	-	
					-	due to High	-	
PA38-03						Performance \$	-	
Moosic	Kitchen Cabinets/Countertop	1460.00			60,800.00	60,800.00	-	Curr Under Contr
	Replace Entry/ Storm Doors	1460.00			42,940.00	42,940.00	-	Curr Under Contr
	Entry Locks/Master Key	1460.00			20,400.00	20,400.00	-	Curr Under Contr
	Upgrade Lighting	1460.00			20,900.00	20,900.00	-	Curr Under Contr
	Replace Interior Doors	1460.00			35,340.00	35,340.00	-	Curr Under Contr
	Replace Floor Tiles	1460.00			95,699.00	95,699.00	-	Curr Under Contr
	Bathroom fixtures/tub walls	1460.00			76,000.00	76,000.00	-	Curr Under Contr
	Replace Bath Hardware	1460.00			13,300.00	13,300.00	-	Curr Under Contr
	Replace Roof Framing	1460.00			104,200.00	104,200.00	-	Curr Under Contr
	Replace Soffit/Fascia	1460.00			37,945.00	37,945.00	-	Curr Under Contr

**Capital fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name: Housing Authority of the County of Lackawanna		Grant Type and Number Capital Fund Program Grant No: PA26P03850100 Replacement Housing Factor Grant I			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA38-03								
Moosic	Gutters/Downspouts	1460.00			90,810.00	90,810.00	-	Curr Under Contr
	Replace Baseboard Heaters	1460.00			65,261.00	65,261.00	-	Curr Under Contr
	Replace Roof Over Entry	1460.00			12,600.00	12,600.00	-	Curr Under Contr
	Replace Heating systems	1460.00			28,000.00	28,000.00	-	Curr Under Contr
	Upgrade Powder Room	1460.00			4,200.00	4,200.00	-	Curr Under Contr
	Replace Medicine Cabinets	1460.00			7,676.00	7,676.00	-	Curr Under Contr
	Replace Exhaust Fans	1460.00			9,880.00	9,880.00	-	Curr Under Contr
	Interior Painting	1460.00			23,250.00	23,250.00	-	Curr Under Contr
	Replace Outside facutes	1460.00			5,100.00	5,100.00	-	Curr Under Contr
	Replace Hot Water Heaters	1460.00			10,500.00	10,500.00	-	Curr Under Contr
	Install GFI's	1460.00			5,400.00	5,400.00	-	Curr Under Contr
	Replace fan/light in Bathrooms	1460.00			3,900.00	3,900.00	-	Curr Under Contr
	Install H/C toilet and Grab Bars	1460.00			1,860.00	1,860.00	-	Curr Under Contr
	Replace Closet Doors	1460.00			18,000.00	18,000.00	-	Curr Under Contr
	Replace Windows & Screens	1460.00			77,760.00	77,760.00	-	Curr Under Contr
	Replace Entry Doors	1460.00			18,000.00	18,000.00	-	Curr Under Contr
	Replace Refrigerators	1465.00			13,500.00	13,500.00	-	Curr Under Contr
	Replace Ranges	1465.00			8,400.00	8,400.00	-	Curr Under Contr
	Replace Hood Fans	1460.00			5,400.00	5,400.00	-	Curr Under Contr
	Attic Insulation	1460.00			19,155.00	19,155.00	-	Curr Under Contr
	Replace Siding	1460.00			41,445.00	41,445.00	-	Curr Under Contr
	Patch & Repair Units	1460.00			10,450.00	10,450.00	-	Curr Under Contr
	Upgrade Receptacles to 20 amp	1460.00			30,000.00	30,000.00	-	Curr Under Contr
	Upgrade Power Distribution System	1460.00			20,000.00	20,000.00	-	Curr Under Contr
	Install Utility Room Lighting	1460.00			1,913.00	1,913.00	-	Curr Under Contr

**Actual Comprehensive Grant
Cost Certificate**
Comprehensive Grant Program (CGP)

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

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

PHA/IHA Name Housing Authority of the County of Lackawanna	Comprehensive Grant Number PA26P03850100
	FFY of Grant Approval 2000

The PHA/IHA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Comprehensive Grant, is as shown below:

A. Original Funds Approved	\$ 1,825,518.00
B. Revised Funds Approved	1,990,411.00
C. Funds Advanced	
D. Funds Expended (Actual Modernization Cost)	-
E. Amount to be Recaptured (A-D)	1,825,518.00
F. Excess of Funds Advanced (C-D)	\$ -

2. That all modernization work in connection with the Comprehensive Grant has been completed;
 3. That the entire Actual Modernization Cost or liabilities therefor incurred by the PHA/IHA have been fully paid;
 4. That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on public office where the same should be filed in order to be valid against such modernization work; and
 5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729)

Signature X	Date 04/16/2002
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For HUD Use Only

The Cost Certificate is approved for audit.

Approved for Audit (Director, Public Housing Division) X	Date
--	------

The audited costs agree with the costs shown above.

Verified (Director, Public Housing Division) X	Date
--	------

Approved (Field Office Manager) X	Date
---	------

**Actual Modernization
Cost Certificate**

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

OMB Approval No. 2577-0044 (exp. 12/31/99)
OMB Approval No. 2577-0157 (exp. 12/31/99)

**Comprehensive Improvement Assistance Program (CIAP)
Comprehensive Grant Program (CGP)**

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0044 and 0157), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Do not send this form to the above address.

This collection of information requires that each Housing Authority (HA) submit information to enable HUD to initiate the fiscal closeout process. The information will be used by HUD to determine whether the modernization grant is ready to be audited and closed out. The information is essential for audit verification and fiscal close out. Responses to the collection are required by regulation. The information requested does not lend itself to confidentiality.

HA Name: Housing Authority of the County of Lackawanna	Modernization Project Number: PA26P03850100
--	---

The HA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Modernization Grant, is as shown below:

A. Original Funds Approved	\$	1,990,411.00
B. Funds Disbursed	\$	-
C. Funds Expended (Actual Modernization Cost)	\$	-
D. Amount to be Recaptured (A - C)	\$	1,990,411.00
E. Excess of Funds Disbursed (B - C)	\$	-

2. That all modernization work in connection with the Modernization Grant has been completed;

3. That the entire Actual Modernization Cost or liabilities therefore incurred by the HA have been fully paid;

4. That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on file in any public office where the same should be filed in order to be valid against such modernization work; and

5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Executive Director & Date:

X

4/16/2002

For HUD Use Only

The Cost Certificate is approved for audit:

Approved for Audit (Director, Office of Public Housing / ONAP Administrator)

Date:

X

The audited costs agree with the costs shown above:

Verified: (Designated HUD Official)

Date:

X

Approved: (Director, Office of Public Housing / ONAP Administrator)

Date:

X

Input Range					
Acct	Original	Revised	Obligated	Expended	Acct
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1408	38,550.00	38,550.00	0.00	0.00	ACCT
1408	30,000.00	30,000.00	0.00	0.00	1408
1408	0.00	0.00	0.00	0.00	ACCT
1408	10,000.00	10,000.00	0.00	0.00	1410
1408	30,000.00	30,000.00	0.00	0.00	ACCT
1408	0.00	0.00	0.00	0.00	1411
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1410	159,100.00	159,100.00	0.00	0.00	ACCT
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0	0.00	0.00	0.00	0.00	ACCT
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1430	100,000.00	100,000.00	0.00	0.00	ACCT
0	0.00	0.00	0.00	0.00	1460
0	0.00	0.00	0.00	0.00	ACCT
1470	0.00	0.00	0.00	0.00	1465
0	0.00	0.00	0.00	0.00	ACCT
0	0.00	0.00	0.00	0.00	1470
1465	59,670.00	59,670.00	0.00	0.00	ACCT
1465	24,000.00	24,000.00	0.00	0.00	1475
1460	50,000.00	30,000.00	0.00	0.00	ACCT
1475	11,860.00	11,860.00	0.00	0.00	1485
1460	30,000.00	0.00	0.00	0.00	ACCT
1475	30,000.00	30,000.00	0.00	0.00	1490
0	0.00	0.00	0.00	0.00	ACCT
1460	75,000.00	0.00	0.00	0.00	1492
0	0.00	0.00	0.00	0.00	ACCT
0	0.00	0.00	0.00	0.00	1495
0	0.00	0.00	0.00	0.00	ACCT
0	0.00	0.00	0.00	0.00	1499
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#VALUE!	0.00	0.00	0.00	0.00	
#VALUE!	Original	Revised	Funds	Funds	
	0	0.00	0.00	Obligated	Expended
1450	3,000.00	3,000.00	0.00	0.00	0.00
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0	0.00	0.00	0.00	0.00	0.00
1460	36,000.00	36,000.00	0.00	0.00	0.00
1460	18,000.00	0.00	0.00	0.00	0.00
1460	77,760.00	0.00	0.00	0.00	0.00
1460	18,000.00	0.00	0.00	0.00	0.00
1460	48,526.00	48,526.00	0.00	0.00	0.00
1460	9,000.00	0.00	0.00	0.00	0.00
1460	41,445.00	0.00	0.00	0.00	0.00
1460	37,000.00	37,000.00	0.00	0.00	0.00
1460	5,100.00	0.00	0.00	0.00	0.00
1460	10,500.00	0.00	0.00	0.00	0.00
1460	19,155.00	0.00	0.00	0.00	0.00
1460	10,450.00	0.00	0.00	0.00	0.00
1460	1,950.00	1,798.00	0.00	0.00	0.00
1460	1,761.00	0.00	0.00	0.00	0.00
1465	13,500.00	0.00	0.00	0.00	0.00
1465	8,400.00	0.00	0.00	0.00	0.00
1460	5,400.00	0.00	0.00	0.00	0.00
1460	3,030.00	3,030.00	0.00	0.00	0.00
1460	5,400.00	0.00	0.00	0.00	0.00
1460	3,900.00	0.00	0.00	0.00	0.00
1460	1,860.00	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00	0.00
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#VALUE!		0.00	0.00	0.00	
#VALUE!	Total Estimati	0.00	Total Actual C	0.00	

#VALUE!	0.00	0.00	0.00	0.00
#VALUE!	Original	Revised	Funds	Funds
0	0.00	0.00	Obligated	Expended
0	0.00	0.00	0.00	0.00
1460	60,800.00	0.00	0.00	0.00
1460	42,940.00	0.00	0.00	0.00
1460	11,400.00	0.00	0.00	0.00
1460	20,900.00	0.00	0.00	0.00
1460	35,340.00	0.00	0.00	0.00
1460	95,699.00	0.00	0.00	0.00
1460	76,000.00	0.00	0.00	0.00
1460	13,300.00	0.00	0.00	0.00
1460	104,200.00	0.00	0.00	0.00
1460	37,945.00	0.00	0.00	0.00
1460	15,810.00	0.00	0.00	0.00
1460	28,000.00	0.00	0.00	0.00
1460	65,261.00	0.00	0.00	0.00
1460	12,600.00	0.00	0.00	0.00
1460	4,200.00	0.00	0.00	0.00
1460	7,676.00	0.00	0.00	0.00
1460	9,880.00	0.00	0.00	0.00
1460	23,250.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00
1502	75,000.00	239,893.00	Additional Fu	0.00
0	0.00	0.00	due to High	0.00
0	0.00	0.00	Performance	0.00
1460	0.00	60,800.00	60,800.00	0.00
1460	0.00	42,940.00	42,940.00	0.00
1460	0.00	20,400.00	20,400.00	0.00
1460	0.00	20,900.00	20,900.00	0.00
1460	0.00	35,340.00	35,340.00	0.00
1460	0.00	95,699.00	95,699.00	0.00
1460	0.00	76,000.00	76,000.00	0.00
1460	0.00	13,300.00	13,300.00	0.00
1460	0.00	104,200.00	104,200.00	0.00
1460	0.00	37,945.00	37,945.00	0.00
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0	0.00	0.00	0.00	0.00
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#VALUE!	Total Estimati	0.00	Total Actual C	0.00

75,000.00	239,893.00	0.00	0.00
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Output Range

Revised	Obligated	Expended
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159,100.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
100,000.00	0.00	0.00
0.00	0.00	0.00
3,000.00	0.00	0.00
#####	#####	0.00
105,570.00	21,900.00	0.00
0.00	0.00	0.00
41,860.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
239,893.00	0.00	0.00

Draft2/22/00
RevisedDraft4/6/00
RevisedDraft11/29/00

HOUSINGAUTHORITYOFTHECOUNTYOFLACKAWANNA
POLICYONADMISSIONS&CONTINUEDOCCUPANCY

PostedforResidentComment
OnFebruary25,2000

HUDApproved
On_____

AdoptedbytheBoardofCommissioners
On_____

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

INTRODUCTION

The provisions of this Admissions and Continued Occupancy Policy (hereinafter "Policy") govern admission to and continued occupancy of the HUD Assisted Low-Income Housing Developments owned and operated by the Housing Authority of the County of Lackawanna (hereinafter "Authority"). A list of Housing Authority developments is included in this Policy.

The purpose of this Policy is to:

- Establish a fair and equitable policy for selecting applicants to occupy housing units owned and operated by the Authority;
- Provide fair and reasonable procedures to govern the occupancy of those units in accordance with regulations of the U.S. Department of Housing and Urban Development (HUD);
- Establish a fair and equitable policy for granting transfers to tenants;
- Permit each applicant and tenant the greatest opportunity for the exercise of individual rights.

This Policy conforms to all current HUD regulations. The Authority will comply with any subsequent changes in HUD regulations pertaining to admissions and continued occupancy. If such changes conflict with the provisions of this Policy, HUD regulations will have precedence.

At times when the rehabilitation of a large number of units or other factors indicate a need for special tenant selection policies, amendments to this Policy may be adopted and implemented following HUD approval.

1.0 FAIR HOUSING

It is the policy of the Authority to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity. The Authority shall affirmatively further fair housing in the administration of its public housing program.

No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the Authority's programs. The Authority shall not deny to any family the opportunity to apply for housing or deny any eligible applicant the opportunity to lease a housing unit suitable to its needs.

2.0 REASONABLE ACCOMMODATION

The Housing Authority of the County of Lackawanna does not discriminate against applicants on the basis of their race, religion, sex, national origin, disability or familial status. In addition, the Authority has a legal obligation to provide "reasonable accommodations" to Tenants if they or any family members have a disability.

A reasonable accommodation is some modification or change the Authority can make to its apartments or procedures that will assist a Tenant with a disability to abide by the terms of the lease, and take advantage of the Authority's programs and services. Examples of reasonable accommodations would include:

Making alterations to your unit so it could be used by a family member with a wheelchair; transferring you to a unit designed with special features for persons with disabilities;

Installing strobe type flashing lights or smoke detectors in an apartment for a family with a hearing impaired member;

Permitting a family to have a Seeing Eye dog to assist a vision -impaired applicant during the application process;

Making large typed documents or a reader available to a vision -impaired applicant during the application process;

Making a sign language interpreter available to a hearing impaired applicant during the interview;

Permitting an outside agency to assist an applicant with a disability to meet the Authority's lease criteria.

An applicant family or tenant family that has a member with a disability must still be able to meet essential obligations of tenancy - they must be able to pay rent, to care for their apartment, to report required information to the Housing Authority, to avoid disturbing their neighbors, etc., but there is no requirement that they be able to do these things without assistance.

If you or a member of your family have a disability and think you might need or want a reasonable accommodation, you may request it at any time. This is up to you. If you would prefer not to discuss your situation with the Housing Authority, that is your right.

3.0 RIGHT TO PRIVACY

All adult members (18 years of age and older) of both applicant and tenant households are required to sign HUD Form 9886, Authorization for Release of Information and Privacy Act Notice. The Authorization for Release of Information and Privacy Act Notice states how family information will be released and includes the Federal Privacy Act Statement.

Any request for applicant or tenant information will not be released unless there is a signed release of information request from the applicant or tenant.

4.0 REQUIRED POSTINGS

In each of its offices, the Authority will post, in a conspicuous place and at a height easily read by all persons including persons with mobility disabilities, the following information:

- A. Admission and Continued Occupancy Policy
- B. Excess Utility Charges
- C. Utility Allowance Schedule
- D. Current Schedule of Routine Maintenance Charges
- E. Dwelling Lease
- F. Grievance Procedure
- G. Fair Housing Poster
- H. Equal Opportunity in Employment Poster
- I. Any current Authority Notices
- J. Current Income Limits
- K. Request for Reasonable Accommodation Form

Notices are posted for items A, E and F advising the public those items are available for review upon request.

5.0 ELIGIBILITY FOR ADMISSION

5.1 INTRODUCTION

There are five eligibility requirements for admission to public housing: qualifies as a family, has an income within the income limits, meets citizenship/eligible immigrant criteria, provides documentation of Social Security numbers, and signs consent authorization documents.

In addition to the eligibility criteria, families must also meet the Authority's screening criteria in order to be admitted to public housing.

5.2 ELIGIBILITY CRITERIA

A. Family Status

1. A **family with or without children** : Such a family is defined as a group of people related by blood, marriage, adoption or affinity that live together in a stable family relationship.
 - a. Children temporarily absent from the home due to placement in foster care are considered family members.
 - b. Unborn children and children in the process of being adopted are considered family members for the purpose of determining bedroom size but are not considered family members for determining income limit.
2. An **elderly family** , which is:
 - a. A family whose head, spouse, or sole member is a person who is at least 62 years of age;
 - b. Two or more persons who are at least 62 years of age living together; or

- c. One or more persons who are at least 62 years of age living with one or more live-in aides.
3. A **near-elderly family**, which is:
- a. A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62;
 - b. Two or more persons, who are at least 50 years of age but below the age of 62, living together; or
 - c. One or more persons, who are at least 50 years of age but below the age of 62, living with one or more live-in aides.
4. A **disabled family**, which is:
- a. A family whose head, spouse, or sole member is a person with disabilities;
 - b. Two or more persons with disabilities living together; or
 - c. One or more persons with disabilities living with one or more live-in aides.
 - d. For purposes of qualifying for low-income housing, does not include a person whose disability is based solely on any drug or alcohol dependence.
5. A **displaced family**, which is a family in which each member, or whose sole member, has been displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
6. A **remaining member of a tenant family**.
7. A **single person** who is not an elderly or displaced person, a person with disabilities, or the remaining member of a tenant family.

B. Income eligibility

- 1. To be eligible for admission to the Authority's developments, the family's annual income must be within the low-income limit set by HUD. This means the family income cannot exceed 80 percent of the median income for the area.
- 2. To be eligible for admission to developments that became available on or after 10/1/81, the family's annual income must be within the very low-income limit set by HUD, unless HUD grants an exception. This means that without a HUD exception, the family income cannot exceed 50 percent of the median income for the area.
- 3. Income limits apply only at admission and are not applicable for continued occupancy.
- 4. Income limit restrictions do not apply to families transferring within our Public Housing Program.

5. The Authority may allow police officers who would not otherwise be eligible for occupancy in public housing to reside in a public housing dwelling unit. Such occupancy must be needed to increase security for public housing residents. Their rents shall at least equal the cost of operating the public housing unit.

C. Citizenship/Eligibility Status

1. To be eligible each member of the family must be a citizen, national, or a noncitizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)).
2. Family eligibility for assistance.
 - a. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, with the exception noted below.
 - b. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance. (See Section 11.4 for calculating rents under the noncitizen rule)
 - c. A family without any eligible members and receiving assistance on June 19, 1995 may be eligible for temporary deferral of termination of assistance.

D. Social Security Number Documentation

To be eligible, the applicant and each family member two (2) years of age and older who has been assigned a Social Security Number (SSN) must disclose the SSNs. This requirement also applies to persons joining the family household after admission to any of the Authority's developments.

E. Signing Consent Forms

1. In order to be eligible, each member of the family who is at least 18 years of age, and each family head and spouse regardless of age, shall sign one or more consent forms.
2. The consent form must contain, at a minimum, the following:
 - a. A provision authorizing HUD or the Authority to obtain from State Wage Information Collection Agencies (SWICAs) any information or materials necessary to complete or verify the application for participation or for eligibility for continued occupancy;
 - b. A provision authorizing HUD or the Authority to verify with previous or current employers' income information pertinent to the family's eligibility for level of assistance;
 - c. A provision authorizing HUD to request income information from the IRS and the Social Security Administration (SSA) for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits; and

- d. A statement that the authorization to release the information requested by the consent form expires 15 months after the date the consent form is signed.

5.3 TENANT SELECTION CRITERIA

- A. Applicant families will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in noncompliance with the public housing lease. The Authority will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other tenants, Authority employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.
- B. The Authority will consider objective and reasonable aspects of the family's background, including the following:
 - 1. History of meeting financial obligations, especially rent;
 - 2. Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other tenants;
 - 3. History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including violent or drug-related criminal activity that would adversely affect the health, safety, or well-being of other tenants or staff or caused damage to the property;
 - 4. History of disturbing neighbors or destruction of property;
 - 5. Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived therefrom; and
 - 6. History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.
- C. The Authority will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. The Authority will verify the information provided. Such verification may include but may not be limited to the following:
 - 1. A credit check of the head, spouse and co-head;
 - 2. A rental history check of all adult family members;
 - 3. A criminal background check on all adult household members, including live-in aides. This check will be made through State or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. Where the individual has lived outside the local area, the Authority may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC);

4. A home visit. The home visit provides the opportunity for the family to demonstrate their ability to maintain their home in a safe and sanitary manner. This inspection considers cleanliness and care of rooms, appliances, and appurtenances. The inspection may also consider any evidence of criminal activity; and
5. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No individual registered with this program will be admitted to public housing.

5.4 **GROUNDSDENIAL**

The Authority is not required or obligated to assist applicants, including members of the applicant's household, who:

- A. Do not meet any one or more of the eligibility criteria;
- B. Do not supply information or documentation required by the application process;
- C. Have failed to respond to a written request for information or a request to declare their continued interest in the program;
- D. Have a history of not meeting financial obligations, especially rent;
- E. Do not have the ability to maintain (with assistance) their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other tenants;
- F. Have a history of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff for caused damage to the property;

For the purpose of this Policy, if any member of the applicant family has been arrested at least once within the prior five (5) year period for this purpose, they will be determined to have engaged in criminal activity, drug-related criminal activity or violent criminal activity.

In any case where a member of the applicant family has been determined to have engaged in criminal activity, drug-related criminal activity or violent criminal activity because of at least one arrest within the prior five (5) year period, the member of the applicant family may present mitigating circumstances. The mitigating circumstances may allow the Authority to find that the member of the applicant family had not engaged in criminal activity, drug-related criminal activity or violent criminal activity, in spite of the arrest record.

These mitigating circumstances may include, but are not limited to, *the total number of arrests, the severity of the crime for which the person was arrested, whether the case was disposed of voluntarily by the District Attorney, whether the person has ever been arrested for a similar crime, the person's current lifestyle, and personal recommendations.* The Authority shall evaluate the mitigating circumstances on a case by case basis, but shall consider whether under all of the facts presented, that there is a reasonable likelihood that the person will not engage in criminal activity, drug-related criminal activity or violent criminal activity while a resident of the Housing Authority's developments.

- G. Have a history of disturbing neighbors or destruction of property;

- H. Currently owes rent or other amounts to any housing authority in connection with the public housing or Section 8 programs;
- I. Have committed fraud, bribery or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived therefrom;
- J. Were evicted from assisted housing (public housing, Indian housing, Section 8, Section 23, etc.) within the past three years because of drug -related criminal activity involving the personal use or possession for personal use. The three year limit is based on the date of such eviction, not the date the crime was committed;
- K. Were evicted from assisted housing (public housing, Indian housing, Section 8, Section 23, etc.) within the past five years because of drug -related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802. The five year limit is based on the date of such eviction, not the date the crime was committed;
- L. Are illegally using a controlled substance or are abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The Authority may waive this requirement if:
 1. The person demonstrates to the Authority's satisfaction that the person is no longer engaging in drug -related criminal activity or abuse of alcohol;
 2. Has successfully completed a supervised drug or alcohol rehabilitation program;
 3. Has otherwise been rehabilitated successfully; or
 4. Is participating in a supervised drug or alcohol rehabilitation program.
- M. Have engaged in or threatened abusive or violent behavior towards any Authority staff or residents;
- N. Have a household member who has ever been evicted for public housing for lease violation other than financial responsibility.
- O. Have a family household member who has been terminated under any Section 8 Program for lease violation other than financial responsibility.
- P. **Denied for Life: If any family member has been convicted of manufacturing or producing methamphetamine (speed) in a public housing development or in a Section 8 assisted property;**
- Q. **Denied for Life: Has a lifetime registration under a State sex offender registration program.**

5.5 **INFORMAL REVIEW**

- A. If the Authority determines that an applicant does not meet the criteria for receiving public housing assistance, the Authority will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the

decision and state that the applicant may request an informal review of the decision within 10 days of the denial.

Within 15 business days of the receipt of a request for an informal review, the Authority shall notify the ineligible applicant of the date and time of the review. The applicant has the right to a reasonable opportunity to examine any documents related to the determination of ineligibility.

The informal review is to be conducted by an impartial review officer who will be a staff member who had no part in the ineligibility determination, appointed by the Executive Director. The applicant must be given the opportunity to present written or oral objection to the Authority's decision. The Authority must notify the applicant in writing of the final decision within 10 business days after the informal review, including a brief statement of the reasons for the final decision. A copy of the written decision will be retained in the applicant's file.

Any applicant determined eligible after going through the informal review shall be placed on the waiting list according to the date of the original application.

- B. The participant family may request that the Authority provide for an Informal Hearing after the family has notification of an INS decision on their citizenship status on appeal, or in lieu of request of appeal to the INS. The participant family must make this request within 30 business days of receipt of the Notice of Denial or Termination of Assistance, or within 30 business days of receipt of the INS appeal decision.

For the participant families, the Informal Hearing Process above will be utilized with the exception that the participant family will have up to 30 business days of receipt of the Notice of Denial or Termination of Assistance, or of the INS appeal decision.

6.0 APPLICATIONS FOR ADMISSION

6.1 COMPLETED APPLICATIONS

Interested persons may apply for admission to any Authority development by completing an application form. Completed applications must be submitted in person or by mail at any of the Authority's development offices, or at the Main Office at 2019 West Pine Street, Dunmore, PA. The offices are open every business day between the hours of 8:30 a.m. and 4:30 p.m. Applications will be mailed to interested families upon request.

Anyone may apply; the Authority will not deny anyone the right to complete an application.

Applications are taken to compile a waiting list. All completed applications will be date stamped.

Persons with disabilities who require a reasonable accommodation in completing an application may call the Authority to make special arrangements. A Telecommunication Device for the Deaf (TDD) is available for the deaf. The TDD telephone number is 1-800-545-1833.

The application process will involve two phases. The first phase is the application for housing assistance, which requires the family to provide limited basic information regarding income and establishing any preferences to which they may be entitled. Information provided by the applicant will be reviewed to determine if the applicant appears to be eligible.

It is the responsibility of the applicant to accurately and completely fill out the application. Authority staff shall be available to assist with the application process. If an incomplete application is received, Authority staff will make reasonable efforts to contact the applicant and inform him/her of the additional information required. If those efforts fail, the application will be considered withdrawn. Reasonable efforts shall not exceed two telephone calls or if necessary a letter will be sent to the applicant. A record of those efforts shall be maintained with the application.

Upon receipt of the family's application, the Authority will make a preliminary determination of eligibility. If preliminarily eligible, the family will be placed on the waiting list. If the Authority determines the family to be ineligible, the notice will state the reasons therefore and will offer the family the opportunity of an informal review of the determination.

The applicant is responsible for informing the Authority of any changes in their applicant status including changes in family composition, income, or preference factors. All reported changes from the applicant must be in writing. The Authority will annotate the applicant's file and will update their place on the waiting list. The applicant is also responsible for informing the Authority if the family's address or phone number changes. Failure to do so may result in an application being withdrawn.

6.2 FINALELIGIBILITY DETERMINATION

This second phase is the final determination of eligibility, referred to as the full application. The full application takes place when the family nears the top of the waiting list. Applicants at the top of the waiting list will be given an appointment with the management staff for an interview to update information on the original application.

Each applicant household shall be required to provide all information and authorization to enable the Authority to verify all preferences, eligibility, suitability and selection factors in order to determine the family's final eligibility for admission into public housing.

If the preference verification indicates that the family is no longer entitled to the preference on their application form, they will be placed on the waiting list with other non-preference holders according to date of the original preference-application. The Authority must notify the family in writing of this determination and give the family the opportunity for an informal review. The verification process is discussed in Section 8.0 of this Policy.

7.0 MANAGING THE WAITING LIST

7.1 OPENING AND CLOSING THE WAITING LIST

Applications for admission to the Authority's public housing developments are normally accepted on an ongoing basis. However, when the Authority determines that the waiting list for any or all unit sizes or types has grown unreasonably long, the Authority may cease taking preference-applications and close waiting lists for those unit sizes or types. The Authority will publicly advertise the closing and reopening of preference-application intake periods in local newspapers. The public notice for reopening of the intake period will state where, when, and how to apply.

7.2 ORGANIZATION OF THE WAITING LIST

The waiting list will be maintained in accordance with the following guidelines:

- A. The application will be a permanent file;

- B. All applications will be maintained in order of bedroom size, preference, and then in order of date of application; and
- C. Any contacts between the Authority and the applicant will be documented in the applicant file.

7.3 PURGING THE WAITING LIST

The Authority will update and purge its waiting list periodically to ensure that the pool of applicants reasonably represents the interested families for whom the Authority has current information, i.e. applicant's address, family composition, income category, and preferences. The Authority shall mail requests to each applicant for updated household information. Each applicant shall be required to respond within a specific time frame, which shall be no less than two weeks from the date the request was mailed to the applicant by the Authority.

The application of any household that fails to respond to the update request by the specific deadline date will be deemed withdrawn. Once a pre-application is withdrawn, it may not be re-activated. To be considered for admission, the applicant shall be required to reapply.

7.4 REMOVAL OF APPLICANTS FROM THE WAITING LIST

The Authority will not remove an applicant's name from the waiting list unless:

- A. The applicant requests in writing that the name be removed;
- B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program; or
- C. The applicant does not meet either the eligibility or suitability criteria for the program.

8.0 VERIFICATION

The Authority will verify information related to waiting list preferences, eligibility, admission, and level of benefits prior to admission. Periodically during occupancy, items related to eligibility and rent determination shall also be reviewed and verified. Income, assets, and expenses will be verified, as well as disability status, need for live-in aide and other reasonable accommodations; full time student status of family members 18 years of age and older; Social Security numbers; and citizenship/eligible noncitizen status. Age and relationship will only be verified in those instances where needed to make a determination of level of assistance.

8.1 ACCEPTABLE METHODS OF VERIFICATION

Age, relationship, U.S. citizenship, and Social Security numbers will generally be verified with documentation provided by the family. For citizenship, the family's certification will be accepted. (Or for citizenship documentation such as listed below will be required.) Verification of these items will include photocopies of the Social Security cards and other documents presented by the family, the INSSAVE approval code, and forms signed by the family.

Other information will be verified by third party verification. This type of verification includes written documentation with forms sent directly to and received directly by a source, not passed through the hands of the family. This verification may also be direct contact with the source, in person or by telephone. It may also be a report generated by a request from the Authority or automatically by another government agency, i.e. the Social Security Administration. Verification forms and reports received will be contained in the

applicant/tenant file. Oral third party documentation will include the same information as if the documentation had been written, i.e. name, date of contact, amount received, etc.

When the applicant and the Authority have made all reasonable efforts to obtain information and the third party sources have failed to respond, the Authority shall proceed with the processing of the application using the best available information.

8.2 VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS

The citizenship/eligible noncitizen status of each family member regardless of age must be determined.

Prior to being admitted, or at the first reexamination, all citizens and nationals will be required to sign a declaration under penalty of perjury. They will be required to show proof of their status by such means as a Social Security card, birth certificate, military ID, or military DD214 Form.

Prior to being admitted or at the first reexamination, all eligible noncitizens who are 62 years of age or older will be required to sign a declaration under penalty of perjury. They will also be required to show proof of age.

Prior to being admitted or at the first reexamination, all eligible noncitizens must sign a declaration of their status and a verification consent form and provide their original INS documentation. The Authority will make a copy of the individual's INS documentation and place the copy in the file. The Authority will also verify their status through the INSSAVE system. If the INSSAVE system cannot confirm eligibility, the Authority will mail information to the INS in order that a manual check can be made of INS records.

Family members who do not claim to be citizens, nationals, or eligible noncitizens must be listed on a statement of noneligible members and the list must be signed by the head of the household.

Noncitizen students on student visas, though in the country legally, are not eligible to be admitted to public housing.

Any family member who does not choose to declare their status must be listed on the statement of noneligible members.

If no family member is determined to be eligible under this section, the family's eligibility will be denied.

The family's assistance will not be denied, delayed, reduced, or terminated because of a delay in the process of determining eligible status under this section, except to the extent that the delay is caused by the family.

If the Authority determines that a family member has knowingly permitted an ineligible noncitizen (other than any ineligible noncitizens listed on the lease) to permanently reside in their public housing unit, the family will be evicted. Such family will not be eligible to be readmitted to public housing for a period of 24 months from the date of eviction or termination.

8.3 VERIFICATION OF SOCIAL SECURITY NUMBERS

Prior to admission, each family member who has a Social Security number and who is at least two (2) years of age must provide verification of their Social Security number. New family members at least two years of age must provide this verification prior to being added to the lease. Children in assisted households must provide this verification at the first regular reexamination after turning two.

If a member of an applicant family indicates they have a Social Security number, but cannot readily verify it, the family cannot be housed until verification is provided.

8.4 TIMING OF VERIFICATION

Verification information must be dated within ninety (90) days of certification for new admissions or reexamination for Authority tenants. If the verification is older than this, the source will be contacted and asked to provide information regarding any changes. When an interim reexamination is conducted, the Housing Authority will verify and update all information related to family circumstances and level of assistance.

9.0 TENANT SELECTION AND ASSIGNMENT PLAN

9.1 PREFERENCES (PUBLIC HEARING HELD 7/7 /98)

NOTE: A PREFERENCE DOES NOT GUARANTEE ADMISSION. The applicant must still meet the Authority's other tenant screening criteria before being accepted as a tenant. (See Section 5, Eligibility For Admission.)

Otherwise eligible applicants will be selected according to the following preferences:

- A. **LOCAL PREFERENCES** — Up to sixty percent (60%) of the Authority's total admissions to public housing in each one-year period will be families who qualify for the Authority's Local Preferences. The Authority's local preferences are:

VICTIMS OF DOMESTIC VIOLENCE RECEIVING SERVICES THROUGH THE WOMEN'S RESOURCE CENTER

WORKING FAMILIES

As further interpreted, the scope of working families includes:

- a. Households whose head, spouse or sole member is employed; To qualify as an employed preference, the head, spouse or sole member shall have been employed for at least 25 hours per week steadily for at least six months prior to occupancy.
- b. Households whose head, spouse or sole member is actively participating in, or recent graduate of, educational and training programs designed to prepare individuals for the job market. Recent graduate means person graduated within the past one (1) year.
- c. Households whose head, spouse or sole member is working part-time **AND** participating part-time in educational and training programs designed to prepare individuals for the job market.
- d. Because this preference **may not** discriminate on basis of age or disability, applicants whose head, spouse or sole member is 62 years of age or older, or receiving Social Security Disability benefits, Supplemental Security Income Disability benefits, or any payments based on inability to work will be given the benefit of this preference.
- e. This local preference **will not be based on the amount of employment income**.

Both local preference categories will be based on the date of the application.

- B. **NON-PREFERENCE HOLDERS** — Up to 40% of the Authority's total waiting list admissions to public housing in each one -year period will be non -preference holders who will be admitted in chronological order based upon the date and time of the application.

Within both Preference categories (Local Preferences and Non -Preference Holders), the Authority will give priority in the selection of applicants who reside in or work in this Authority's area of operation. This Authority's area of operation includes Lackawanna County, excluding the City of Scranton and the City of Carbondale. Second priority will be given to applicants who reside in or work in the city of Scranton or the City of Carbondale. The residency priority will be waived for victims of domestic violence receiving services through the Women's Resource Center.

These factors being equal, the date of the application determines the order of selection.

Buildings Designated for the Elderly and Disabled: Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near -elderly families. All such families will be selected from the waiting list using the preferences as outlined above.

Buildings Designated for Occupancy by the Elderly: In filling vacancies in developments designated for occupancy by elderly only, priority will be given to families age 62 and older.

9.2 **ACCESSIBLE UNITS**

When an accessible unit becomes available, the Authority shall offer the unit in the following order:

1. To current Authority tenants who have a disability (see definition of disabled person in Appendix 2, Definition of Terms) who would benefit from the unit's accessible feature, but whose current unit does not have such features. If there is more than one current tenant requiring the accessibility features of the available unit, the family with the earliest written request for a transfer shall be selected for the unit.
2. To eligible and qualified households on the waiting list who have a disability which would benefit from the unit's accessibility features: (a) An accessible unit shall be offered first to households who qualify for a preference and who need the specific features of the available unit. (b) Thereafter, an accessible unit shall be offered to households on the waiting list who do not have a preference despite the presence on the waiting list of households with preferences and/or earlier application dates, but who do not require the specific accessibility features of the available unit.
3. To other eligible and qualified households on the waiting list (without disabilities). In this case, the household must agree, in writing, to transfer to a non -accessible unit at the request of the Authority. A written rider to the lease agreement shall be signed by the tenant household and the Authority's Executive Director or designee.
4. In the event there are no accessible units available to accommodate an applicant with a disability, the Authority shall make reasonable accommodations to physically adapt the available vacant unit for said applicant.

9.3 ASSIGNMENT OF BEDROOM SIZES

The following will serve as a guideline to help the Authority determine each family's unit size without overcrowding or over-housing:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	5	8

This is only a guideline; variations from this may be justified based on familial status, available units, market conditions, etc.

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Zero bedroom units will only be assigned to one-person families. Two adults will share a bedroom unless related by blood. No assignment of units will be made which require the use of the living room for sleeping.

In determining bedroom size, the Authority will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose full custody is being obtained, children who are temporarily away at school, or children who are temporarily in foster-care.

In addition, the following considerations may be taken in determining bedroom size:

- A. Children of the same sex will share a bedroom.
- B. Children of the opposite sex, both under the age of three (3) years, will share a bedroom.
- C. Adults and children will not be required to share a bedroom.
- D. Foster adults and/or foster children will not be required to share a bedroom with family members.
- E. Live-in aides will get a separate bedroom.

Exceptions to normal bedroom size standards include the following:

- A. Units larger than assigned through the above guidelines – A family may request a larger unit size than the guidelines allow. The Authority will allow the larger size unit if the family provides a verified medical need that the family be housed in a larger unit.

- B. Larger units may be offered in order to improve the marketing of a development suffering a high vacancy rate.

9.4 SELECTION FROM THE WAITING LIST

The Authority shall follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. To insure this requirement is met we shall quarterly monitor the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low -income families will not be met, we will skip higher income families on the waiting list to reach extremely low -income families.

If there are not enough extremely low -income families on the waiting list we will conduct outreach on a non -discriminatory basis to attract extremely low -income families to reach the statutory requirement.

9.5 DECONCENTRATION POLICY

It is Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non -discriminating manner.

The Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments. Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

9.6 DECONCENTRATION INCENTIVES

The Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and non discriminatory manner.

9.7 OFFER OF A UNIT

When the Authority discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The Authority will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the Authority regarding the offer.

The family will be offered the opportunity to view the unit. The viewing must occur within three (3) business days of the offer. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the Authority will send the family a letter documenting the offer and the rejection.

9.8 REJECTION OF UNIT

If in making the offer to the family the Authority skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the Authority did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will be placed at the bottom of the waiting list in the appropriate category (either preference holders or non-preference holders). The family will be offered the right to an informal review of the decision to alter their application status.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and child care (for those working or going to school).

9.9 ACCEPTANCE OF UNIT

The family will be required to sign a lease that will become effective no later than three (3) business days after the date of acceptance or the business day after the day the unit becomes available, whichever is sooner.

Prior to signing the lease all adult family members (18 years and older) will be required to attend the Lease and Occupancy Orientation when they are initially accepted for occupancy. The family will not be housed if they have not attended the orientation. Applicants who provide prior notice of an inability to attend the orientation will be rescheduled. Failure of an applicant to attend the orientation, without good cause, may result in the cancellation of the occupancy process.

The applicant will be provided a copy of the lease, the grievance procedure, and the Rent Collection Policy. These documents will be explained in detail. The applicant will sign a certification that they have received these documents and that they have reviewed them with Housing Authority personnel. The certification will be filed in the tenant's file.

The signing of the lease and the review of financial information are to be privately handled. The head of household and all adult family members (18 years and older) will be required to execute the lease prior to admission. One executed copy of the lease will be furnished to the head of household and the Authority will retain the original executed lease in the tenant's file. A copy of the grievance procedure will be attached to the resident's copy of the lease.

The family will pay a security deposit at the time of lease signing. The security deposit for all households is ninety-nine dollars (\$99.00). The full amount of the security deposit is due at the time of admission.

In the case of a move within public housing, the security deposit for the first unit will be transferred to the second unit. In the event there are costs attributable to the family for bringing the first unit into condition for re-renting, the family shall be billed for these charges.

10.0 DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT

10.1 FAMILY CHOICE

At admission and each year in preparation for their annual reexamination, each family is given the choice of having their rent determined under the income-based rent method or having their rent set at the flat rent amount.

- A. Families who opt for the flat rent will be required to go through the annual recertification process.
- B. Families who opt for the flat rent may request to have an interim reexamination and return to the income-based rent method at any time for any of the following reasons:
 - 1. The family's income has decreased.
 - 2. The family's circumstances have changed increasing their expenses for childcare, medical care, etc.
 - 3. Other circumstances creating a hardship on the family such that the income-based method would be more financially feasible for the family.
 - 4. Once the family returns to the income-based rent, they cannot revert to the flat rent until their next annual recertification.
- C. Families have only one choice per year except for financial hardship cases. In order for families to make informed choices about their rent options, the Authority will provide them with the following information whenever they have to make rent decisions:
 - 1. The Authority's policies on switching types of rent in case of a financial hardship; and
 - 2. The dollar amount of tenant rent for the family under each option. If the family chose a flat rent for the previous year, the Authority will provide the amount of income-based rent for the subsequent year when the Authority conducts an income reexamination or if the family specifically requests it and submits updated income information.

10.2 THE INCOME-BASED RENT METHOD

The total tenant payment is equal to the highest of:

- A. 10% of monthly income;
- B. 30% of adjusted monthly income; or
- C. The welfare rent.

The family will pay the greater of the total tenant payment or the Minimum Rent of \$25, but never more than the ceiling rent.

10.3 MINIMUM RENT

The Authority has set the minimum rent at \$25. However if the family requests a hardship exemption, the Authority will suspend the minimum rent beginning the month following the family's request until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature. All requests for a hardship exemption must be submitted in writing.

- A. A hardship exists in the following circumstances:
 - 1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title V of the Personal Responsibility and Work Opportunity Act of 1996;
 - 2. When the family would be evicted because it is unable to pay the minimum rent;
 - 3. When the income of the family has decreased because of changed circumstances, including loss of employment; and
 - 4. When a death has occurred in the family.
- B. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.
- C. Temporary hardship. If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension, and all monies owed will be due and payable to the Authority. During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.
- D. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
- E. Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

10.4 THE FLAT RENT

The Authority has set a flat rent for each public housing unit. In doing so, it considered the size and type of the unit, as well as its age, condition, amenities, services, and neighborhood. The Authority determined the market value of the unit and set the rent at the market value. The amount of the flat rent will be reevaluated annually and adjustments applied if necessary. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family.

The Authority will post the flat rents at each of the developments and at the central office and are incorporated in this policy upon approval by the Board of Commissioners.

There is no utility allowance for families paying a flat rent.

10.5 **CEILING RENT**

The Authority has set a ceiling rent for each public housing unit. The amount of the ceiling rent will be reevaluated annually and the adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family.

The Authority will post the ceiling rents at each of the developments and at the central office and are incorporated in this policy upon approval by the Board of Commissioners.

10.6 **RENT FOR FAMILIES UNDER THE NONCITI ZEN RULE**

A mixed family will receive full continuation of assistance if all of the following conditions are met:

- A. The family was receiving assistance on June 19, 1995;
- B. The family was granted continuation of assistance before November 29, 1996;
- C. The family's head or spouse has eligible immigration status; and
- D. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no eligible members, the family may be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision, the family receives full assistance. If assistance is granted under this provision prior to November 29, 1996, it may last no longer than three (3) years. If granted after that date, the maximum period of time for assistance under the provision is eighteen (18) months. The Authority will grant each family a period of six (6) months to find suitable affordable housing. If the family cannot find suitable affordable housing, the Authority will provide additional search periods up to the maximum time allowable.

Suitable housing means housing that is not substandard and is of an appropriate size for the family. Affordable housing means that it can be rented for an amount not exceeding the amount the family pays for rent, plus utilities, plus 25%.

The family's assistance is prorated in the following manner:

- A. Determine the 95th percentile of gross rents (tenant rent plus utility allowance) for the Authority. The 95th percentile is called the maximum rent.
- B. Subtract the family's total tenant payment from the maximum rent. The resulting number is called the maximum subsidy.
- C. Divide the maximum subsidy by the number of family members and multiply the result times the number of eligible family members. This yields the prorated subsidy.
- D. Subtract the prorated subsidy from the maximum rent to find the prorated total tenant payment. From this amount subtract the full utility allowance to obtain the prorated tenant rent.

10.7 PAYING RENT

Rent and other charges are due and payable on the first day of the month. Rent and other charges due under the lease can be paid (either in person or by mail) at the development office where the tenant resides, or at the Authority's Main Office located at 2019 West Pine Street, Dunmore, PA 18512. **All payments made at the Main Office must be by check or money order.**

11.0 RECERTIFICATIONS

At least annually, the Authority will conduct a reexamination of family income and circumstances. The results of the reexamination determine (1) the rent the family will pay, and (2) whether the family is housed in the correct unit size.

11.1 ELIGIBILITY FOR CONTINUED OCCUPANCY

The income, allowances and family composition of each household shall be reexamined within 12 months of the family's move-in date and no less than once each year thereafter. Reexaminations determine the tenant's monthly rent, eligibility for continued occupancy and the required unit size. The Authority follows all pertinent HUD regulations in its completion of reexaminations.

Only those residents meeting all of the following requirements will be considered eligible for continued occupancy:

- A. Qualify as a family or the remaining member of a tenant family.
- B. Who have exhibited conduct since residing in public housing that shows the tenants:
 - 1. Have not interfered with other residents in such a manner as to diminish their enjoyment of the premises by adversely affecting their health, safety or welfare.
 - 2. Have not adversely affected the physical enjoyment of the community.
 - 3. Have not adversely affected the financial stability of the community.
- C. Who are in full compliance with the terms and conditions of the Lease and the Drug-Free Housing Lease Addendum.

11.2 CHOICE OF RENT

Each year at the time of the annual reexamination, the family has the option of selecting the Authority's established flat rent or having their rent based on the amount of their income (income-based rent). **Families have only one choice per year except for financial hardship cases.** In order for families to make informed choices about their rent options, the Authority will provide them with the following information whenever they have to make rent decisions:

- 1. The Authority's policies on switching types of rent in case of a financial hardship; and
- 2. The dollar amount of tenant rent for the family under each option. If the family chose a flat rent for the previous year, the Authority will provide the amount of income-based rent for the subsequent year when the Authority conducts an income

reexamination or if the family specifically requests it and submits updated income information.

Families who opt for the flat rent may request to have an interim reexamination and return to the income-based method at any time for any of the following reasons:

1. The family's income has decreased.
2. The family's circumstances have changed increasing their expenses for childcare, medical care, etc.
3. Other circumstances creating a hardship on the family such that the income-based method would be more financially feasible for the family.

All requests to return to the income-based rent must be submitted in writing.

11.3 REGULAR REEXAMINATIONS

At least 90 days in advance of the scheduled annual reexamination effective date, the family shall be notified by mail that they are required to participate in a reexamination interview.

During the interview the family shall select either the flat rent or the income-based rent. Each family shall sign a certification as to its rent choice.

At the time of the interview, all adult members of the household will be required to sign an application for Continued Occupancy, Authorization for Release of Information forms (Consent forms), and all other forms required for occupancy. During the interview, the family shall provide all information regarding employment and income data, assets, family composition, allowances, and other information deemed necessary. The Authority will send the consent forms to the sources that will verify the family circumstances.

Upon receipt of verification for families selecting the income-based rent, the Authority will determine the family's annual income and will calculate their rents as follows.

The total tenant payment is equal to the highest of:

- A. 10% of monthly income;
- B. 30% of adjusted monthly income; or
- C. The welfare rent.

The family will pay the greater of the total tenant payment or the Minimum Rent of \$25, but never more than the ceiling rent.

11.4 MISSED APPOINTMENTS

Families failing to respond to the initial reexamination appointment will be issued a final appointment within one week. Failure by the family to attend the second scheduled interview will result in the Authority taking eviction actions against the family.

11.5 EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL REEXAMINATIONS

The new rent will generally be effective upon the anniversary date with thirty (30) days notice of any rent increase to the family.

If the rent determination is delayed due to a reason beyond the control of the family, then any rent increase will be effective the first of the month after the month in which the family receives a 30 day notice of the amount. If the new rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the anniversary date.

If the family caused the delay, then any increase will be effective on the anniversary date. Any reduction will be effective the first of the month after the rent amount is determined.

11.6 INTERIM REEXAMINATIONS

During an interim reexamination, only the information affected by the changes being reported will be reviewed and verified.

Families are required to report the following changes to the Authority between regular reexaminations. If the family's rent is being determined under the income-based method, these changes will trigger an interim reexamination. The family shall report the following changes within ten (10) days of their occurrence. All changes must be submitted in writing.

- A. All changes in household composition.
- B. All increase in income and changes in employment status.
- C. Decrease in income expected to last at least 60 days.
- D. Increase in allowances or deductions.

For families on income-based rent, the Authority will schedule an interim reexamination if it is alleged that the tenant has misrepresented the facts upon which the rent is based. In such cases, any increase in rent shall be made retroactive.

The Authority may, at its discretion, schedule interim reexaminations when it deems it is in its interest to do so.

Interim reexaminations do not affect regularly scheduled reexamination effective dates.

11.7 SPECIAL REEXAMINATIONS

If a family's income is too unstable to project for twelve (12) months, including families that temporarily have no income or have a temporary decrease in income, the Authority may schedule special reexaminations every sixty (60) days until the income stabilizes and an annual income can be determined.

11.8 EFFECTIVE DATE OF RENT CHANGES DUE TO INTERIM OR SPECIAL REEXAMINATIONS

Unless there is a delay in reexamination processing caused by the family, any rent increase will be effective the first day of the second month after the month in which the change occurred. If the family causes a delay, then the rent increase will be effective on the date it would have been effective had the process not been delayed (even if this means a retroactive increase).

If the new rent is a reduction and any delay is beyond the control of the family, the reduction will be effective the first of the month after the interim reexaminations should have been completed.

If the new rent is a reduction and the family caused the delay or did not report the change in a

timely manner, the change will be effective the first of the month after the rent amount is determined.

11.9 CHANGES IN HOUSEHOLD COMPOSITION

- A. Tenants are required to report any change in household composition within ten (10) working days of the change. All changes must be submitted in writing.
- B. New household members may be added to the tenant's lease if the new family member has been added as the result of birth, marriage, reconciliation with a spouse, legal adoption, placement of foster children, or award of custody to or by a member of a household on the lease. However no new household member over the age of five (5) years may be added unless and until that person has provided the required information to the Authority and been determined eligible for admission according to the guidelines specified in this policy. The Authority has the right to deny admission to any person found to be ineligible.
- C. Tenants will not be permitted to allow a former tenant of the Housing Authority who has been evicted to occupy the unit for any period of time.
- D. A tenant must provide documentation as required by the Authority when reporting that a family member has vacated the household. In the case of an income producing household member, the Authority will require at least two documents verifying the new address or other evidence deemed acceptable by the Authority. Utility bills, a driver's license, an automobile registration, voter registration, an employer's verification, or a lease bearing the family member's name, new address and a date are examples of acceptable evidence. Court papers indicating that a family member has left the household such as a Petition for Dissolution of Marriage, a Petition for an Order of Protection from Abuse, or a Petition for Legal Separation may also be acceptable.
- E. A tenant reporting a decrease in household size, which changes the unit size for which the family is eligible, will be required to be placed on the transfer list. A tenant eligible for a transfer to a larger or smaller unit as the result of approved changes in household composition will be placed on the transfer list effective the date the transfer request is approved.

12.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE

12.1 GENERAL

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities), or (2) participate in an economic self-sufficiency program, or (3) perform eight hours per month of combined activities as previously described unless they are exempt from this requirement.

12.2 EXEMPTIONS

The following adult family members of tenant families are exempt from this requirement:

- A. Family members who are 62 or older.
- B. Family members who are blind or disabled as defined under 216(I)(1) or 1614 of the Social Security Act (42 U.S.C. 416(I)(1)) and who certifies that because of this disability

she or he is unable to comply with the community service requirements.

- C. Family members who are the primary caregiver for someone who is blind or disabled as set forth in Paragraph B above.
- D. Family members engaged in work activity.
- E. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program.
- F. Family members receiving assistance, benefits or services under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program.

12.3 NOTIFICATION OF THE REQUIREMENT

The Authority shall identify all adult family members who are apparently not exempt from the community service requirement.

The Authority shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Authority shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after JULY 1, 2001. For families paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

12.4 VOLUNTEER OPPORTUNITIES

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self-sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Authority will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the resident advisory councils, the Authority may create volunteer positions such as hall monitoring, litter patrols, and supervising and record keeping for volunteers.

12.5 THE PROCESS

At the first annual reexamination on or after JULY 1, 2001, and each annual reexamination thereafter, the Authority will do the following:

- A. Provide a list of volunteer opportunities to the family members.
- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.
- D. Assign family members to a volunteer coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator will track the family member's progress monthly and will meet with the family member as needed to best encourage compliance.
- E. Thirty (30) days before the family's next lease anniversary date, the volunteer coordinator will advise the Authority whether each applicable adult family member is in compliance with the community service requirement.

12.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

The Authority will notify any family found to be in non-compliance of the following:

- A. The family member(s) has been determined to be in non-compliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

12.7 OPPORTUNITY FOR CURE

The Authority will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agree to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns go toward the current commitment until the current year's commitment is made.

The volunteer coordinator will assist the family member in identifying volunteer opportunities and will track compliance on a monthly basis.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service, the Authority shall take action to terminate the lease.

12.8 PROHIBITION AGAINST REPLACEMENT OF AGENCY EMPLOYEES

In implementing the service requirement, the Authority may not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by its employees, or replace a job at any location where residents perform activities to satisfy the service requirement.

13.0 UNIT TRANSFERS

13.1 OBJECTIVES OF THE TRANSFER POLICY

The objectives of the Transfer Policy include the following:

- A. To address emergency situations.
- B. To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriate size unit.
- C. To facilitate relocation when required for modernization or other management purposes.
- D. To facilitate relocation of families within adequate housing accommodations.
- E. To provide an incentive for families to assist in meeting the Authority's deconcentration goal.
- F. To eliminate vacancy loss and other expenses due to unnecessary transfers.

13.2 CATEGORIES OF TRANSFERS (3)

Category 1: Emergency transfers. These transfers are necessary when conditions pose an immediate threat to the life, health, or safety of a family or one of its members. Such situations may involve defects of the unit or the building in which it is located, the health condition of a family member, a hate crime, the safety of witnesses to a crime, or a law enforcement matter particular to the neighborhood.

Category 2: Immediate administrative transfers. These transfers are necessary in order to permit a family needing accessible features to move to a unit with such a feature or to enable modernization work to proceed.

Category 3: Regular administrative transfers. These transfers are made to offer incentives to families willing to help meet certain Authority occupancy goals, to correct occupancy standards where the unit size is inappropriate for the size and composition of the family, to allow for non-emergency but medically advisable transfers, and other transfers approved by the Authority when a transfer is the only or best way of solving a serious problem.

13.3 DOCUMENTATION

When the transfer is at the request of the family, the family may be required to provide third party verification of the need for the transfer.

13.4 INCENTIVE TRANSFERS

Transfer requests will be encouraged and approved for families who live in a development where their income category (below or above 30% of area median) predominates and wish to move to a development where their income category does not predominate.

13.5 PROCESSING TRANSFERS

Transfers on the waiting list will be sorted by the above categories and within each category by date and time.

Transfers in category 1 and 2 will be housed ahead of any other families, including those on the applicant waiting list. Transfers in category 1 will be housed ahead of transfers in category 2.

Transfers in category 3 will be housed along with applicants for admission at a ratio of one transfer for every ten (10) admissions.

Upon offer and acceptance of a unit, the family will execute all lease documents, pay any rent and/or security deposit, and complete the transfer within fifteen (15) days. The family will be responsible for paying rent at the old unit as well as the new unit for any period of time they have possession of both. If keys to the former unit are kept more than fifteen (15) days from date of acceptance of the new unit, per diem rent for the former unit will be charged until keys are returned to the appropriate development office. The prorated rent and other charges (key deposit and any additional security deposit owing) must be paid at the time of lease execution.

13.6 COST OF THE FAMILY'S MOVE

The cost of the transfer generally will be borne by the family in the following circumstances:

- A. When the transfer is made at the request of the family or by others on behalf of the family (i.e. by the police);
- B. When the transfer is needed to move the family to an appropriately sized unit, either larger or smaller;
- C. When the transfer is necessitated because a family with disabilities needs the accessible unit into which the transferring family moved (The family without disabilities signed a statement to this effect prior to accepting the accessible unit); or
- D. When the transfer is needed because action or inaction by the family caused the unit to be unsafe or uninhabitable.

The cost of the transfer will be borne by the Authority when the transfer is needed in order to carry out rehabilitation activities.

The responsibility for moving costs in other circumstances will be determined on a case by case basis.

13.7 TENANTS IN GOOD STANDING

When the transfer is at the request of the family, it will not be approved unless the family is in good standing with the Authority. This means the family must be in compliance with their lease, current in all payments to the Housing Authority, and must pass a housekeeping inspection.

All charges for damages (other than normal wear and tear) to the current unit by the tenant must be paid in full prior to taking possession of the new unit.

13.8 TRANSFER REQUESTS

A tenant may request a transfer at any time by completing a transfer request form. In considering the request, the Authority may request a meeting with the tenant to better understand the need for transfer and to explore possible alternatives. The Authority will review the request in a timely manner and if a meeting is desired, it shall contact the tenant within fifteen (15) business days (unless there are extenuating circumstances) of receipt of the request to schedule a meeting.

The Authority will grant or deny the transfer request in writing within fifteen (15) business days of

receiving the request or holding the meeting, whichever is later.

If the transfer is approved, the family's name will be added to the transfer waiting list.

If the transfer is denied, the denial letter will advise the family of their right to utilize the grievance procedure.

13.9 RIGHT OF THE AUTHORITY IN TRANSFER POLICY

The Authority reserves the right to suspend its Transfer Policy because of its efforts to decrease vacancies or any other management initiative. Transfer requests will then be treated on a case by case basis solely at the discretion of the Authority.

The provisions listed above are to be used as a guide to insure fair and impartial means of assigning units for transfers. It is not intended that this policy will create a property right or any other type of right for a tenant to transfer or refuse to transfer.

14.0 INSPECTIONS

An authorized representative of the Authority and an adult family member will inspect the premises prior to commencement of occupancy. A written statement of the condition of the premises will be made, and both parties will sign the statement with a copy retained in the Authority file and a copy given to the family member. An authorized Authority representative will inspect the premises at the time the resident vacates and will furnish a statement of any charges to be made provided the resident turns in the proper 30 day notice to vacate as required. The resident's security deposit can be used to offset against any Authority damages to the unit.

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14.1 MOVE-IN INSPECTIONS

The Authority and an adult member of the family will inspect the unit prior to signing the lease. Both parties will sign a written statement of the condition of the unit. A copy of the signed inspection will be given to the family and the original will be placed in the tenant file.

14.2 ANNUAL INSPECTIONS

The Authority will inspect each public housing unit annually to ensure that each unit meets the Authority's housing standards. Work orders will be submitted and completed to correct any deficiencies.

14.3 PREVENTIVE MAINTENANCE INSPECTIONS

This is generally conducted at various times during the year separate from the annual inspection. This inspection is intended to keep items in good repair. It checks weatherization; checks the condition of the smoke detectors, water heaters, furnaces, automatic thermostats and water temperatures; check for leaks; and provides an opportunity to change furnace filters and provide other minor servicing that extends the life of the unit and its equipment.

14.4 SPECIAL INSPECTIONS

A special inspection may be scheduled to enable HUD or others to inspect a sample of the housing stock maintained by the Authority.

14.5 HOUSEKEEPING INSPECTIONS

Generally, at the time of annual inspection, or at other times as necessary, the Authority will conduct a housekeeping inspection to ensure the family is maintaining the unit in a safe and sanitary condition.

14.6 NOTICE OF INSPECTION

For inspections defined as annual inspections, preventative maintenance inspections, special inspections, and housekeeping inspections the Authority will give the tenant at least two (2) days written notice.

14.7 EMERGENCY INSPECTIONS

If any employee and/or agent of the Authority has reason to believe that an emergency exists within the housing unit, the unit can be entered without notice. The person(s) that enters the unit will leave a written notice to the resident that indicates the date and time the unit was entered and the reason why it was necessary to enter the unit.

14.8 PRE-MOVE-OUT INSPECTIONS

When a tenant gives notice that they intend to move, the Authority will offer to schedule a pre move-out inspection with the family. The inspection allows the Authority to help the family identify any problems which, if left uncorrected, could lead to vacate charges. This inspection is a courtesy to the family and has been found to be helpful both in reducing costs to the family and in enabling the Authority to ready units more quickly for the future occupants.

14.9 MOVE-OUT INSPECTIONS

The Authority conducts the move-out inspection after the tenant vacates to assess the condition of the unit and determine responsibility for any needed repairs. When possible, the tenant is notified of the inspection and is encouraged to be present. This inspection becomes the basis for any claims that may be assessed against the security deposit.

15.0 TERMINATION

15.1 GENERAL

The lease is the contract between the Authority and the tenant that governs the conditions of tenancy and determines when eviction is appropriate.

15.2 TERMINATION BY TENANT

The tenant may terminate the lease at any time upon submitting a 30-day written notice. If the tenant vacates prior to the end of the thirty (30) days, they will be responsible for rent through the end of the notice period.

In the event that the vacate is a result of death of the head of household, only fifteen (15) days written notice is required from family members.

15.3 TERMINATION BY THE HOUSING AUTHORITY

The Authority will terminate the lease for serious or repeated violations of material lease terms. The Authority will abide by the lease, all HUD regulations and state laws with regard to eviction notices, the serving of those notices and a tenant's right to appeal.

Twelve months after the Authority has implemented the mandated community service requirement, it will not renew the lease of any non-exempt family that is not in compliance with the community service requirement or an approved Agreement to Cure. If they do not voluntarily leave the property, eviction proceedings will begin.

15.4 RETURN OF SECURITY DEPOSIT

No refund of the Security Deposit will be made unless Tenant has submitted a written 30-day notice of intent to vacate the unit. (In the event that the vacate is a result of death, only fifteen (15) days written notice is required from family members). No refund of the Security Deposit will be made until after the Tenant has vacated, and the dwelling unit has been inspected by the Project Manager or his/her designee on behalf of the Authority.

The return of a security deposit shall occur within 60 days of the dwelling unit becoming vacant. The Authority agrees to return the Security Deposit to the Tenant when he/she vacates, less any deductions for any costs indicated below, **provided the Tenant has furnished the Authority with a forwarding address.** If such deductions are made, the Authority will furnish the Tenant with a written statement of any such costs for damages and/or other charges to be deducted from the Security Deposit. Deductions from the Security Deposit include:

1. Reimbursement of the cost of repairing any intentional or negligent damages to the dwelling unit caused by the Tenant and/or Tenant's household members, or Tenant's guests.
2. Payment of the cost of any rent or other charges owed by the Tenant at the termination of this lease.

DEFINITION OF ANNUAL AND ADJUSTED INCOME

ANNUAL INCOME

Annual Income is the gross income anticipated to be received by all members of the household (even if temporarily absent) for the 12 month period following the effective date of initial certification or reexamination (annual or interim reexamination of income), including net income derived from assets, and exclusive of income that is temporary, non-recurring or sporadic as defined in Paragraph 3, below. Once the annual income is determined, the Authority subtracts all allowable deductions (allowances) to determine the Total Tenant Payment.

I. Annual Income includes, but is not limited to:

- A. The gross amount (before any payroll deductions) of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services of all adult family members. (See Appendix 2 for definition of adult.);
- B. The net income from operation of a business or profession (for this purpose, expenditures for business expansion or amortization of capital indebtedness shall not be deducted to determine the net income from a business). An allowance for depreciation of assets used in a business or profession may be deducted based on straight-line depreciation as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family;
- C. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from an investment is included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net assets in excess of \$5,000, annual income includes the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
- D. The full amount of periodic payments received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including a lump-sum payment for the delayed start of a periodic payment (but see paragraph II - C of this appendix);
- E. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay;
- F. Welfare Assistance payments
 1. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the Welfare Assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:

- a. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities, plus
- b. The maximum amount that the welfare assistance agency could in fact allow the Family for shelter and utilities. If the family's Welfare Assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage.

2. Imputed welfare income

- a. A family's annual income includes the amount of imputed welfare income (because of a specified welfare benefits reduction, as specified in notice to the Authority by the welfare agency) plus the total amount of other annual income.
- b. At the request of the Authority, the welfare agency will inform the Authority in writing of the amount and term of any specified welfare benefit reduction for a family member, and the reason for such reduction, and will also inform the Authority of any subsequent changes in the term or amount of such specified welfare benefit reduction. The Authority will use this information to determine the amount of imputed welfare income for a family.
- c. A family's annual income includes imputed welfare income in family annual income, as determined at an interim or regular reexamination of family income and composition, during the term of the welfare benefits reduction (as specified in information provided to the Authority by the welfare agency).
- d. The amount of the imputed welfare income is offset by the amount of additional income a family receives that commences after the time the sanction was imposed. When such additional income from other sources is at least equal to the imputed welfare income, the imputed welfare income is reduced to zero.
- e. The Authority will not include imputed welfare income in annual income if the family was not an assisted resident at the time of the sanction.
- f. If a resident is not satisfied that the Authority has calculated the amount of imputed welfare income in accordance with HUD requirements, and if the Authority denies the family's request to modify such amount, then the Authority shall give the resident written notice of such denial, with a brief explanation of the basis for the Authority's determination of the amount of imputed welfare income. The Authority's notice shall also state that if the resident does not agree with the determination, the resident may grieve the decision in accordance with our grievance policy. The resident is not required to pay an escrow deposit for the portion of the resident's rent attributable to the imputed welfare income in order to obtain a grievance hearing.
- g. Relations with welfare agencies

- 1). The Authority will ask welfare agencies to inform it of any specified welfare benefits reduction for a family member, the reason for such reduction, the term of any such reduction, and any subsequent welfare agency determination affecting the amount or term of a specified welfare benefits reduction. If the welfare agency determines a specified welfare benefits reduction for a family member, and gives the Authority written notice of such reduction, the family's annual incomes shall include the imputed welfare income because of the specified welfare benefits reduction.
- 2). The Authority is responsible for determining the amount of imputed welfare income that is included in the family's annual income as a result of a specified welfare benefits reduction as determined by the welfare agency, and specified in the notice by the welfare agency to the housing authority. However, the Authority is not responsible for determining whether a reduction of welfare benefits by the welfare agency was correctly determined by the welfare agency in accordance with welfare program requirements and procedures, nor for providing the opportunity for review or hearing on such welfare agency determinations.
- 3). Such welfare agency determinations are the responsibility of the welfare agency, and the family may seek appeal of such determination through the welfare agency's normal due process procedures. The Authority shall rely on the welfare agency notice to the Authority of the welfare agency's determination of a specified welfare benefits reduction.

- G. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling;
- H. All regular pay, special pay and allowances of a member of the Armed Forces (but see paragraph H - G below); and
- I. Any earned income tax credit to the extent it exceeds income tax liability.

II. Income Exclusions: Annual income does not include the following:

- A. Income from employment of children (including foster children) under the age of 18 years;
- B. Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the tenant family, who are unable to live alone);
- C. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses (but see paragraph - D of this appendix);
- D. Amounts which are specifically received for, or in reimbursement of the cost of medical expenses for any family member;
- E. Income of a live-in aide (as defined in Appendix 2) residing in the unit;

- F. Amounts of educational scholarships paid directly to the student or to the educational institution, and amounts paid by the United States Government to a veteran, for use in meeting the cost of tuition, fees, books, equipment, materials, supplies and transportation to the extent that such amounts are so used. Any amounts of such scholarships or payments to veterans, not used for the above purposes that are available for subsistence are to be included in income;
- G. The hazardous duty pay to a family member in the Armed Forces away from home and exposed to hostile fire;
- H. The amounts received from the following programs:
1. Amounts received under training programs funded by HUD;
 2. Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
 3. Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program;
 4. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a public housing resident for performing a service for the Housing Authority, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time; or
 5. Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program.
- I. Temporary, nonrecurring or sporadic income (including gifts);
- J. Reparation payments made by foreign governments in connection with the Holocaust (for all initial determinations and reexaminations carried out on or after April 23, 1993);
- K. Earnings in excess of \$480 for each full-time student 18 years or older (excluding the head of household and spouse);
- L. Adoption assistance payments in excess of \$480 per adopted child;
- M. For family members who enrolled in certain training programs prior to 10/1/99, the earnings and benefits resulting from the participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988, section 22 of the U.S. Housing Act of 1937, or any comparable Federal, State, or local law during the exclusion period. For purposes of this exclusion the following definitions apply:
1. Comparable Federal, State or local law means a program providing employment training and supportive services that:
 - a. Is authorized by a Federal, State or local law;
 - b. Is funded by the Federal, State or local government;
 - c. Is operated or administered by a public agency; and
 - d. Has as its objective to assist participants in acquiring employment skills.

2. Exclusion period means the period during which the family member participates in a program described in this section, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program that is not funded by public housing assistance under the 1937 Act. If the family member is terminated from employment with good cause, the exclusion period shall end.
3. Earnings and benefits mean the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.

N. The incremental earnings due to employment during a cumulative 12-month period following date of the initial hire shall be excluded. This exclusion (paragraph N) **will not apply** for any family who concurrently is eligible for exclusion M above. Additionally, this exclusion is only available to the following families:

1. Families whose income increases as a result of employment of a family member who was previously unemployed for one or more years.
2. Families whose income increases during the participation of a family member in any economic self-sufficiency or other job training program.
3. Families who are or were, within the past six (6) months, assisted under a State TANF or Welfare to Work program, as determined by the Authority in consultation with the local TANF Agency, and whose earned income increases.

During these second cumulative 12-month period after the date of initial hire, 50% of the increased income shall be excluded from income.

The disallowance of increased income of an individual family member is limited to a lifetime 48-month period. It only applies for 12 months of the 100% exclusion and 12 months of the 50% exclusion.

- O. Deferred periodic payments of supplemental security income and Social Security benefits that are received in a lumpsum payment;
- P. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;
- Q. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
- R. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the 1937 Housing Act as amended. These are currently referenced in HUD Notice 93-65, Benefits exempted from Annual Income by Federal Law, and are available for review. These exclusions include:
 1. The value of the allotment of food stamps
 2. Payments to volunteers under the Domestic Volunteer Services Act of 1973
 3. Payments received under the Alaska Native Claims Settlement Act
 4. Income from submarginal land of the U.S. that is held in trust for certain Indian tribes
 5. Payments made under HHS's Low-Income Energy Assistance Program
 6. Payments received under the Job Training Partnership Act

7. Income from the disposition of funds of the Grand River Band of Ottawa Indians
8. The first \$2000 per capita received from judgment funds awarded for certain Indian claims
9. Amount of scholarships awarded under Title I including Work Study
10. Payments received under the Older Americans Act of 1965
11. Payments from Agent Orange Settlement
12. Payments received under the Maine Indian Claims Act
13. The value of child care under the Child Care and Development Block Grant Act of 1990
14. Earned income tax credit refund payments
15. Payments for living expenses under the Americorps Program

The Authority will not provide exclusions from income in addition to those already provided for by HUD.

ADJUSTED INCOME

Adjusted Income is Annual Income (as defined in this Appendix) minus the following allowances:

1. \$480 for each dependent;
Note: *The head, co-head, spouse, foster child or live-in aide are never counted as dependents. No allowances shall be deducted for an unborn child.*
2. \$400 for any elderly family or disabled family;
3. The sum of the following, to the extent the sum exceeds three% of annual income:
 - a. Unreimbursed medical expenses of any elderly family or disabled family; and
 - b. Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with disabilities, to the extent necessary to enable any member of the family (including the member who is a person with disabilities) to be employed, but this allowance may not exceed the earned income received by family members who are 18 years of age or older who are able to work because of such attendant care or auxiliary apparatus.
4. Reasonable child care expenses necessary to enable a member of the family to be employed or to further his or her education. This deduction shall not exceed the amount of employment income that is included in annual income.

RECEIPT OF A LETTER OR NOTICE FROM HUD CONCERNING INCOME

- A. If a public housing resident receives a letter or notice from HUD concerning the amount or verification of family income, the letter shall be brought to the person responsible for income verification within thirty (30) days of receipt by the resident.

- B. The **[INSERT TITLE OF PHA OFFICIAL]** shall reconcile any difference between the amount reported by the resident and the amount listed in the HUD communication. This shall be done as promptly as possible.
- C. After the reconciliation is complete, the Authority shall adjust the resident's rent beginning at the start of the next month unless the reconciliation is completed during the final five (5) days of the month and then the new rent shall take effect on the first day of the second month following the end of the current month. In addition, if the resident had not previously reported the proper income, the Authority shall do one of the following:
 - 1. Immediately collect the back rent due to the agency;
 - 2. Establish a repayment plan for the resident to pay the sum due to the agency;
 - 3. Terminate the lease and evict for failure to report income; or
 - 4. Terminate the lease, evict for failure to report income, and collect the back rent due to the agency.

COOPERATING WITH WELFARE AGENCIES

The Authority will make its best efforts to enter into cooperation agreements with local welfare agencies under which the welfare agencies will agree:

- B. To target assistance, benefits and services to families receiving assistance in the public housing and Section 8 tenant-based assistance program to achieve self-sufficiency; and
- C. To provide written verification to the Authority concerning welfare benefits for families applying for or receiving assistance in our housing assistance programs.

DEFINITION OF TERMS

Adjusted Annual Income: The amount of household income, after deductions for specified allowances, on which tenant rent is based. (24CFR 5.611) See Appendix 1 for complete definition.

Adult: A household member who has reached the age of legal majority in the State of Pennsylvania (18 years old) or a head, spouse, co-head, or co-tenant under the age of eighteen (18) who has executed the appropriate emancipated adult form.

Allowances: Amounts deducted from the household's annual income in determining adjusted annual income (the income amount used in the rent calculation). Allowances are given for elderly families, dependents, medical expenses for elderly families, disability expenses, and child care expenses for children under 13 years of age. These are detailed in Appendix 1.

Annual Income: The anticipated total annual income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family, including all net income derived from assets for the 12 month period following the effective date of the initial determination or reexamination of income. See Appendix 1 for complete definition of Annual Income, income inclusions and income exclusions.

Applicant (applicant family): A person or family that has applied for admission to a program but is not yet a participant in the program. (24CFR 5.403)

Application: The full, formal and complete family information form signed by the head of household when the family is invited for an interview before a vacant apartment is anticipated. The applicant's signature on the application form certifies that all information provided is complete and accurate.

Assets: The value of equity in savings, checking, IRA and Keogh accounts, real property, stocks, bonds, and other forms of capital investment. The value of necessary items of personal property such as furniture and automobiles are not counted as assets. (Also see "net family assets.")

Child Care Expenses: Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a family member to be gainfully employed or to further his or her education, and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care, and in the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of income received from employment that is included in annual income.

Citizen: A citizen or national of the United States. (24CFR 5.504(b))

Community service: 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.

Consent Form: Any consent form approved by HUD to be signed by assistance applicants and participants for the purpose of obtaining income information from employers and SWICAs, return information from the Social Security Administration, and return information for unearned income from the Internal Revenue Service. The consent forms may authorize the collection of other information from assistance applicants or participant to determine eligibility or level of benefits. (24CFR 5.214)

Covered Families: Families who receive welfare assistance or other public assistance benefits ("welfare benefits") from a State or other public agency ("welfare agency") under a program for which Federal, State, or local law requires that a member of the family must participate in an economic self-sufficiency program as a condition for such assistance.

Dependent: A member of the household (excluding foster children) other than the family head or spouse, who is under 18 years of age or is a person with a disability, or is a Full-time Student.

Disabled Family: A family whose head, spouse or sole member is a person with disabilities; two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.

Disabled Person

A person who:

- A. Has a disability as defined in 42 U.S.C. 423
- B. Is determined, pursuant to HUD regulations, to have a physical, mental, or emotional impairment that:
 - 1. Is expected to be of long-continued and indefinite duration;
 - 2. Substantially impedes his or her ability to live independently; and
 - 3. Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or
- C. Has a developmental disability as defined in 42 U.S.C. 6001

This definition does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome.

For purposes of qualifying for low-income housing, it does not include a person whose disability is based solely on any drug or alcohol dependence.

Displaced Family: A family in which each member, or whose sole member, is a person displaced by governmental action (such as urban renewal), or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. (24 CFR 5.403(b))

Displaced Person : A person displaced by government action or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to federal disaster relief laws.

Drug-Related Criminal Activity : Drug trafficking (the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use, of a controlled substance) or the illegal use, or possession for personal use, of a controlled substance as defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802).

Economic self-sufficiency program: Any program designed to encourage, assist, train or facilitate the economic independence of HUD-assisted families or to provide work for such families. These programs include programs for job training, employment counseling, work placement, basic skill training, education,

English proficiency, workfare, financial or household management, apprenticeship, and any program necessary to ready a participant for work (including a substance abuse or mental health treatment program), or other work activities.

Elderly Family : A family whose head, spouse, or sole member is a person who is at least 62 years of age; two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more relatives.

Elderly Person : A person who is at least 62 years of age.

Eviction: The dispossession of the tenant from the leased unit as a result of the termination of the lease, for serious or repeated violation of material terms of the lease such as failure to make payments due under the lease or fulfill the tenant obligations set forth in HUD regulations, Federal, and Pennsylvania law, or for other good cause.

Extremely low -income families: Those families whose incomes do not exceed 30% of the median income for the area, as determined by HUD with adjustments for smaller and larger families.

Family: Family includes but is not limited to :

- A. A family with or without children;
- B. An elderly family;
- C. A near -elderly family;
- D. A disabled family;
- E. A displaced family;
- F. The remaining member of a tenant family; and
- G. A single person who is not an elderly or displaced person, a person with disabilities, or the remaining member of a tenant family. (24CFR5.403)

Flat Rent: A rent amount the family may choose to pay in lieu of having their rent determined under the income-based method. The flat rent is established by the Authority set at the market value for the unit.

Foster Care Payment : Payment to eligible households by state, local or private agencies for the care of a child placed in the home by an agency.

Full-time Student : A person who is carrying a subject load that is considered full -time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.

Head of Household : An adult, 18 years of age or older, whom the members of the family have routinely looked to as the head of the family, and who is legally competent to sign a binding contract.

HUD: The U.S. Department of Housing and Urban Development or its designee.

Income-Based Rent (Formula Method): A means of calculating a family's rent based on 10% of their monthly income, 30% of their adjusted monthly income, the welfare rent, or the minimum rent. Under the income-based method, rents may be capped by a ceiling rent.

Imputed Income : For households with net family assets of more than \$5,000, the amount calculated by multiplying net family assets by a HUD -specified percentage. If imputed income is more than actual income from assets, the imputed amount is used as income from assets in determining annual income.

Imputed welfare income: The amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income for purposes of determining rent.

Lackawanna County Resident: For eligibility purposes, any applicant who lives or works in the Authority's area of operation on the date of application or who, on the date of application, can demonstrate a valid offer of employment in the Authority's area of operation. This definition excludes temporary residence with family or friends in the Authority's area of operation at the time of application.

The Authority's area of operation includes Lackawanna County, Pennsylvania, excluding the City of Scranton and the City of Carbondale.

Lease: A written agreement between the Authority and an eligible family for the leasing of a Public Housing unit.

Live-In Aide : A person who resides with one or more elderly persons, near-elderly persons or persons with disabilities, and:

- a. Is determined by the Authority to be essential to the care and well-being of the person(s);
- b. Is not obligated for support of the person(s); and
- c. Would not be living in the unit except to provide necessary supportive services.

Alive -in aide does not qualify as the remaining member of a tenant family.

Low Income Families : A family whose Annual Income does not exceed 80% of the median income for the area, as determined by HUD with adjustments for smaller and larger families.

Medical Expenses : Those medical expenses that are anticipated during the period for which Annual Income is computed, and that are not covered by insurance, including medical insurance premiums, payments on accumulated major medical bills, dental expenses, prescription medicines, eyeglasses, hearing aids, and batteries, cost of care attendant, and transportation expenses directly related to medical treatment.

Monthly Adjusted Income: One twelfth of adjusted income. (24CFR 5.603(d))

Monthly Income: One twelfth of annual income. (24CFR 5.603(d))

Near-Elderly Family: A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides. (24CFR 5.403(b))

Net Family Assets : Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.

In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual Income.

In determining the Net Family Assets, the Authority shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of any consideration received for the same. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.

Non-Citizen: A person who is neither a citizen nor national of the United States. (24CFR5.504(b))

Occupancy Standards: The standards that a housing authority establishes for determining the appropriate number of bedrooms needed to house families of different sizes or composition.

Previously unemployed : This includes a person who has earned, in the 12 months previous to employment, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage.

Recognized Tenant Council: An incorporated or unincorporated nonprofit organization or association that meets each of the following requirements:

- a. It must be representative of the tenants it purports to represent;
- b. It may represent tenants in more than one project, but it must fairly represent tenants from each project that it represents;
- c. It must adopt written procedures providing for the election of specific officers on a regular basis (but at least once every three years);
- d. It must have a democratically elected governing board; and
- e. The voting membership of the governing board must consist of tenants of the project or projects that the tenant council or organization represents.

Reexamination: The process of securing documentation on family income and composition to show that tenants meet the eligibility requirements for continued federal assistance. The reexamination will result in recalculation of the Total Tenant Payment and Tenant Rent, and will determine whether the family's unit size is still appropriate.

Reexamination Effective Date : The date established by the Authority on which a rent change becomes effective following verification of all income, assets, expenses and circumstances.

Remaining Member of the Tenant Family : A person left in an assisted unit after other family members have vacated who may or may not normally qualify for assistance on his or her own circumstances (e.g., near-elderly person). The person must be of legal age to sign a lease (adult) and all amounts incurred under the previous lease must have been paid before the person is provided a lease in his/hers name.

Single Person : A person who lives alone or intends to live alone, and who does not qualify as an elderly family or displaced person or as the remaining member of a tenant family. A single pregnant woman will be determined eligible as a single person, and the income limit for a one-person family will be used. No allowance will be deducted from annual income for the unborn child.

Specified Welfare Benefit Reduction:

- A. A reduction of welfare benefits by the welfare agency, in whole or in part, for a family member, as determined by the welfare agency, because of fraud by a family member in connection with the welfare program; or because of welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.
- B. "Specified welfare benefit reduction" does not include a reduction or termination of welfare benefits by the welfare agency:
 1. at the expiration of a lifetime or other time limit on the payment of welfare benefits;
 2. because a family member is not able to obtain employment, even though the family member has complied with welfare agency economic self-sufficiency or work activities requirements; or

3. because a family member has not complied with other welfare agency requirements.

State Wage Information Collection Agency (SWICA): The State agency receiving quarterly wage reports from employers in the State or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information. (24CFR5.214)

Temporary Assistance to Needy Families (TANF): The program that replaced the Assistance to Families with Dependent Children (AFDC) that provides financial assistance to needy families who meet program eligibility criteria. Benefits are limited to a specified time period.

Tenant Rent: The amount payable monthly by the family as rent to the housing authority. Where the Authority supplies all utilities (except telephone) and other essential housing services, tenant rent equals total tenant payment. Where some or all utilities (except telephone) and other essential housing services are supplied by the housing authority and the cost thereof is not included in the amount paid as rent, tenant rent equals total tenant payment less the utility allowance. (24CFR5.603(d))

Total Tenant Payment: Total Tenant Payments shall be the highest of the following, rounded to the nearest dollar:

- a. 30 percent Monthly Adjusted Income;
- b. 10 percent of Monthly Income; or
- c. If the family receives welfare assistance from a public agency and a part of such payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the monthly portions of such payment which is so designated. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage.

All households shall pay a Minimum Rent of \$25.

Utility Allowance : An amount determined by the Authority as an allowance for the cost of utilities (except telephone) payable directly by the tenant.

Utility Reimbursement : the amount by which the Utility Allowance for the unit exceeds the Total Tenant Payment (negative rent).

Very Low Income Family: A Family whose Annual Income does not exceed 50 percent of the median income for the area, as determined by HUD.

Welfare Assistance: Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately.

**Annual Statement / Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: Housing Authority of the County of Lackawanna	Grant Type and Number Capital Fund Program Grant No: PA26P03850101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no.)

Performance and Evaluation Report for Program Year Ending **12/31/2001**
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	-	-	-	-
3	1408 Management Improvements	147,800.00	-	-	-
4	1410 Administration	199,000.00	-	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	200,000.00	-	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	56,750.00	-	-	-
10	1460 Dwelling Structures	1,204,588.00	-	-	-
11	1465.1 Dwelling Equipment - Nonexpendable	37,657.00	-	-	-
12	1470 Nondwelling Structures	30,000.00	-	-	-
13	1475 Nondwelling Equipment	-	-	-	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1501 Collateralization or Debt Service	-	-	-	-
20	1502 Contingency	154,802.00	-	-	-
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 2,030,597.00	\$ -	\$ -	\$ -
22	Amount of line 21 Related to LBP Activities	-	-	-	-
23	Amount of line 21 Related to Section 504 Compliance	-	-	-	-
24	Amount of line 21 Related to Security - Soft Costs	-	-	-	-
25	Amount of line 21 Related to Security - Hard Costs	-	-	-	-
26	Amount of line 21 Related to Energy Conversation Measures	-	-	-	-

Annual Statement / Performance and Evaluation Report
Capital fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the County of Lackawanna		Grant Type and Number Capital Fund Program Grant No: PA26P03850101 Replacement Housing Factor Grant I			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	Management Improvements							
	Computer Software	1408.00	NA	19,800.00				
	Staff Training	1408.00	NA	20,000.00				
	Occupancy Clerk	1408.00	NA					
	PHMAP Technical Assistance	1408.00	NA	10,000.00				
	Resident Activities	1408.00	NA	20,000.00				
	Resident Orientation Training and Guidebook	1408.00	NA					
	Drug & Crime Prevention	1408.00	NA	58,000.00				
	Public Housing Evaluation	1408.00	NA	20,000.00				
HA-WIDE	Administration (See attached allocation plan)	1410.00	NA	199,000.00				
HA-WIDE	A & E Fees	1430.00		200,000.00				
HA-WIDE	Contingency	1502.00		154,802.00				
HA-WIDE	Non Dwelling Structures & Equipmen	1470.00		26,000.00				
HA-WIDE	Physicial Improvements							
	Appliance Replacement	1465.10		37,657.00				
	Upgrade Water & Sanitary Lines	1460.00		25,000.00				
	Upgrade fire alarm systems to code	1460.00		25,000.00				
	Install electronic ignition for gas range	1460.00		20,000.00				

Annual Statement / Performance and Evaluation Report
Capital fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the County of Lackawanna		Grant Type and Number Capital Fund Program Grant No: PA26P03850101 Replacement Housing Factor Grant I			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA38-03	Siding on Community Bldg	1470.00		4,000.00				Work Currently
MOOSIC	Sidewalk Repair	1450.00		2,000.00				Under Contract
PA38-04	Install Tub Surrounds	1460.00		9,300.00				Grant in Planning
Olyphant	Replace Storm Doors	1460.00		7,950.00				Stage
	Upgrade Interior Lighting	1460.00		9,000.00				
	Replace Porch Lighting	1460.00		4,200.00				
	Replace Fixture shutoffs	1460.00		7,050.00				
	Replace Utility room doors	1460.00		7,956.00				
	Replace Mailbox	1460.00		1,050.00				
PA38-06	Replace Floor Tiles	1460.00		76,020.00				Grant in Planning
Archbald	Replace Hot Water Heaters	1460.00		19,500.00				Stage
	Attic Insulation	1460.00		17,278.00				
PA38-18	Replace Roof, Gutters, Facia	1460.00		70,000.00				Work Currently
Walsh Plaza								Under Contract
PA38-09	Replace Windows	1460.00		110,700.00				Grant in Planning
Jessup	Replace Siding	1460.00		110,780.00				Stage
	Repair Exterior Stairs	1460.00		25,200.00				
	Install Dryer Vents	1460.00		2,660.00				
	Repair Foundation	1460.00		3,900.00				
	Add Ceiling at Cathedral Area	1460.00		32,400.00				
	Upgrade Interior Lighting	1460.00		3,584.00				
	Grading, topsoil, seeding	1460.00		14,850.00				
	Upgrade Sire Lighting	1460.00		3,000.00				
	Sidewalks & Curbs	1460.00		42,100.00				
	Meterpit/shutoff valves	1460.00		7,200.00				
	Repoint Brick	1460.00		15,000.00				

Annual Statement / Performance and Evaluation Report
Capital fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the County of Lackawanna		Grant Type and Number Capital Fund Program Grant No: PA26P03850101 Replacement Housing Factor Grant I			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA38-10	Kitchen Cabinets/Countertop	1460.00		62,100.00				
Dickson City	Replace Ranges	1460.00		19,320.00				Grant in Planning Stage
	Replace Refrigerators	1460.00		31,050.00				
	Replace Hood Fans	1460.00		12,420.00				
	Replace Entry Storm Doors	1460.00		38,985.00				
	Interior Painting	1460.00		24,150.00				
	Replace Floor Tiles	1460.00		86,070.00				
	Upgrade Lighting	1460.00		17,250.00				
	Replace Baseboard Heaters	1460.00		24,150.00				
	Replace Closet Doors	1460.00		18,000.00				
	Siding/roofing/soffitt/faccia	1460.00		36,000.00				
	Replace HM Door Frames	1460.00		13,800.00				
	Repair/replace Sidewalks	1450.00		6,000.00				
	Upgrade exterior Lighting	1450.00		30,000.00				
	Add Parking	1450.00		11,000.00				
	Add walls at Front Doors	1450.00		1,100.00				
	Chain Link Fencing	1450.00		6,650.00				
	Entry Lockset Masterkey	1460.00		10,350.00				
	Upgrade Lighting	1460.00		9,000.00				
	Replace Exhaust Fans	1460.00		8,970.00				
	Replace Smoke Detectors	1460.00		2,660.00				
	Replace Windows	1460.00		83,460.00				
	Canopy Above Doors	1460.00		21,340.00				
	Add GFI's	1460.00		9,660.00				
	Caulk Bathrooms	1460.00		5,175.00				

**Actual Comprehensive Grant
Cost Certificate**
Comprehensive Grant Program (CGP)

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

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

PHA/IHA Name Housing Authority of the County of Lackawanna	Comprehensive Grant Number PA26P03850101
	FFY of Grant Approval 2001

The PHA/IHA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Comprehensive Grant, is as shown below:

A. Original Funds Approved	\$ 2,030,597.00
B. Revised Funds Approved	-
C. Funds Advanced	
D. Funds Expended (Actual Modernization Cost)	-
E. Amount to be Recaptured (A-D)	2,030,597.00
F. Excess of Funds Advanced (C-D)	\$ -

2. That all modernization work in connection with the Comprehensive Grant has been completed;
 3. That the entire Actual Modernization Cost or liabilities therefor incurred by the PHA/IHA have been fully paid;
 4. That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on public office where the same should be filed in order to be valid against such modernization work; and
 5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729)

Signature X	Date 04/16/2002
---------------------------	-------------------------------

For HUD Use Only

The Cost Certificate is approved for audit.

Approved for Audit (Director, Public Housing Division) X	Date
--	------

The audited costs agree with the costs shown above.

Verified (Director, Public Housing Division) X	Date
--	------

Approved (Field Office Manager) X	Date
---	------

**Actual Modernization
Cost Certificate**

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

OMB Approval No. 2577-0044 (exp. 12/31/99)
OMB Approval No. 2577-0157 (exp. 12/31/99)

**Comprehensive Improvement Assistance Program (CIAP)
Comprehensive Grant Program (CGP)**

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0044 and 0157), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Do not send this form to the above address.

This collection of information requires that each Housing Authority (HA) submit information to enable HUD to initiate the fiscal closeout process. The information will be used by HUD to determine whether the modernization grant is ready to be audited and closed out. The information is essential for audit verification and fiscal close out. Responses to the collection are required by regulation. The information requested does not lend itself to confidentiality.

HA Name: Housing Authority of the County of Lackawanna	Modernization Project Number: PA26P03850101
--	---

The HA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Modernization Grant, is as shown below:

A. Original Funds Approved	\$	-
B. Funds Disbursed	\$	-
C. Funds Expended (Actual Modernization Cost)	\$	-
D. Amount to be Recaptured (A - C)	\$	-
E. Excess of Funds Disbursed (B - C)	\$	-

2. That all modernization work in connection with the Modernization Grant has been completed;

3. That the entire Actual Modernization Cost or liabilities therefore incurred by the HA have been fully paid;

4. That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on file in any public office where the same should be filed in order to be valid against such modernization work; and

5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Executive Director & Date:

X

4/16/2002

For HUD Use Only

The Cost Certificate is approved for audit:

Approved for Audit (Director, Office of Public Housing / ONAP Administrator)

Date:

X

The audited costs agree with the costs shown above:

Verified: (Designated HUD Official)

Date:

X

Approved: (Director, Office of Public Housing / ONAP Administrator)

Date:

X

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Input Range							
Acct	Original	Revised	Obligated	Expended	Acct	Original	
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1408	19,800.00	0.00	0.00	0.00	ACCT		
1408	20,000.00	0.00	0.00	0.00	1408	147,800.00	
1408	0.00	0.00	0.00	0.00	ACCT		
1408	10,000.00	0.00	0.00	0.00	1410	199,000.00	
1408	20,000.00	0.00	0.00	0.00	ACCT		
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1410	199,000.00	0.00	0.00	0.00	ACCT		
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1430	200,000.00	0.00	0.00	0.00	ACCT		
1502	154,802.00	0.00	0.00	0.00	1460	#####	
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1470	26,000.00	0.00	0.00	0.00	1465	37,657.00	
0	0.00	0.00	0.00	0.00	ACCT		
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1465	37,657.00	0.00	0.00	0.00	ACCT		
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1460	25,000.00	0.00	0.00	0.00	ACCT		
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1450	2,000.00	0.00	0.00	0.00		
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1460	7,950.00	0.00	0.00	0.00		
1460	9,000.00	0.00	0.00	0.00		
1460	4,200.00	0.00	0.00	0.00		
1460	7,050.00	0.00	0.00	0.00		
1460	7,956.00	0.00	0.00	0.00		
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1460	76,020.00	0.00	0.00	0.00		
1460	19,500.00	0.00	0.00	0.00		
1460	17,278.00	0.00	0.00	0.00		
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1460	70,000.00	0.00	0.00	0.00		
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1460	110,700.00	0.00	0.00	0.00		
1460	110,780.00	0.00	0.00	0.00		
1460	25,200.00	0.00	0.00	0.00		
1460	2,660.00	0.00	0.00	0.00		
1460	3,900.00	0.00	0.00	0.00		
1460	32,400.00	0.00	0.00	0.00		
1460	3,584.00	0.00	0.00	0.00		
1460	14,850.00	0.00	0.00	0.00		
1460	3,000.00	0.00	0.00	0.00		
1460	42,100.00	0.00	0.00	0.00		
1460	7,200.00	0.00	0.00	0.00		
1460	15,000.00	0.00	0.00	0.00		
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#VALUE!	PA26P0385C	0.00	2001	0.00		
#VALUE!		0.00	0.00	0.00		
#VALUE!	Total Estimati	0.00	Total Actual C	0.00		
#VALUE!	0.00	0.00	0.00	0.00		
#VALUE!	Original	Revised	Funds	Funds		

0	0.00	0.00	Obligated	Expended	
1460	62,100.00	0.00	0.00	0.00	0.00
1460	19,320.00	0.00	0.00	0.00	0.00
1460	31,050.00	0.00	0.00	0.00	0.00
1460	12,420.00	0.00	0.00	0.00	0.00
1460	38,985.00	0.00	0.00	0.00	0.00
1460	24,150.00	0.00	0.00	0.00	0.00
1460	86,070.00	0.00	0.00	0.00	0.00
1460	17,250.00	0.00	0.00	0.00	0.00
1460	24,150.00	0.00	0.00	0.00	0.00
1460	18,000.00	0.00	0.00	0.00	0.00
1460	36,000.00	0.00	0.00	0.00	0.00
1460	13,800.00	0.00	0.00	0.00	0.00
1450	6,000.00	0.00	0.00	0.00	0.00
1450	30,000.00	0.00	0.00	0.00	0.00
1450	11,000.00	0.00	0.00	0.00	0.00
1450	1,100.00	0.00	0.00	0.00	0.00
1450	6,650.00	0.00	0.00	0.00	0.00
1460	10,350.00	0.00	0.00	0.00	0.00
1460	9,000.00	0.00	0.00	0.00	0.00
1460	8,970.00	0.00	0.00	0.00	0.00
1460	2,660.00	0.00	0.00	0.00	0.00
1460	83,460.00	0.00	0.00	0.00	0.00
1460	21,340.00	0.00	0.00	0.00	0.00
1460	9,660.00	0.00	0.00	0.00	0.00
1460	5,175.00	0.00	0.00	0.00	0.00
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#VALUE!	0.00	0.00	0.00		0.00
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0	0.00	0.00	Obligated	Expended	
0	0.00	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00	0.00

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0.00

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Attachment O ñComponent 3(6) Deconcentration and Income Mixing

a. Yes No Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation (if any) [see step 4 at 903.2(c)(1)(iv)]	Deconcentration Policy (if no explanation) [see step 5 at 903.2(c)(1)(v)]

Attachment P
Component 10(B) Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments? 20
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? 6
- c. How many Assessments were conducted for the PHA's covered developments? 20 assessments

d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: None

Development Name	Number of Units

d. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: All assessments are complete.

Attachment Q – Project -based Voucher Program

The Housing Authority of the County of Lackawanna intends to project -base 60 Section 8 vouchers. The general location that the Housing Authority of the County of Lackawanna intends to utilize for the purpose of project -basing is the Borough of Dunmore, Pennsylvania.

This action is consistent with the FY2003 Agency Plan in the following ways:

- It is consistent with the Mission Statement for the Housing Authority of the County of Lackawanna.

The mission of the Housing Authority of the County of Lackawanna is to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

- It is consistent with addressing the housing needs of families and individuals in the jurisdiction and on the waiting list in the upcoming year by:
 1. Expanding the supply of assisted housing;
 2. Increasing assisted housing choices;
 3. Conducting outreach efforts to potential voucher landlords;
 4. Ensuring Equal Opportunity in Housing for all Americans;
 5. Project-basing will help the Housing Authority of the County of Lackawanna meet the statutory goals of deconcentrating poverty and expanding housing and economic opportunities.
 6. Increasing the availability of decent, safe and affordable housing.

The Housing Authority of the County of Lackawanna will follow the deconcentration of poverty requirements in Section 232 by requiring that all new project -based assistance agreements or HAP contracts be for units in census tracts with poverty rates of less than 20 percent, unless HUD specifically approves an exception.