

*PHA Plans for the  
Harrisburg Housing  
Authority*

5 Year Plan for Fiscal Years 2003- 2007  
Annual Plan for Fiscal Year 2003

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

## PHA Plan Agency Identification

**PHA Name:** *Harrisburg Housing Authority*

**PHA Number:** *PA008*

**PHA Fiscal Year Beginning: (mm/yyyy)** *01/2003*

### Public Access to Information

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TDD:

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

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

### Display Locations for PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2003- 2007**  
[24 CFR Part 903.5]

**A. Mission**

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

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

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

***MISSION STATEMENT OF THE HARRISBURG HOUSING AUTHORITY***

*The Harrisburg Housing Authority's mission is to serve the needs of low-income, very low-income and extremely low-income families in the City of Harrisburg and to (1) maintain the availability of decent, safe and affordable housing in its communities; (2) ensure equal opportunity in housing; (3) promote self-sufficiency and asset development of families and individuals; and (4) improve community quality of life and economic viability.*

**B. Goals**

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

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

PHA Goal: Expand the supply of assisted housing

Objectives:

- Apply for additional rental vouchers: ***If appropriate when NOFA is published***
- Reduce public housing vacancies: ***Strategies will be developed and implemented to meet special occupancy challenges such as lease-up at Jackson/Lick Towers for elderly participants, leasing units that are vacated by participants moving back to Hillside Village, and transitioning residents to W.H. Day Community.***
- Leverage private or other public funds to create additional housing opportunities: ***Measurement: Research additional partnerships to possibly develop Jackson/Lick Towers utilizing HOPE VI or other resources.***

- Acquire or build units or developments
- Other (list below)
  - ***The PHA will continue to establish partnership agreements, cooperative agreements with various government, federal, state, private, profit and non-profit entities for the production of affordable housing and the provision of supportive services ongoing.***
  
- PHA Goal: Improve the quality of assisted housing
 

Objectives:

  - Improve public housing management: (PHAS score)  
***Improve PHAS score.***
  - Improve voucher management: (SEMAP score)  
***Maintain passing SEMAP score***
  - Increase customer satisfaction: ***On-going***
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
    - ***Train staff concerning SEMAP and Section 8 procedures.***
    - ***Review existing policies and procedures to incorporate all necessary requirements and if warranted, develop written recommendations for policy revisions to the Board of Commissioners. This will be done on an on-going basis.***
  
  - Renovate or modernize public housing units:
    - ***Implement schedule in the Capital Fund Program.***
    - ***The PHA will perform routine maintenance to assure that units are within UPCS compliance.***
    - ***Substantial rehabilitation for 40 units.***
    - ***Leverage modernization funds to renovate Project PA-6***
  
  - Demolish or dispose of obsolete public housing:
    - ***Begin demolition/disposition of 59 units at Howard Day Homes and demolition 30 units at Hillside Village.***
  
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
    - ***HHA will fill vacancies at Hillside Village after completion of modernization.***

Progress Statement for FYB 2002: *HHA's completion of modernization at M. W. Smith Homes targeted for September 30, 2002 has remained on schedule. Filling the vacancies at M. W. Smith Homes is scheduled upon completion of modernization program. The HHA has During FYB 2002, the HHA has updated the following policies: Public Housing Admissions and Occupancy Policy; Grievance Procedure; Criminal/Drug Screening Policy; and Natural and National Disaster Policy. In addition, the HHA has adopted a Termination and Eviction Policy.*

- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling: ***For new participants at briefing, to annual re-certifications and for persons who have submitted the necessary paperwork to transfer units.***
  - Conduct outreach efforts to potential voucher landlords, ***as needed.***
  - Increase voucher payment standards ***as needed***
  - 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)
    - ***Study voucher homeownership program***

**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: ***See CFP***
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)
    - ***Promote resident and resident organization activities in the areas of resident organization, board training, fire safety, child safety, and health.***
    - ***Provide counseling regarding household budgeting, delinquency, tenant rights, conflict resolution, housekeeping, and regulatory and policy requirements training.***
    - ***Social service referrals***
    - ***Home maintenance***
    - ***Tenant and PHA responsibilities regarding program participation and management, (ongoing)***
    - ***Provide drug elimination programs and assistance through available funds, (ongoing)***

*Progress Statement FYB 2002: The HHA has continued to provide ongoing community policing activities. Crimes have reportedly been reduced by 26%. Youth programs have continued and are anticipated to be ongoing.*

**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 assistance recipients' employability: (*on-going*)
- Provide or attract supportive services to increase independence for the elderly or families with disabilities. (*on-going*)
- Other: (list below)

*Progress Statement for FY 2002: The HHA has continued to provide supportive services for the elderly and for persons with disabilities. This has been accomplished through coordination and cooperative agreements with the Harrisburg Area Community College. The HHA has provided family case management and supportive services through a partnership with Community Action Commission and cooperative agreements with local service agencies which include Providence Health Systems Care, Hamilton Health Center, and Pennsylvania Department of Health.*

**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: *On-going*
- 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: *On-going*
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: *On-going*
- Other: (list below)

*Progress Statement for FYB 2002: The HHA developed additional provisions for all residents and applicants when submitting applications for housing as well as applications for continued occupancy.*

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

- PHA Goal: Ensure compliance with the Quality Housing and Work Responsibility Act of 1998.**  
**Objectives:**
- Review existing policies and procedures to incorporate all necessary requirements and if warranted, develop written recommendations for policy revisions to the Board of Commissioners. The PHA may contract with professionals for these services.
  - Ensure that training is provided to staff and commissioners on any new or revised policy, as needed (***on-going***).

*Progress Statement for FY 2002: The PHA continues to be successful in achieving the objectives listed above and will continue these activities on an ongoing basis.*

**Annual PHA Plan**  
**PHA Fiscal Year 2003**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

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

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

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

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

*The most important challenges to be met by the Harrisburg Housing Authority during FY 2003 include:*

- *Develop interval procedures to keep up with changes in PHAS;*
- *Make the most efficient and effective use of the Public Housing Drug Elimination Program prior year funds and other available funds to continue drug intervention, prevention and awareness programs as well as to continue additional security measures;*
- *Preserve and improve the public housing stock through the Capital Funds activities, including modernization and demolition/disposition of several units;*
- *Involve the public housing residents and the Section 8 participants through the Annual Plan Resident Advisory Board;*
- *Train staff and commissioners to fully understand and take advantage of opportunities in the new law and regulations to better serve our residents and the community; and*
- *Identify, develop and leverage services to enable low-income families to become self-sufficient.*

*In closing, this Annual PHA Plan exemplifies the commitment of the Harrisburg Housing Authority to meet the housing needs of the full range of low-income residents. The Housing Authority, in partnership with agencies from all levels of government, the business community, non-profit community groups, and residents will use this plan as a road map to reach the “higher quality of life” destination.*

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

[24 CFR Part 903.7 9 (r)]

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

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## Attachments

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

### Required Attachments:

- Admissions Policy for Deconcentration *pa008a02*
- FY 2003 Capital Fund Program Annual Statement *pa008b02*
- FY 2003 Capital Fund Program 5 Year Action Plan *pa008c02*
- Most recent board-approved operating budget (Required Attachment for PHA's that are troubled or at risk of being designated troubled ONLY)
- PHA Management Organizational Chart *pa008d02*
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
  - *Substantial Deviation and Significant Amendment or Modification pa008e02*
  - *Resident Membership on PHA Board or Governing Body pa008f02*
  - *Membership of Resident Advisory Board pa008g02*
  - *FYB 2002 Progress Statement pa008h02*
  - *Resident Survey Follow-up Plan pa008i02*
  - *Pet Policy (family) pa008j02*
  - *Pet Policy (elderly) pa008k02*
  - *Deconcentration and Income Mixing Requirement pa008l01*
  - *Voluntary Conversion Required Initial Assessment pa008m01*
  - *Summary of Changes pa008n01*
  - *Section 8 Homeownership Capacity Statement pa008s02*

### Optional Attachments:

- Public Housing Drug Elimination Program (PHDEP) Plan
  - *1999 Performance and Evaluation Report pa008o02*
  - *2000 Performance and Evaluation Report pa008p02*
  - *2001 Performance and Evaluation Report pa008q02*
  - *2002 Performance and Evaluation Report pa008r02*

Supporting Documents Available for Review

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	<input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	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 checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	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) <i>* Performance Reports for prior year grants as needed</i>	Annual Plan: Safety and Crime Prevention

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

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access -ability	Size	Loca- tion
Income <= 30% of AMI	4,543	5	3	4	4	3	4
Income >30% but <=50% of AMI	3,081	4	3	4	4	3	4
Income >50% but <80% of AMI	4,344	3	3	4	4	3	4
Elderly	2,307	2	2	2	2	2	2
Families with Disabilities	3,658	4	4	4	4	4	4
<i>Caucasian</i>	5,809	2	2	2	2	2	2
<i>African-American</i>	6,012	3	3	3	3	3	3
<i>Hispanic</i>	645	3	3	3	3	3	3
<i>Native American</i>	5	3	3	3	3	3	3
<i>Asian</i>	142	3	3	3	3	3	3

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 2000
- 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/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	633		
Extremely low income <=30% AMI	467	74%	
Very low income (>30% but <=50% AMI)	138	22%	
Low income (>50% but <80% AMI)	28	4%	
Families with children	239	38%	
Elderly families	3	.5%	
Families with Disabilities	91	14%	
Caucasian	266	42%	
African American	361	57%	
Asian	5	.8%	
American Indian	1	.2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	133	21%	
2 BR	348	55%	
3 BR	133	21%	
4 BR	13	2%	
5 BR	6	1%	
5+ BR	0	0%	
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			

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/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	415		
Extremely low income <=30% AMI	357	86%	
Very low income (>30% but <=50% AMI)	52	12.52%	
Low income (>50% but <80% AMI)	6	1.5%	
Families with children	145	35%	
Elderly families	9	2%	
Families with Disabilities	23	5.5%	
Caucasian	18	39%	
African-American	149	60%	
Asian	7	.76%	
Native American	1	.24%	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR	N/A	N/A	N/A
2 BR	N/A	N/A	N/A
3 BR	N/A	N/A	N/A
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A
5+ BR	N/A	N/A	N/A
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months): 12 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

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

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	6,092,974.00	
b) Public Housing Capital Fund <i>(estimated)</i>	4,402,112.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,708,410.00	
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)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Capital Funds Total	6,056,041.00	<i>Public housing capital improvements</i>
<i>Capital 501-01</i>	2,695,733.00	
<i>Capital 501-02</i>	3,360,308.00	
<b>Sub-total</b>	<b>19,259,537.00</b>	
<b>3. Public Housing Dwelling Rental Income</b>	2,533,920.00	<i>Public housing operations</i>
<b>4. Other income (list below)</b>		
<i>Excess utilities</i>	28,018.42	<i>Public housing operations</i>
<i>Interest on General Funds</i>	69,365.54	
<i>Miscellaneous, late charges, maintenance charge to tenants, NSF check charges, etc.</i>	71,267.17	
<b>4. Non-federal sources (list below)</b>		
<b>Sub-total</b>	<b>3,066,185.13</b>	
<b>Total resources</b>	<b>22,325,722.13</b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) *At time application is submitted*

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
- *Credit Check*
  - *Social Security number check*

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

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

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

**(2)Waiting List Organization**

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

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

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

- ***Jackson Towers, 1315 North 6<sup>th</sup> Street***

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

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

***None***

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)? *N/A*  
If yes, how many lists?

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

#### **(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

Resident choice: (state circumstances below)

Other: (list below)

- ***Protect residents from criminal element***
- ***Provide unit with accessible features***
- ***Achieve deconcentration***

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
  - ***Families whose head or spouse have a bona-fide offer for employment.***
  - ***Adult graduates of job training program***

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

## 2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 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
- 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
- 1 Victims of reprisals or hate crimes
- 1 Other preference(s) (list below)
  - ***Families whose head or spouse have a bona-fide offer for employment.***
  - ***Adult graduates in job training programs***

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers

- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

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

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

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

- At an annual reexamination and lease renewal  
 Any time family composition changes  
 At family request for revision  
 Other (list)  
• *All changes must be reported to PHA within 10 days of occurrence*

**(6) Deconcentration and Income Mixing** - See attachment pa008102

**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 landlord name(s) and address' for the past 2 years*
  - *Tenant name and address*
  - *Current landlord name and mailing address*
  - *Other public information available to PHA*

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

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)
- *Section 8 Office, 1301 North 6<sup>th</sup> Street, Harrisburg, PA 17102.*

### **(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:

*A written request must be made and proof of effort is required*

### **(4) Admissions Preferences**

- a. Income targeting

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

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

- *Graduate of transitional housing programs.*

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

2 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

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

[24 CFR Part 903.7 9 (d)]

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

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

- **Rent choice – resident may choose flat rent, or 30% income-based rent**
- **Income exclusion**

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)

**n/a**

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

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

- Market comparability study
- Fair market rents (FMR)

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)
  - *All changes in income and family composition must be reported within 10 days of occurrence. At that time, the PHAS will determine if there will be an adjustment in rent*

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

**(2) Flat Rents**

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

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

## B. Section 8 Tenant-Based Assistance

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

### (1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

**(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**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached. (*pa008d02*)
- A brief description of the management structure and organization of the PHA follows:

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

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	<i>1382</i>	<i>300</i>
Section 8 Vouchers	<i>398</i>	<i>144</i>
Section 8 Certificates ( <i>Project-Based</i> )	<i>28</i>	<i>8</i>
Section 8 Mod Rehab ( <i>SRO</i> )	<i>16</i>	<i>9</i>
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

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

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

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

- *Work Order System*
- *Pest Eradication Policy*
- *Maintenance Plan*
- *Uniform Inspection System*
- *Admissions and Occupancy Policy*
- *Fair Housing Policy*
- *Grievance Procedures*
- *Tenant Selection and Assignment Policy*
- *Community Service Plan*
- *Handicapped Policy*
- *Termination and Eviction*
- *Transfer and Transfer Waiting List*
- *Resident Initiatives*
- *Section 3 Plan*
- *Pet Policy for Families*
- *Pet Policy for Elderly*
- *Charges to Tenants*
- *Deconcentration and Income Targeting*
- *Dwelling Lease Agreement*
- *Rent Determination*
- *Rent Collection*
- *Personnel Policy*
- *Procurement Policy*

(2) Section 8 Management: (list below)

- *Section 8 Administrative Plan*

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

### A. Public Housing

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

If yes, list additions to federal requirements below: *N/A*

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

### B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below: *N/A*

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

- PHA main administrative office  
 Other (list below)
  - *Section 8 Office*

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) *pa008b02*

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) *pa008c02*

-or-

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

*1999 Performance and Evaluation Report – pa008o02*

*2000 Performance and Evaluation Report – pa008p02*

*2001 Performance and Evaluation Report – pa008q02*

*2002 Performance and Evaluation Report – pa008r02*

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

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

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

1. Development name: *N/A*
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

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

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

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

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

## 8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: <i>Hillside Manor</i> 1b. Development (project) number: <i>PA26P008004</i>
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input 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: <u>(31/01/01)</u>
5. Number of units affected: <i>30</i>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: <b>(changed)</b> a. Actual or projected start date of activity: <i>September, 2002</i> b. Projected end date of activity: <i>October, 2002</i>

Demolition/Disposition Activity Description
1a. Development name: <i>Howard Day Homes</i> 1b. Development (project) number: <i>PA26P008001</i>
2. Activity type: Demolition <input checked="" 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: <u>(31/01/01)</u>
5. Number of units affected: <i>59</i>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: <b>(changed)</b> a. Actual or projected start date of activity: <i>September, 2002</i> b. Projected end date of activity: <i>October, 2002</i>

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	<i>Jackson and Lick Towers; Morrison Towers</i>
1b. Development (project) number:	<i>PA 8-6; PA 8-7</i>
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 type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<i>01/06/00</i>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	<i>90-150</i>
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**

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description – N/A

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date	

submitted or approved:

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

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

*See Voluntary Conversion Required Initial Assessment – attachment pa008m02*

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

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

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

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

2. Activity Description – *N/A*

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

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

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

If yes, list criteria below:

***The PHA will utilize required criteria pursuant to the Section 8 Homeownership program final rule, published September 12, 2000.***

***The PHA Plan and the Section 8 Administrative Plan will be amended if additional criteria are established.***

*Section 8 Homeownership Statement –attachment pa008s02*

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

[24 CFR Part 903.7 9 (l)]

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

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

#### 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)? *As of this plan transmission, PHA is still in negotiation with agencies to sign 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)

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

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

##### a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>ED/SS</i>				
<i>Families</i>	<i>PHA Wide</i>	<i>All family developments</i>	<i>On-site at family center or development</i>	<i>PHA</i>
<i>Supportive Services</i>	<i>All</i>	<i>Elderly/disabled buildings</i>	<i>Options office</i>	<i>Public housing</i>
<i>(1) Elderly</i>	<i>324</i>			
<i>(2) Disabled</i>	<i>64</i>			

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	<i>N/A</i>	<i>N/A</i>
Section 8	<i>60</i>	<i>7</i>

- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address

the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

### **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)

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

*At the time of PHA Plan preparation, the Community Service Requirement remains suspended until further notice from HUD.*

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

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

***Throughout PHA***

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities

- Crime Prevention through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

*Throughout PHA*

**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)

*Throughout PHA*

**D. Additional information as required by PHDEP/PHDEP Plan** *(no longer required)*

PHAs eligible for FY 2003 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2003 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_\_)

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

*Pet Ownership Policy (family) – attachment pa008j02*

*Pet Ownership Policy (elderly) – attachment pa008k02*

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
- Provided below:
- Comments/Recommendations from Resident Advisory Board**
- *Need for resident participation on Screening Committee for housing.*
  - *Strict enforcement of pet policy.*
  - *Create additional housing opportunities by continuing to rehab Jackson Towers.*
  - *Explanation should be given to all residents on rent reasonableness.*
  - *In agreement with Goal and Objectives.*
3. In what manner did the PHA address those comments? (select all that apply) **n/a**
- 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)
- *Not all comments/recommendations centered around the Annual Plan, but adequate discussion was given and reasonable explanation was given to all concerns.*
  - *Central Staff was given input regarding specific recommendations and advice for consideration in the Annual Plan.*

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
3. Description of Resident Election Process
- a. Nomination of candidates for place on the ballot: (select all that apply) *N/A*
- 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) *N/A*

- 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) *N/A*

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

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

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

1. Consolidated Plan jurisdiction: (provide name here) *City of Harrisburg, PA.*
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  - *Application for Designated Housing for:*
    - *Elderly*
    - *Section 8 Homeownership Program*
    - *Modernization of housing stock*
    - *Creating partnerships to leverage funds*
    - *Provide and attract support services*
    - *Provide Fair Housing Counselor*
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
- *The community supports elderly housing.*
  - *The Consolidated Plan supports private/non partnerships.*

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

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

## **Attachments**

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

# PHA Plan Table Library

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

**Annual Statement**    *See Attachment pa008b02*

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

Capital Fund Grant Number      FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

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

**Annual Statement**     *See Attachment pa008b02*  
**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

**Annual Statement**      *See Attachment pa008b02*  
**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<i>See Attachment pa008c02</i>				
<b>Total estimated cost over next 5 years</b>				



*Attachment: pa008a02*

**DECONCENTRATION AND INCOME TARGETING POLICY  
FOR THE  
HARRISBURG HOUSING AUTHORITY  
HARRISBURG, PENNSYLVANIA**

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

Sub-Title A, Section 513 of the **Quality Housing and Work Responsibility Act of 1998 (QHWRA)**, establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic Deconcentration of public housing developments and (2) Income Targeting to assure that families in the “extremely low” income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.

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

1. Economic Deconcentration:

Admission and Occupancy policies are revised to include the PHA's policy of promoting economic deconcentration. Implementation of this program may require the PHA to determine the median income of residents in each development, determine the average income of residents in all developments, compute the Established Income Range (EIR), determine developments outside the EIR, and provide adequate explanations and/or policies as needed to promote economic deconcentration.

Implementation may include one or more of the following options:

- Skipping families on the waiting list based on income;
- Establishing preferences for working families;
- Establish preferences for families in job training programs;
- Establish preferences for families in education or training programs;
- Marketing campaign geared toward targeting income groups for specific developments;
- Additional supportive services;
- Additional amenities for all units;
- Ceiling rents;
- Flat rents for developments and unit sizes;
- Different tenant rent percentages per development;
- Different tenant rent percentages per bedroom size;
- Saturday and evening office hours;
- Security Deposit waivers;
- Revised transfer policies;

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- Site-based waiting lists;

- Mass Media advertising/Public service announcements; and
- Giveaways.

## 2. Income Targeting

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

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

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

**with both Section 8 and Public Housing programs)**

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**CAPITAL FUND PROGRAM TABLES START HERE**

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

PHA Name:  <b>Harrisburg Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: <b>PA26P00850103</b> Replacement Housing Factor Grant No:	Federal FY of Grant:  <b>2003</b>
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Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no. )  
 Performance and Evaluation Report for Program Year Ending     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	880,422.00	-	-	-
3	1408 Management Improvements	278,935.00	-	-	-
4	1410 Administration	258,146.00	-	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	207,043.00	-	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	223,960.00	-	-	-
10	1460 Dwelling Structures	804,470.00	-	-	-
11	1465.1 Dwelling Equipment - Nonexpendable	102,019.00	-	-	-
12	1470 Nondwelling Structures	344,863.00	-	-	-
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	1,100,528.00	-	-	-
20	1502 Contingency	-	-	-	-
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 4,200,386.00	\$ -	\$ -	\$ -
22	Amount of line 21 Related to LBP Activities	100,000.00	-	-	-
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	280,000.00	-	-	-









## Capital Fund Program Five-Year Action Plan

### Part I: Summary

PHA Name <b>Harrisburg Housing Authority</b>		<input checked="" type="checkbox"/> Original 5-Year <input type="checkbox"/> Revision No.			
Development Number/Name/HA- Wide	Year 1 <b>2003</b>	Work Statement for Year 2 FFY Grant: <b>2004</b> PHA FY: <b>12/31/2004</b>	Work Statement for Year 3 FFY Grant: <b>2005</b> PHA FY: <b>12/31/2005</b>	Work Statement for Year 4 FFY Grant: <b>2006</b> PHA FY: <b>12/31/2006</b>	Work Statement for Year 5 FFY Grant: <b>2007</b> PHA FY: <b>12/31/2007</b>
	Annual Statement				
PA 8-1 Howard Day Homes		222,946.00	-	-	-
PA 8-2 Hoverter Homes		-	125,000.00	-	1,311,358.00
PA 8-3 Hall Manor		-	228,140.00	-	-
PA 8-4 Hillside Village		-	-	-	-
PA 8-5 Smith Homes		-	-	-	-
PA 8-6 Jackson/Lick Towers		1,100,528.00	1,100,528.00	1,100,528.00	1,100,528.00
PA 8-7 Morrison Towers		501,118.00	958,218.00	1,311,358.00	-
PA 8-11, 8-12 Scattered Sites		587,294.00		-	-
<b>HHWide:</b>					
Appliances		140,000.00	140,000.00	140,000.00	140,000.00
		-	-	-	-
Management Improvements		302,889.00	302,889.00	302,889.00	302,889.00
		-	-	-	-
Administration		258,146.00	258,146.00	258,146.00	258,146.00
		-	-	-	-
Other		207,043.00	207,043.00	207,043.00	207,043.00
Operations		880,422.00	880,422.00	880,422.00	880,422.00
<b>Total HH Wide</b>		<b>1,788,500.00</b>	<b>1,788,500.00</b>	<b>1,788,500.00</b>	<b>1,788,500.00</b>
CFP Funds Listed for 5-year planning		<b>\$4,200,386.00</b>	<b>\$4,200,386.00</b>	<b>\$4,200,386.00</b>	<b>\$4,200,386.00</b>
Replacement Housing Factor Funds					

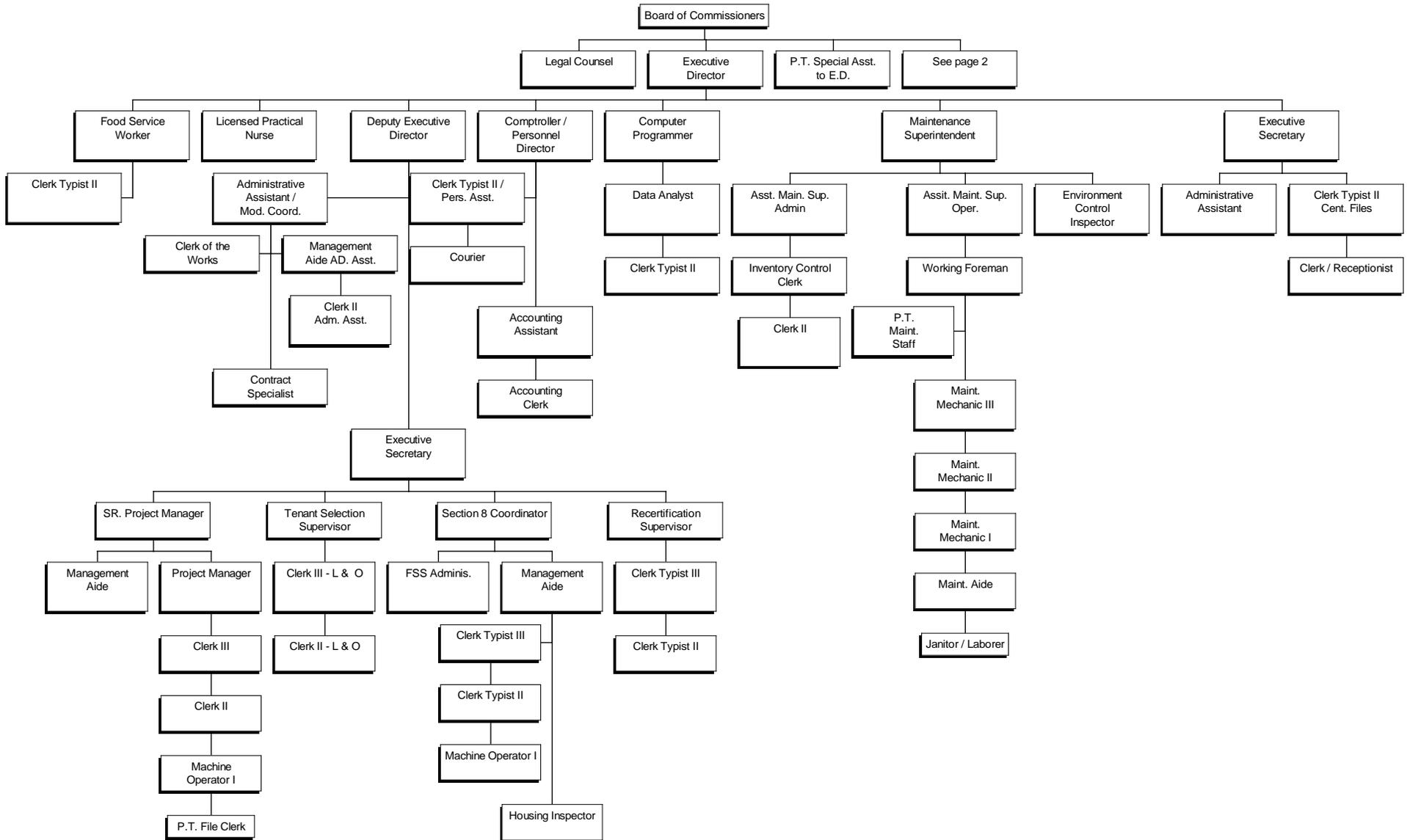
**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages--Work Activities**

Activities for Year 1	Activities for Year: <u>2</u> FFY Grant: <u>2004</u> PHA FY: <u>12/31/2004</u>			Activities for Year: <u>3</u> FFY Grant: <u>2005</u> PHA FY: <u>12/31/2005</u>			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
<b>See Annual Statement</b>							
	Jackson Lick PA 08-006	Debt Services	1,100,528.00	Jackson Lick PA 08-006	Debt Services	1,100,528.00	
		Renovations			Renovations		
					Morrison PA 08-007	Site improvement	134,193.00
						interior unit renovations	736,025.00
						Electrical upgrade	88,000.00
		Day Homes PA 08-001	Building restoration	222,946.00			
		Scattered Sites	Interior Renovations	322,933.00	Hoverter PA 08-002	Renovate community space	125,000.00
		PA 08-011/012	Plumbing Improvements	125,098.00		office, maintenance	
			Heating Improvements	35,188.00		Social Service areas	
			LBP Abatement	104,075.00			
					Hall Manor PA 08-003	Renovate community space	155,000.00
						office, maintenance	73,140.00
		HHA Wide	Appliances	140,000.00		Social Service areas	
		Morrison Towers	CCTV Surveillance Syst	266,000.00	HHA Wide	Appliances	140,000.00
			Access Control System	235,118.00			
		Agency Wide	Management Improve.	302,889.00	Agency Wide	Management Improve.	302,889.00
			Administration	258,146.00		Administration	258,146.00
		A & E & Environmental	207,043.00		A & E & Environmental	207,043.00	
		Operations	880,422.00		Operations	880,422.00	
		<b>Total CFP Estimated Cost</b>	<b>\$ 4,200,386.00</b>			<b>\$ 4,200,386.00</b>	

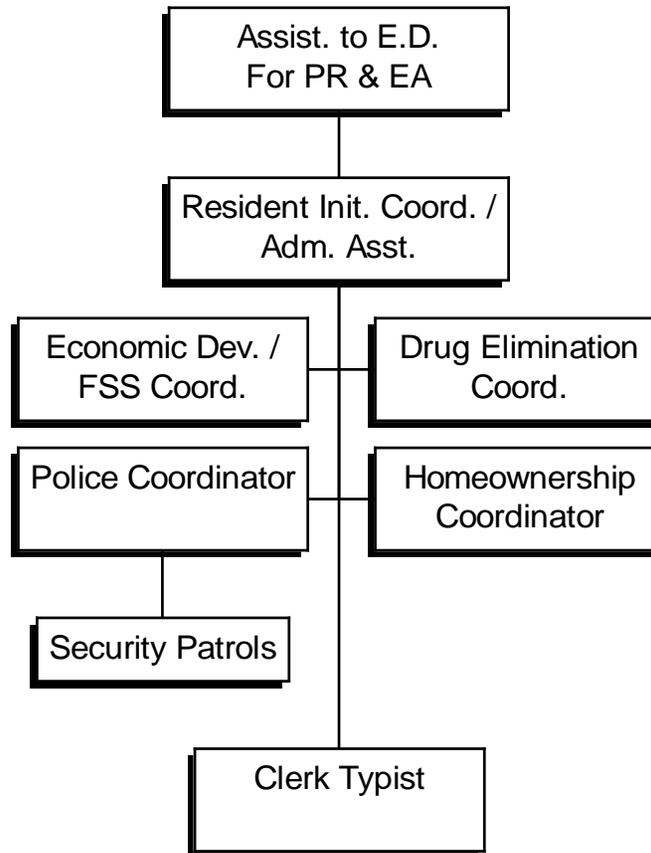


# Harrisburg Housing Authority Organizational Chart

*Attachment: pa008d02*



Harrisburg Housing Authority  
Organizational Chart  
*Attachment: pa008d02 (cont'd)*



Harrisburg Housing Authority  
*Attachment pa008e02*

1. Substantial Deviation from the 5-Year Plan:
  - Any change to the Mission Statement;
  - 50% deletion from or addition to the goals and objectives as a whole; and
  - 50% or more decrease in the quantifiable measurement of any individual goal or objective.
  
2. Significant Amendment or Modification to the Annual Plan:
  - Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or the Capital Fund Program Annual Statement;
  - Any change in a policy or procedure that requires a regulatory 30-day posting;
  - Any submission to HUD that requires a separate notification to residents, such as Hope VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or Homeownership programs; and
  - Any change inconsistent with the local, approved Consolidated Plan.

**Harrisburg Housing Authority**  
**Resident Member on the PHA Governing Board**  
*Attachment pa008f02*

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: **Constance Buxton**

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

- Elected  
 Appointed

C. The term of appointment is (include the date term expires): **Expires 02/01/06**  
**Term of appointment is for two years.**

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

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

B. Date of next term expiration of a governing board member:

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): **Stephen R. Reed – Mayor of City of Harrisburg**

## HARRISBURG HOUSING AUTHORITY

### **Required Attachment pa008g02: 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.)

*Bonita Baumgartner*

*Ruth Butler*

*Brenda Bridges*

*Ralph Mae Kersey*

*Lucil Brown*

*James Mitchell*

*Alice Knight*

*Lydia Myrick*

*Rachel Amador*

*Cora Wright*

*William Spotwood*

*Dorothy Carr*

*Yvonne Phoenix*

*Madeline David*

*Vernell Smith*

*Mae Jackson*

Harrisburg Housing Authority  
PHA Plan Update for FYB 2003

Statement of Progress  
Attachment pa008h02

The Harrisburg Housing Authority has been successful in achieving its mission and goals in the year 2002. Goals are either completed or on target for completion by the end of the year.

Concerning modernization, completion date for the substantial rehabilitation at M.W. Smith development is targeted for September 30, 2002. Modernization efforts provided employment opportunities for residents through the Section 3 program.

Concerning self-sufficiency, and crime and safety, through utilization of Public Housing Drug Elimination Program (PHDEP) *prior year funds*, the HHA has continued and succeeded in its efforts to reduce crime in the communities through additional pro-active police patrols and community policing activities.

PHDEP programs *prior year funds* also provided residents with service through the alternative education activities (such as cultural arts, tutoring/monitoring, and entrepreneurial skill training), Dope Busters, Smart Moves Training, Boys and Girls Club, etc.

To ensure compliance with the Public Housing Reform Act of 1998, every policy continues to be updated as needed. Most significant are updates to the Admissions and Occupancy Policy, Grievance Procedure; Criminal/Drug Screening update; Natural and National Disaster Policy; and the adoption of a new Termination and Eviction Policy.

Concerning ensuring equal opportunity, outreach efforts have been made via speaking engagements, written materials, special mailings, research to establish a website, and making renewed partnerships with community groups and medical facilities.

Finally, the City of Harrisburg has established neighborhood enterprise zones to enable efforts to leverage funds to improve housing options in the City of Harrisburg.

# **HARRISBURG HOUSING AUTHORITY RESIDENT SURVEY FOLLOW UP PLAN**

Attachment: pa008i02

This plan addresses the sections, Safety and Neighborhood Appearance, which were the Authority's two lowest scores.

## Safety

The Resident Council and Community Association in all developments were consulted on how to improve the positive responses to the low scores.

After careful analysis of the items in the survey questions regarding safety, the Authority proposed the following:

The overall goal is and has been through our PHDEP is to have crime and drug-free communities by involving children and adults in the targeted communities contribute to their sense of community and prepare them to be good citizens.

Those general goals will be accomplished with a combination of heightened security and targeted support programs.

The Harrisburg Police Department will provide community police patrols and our partner service providers will provide alternative support programs in the area of crime prevention. Performance standards will be established to serve as a basis for evaluating the progress of our strategy.

## Neighborhood Appearance

Although the Authority does not agree with the low score, the Maintenance Department at each development has put an increased effort toward the exterior environmental conditions by providing daily resident worker grounds crew in addition to a volunteer youth initiative under the auspices of the PHDEP to assist residents who are physically unable to maintain walkways and yards.

Our community policing component has stepped up an already satisfactory performance in removing illegally abandoned cars.

# HARRISBURG HOUSING AUTHORITY

## Pet Ownership Policy

### for

## Family Units

In accordance with Section 526 of the Quality Housing and Work Responsibility Act of 1998 (which amends the United States Housing Act of 1937), and 24 CFR, Part 5, Subpart C, the Harrisburg Housing Authority promulgates this Pet Ownership Policy.

Section 31 of the Quality Housing and Work Responsibility Act of 1998 requires Public Housing Authorities (PHAs) to develop reasonable requirements permitting tenants residing in public housing dwellings to own **common household pets**. The Pet Ownership Policy for family units, adopted by the Harrisburg Housing Authority prescribes standards of pet care and handling, which are necessary to protect the condition of the tenant's unit, the general condition of the premises, and to protect the health and safety of tenants, employees, and the public.

The regulations in Section 31 of the Quality Housing and Work Responsibility Act of 1998 **DO NOT** apply to service animals that assist persons with disabilities. These animals provide assistance, service, or support to persons with disabilities, and are considered a reasonable accommodation to such individuals; therefore they are not classified as "common household pets". This exclusion applies to both service animals that reside in public housing and service animals that visit PHA developments. Nothing in this rule shall:

- Limit or impair the rights of persons with disabilities;
- Authorize PHAs to limit or impair the rights of persons with disabilities; or
- Affect any authority PHAs may have to regulate service animals that assist persons with handicaps or disabilities.

**HARRISBURG HOUSING AUTHORITY**  
**Pet Ownership Policy**  
**for Family Units**  
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## I. GUIDELINES FOR PET OWNERSHIP

- A.** A common household pet is defined as a domesticated animal that is traditionally kept in the home for pleasure rather than for commercial purposes.
- B.** Each household is limited to one (1) pet per dwelling. Allowable pets are limited to the following:
- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Dog</li> <li>2. Cat</li> <li>3. Birds (2)</li> <li>4. Gerbil</li> </ol> | <ol style="list-style-type: none"> <li>5. Hamster</li> <li>6. Guinea pig</li> <li>7. Fish (<i>reasonable number commensurate with aquarium size</i>)</li> </ol> |
|---|---|
- C.** The following are not defined as common household pets and are prohibited:
- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Reptiles</li> <li>2. Wild animals</li> <li>3. Feral animals</li> <li>4. Livestock (<i>rabbits, chickens</i>)</li> <li>5. Mice</li> <li>6. Rats</li> <li>7. Pigeons</li> <li>8. Other animals whose protective instincts and natural body armor produce a risk to human beings or other animals</li> </ol> | <ol style="list-style-type: none"> <li>9. Doves</li> <li>10. Mynah birds</li> <li>11. Psittacoses birds</li> <li>12. Non-human primates</li> <li>13. Ferrets</li> <li>14. Pot-bellied pigs</li> <li>15. Hedgehogs</li> </ol> |
|---|--|
- D.** Dogs and cats are only permitted in the following designated locations and apartments at each of the following housing communities:

William Howard Day	Buildings - D, H, Q
Hoverter Homes	Buildings - D, P, R
Hall Manor	Buildings - 11, 12, 45, 51, 52, 53, 54
Hillside Village	Building - B
MW Smith Homes	Buildings - 05B2, 05C1
Scattered Sites	All

- E.** A resident is required to obtain the advance written pre-approval of the Housing Authority, **prior** to obtaining a pet. Permission shall not be unreasonably refused. Such approval will be granted in accordance with this Policy. Said approval does not guarantee the pet will be approved for registration and residency.
- F.** Pet owners **MUST** notify the Housing Authority **IMMEDIATELY** upon receipt of a pet and of their intention to seek the appropriate disclosures needed for registration. The resident/pet owner is required to pay a \$50 non-refundable pet fee at this time when it is a dog or cat. There is no fee for gerbils, hamsters, guinea pigs, fish or birds. The Housing Authority will then issue an appropriate number of pet identification tags. The tags must be affixed as described in § II D of this Policy. Pet owners will have five **(5) days** to obtain the required disclosures, licenses, etc. and properly register the pet with the Harrisburg Housing Authority.
- G.** No tenant shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside a dwelling unit, for commercial purposes or for fighting.
- H.** All residents are prohibited from feeding, housing, or caring for stray animals. Such action shall constitute having a pet without permission of the Authority.

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## **I. Guidelines for Pet Ownership**

- I.** Pets not owned by a current Harrisburg Housing Authority tenant or properly registered and authorized by HHA are NOT permitted on the premises on a temporary or visiting basis. Trained service animals that are used to assist persons with handicaps or disabilities are considered a reasonable accommodation and are, therefore, excluded from this provision.
- J.** No pet owner shall keep a pet in violation of State or local health and/or anti-cruelty laws or ordinances. Any failure of the Pet Ownership Policy to define the applicable laws or ordinances does not relieve the pet owner of the responsibility for complying with this requirement.
- K.** Should any pet housed in the Housing Authority's dwellings give birth to a litter, it will be considered a violation of the Pet Policy.
- L.** In order to safeguard the health and welfare of tenants, employees and the public, no pet owner shall keep a vicious, dangerous, or intimidating pet on the premises. If the pet owner declines, delays or refuses to remove such a pet from the premises, the Housing Authority will effect its removal. The owner will be responsible for any costs associated with the pet's removal and/or subsequent impoundment. The definition of a vicious or dangerous animal is:
- Any animal that constitutes a physical threat to human beings, other animals or livestock;
  - Any animal which has a disposition or propensity to cause injury or behave in a manner which could reasonably cause injury to human beings, other animals or livestock, regardless of whether or not such behavior is hostile;
  - Any animal which has, without provocation, bitten, attacked or inflicted injury on any human being, other animal or livestock;
  - Any animal that has been used in the commission of a crime.
- In the event a question arises as to whether an animal is considered dangerous, a certified animal behaviorist must examine the animal for clarification and the resident shall incur any expenses associated with this.
- M.** Any dog that is offspring of the following breeds, regardless of the percentage of pedigree, is strictly prohibited:
- |                    |                     |
|--------------------|---------------------|
| • Pit-Bull Terrier | • Doberman Pinscher |
| • Rottweiler       | • Pressa Canary     |
| • Chow             | • German Shepherd   |
| • Shar Pei         | • Boxer             |
| • Akita            |                     |
- N.** Any cat that is offspring of the following breed, regardless of the percentage of pedigree, is strictly prohibited:
- Ocelot
- O.** By adulthood, a dog's weight may not exceed 18 pounds and his height may not exceed 15 inches (*measured at the shoulder*).
- P.** By adulthood, a cat's weight may not exceed 12 pounds and his height may not exceed 12 inches (*measured at the shoulder*).
- Q.** A fish aquarium may not exceed a 20-gallon capacity.

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## I. Guidelines for Pet Ownership

- R.** Trained **service animals** that are used to assist persons with handicaps or disabilities are excluded from the breed, size, weight, and type requirements. They are, however, required to assure proper licensing, inoculations, leash restraints, etceteras.
- S.** Dogs and cats shall be licensed annually with the City of Harrisburg, or as required by State and local laws or ordinances. Pet licenses are in effect January 01 and will expire December 31 of the calendar year following purchase. Dogs and cats must wear a collar with the license tag affixed at all times.
- T.** Dogs and cats must be spayed or neutered and the pet owner shall pay the cost thereof. In the case of newborn animals, the pet must be spayed or neutered within 10 days of attaining the age of six (6) months. Dogs and cats must be inoculated annually, or as required by applicable State and local health and/or anti-cruelty laws or ordinances. The inoculations shall include (but are not limited to) rabies and distemper boosters.
- U.** Pet owners are required to comply with all requirements of applicable State and local building or housing codes, materially affecting the health and/or safety of others.
- V.** The Harrisburg Housing Authority reserves the right to require the removal of any pet from the premises, when the animal's conduct or condition is duly determined to constitute a nuisance or a threat to the health or safety of other persons, or animals.
- W.** When a resident ceases to own or keep a pet, they shall notify the Harrisburg Housing Authority and return the pet identification tag(s) within 10 days. Upon notification and return receipt of the tag(s), a Housing Authority representative shall schedule and perform an inspection of the apartment and subsequent surrounding areas for damages directly related to the presence of the pet. Any damages will be charged to the resident, in the same manner as other maintenance charges are assessed. Failure to return the pet identification tag(s) will result in a \$5 charge, per tag.
- X.** When a resident vacates Housing Authority property, the pet identification tag(s) shall be returned with their apartment keys. A Housing Authority representative will then perform an inspection of the apartment and subsequent surrounding areas for damages directly related to the presence of the pet. Any damages will be charged to the resident, in the same manner as other maintenance charges are assessed. Failure to return the pet identification tag(s) will result in a \$5 charge, per tag.

## II. PET REGISTRATION

- A.** A resident is required to obtain the advance **written** pre-approval of the on-site housing manager, prior to obtaining a pet. Permission shall not be unreasonably refused, however, factors to be taken into consideration are:
- 1.** Type, breed and size of the pet;
  - 2.** The residents ability to adequately care for the pet;
  - 3.** If the pet owner resides in an apartment designated for the type of pet requested.
    - a.** If the resident does not reside in an allowable apartment, their name will be placed on a transfer list by apartment size and request date, in accordance with HHA's HUD approved Admissions and Occupancy Policy.
- B.** Pet owners **MUST** notify the Housing Authority **IMMEDIATELY** upon receipt of the pre-approved pet, and of their intention to seek the appropriate disclosures needed for registration. This will constitute the pet to be pre-registered. Each pet owner requesting authorization of a dog or cat shall pay a non-refundable pet fee of \$50. The pet fee is to cover general costs HHA shall incur which are directly attributable to the presence of the pet on the premises. In the event of damages or costs that would exceed the fee, the pet owner shall be responsible for the additional costs thereof. Examples of such costs or damages can include (but are not limited to) repairs and/or replacements to the premises, fumigation of the premises, extermination of the premises.
- C.** The Housing Authority will issue an appropriate number of pet identification tags. The tags must be affixed as described in § II E below. Pet owners will have five **(5) days** to obtain the required disclosures, licenses, etc. and properly register the pet with the Harrisburg Housing Authority.
- D.** Registration for each animal shall be accomplished by filing the following disclosures and forms at the on-site management office:
- 1.** Name of the adult household member who will be primarily responsible for animal care.
  - 2.** Detailed description of the pet.
  - 3.** Color photograph of the pet.
  - 4.** A health certificate prepared by a veterinarian, including:
    - a)** Attestations of no communicable disease(s);
    - b)** Spaying or neutering;
    - c)** Medical condition precluding spaying or neutering;
    - d)** Current rabies and distemper vaccinations for species subject to State or local rabies vaccination requirements;
    - e)** Name, address and telephone number of veterinarian who will be providing regular care to the pet; and
    - f)** A copy of the license issued by the City of Harrisburg for ownership of the animal for whom licensing is a legal requirement.

- E.** The identification tag(s) must be conspicuously displayed, at all times in the following manner:
- **GARDEN TYPE APARTMENTS** - on the inside window pane closest to the exterior door – in the extreme upper left hand side of the window, at the front and rear of the apartment. Units located on the 2<sup>nd</sup> floor shall place a magnetic identification tag directly above the door lock on the main exterior apartment door (not the screen door).
  - **HIGH-RISE APARTMENTS** - directly above the door lock on the apartment door leading to the common hallway.
- F.** The pet owner must provide additional information necessary to ensure compliance with any policies prescribed herein. The pet owner shall be required to sign a lease addendum indicating that they have read and received a copy of the Pet Policy and that he/she agrees to comply with all provisions contained in it.
- G.** Each pet owner shall identify two (2) alternate custodians or responsible parties for his and/or her pet. These individuals may NOT reside in the same household as the pet. The custodians must be willing and able to assume responsibility for the care and keeping of the pet, including (*if necessary*) the removal of the pet from HHA property. If the pet owner becomes ill or is absent from the dwelling unit and unable to care for his or her pet, the alternate custodians shall assume responsibility. Custodian information shall include the individual's name, address, and phone number. This information shall be updated as often as necessary to ensure HHA has current information at all times.
- H.** The pet owner shall re-certify the pet's registration, at least annually, or as often as necessary to ensure the Housing Authority's files reflect the most current information relevant to the pet. Re-certification of pet registration shall require the same disclosures as the initial pet registration described above.
- I.** The Harrisburg Housing Authority shall revoke a pet's registration or refuse to register a pet, if the pet owner fails to provide required pet registration information timely or fails to update the required information, at least annually, or when requested by an agent of the Harrisburg Housing Authority or its designee.

### **III. PET CARE**

- A.** The pet owner shall house the pet inside of their dwelling unit.
- B.** The pet owner shall feed their pet, in accordance with reasonable standards and proper care of a specific type of pet.
- C.** A dog owner must ensure the pet is exercised at least twice per day.
- D.** A pet owner shall implement effective flea control by measures that produce no toxic hazard to the pet or others that may come into contact with the treated animal.
- E.** A pet owner shall ensure suitable sanitation of the animal's living and sleeping quarters, at all times.
- F.** Dogs, cats, birds, gerbils, hamsters and guinea pigs shall have access to an adequate supply of fresh water at all times.
- G.** A representative of the Harrisburg Housing Authority and/or Harrisburg City Chief of Police or his designee may, at any time, inspect any animal and the premises where the animal is kept.
- H.** A representative of the Harrisburg Housing Authority and/or Harrisburg City Chief of Police or his designee may enter a dwelling unit, when there is evidence that an animal, left alone, is in danger or distress or has been left untended for an extended period of time. If there are unfavorable conditions present, the pet may be impounded, subject to any provisions of State or local health and/or anti-cruelty laws or ordinances in this regard. The Harrisburg Housing Authority shall accept no responsibility for the pet under such circumstances.

## IV. HANDLING OF PETS

- A.** A pet owner is prohibited from altering the dwelling unit or the surrounding premises to create a space, hole, container, shelter, or enclosure for any pet.
- B.** A pet owner is prohibited from erecting or placing a cage, crate, shelter, or container outside of their apartment, at any time.
- C.** At no time may a pet prohibit Harrisburg Housing Authority representatives or designees from gaining access to Housing Authority property. (*See also, § VI Immediate Pet Removal*)
- D.** The pet owner shall keep a cat or dog on a leash, and shall control the animal when it is taken out of the dwelling unit, for any purpose. The leash must be attached to a capable individual 12 years of age or older. The leash may not exceed four (4) feet in length.
- E.** License tag must be worn on the pet (when applicable), at all times.
- F.** A pet owner is prohibited from tethering or chaining an animal outside of or within the dwelling unit.
- G.** The pet owner shall remove or restrain a pet in an appropriately sized pet crate (inside the dwelling) when a Housing Authority representative or designee is present in or around their apartment. Examples can include (but are not limited to): repair technicians, inspectors, exterminators, etc.
- H.** When the pet owner is absent from the dwelling, a dog or cat must be removed or restrained in an appropriate sized pet crate. At no time shall the pet be free to roam about when left alone in the dwelling. This is a safety measure for the pet, as well as persons entering the dwelling.
- I.** The owner of a bird(s) shall confine it/them to a cage at all times.
- J.** The owner of a gerbil, hamster, or guinea pig shall confine it to a vivarium or cage at all times.
- K.** Pets are restricted from lobbies, laundry rooms, social rooms, libraries, dining halls, management offices, hallways, common areas, buildings or floors not designated for pet residency, inside as well as outside of buildings owned by the Harrisburg Housing Authority, other than for reasonable entry to and egress from the building or area.
- L.** A pet owner shall not keep or harbor any pet so as to create offensive odors, excessive noise, or unsanitary conditions, which demonstrate a menace to the health, comfort, or safety of other persons or animals.
- M.** Any animal running loose will be referred to the local authorities for removal from the premises.
- N.** The Harrisburg Housing Authority reserves the right to seek impoundment and sheltering of any animal if the pet's conduct or condition is duly determined to constitute a nuisance or a threat to the health or safety of other persons or animals. The provisions of State or local health and anti-cruelty laws and ordinances will be observed in making this determination.
- O.** In the event of the death of the pet, the pet owner/tenant is responsible for making immediate arrangements for its removal and disposal. Carcasses may **NOT** be placed in dumpsters, trashcans, etceteras.

## **V. Pet Waste Removal**

- A.** The owner of a cat must provide a box with kitty litter inside the dwelling unit which must be accessible to the cat, at all times. The pet owner shall not permit waste in the litter box to accumulate or to become offensive, unsanitary, or unsightly. The litter must be cleaned of waste at least every two (2) days, and totally replaced at least once each week. The pet owner shall dispose of such waste and litter by placing it in a tightly sealed repository and depositing it in the appropriate trash receptacle (trash can or dumpster) outside the apartment where the pet owner resides.
- B.** No pet owner shall permit his or her pet to void urine or excrement in any neighboring yards or common public areas. They must utilize the designated pet area.
- C.** The owner of a dog or cat may allow his pet to utilize designated pet exercise area(s). The pet owner must remove removable animal waste immediately.
- D.** The owner of a dog or cat shall not permit waste to accumulate or to become offensive, unsanitary, or unsightly in the yard assigned to the owner's apartment. Waste shall be removed immediately. The waste must be disposed of by placing it in a tightly sealed repository and depositing it in an appropriate trash receptacle outside the apartment where the pet owner resides.
- E.** The pet owner shall take the precautions and measures necessary to eliminate offensive pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the Harrisburg Housing Authority.
- F.** Pet waste shall not be flushed down toilets, sinks, or tubs.

## **VI. IMMEDIATE PET REMOVAL**

An animal is subject to immediate removal from the premises when the Harrisburg Housing Authority determines, on the basis of objective facts, one or more of the following conditions exist:

- 1.** A pet prohibits Harrisburg Housing Authority representatives or designees from gaining access to Housing Authority property;
- 2.** A pet displays viscous, dangerous, or intimidating behavior, displays symptoms of severe illness, or demonstrates behavior that constitutes a threat to the health or safety of others. The definition of a vicious or dangerous animal is defined in § I L of this Policy. In the event a question arises as to whether an animal is considered dangerous, a certified animal behaviorist must examine the animal, for clarification. The resident shall incur any expenses associated with this clarification;
- 3.** If there is evidence an animal, left alone, is in danger or distress or has been left untended for an extended period of time; and/or
- 4.** If the health or safety of a pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet;

### **A. P ROCEDURES FOR IMMEDIATE REMOVAL OF AN ANIMAL**

- 1)** The Harrisburg Housing Authority will first attempt to contact the pet owner and/or recorded alternate custodian(s) to remove the animal. If contact is unsuccessful or the owner and/or custodian(s) declines, delays or refuses to remove the pet, the animal will be removed from the premises by a trained professional. The owner shall be responsible for any and all costs associated with the removal and subsequent shelter of the animal.
- 2)** The Harrisburg Housing Authority will issue a Notice of Pet Policy Violation to the head of household and the pet owner.

## VII. ANIMAL BITES

- A.** In the event a dog, cat, or other mammal has bitten an individual, the incident **MUST** be reported to the City of Harrisburg Codes Enforcement Office, Bureau of Police, and the Harrisburg Housing Authority within 48 hours of the bite.

The animal bite shall be handled in accordance with the § 6, 327.2(c) of the Harrisburg City Ordinance. Specifically:

*“The Bureau of Police or other authorized local agency is hereby authorized to investigate a reported biting incident and to notify the mammal owner by a quarantine notice that such animal is required to be quarantined for a period not less than ten (10) days following the date of receipt of the quarantine notice. If the bite was inflicted by a wild animal or a stray, unlicensed dog or cat, said wild animal or stray, unlicensed dog or cat may be impounded by the Bureau of Police. Any animal subject to regulation under this chapter or any other ordinance of the City, whether licensed or unlicensed, may be impounded or euthanized in a humane manner if, in the discretion of the Chief of Police or authorized designee, such animal is an immediate threat to public health, safety or property.”*

Please refer to the Procedure for Immediate Pet Removal in § VI of this Policy.

## **VIII. PET POLICY VIOLATION**

### **A. Notice of Pet Policy Violation**

If the Harrisburg Housing Authority determines, on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the owning or keeping of pets; a Notice of Pet Policy Violation shall be served on the pet owner and the head of household. The Notice shall:

- 1.** Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated;
- 2.** State the head of household has 10 days from the date of the Notice to correct the violation (including inappropriate circumstances, removal of the pet), or to make a written request for a meeting to discuss the violation;
- 3.** State that the head of household is entitled to be accompanied by another person of his or her choice at the meeting; and
- 4.** State that the head of household's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the household's tenancy.

### **B. Pet Policy Violation Meeting**

If the head of household makes a timely request for a meeting (refer to § VIII A 2) to discuss an alleged pet rule violation, the community manager shall schedule the meeting within 20 days from the date of the meeting request. At the pet policy violation meeting, the head of household, pet owner and community manager shall discuss any alleged pet rule violation and attempt to correct it. The community manager may, as a result of the meeting, give the head of household or pet owner additional time to correct the violation.

### **C. Repeated Pet Policy Violations**

- 1.** The issuance of three (3) Notices of Pet Policy Violation, within any 12-month period shall result in the revocation of pet ownership privileges, for all adult members of the dwelling wherein the pet (involved in the violation) resided, for a period of six (6) months.
- 2.** The issuance of five (5) Notices of Pet Policy Violation, within any 12-month period shall result in the revocation of pet ownership privileges, for all adult members of the dwelling wherein the pet (involved in the violation) resided, for a period of 12 months.
- 3.** The issuance of six (6) Notices of Pet Policy Violation, within any 14-month period shall result in the revocation of pet ownership privileges, for all adult members of the dwelling wherein the pet (involved in the violation) resided, for the remainder of the residency.

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## VIII. Pet Policy Violation

4. If the Harrisburg Housing Authority must effectuate the removal of any animal, the pet owner shall forfeit future pet ownership privileges for themselves and all adult members of the affected household, for the remainder of their residency.

Pet Policy Violations will accrue throughout a resident's tenancy, regardless of whether the pet has changed.

### D. Notice for Pet Removal

If the head of household, pet owner and community manager are unable to resolve the pet rule violation at the meeting, or if the community manager determines that the pet owner or head of household has failed to correct the pet rule violation within any additional time provided for this purpose, the community manager may serve a written notice on the head of household, requiring the head of household to remove the pet. The Notice must:

1. Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated;
2. State the head of household must remove the pet within 10 days from the date of the Notice of Pet Removal; and
3. State that the head of household's failure to remove the pet may result in initiation of procedures to terminate the household's tenancy.

The Harrisburg Housing Authority shall not initiate procedures to terminate a pet owner's tenancy based on a pet rule violation, unless:

1. The pet owner or head of household has failed to remove the pet or correct a pet rule violation within the applicable time period specified;
2. The pet rule violation is sufficient to begin procedures to terminate tenancy under the terms of the lease and applicable regulations.

# HARRISBURG HOUSING AUTHORITY

## Pet Ownership Policy for Elderly Units

In accordance with Section 526 of the Quality Housing and Work Responsibility Act of 1998 (which amends the United States Housing Act of 1937), and 24 CFR, Part 5, Subpart C, the Harrisburg Housing Authority promulgates this Pet Ownership Policy.

Section 31 of the Quality Housing and Work Responsibility Act of 1998 requires Public Housing Authorities (PHAs) to develop reasonable requirements permitting tenants residing in public housing dwellings to own **common household pets**. The Pet Ownership Policy for elderly units, adopted by the Harrisburg Housing Authority prescribes standards of pet care and handling, which are necessary to protect the condition of the tenant's unit, the general condition of the premises, and to protect the health and safety of tenants, employees, and the public.

The regulations in Section 31 of the Quality Housing and Work Responsibility Act of 1998 **DO NOT** apply to service animals that assist persons with disabilities. These animals provide assistance, service, or support to persons with disabilities, and are considered a reasonable accommodation to such individuals; therefore they are not classified as "common household pets". This exclusion applies to both service animals that reside in public housing and service animals that visit PHA developments. Nothing in this rule shall:

- Limit or impair the rights of persons with disabilities;
- Authorize PHAs to limit or impair the rights of persons with disabilities; or
- Affect any authority PHAs may have to regulate service animals that assist persons with handicaps or disabilities.

# **HARRISBURG HOUSING AUTHORITY**

## **Pet Ownership Policy for Elderly Units**

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## I. GUIDELINES FOR PET OWNERSHIP

**A.** A common household pet is defined as a domesticated animal that is traditionally kept in the home for pleasure rather than for commercial purposes.

**B.** Each household is limited to one (1) pet per dwelling. Allowable pets are limited to the following:

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li><b>1.</b> Dog</li> <li><b>2.</b> Cat</li> <li><b>3.</b> Birds (2)</li> <li><b>4.</b> Gerbil</li> </ol> | <ol style="list-style-type: none"> <li><b>5.</b> Hamster</li> <li><b>6.</b> Guinea pig</li> <li><b>7.</b> Fish (<i>reasonable number commensurate with aquarium size</i>)</li> </ol> |
|---|--|

**C.** The following are not defined as common household pets and are prohibited:

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li><b>1.</b> Reptiles</li> <li><b>2.</b> Wild animals</li> <li><b>3.</b> Feral animals</li> <li><b>4.</b> Livestock (<i>rabbits, chickens</i>)</li> <li><b>5.</b> Mice</li> <li><b>6.</b> Rats</li> <li><b>7.</b> Pigeons</li> <li><b>8.</b> Other animals whose protective instincts and natural body armor produce a risk to human beings or other animals</li> </ol> | <ol style="list-style-type: none"> <li><b>9.</b> Doves</li> <li><b>10.</b> Mynah birds</li> <li><b>11.</b> Psittacoses birds</li> <li><b>12.</b> Non-human primates</li> <li><b>13.</b> Ferrets</li> <li><b>14.</b> Pot-bellied pigs</li> <li><b>15.</b> Hedgehogs</li> </ol> |
|---|---|

**D.** Dogs and cats are only permitted in the following designated locations and apartments at each of the following housing communities:

Jackson Towers	Floor – 3
Morrison Towers	Floor – 3
Lick Towers	Floor – 3

**E.** A resident is required to obtain the advance written pre-approval of the Housing Authority, **prior** to obtaining a pet. Permission shall not be unreasonably refused. Such approval will be granted only for pets listed in B above. Said approval does not guarantee the pet will be approved for registration and residency.

**F.** Pet owners **MUST** notify the Housing Authority **IMMEDIATELY** upon receipt of a pet and of their intention to seek the appropriate disclosures needed for registration. The Housing Authority will issue an appropriate number of pet identification tags. The tags must be affixed as described in § II D of this Policy. Pet owners will have five (**5**) **days** to obtain the required disclosures, licenses, etc. and properly register the pet with the Harrisburg Housing Authority.

**G.** No tenant shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside a dwelling unit, for commercial purposes or for fighting.

**H.** All residents are prohibited from feeding, housing, or caring for stray animals. Such action shall constitute having a pet without permission of the Authority.

**I.** Pets not owned by a current Harrisburg Housing Authority tenant or properly registered and authorized by HHA are NOT permitted on the premises on a temporary or visiting basis. Trained service animals that are used to assist persons with handicaps or disabilities are considered a reasonable accommodation and are, therefore, excluded from this provision.

## I. Guidelines for Pet Ownership

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- J.** No pet owner shall keep a pet in violation of State or local health and/or anti-cruelty laws or ordinances. Any failure of the Pet Ownership Policy to define the applicable laws or ordinances does not relieve the pet owner of the responsibility for complying with this requirement.
- K.** Should any pet housed in the Housing Authority's dwellings give birth to a litter, it will be considered a violation of the Pet Policy.
- L.** In order to safeguard the health and welfare of tenants, employees and the public, no pet owner shall keep a vicious, dangerous, or intimidating pet on the premises. If the pet owner declines, delays or refuses to remove such a pet from the premises, the Housing Authority will effect its removal. The owner will be responsible for any costs associated with the pet's removal and/or subsequent impoundment. The definition of a vicious or dangerous animal is:
- Any animal that constitutes a physical threat to human beings, other animals or livestock;
  - Any animal which has a disposition or propensity to cause injury or behave in a manner which could reasonably cause injury to human beings, other animals or livestock, regardless of whether or not such behavior is hostile;
  - Any animal which has, without provocation, bitten, attacked or inflicted injury on any human being, other animal or livestock;
  - Any animal that has been used in the commission of a crime.
- In the event a question arises as to whether an animal is considered dangerous, a certified animal behaviorist must examine the animal for clarification and the resident shall incur any expenses associated with this.
- M.** Any dog that is offspring of the following breeds, regardless of the percentage of pedigree, is strictly prohibited:
- |                    |                     |
|--------------------|---------------------|
| • Pit-Bull Terrier | • Doberman Pinscher |
| • Rottweiler       | • Pressa Canary     |
| • Chow             | • German Shepherd   |
| • Shar Pei         | • Boxer             |
| • Akita            |                     |
- N.** Any cat that is offspring of the following breed, regardless of the percentage of pedigree, is strictly prohibited:
- Ocelot
- O.** By adulthood, a dog's weight may not exceed 18 pounds and his height may not exceed 15 inches (*measured at the shoulder*).
- P.** By adulthood, a cat's weight may not exceed 12 pounds and his height may not exceed 12 inches (*measured at the shoulder*).
- Q.** A fish aquarium may not exceed a 20-gallon capacity.
- R.** Trained **service animals** that are used to assist persons with handicaps or disabilities are excluded from the breed, size, weight, and type requirements. They are, however, required to assure proper licensing, inoculations, leash restraints, etceteras.

## **I. Guidelines for Pet Ownership**

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- S.** Dogs and cats shall be licensed annually with the City of Harrisburg, or as required by State and local laws or ordinances. Pet licenses are in effect January 01 and will expire December 31 of the calendar year following purchase. Dogs and cats must wear a collar with the license tag affixed at all times.
- T.** Dogs and cats must be spayed or neutered and the pet owner shall pay the cost thereof. In the case of newborn animals, the pet must be spayed or neutered within 10 days of attaining the age of six (6) months. Dogs and cats must be inoculated annually, or as required by applicable State and local health and/or anti-cruelty laws or ordinances. The inoculations shall include (but are not limited to) rabies and distemper boosters.
- U.** Pet owners are required to comply with all requirements of applicable State and local building or housing codes, materially affecting the health and/or safety of others.
- V.** The Harrisburg Housing Authority reserves the right to require the removal of any pet from the premises, when the animal's conduct or condition is duly determined to constitute a nuisance or a threat to the health or safety of other persons, or animals.
- W.** When a resident ceases to own or keep a pet, they shall notify the Harrisburg Housing Authority and return the pet identification tag(s) within 10 days. Upon notification and return receipt of the tag(s), a Housing Authority representative shall schedule and perform an inspection of the apartment and subsequent surrounding areas for damages directly related to the presence of the pet. Any damages will be charged to the resident, in the same manner as other maintenance charges are assessed. Failure to return the pet identification tag(s) will result in a \$5 charge, per tag.
- X.** When a resident vacates Housing Authority property, the pet identification tag(s) shall be returned with their apartment keys. A Housing Authority representative will then perform an inspection of the apartment and subsequent surrounding areas for damages directly related to the presence of the pet. Any damages will be charged to the resident, in the same manner as other maintenance charges are assessed. Failure to return the pet identification tag(s) will result in a \$5 charge, per tag.

## II. PET REGISTRATION

- A.** A resident is required to obtain the advance **written** pre-approval of the on-site housing manager, prior to obtaining a pet. Permission shall not be unreasonably refused, however, factors to be taken into consideration are:
- 1.** Type, breed and size of the pet;
  - 2.** The residents ability to adequately care for the pet;
  - 3.** If the pet owner resides in an apartment designated for the type of pet requested.
    - a.** If the resident does not reside in an allowable apartment, their name will be placed on a transfer list by apartment size and request date, in accordance with HHA's HUD approved Admissions and Occupancy Policy.
- B.** Pet owners **MUST** notify the Housing Authority **IMMEDIATELY** upon receipt of the pre-approved pet, and of their intention to seek the appropriate disclosures needed for registration. This will constitute the pet to be pre-registered. The Housing Authority will issue an appropriate number of pet identification tags. The tags must be affixed as described in § II D below. Pet owners will have five **(5) days** to obtain the required disclosures, licenses, etc. and properly register the pet with the Harrisburg Housing Authority.
- C.** Registration for each animal shall be accomplished by filing the following disclosures and forms at the on-site management office:
- 1.** Name of the adult household member who will be primarily responsible for animal care.
  - 2.** Detailed description of the pet.
  - 3.** Color photograph of the pet.
  - 4.** A health certificate prepared by a veterinarian, including:
    - a)** Attestations of no communicable disease(s);
    - b)** Spaying or neutering;
    - c)** Medical condition precluding spaying or neutering;
    - d)** Current rabies and distemper vaccinations for species subject to State or local rabies vaccination requirements;
    - e)** Name, address and telephone number of veterinarian who will be providing regular care to the pet; and
    - f)** A copy of the license issued by the City of Harrisburg for ownership of the animal for whom licensing is a legal requirement.
- D.** The identification tag(s) must be conspicuously displayed, at all times in the following manner:
- **GARDEN TYPE APARTMENTS** - on the inside window pane closest to the exterior door – in the extreme upper left hand side of the window, at the front and rear of the apartment. Units located on the 2<sup>nd</sup> floor shall place a magnetic identification tag directly above the door lock on the main exterior apartment door (not the screen door).
  - **HIGH-RISE APARTMENTS** - directly above the door lock on the apartment door leading to the common hallway.

## II. Pet Registration

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- E.** The pet owner must provide additional information necessary to ensure compliance with any policies prescribed herein. The pet owner shall be required to sign a lease addendum indicating that they have read and received a copy of the Pet Policy and that he/she agrees to comply with all provisions contained in it.
- F.** Each pet owner shall identify two (2) alternate custodians or responsible parties for his and/or her pet. These individuals may NOT reside in the same household as the pet. The custodians must be willing and able to assume responsibility for the care and keeping of the pet, including (*if necessary*) the removal of the pet from HHA property. If the pet owner becomes ill or is absent from the dwelling unit and unable to care for his or her pet, the alternate custodians shall assume responsibility. Custodian information shall include the individual's name, address, and phone number. This information shall be updated as often as necessary to ensure HHA has current information at all times.
- G.** In the event of damages or costs, the pet owner shall be responsible for the additional costs thereof. Examples of such costs or damages can include (but are not limited to) the following:
- Repairs and/or replacements to the premises;
  - Fumigation of the premises;
  - Extermination of the premises.
- H.** The pet owner shall re-certify the pet's registration, at least annually, or as often as necessary to ensure the Housing Authority's files reflect the most current information relevant to the pet. Re-certification of pet registration shall require the same disclosures as the initial pet registration described above.
- I.** The Harrisburg Housing Authority shall revoke a pet's registration or refuse to register a pet, if the pet owner fails to provide required pet registration information timely or fails to update the required information, at least annually, or when requested by an agent of the Harrisburg Housing Authority or its designee.

### **III. PET CARE**

- A.** The pet owner shall house the pet inside of their dwelling unit.
- B.** The pet owner shall feed their pet, in accordance with reasonable standards and proper care of a specific type of pet.
- C.** A dog owner must ensure the pet is exercised at least twice per day.
- D.** A pet owner shall implement effective flea control by measures that produce no toxic hazard to the pet or others that may come into contact with the treated animal.
- E.** A pet owner shall ensure suitable sanitation of the animal's living and sleeping quarters, at all times.
- F.** Dogs, cats, birds, gerbils, hamsters and guinea pigs shall have access to an adequate supply of fresh water at all times.
- G.** A representative of the Harrisburg Housing Authority and/or Harrisburg City Chief of Police or his designee may, at any time, inspect any animal and the premises where the animal is kept.
- H.** A representative of the Harrisburg Housing Authority and/or Harrisburg City Chief of Police or his designee may enter a dwelling unit, when there is evidence that an animal, left alone, is in danger or distress or has been left untended for an extended period of time. If there are unfavorable conditions present, the pet may be impounded, subject to any provisions of State or local health and/or anti-cruelty laws or ordinances in this regard. The Harrisburg Housing Authority shall accept no responsibility for the pet under such circumstances.

## IV. HANDLING OF PETS

- A.** A pet owner is prohibited from altering the dwelling unit or the surrounding premises to create a space, hole, container, shelter, or enclosure for any pet.
- B.** A pet owner is prohibited from erecting or placing a cage, crate, shelter, or container outside of their apartment, at any time.
- C.** At no time may a pet prohibit Harrisburg Housing Authority representatives or designees from gaining access to Housing Authority property. (*See also, § VI Immediate Pet Removal*)
- D.** The pet owner shall keep a cat or dog on a leash, and shall control the animal when it is taken out of the dwelling unit, for any purpose. The leash must be attached to a capable individual 12 years of age or older. The leash may not exceed four (4) feet in length.
- E.** License tag must be worn on the pet (when applicable), at all times.
- F.** A pet owner is prohibited from tethering or chaining an animal outside of or within the dwelling unit.
- G.** The pet owner shall remove or restrain a pet in an appropriately sized pet crate (inside the dwelling) when a Housing Authority representative or designee is present in or around their apartment. Examples can include (but are not limited to): repair technicians, inspectors, exterminators, etc.
- H.** When the pet owner is absent from the dwelling, a dog or cat must be removed or restrained in an appropriate sized pet crate. At no time shall the pet be free to roam about when left alone in the dwelling. This is a safety measure for the pet, as well as persons entering the dwelling.
- I.** The owner of a bird(s) shall confine it/them to a cage at all times.
- J.** The owner of a gerbil, hamster, or guinea pig shall confine it to a vivarium or cage at all times.
- K.** Pets are restricted from lobbies, laundry rooms, social rooms, libraries, dining halls, management offices, hallways, common areas, buildings or floors not designated for pet residency, inside as well as outside of buildings owned by the Harrisburg Housing Authority, other than for reasonable entry to and egress from the building or area.
- L.** A pet owner shall not keep or harbor any pet so as to create offensive odors, excessive noise, or unsanitary conditions, which demonstrate a menace to the health, comfort, or safety of other persons or animals.
- M.** Any animal running loose will be referred to the local authorities for removal from the premises.
- N.** The Harrisburg Housing Authority reserves the right to seek impoundment and sheltering of any animal if the pet's conduct or condition is duly determined to constitute a nuisance or a threat to the health or safety of other persons or animals. The provisions of State or local health and anti-cruelty laws and ordinances will be observed in making this determination.
- O.** In the event of the death of the pet, the pet owner/tenant is responsible for making immediate arrangements for its removal and disposal. Carcasses may **NOT** be placed in dumpsters, trashcans, etceteras.

## **V. Pet Waste Removal**

- A.** The owner of a cat must provide a box with kitty litter inside the dwelling unit which must be accessible to the cat, at all times. The pet owner shall not permit waste in the litter box to accumulate or to become offensive, unsanitary, or unsightly. The litter must be cleaned of waste at least every two (2) days, and totally replaced at least once each week. The pet owner shall dispose of such waste and litter by placing it in a tightly sealed repository and depositing it in the appropriate trash receptacle (trash can or dumpster) outside the apartment where the pet owner resides.
- B.** No pet owner shall permit his or her pet to void urine or excrement in any neighboring yards or common public areas. They must utilize the designated pet area.
- C.** The owner of a dog or cat may allow his pet to utilize designated pet exercise area(s). The pet owner must remove removable animal waste immediately.
- D.** The owner of a dog or cat shall not permit waste to accumulate or to become offensive, unsanitary, or unsightly in the yard assigned to the owner's apartment. Waste shall be removed immediately. The waste must be disposed of by placing it in a tightly sealed repository and depositing it in an appropriate trash receptacle outside the apartment where the pet owner resides.
- E.** The pet owner shall take the precautions and measures necessary to eliminate offensive pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the Harrisburg Housing Authority.
- F.** Pet waste shall not be flushed down toilets, sinks, or tubs.

## **VI. IMMEDIATE PET REMOVAL**

An animal is subject to immediate removal from the premises when the Harrisburg Housing Authority determines, on the basis of objective facts, one or more of the following conditions exist:

- 1.** A pet prohibits Harrisburg Housing Authority representatives or designees from gaining access to Housing Authority property;
- 2.** A pet displays viscous, dangerous, or intimidating behavior, displays symptoms of severe illness, or demonstrates behavior that constitutes a threat to the health or safety of others. The definition of a vicious or dangerous animal is defined in § I L of this Policy. In the event a question arises as to whether an animal is considered dangerous, a certified animal behaviorist must examine the animal, for clarification. The resident shall incur any expenses associated with this clarification;
- 3.** If there is evidence an animal, left alone, is in danger or distress or has been left untended for an extended period of time; and/or
- 4.** If the health or safety of a pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet;

### **A. P ROCEDURES FOR IMMEDIATE REMOVAL OF AN ANIMAL**

- 1)** The Harrisburg Housing Authority will first attempt to contact the pet owner and/or recorded alternate custodian(s) to remove the animal. If contact is unsuccessful or the owner and/or custodian(s) declines, delays or refuses to remove the pet, the animal will be removed from the premises by a trained professional. The owner shall be responsible for any and all costs associated with the removal and subsequent shelter of the animal.
- 2)** The Harrisburg Housing Authority will issue a Notice of Pet Policy Violation to the head of household and the pet owner.

## VII. ANIMAL BITES

- A.** In the event a dog, cat, or other mammal has bitten an individual, the incident **MUST** be reported to the City of Harrisburg Codes Enforcement Office, Bureau of Police, and the Harrisburg Housing Authority within 48 hours of the bite.

The animal bite shall be handled in accordance with the § 6, 327.2(c) of the Harrisburg City Ordinance. Specifically:

*“The Bureau of Police or other authorized local agency is hereby authorized to investigate a reported biting incident and to notify the mammal owner by a quarantine notice that such animal is required to be quarantined for a period not less than ten (10) days following the date of receipt of the quarantine notice. If the bite was inflicted by a wild animal or a stray, unlicensed dog or cat, said wild animal or stray, unlicensed dog or cat may be impounded by the Bureau of Police. Any animal subject to regulation under this chapter or any other ordinance of the City, whether licensed or unlicensed, may be impounded or euthanized in a humane manner if, in the discretion of the Chief of Police or authorized designee, such animal is an immediate threat to public health, safety or property.”*

Please refer to the Procedure for Immediate Pet Removal in § VI of this Policy.

## **VIII. PET POLICY VIOLATION**

### **A. Notice of Pet Policy Violation**

If the Harrisburg Housing Authority determines, on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the owning or keeping of pets; a Notice of Pet Policy Violation shall be served on the pet owner and the head of household. The Notice shall:

- 1.** Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated;
- 2.** State the head of household has 10 days from the date of the Notice to correct the violation (including inappropriate circumstances, removal of the pet), or to make a written request for a meeting to discuss the violation;
- 3.** State that the head of household is entitled to be accompanied by another person of his or her choice at the meeting; and
- 4.** State that the head of household's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the household's tenancy.

### **B. Pet Policy Violation Meeting**

If the head of household makes a timely request for a meeting (refer to § VIII A 2) to discuss an alleged pet rule violation, the community manager shall schedule the meeting within 20 days from the date of the meeting request. At the pet policy violation meeting, the head of household, pet owner and community manager shall discuss any alleged pet rule violation and attempt to correct it. The community manager may, as a result of the meeting, give the head of household or pet owner additional time to correct the violation.

### **C. Repeated Pet Policy Violations**

- 1.** The issuance of three (3) Notices of Pet Policy Violation, within any 12-month period shall result in the revocation of pet ownership privileges, for all adult members of the dwelling wherein the pet (involved in the violation) resided, for a period of six (6) months.
- 2.** The issuance of five (5) Notices of Pet Policy Violation, within any 12-month period shall result in the revocation of pet ownership privileges, for all adult members of the dwelling wherein the pet (involved in the violation) resided, for a period of 12 months.
- 3.** The issuance of six (6) Notices of Pet Policy Violation, within any 14-month period shall result in the revocation of pet ownership privileges, for all adult members of the dwelling wherein the pet (involved in the violation) resided, for the remainder of the residency.

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## VIII. Pet Policy Violation

4. If the Harrisburg Housing Authority must effectuate the removal of any animal, the pet owner shall forfeit future pet ownership privileges for themselves and all adult members of the affected household, for the remainder of their residency.

Pet Policy Violations will accrue throughout a resident's tenancy, regardless of whether the pet has changed.

### D. Notice for Pet Removal

If the head of household, pet owner and community manager are unable to resolve the pet rule violation at the meeting, or if the community manager determines that the pet owner or head of household has failed to correct the pet rule violation within any additional time provided for this purpose, the community manager may serve a written notice on the head of household, requiring the head of household to remove the pet. The Notice must:

1. Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated;
2. State the head of household must remove the pet within 10 days from the date of the Notice of Pet Removal; and
3. State that the head of household's failure to remove the pet may result in initiation of procedures to terminate the household's tenancy.

The Harrisburg Housing Authority shall not initiate procedures to terminate a pet owner's tenancy based on a pet rule violation, unless:

1. The pet owner or head of household has failed to remove the pet or correct a pet rule violation within the applicable time period specified;
2. The pet rule violation is sufficient to begin procedures to terminate tenancy under the terms of the lease and applicable regulations.

# Harrisburg Housing Authority

*Attachment: pa008102*

**Component 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:

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name:</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b>
PA 8 11 Scattered Sites	26	C. The covered development size, location, and/or configuration promote income deconcentration, such as scattered site or small development. This development is both small and a scattered site.	
PA 8 12 Scattered Sites	54	C. The covered development size, location, and/or configuration promote income deconcentration, such as scattered site or small development. This development is both small and a scattered site.	

**Harrisburg Housing Authority**  
*Attachment: pa008m02*

**Agency Plan Component 10 (B) Voluntary Conversion Initial Assessments**

A. How many of the PHA's developments are subject to the Required Initial Assessments?

- Seven public housing developments are subject to the required initial assessment.

William Howard Day	114 units
Hillside Village	70 units
M.W. Smith	80 units
Hoverter Homes	233 units
Hall Manor	540 units
PA008011/012	80 units scattered sites

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)?

- Three developments are exempt.

Jackson Towers	240 units	designated elderly
Lick Towers	144 units	designated elderly
Morrison Towers	126 units	designated elderly

C. How many Assessments were conducted for the PHA's covered developments?

- One PHA-wide assessment was conducted for all covered developments.

D. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

- The PHA has determined that conversion is not appropriate for any developments at this time.

E. If the PHA has not completed the Required Initial Assessment, describe the status of these assessments.

N/A

## **HARRISBURG HOUSING AUTHORITY**

*Attachment: pa008n02*

### **1. Summary of Policy or Program Changes for the Upcoming Year**

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

#### **5-Year Plan**

##### *Goals and Objectives*

*Added: Acquire or build units or developments*

*Changed: Maintain PHAS score to Improve PHAS score*

*Added: Leverage modernization funds to renovate Project PA-6*

#### **Annual Plan**

##### **Executive Summary**

*PHDEP references in Executive Summary changes to read PHDEP prior year funds and other available funds*

##### **Support Documents Available for Review**

*For PHDEP display documents added the following:*

- *Performance Reports for prior year grants as needed*

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

*Updated Waiting Lists for Public Housing and for Section 8 Programs*

##### *Strategies for Addressing Needs*

*Added:*

- *Seek replacement of public housing units lost to the inventory through mixed finance development.*
- *Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources*

Summary of Policy or Program Changes for the Upcoming Year

- *Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program*
- *Apply for additional section 8 subsidies and tenant or project-based units, should they become available*
- *Apply for special-purpose vouchers targeted to families with disabilities, should they become available*

**PHA Policies Governing Eligibility, Selection, and Admissions**

***Admissions Preferences and Prioritizing Added:***

- *Victims of reprisals or hate crimes*

**PHA Rent Determination Policies**

***Public Housing – Income Based Rent Policies***

- *Changed Minimum Rent from \$1-\$25 to \$0*
- *Removed reference to ceiling rent (3. c.2.)*
- *e. Ceiling rents changed from Yes to No*

**Management and Maintenance Policies**

***Added:***

- *Personnel Policy*
- *Procurement Policy*
- *Charges to Tenants*
- *Deconcentration and Income Targeting Policy*
- *Dwelling Lease Agreement*
- *Rent Determination Policy*
- *Rent Collection Policy*
- *Crime/Drug Screening Policy*
- *Natural and National Disaster Policy*

***Removed:***

- *Community Service Policy*

***Updated:***

- *Admissions and Occupancy Policy*
- *Grievance Procedure*
- *Criminal/Drug Screening Policy*
- *Natural and National Disaster Policy*

***Adopted New Policy:***

- *Termination and Eviction Policy*

**Conversion of Public Housing to Tenant-Based Assistance**

*Included Attachment for Required Initial Conversion Assessment*

**PHA Community Service and Self-Sufficiency Programs**

*Removed Community Service Policy – community service by residents no longer required*

**PHA Safety and Crime Prevention Measures**

*Removed references to PHDEP Plan – no longer required*

**Substantial Deviation and Significant Amendment or Modification**

**Changed in part as follows:**

**Changed From:** *Any change inconsistent with the local, approved Consolidated Plan, in the discretion of the Executive Director.*

**Changed To:** *Any change inconsistent with the local, approved Consolidated Plan.*

**CAPITAL FUND PROGRAM TABLES START HERE**

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

PHA Name:  <b>Harrisburg Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: <b>PA26P00870899</b> Replacement Housing Factor Grant No:	Federal FY of Grant:  <b>1999</b>
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Original Annual Statement     
 Reserve for Disasters/Emergencies     
 Revised Annual Statement (revision no. **3** )  
 Performance and Evaluation Report for Program Year Ending **06/30/2002**     
 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	320,224.00	320,224.00	320,224.00	320,224.00
4	1410 Administration	179,595.00	179,595.00	179,595.00	179,595.00
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	20,000.00	202,080.00	202,080.00	174,063.65
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	543,500.00	750,000.00	750,000.00	569,172.71
10	1460 Dwelling Structures	3,428,295.00	3,095,062.00	3,095,062.00	2,494,743.61
11	1465.1 Dwelling Equipment - Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	55,347.00	-	-	-
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 Collaterization or Debt Service	-	-	-	-
20	1502 Contingency	-	-	-	-
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 4,546,961.00	\$ 4,546,961.00	\$ 4,546,961.00	\$ 3,737,798.97
22	Amount of line 21 Related to LBP Activities	-	86,737.00	86,737.00	86,737.00
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**

PHA Name:		Grant Type and Number			Federal FY of Grant:			
<b>Harrisburg Housing Authority</b>		Capital Fund Program Grant No: <b>PA26P00870899</b> Replacement Housing Factor Grant I			<b>1999</b>			
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 08-001	Remediation of mold and mildew and lead-based Paint abatement	1460		-	80,615.00	80,615.00	60,394.00	In Progress
Day homes								
PA 08-006	Handicap access bathrooms	1470	3 ea	27,907.00	-	-	0.00	Completed
Jackson Lick						-		
PA 08-007	Handicap access bathrooms	1470	3 ea	27,440.00	-	-	0.00	Completed
Morrison								
Management	<b>Salaries</b>	1408		320,224.00	320,224.00	320,224.00	320,224.00	Completed
Improvement	Resident Initiatives Coordinator							
	Self Sufficiency Coordinator							
	Economic Devmt. Coordinator							
	Drug Elimination Coordinator							
HHA Wide	A&E services	1430		-	190,000.00	190,000.00	161,983.65	In Progress
	Consultant fee for annual plan	1430		20,000.00	12,080.00	12,080.00	12,080.00	Completed
HHA Wide	<b>Administration</b>							
	Administrative Salaries:	1410		179,595.00	179,595.00	179,595.00	179,595.00	Completed
	CGP Supervisor							
	Clerk-typist							
	Accountant Clerk							
	Prorated Salaries							
	<b>TOTAL GRANT - 1999</b>			<b>4,546,961.00</b>	<b>4,546,961.00</b>	<b>4,546,961.00</b>	<b>3,737,798.97</b>	



**CAPITAL FUND PROGRAM TABLES START HERE**

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

PHA Name:  <b>Harrisburg Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: <b>PA26 P008 50100</b> Replacement Housing Factor Grant No:	Federal FY of Grant:  <b>2000</b>
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Original Annual Statement   
 Reserve for Disasters/Emergencies   
 Revised Annual Statement (revision no. **2** )  
 Performance and Evaluation Report for Program Year Ending **06/30/2002**   
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	850,984.00	860,809.00	860,809.00	850,984.00
3	1408 Management Improvements	320,224.00	697,224.00	462,224.00	370,194.00
4	1410 Administration	179,595.00	190,512.00	190,512.00	190,512.00
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	301,669.00	281,669.00	275,000.00	2,000.00
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	-	540,220.00	348,253.00	-
10	1460 Dwelling Structures	632,834.00	550,906.00	314,744.00	-
11	1465.1 Dwelling Equipment - Nonexpendable	76,565.00	150,000.00	-	-
12	1470 Nondwelling Structures	1,883,051.00	902,301.00	843,000.00	226,758.00
13	1475 Nondwelling Equipment	-	130,407.00	55,927.00	-
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	-	-	-	-
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 4,244,922.00	\$ 4,304,048.00	\$ 3,350,469.00	\$ 1,640,448.00
22	Amount of line 21 Related to LBP Activities	150,000.00	-	-	-
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	1,883,051.00	843,000.00	843,000.00	226,758.00
26	Amount of line 21 Related to Energy Conservation Measures	-	-	-	-









**CAPITAL FUND PROGRAM TABLES START HERE**

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

PHA Name:  <b>Harrisburg Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: <b>PA26P00850101</b> Replacement Housing Factor Grant No:	Federal FY of Grant:  <b>2001</b>
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Original Annual Statement     
 Reserve for Disasters/Emergencies     
 Revised Annual Statement (revision no. **1** )  
 Performance and Evaluation Report for Program Year Ending **06/30/2002**     
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	880,422.00	880,422.00	880,422.00	880,422.00
3	1408 Management Improvements	302,889.00	302,889.00	105,000.00	33,878.00
4	1410 Administration	258,146.00	258,146.00	0.00	0.00
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	207,043.00	207,043.00	0.00	0.00
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	761,221.00	-	-	-
10	1460 Dwelling Structures	1,829,929.00	0.00	-	-
11	1465.1 Dwelling Equipment - Nonexpendable	162,462.00	177,108.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	1,475,976.00	0.00	0.00
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	-	1,100,528.00	0.00	0.00
20	1502 Contingency	-	-	-	-
21	<b>Amount of Annual Grant (Sum of lines 2-20)</b>	<b>\$ 4,402,112.00</b>	<b>\$ 4,402,112.00</b>	<b>\$ 985,422.00</b>	<b>\$ 914,300.00</b>
22	Amount of line 21 Related to LBP Activities	167,493.00	-	-	-
23	Amount of line 21 Related to Section 504 Compliance	150,000.00	-	-	-
24	Amount of line 21 Related to Security - Soft Costs	2,709.00	-	-	-
25	Amount of line 21 Related to Security - Hard Costs	87,341.00	-	-	-
26	Amount of line 21 Related to Energy Conservation Measures	280,000.00	-	-	-











**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement / Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name:  <b>Harrisburg Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA26P00850102</b> Replacement Housing Factor Grant No:		Federal FY of Grant:  <b>2002</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no. <b>1</b> )					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending <b>06/30/2002</b> <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	880,422.00	840,077.00	0.00	0.00
3	1408 Management Improvements	366,276.00	366,276.00	0.00	0.00
4	1410 Administration	258,146.00	258,146.00	0.00	0.00
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	207,043.00	207,043.00	0.00	0.00
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	761,221.00	741,221.00	0.00	0.00
10	1460 Dwelling Structures	1,628,203.00	448,020.00	0.00	0.00
11	1465.1 Dwelling Equipment - Nonexpendable	-	140,000.00	0.00	0.00
12	1470 Nondwelling Structures	-	-	-	-
13	1475 Nondwelling Equipment	99,075.00	99,075.00	0.00	0.00
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	-	1,100,528.00	0.00	0.00
20	1502 Contingency	-	-	-	-
21	<b>Amount of Annual Grant (Sum of lines 2-20)</b>	<b>\$ 4,200,386.00</b>	<b>\$ 4,200,386.00</b>	<b>0.00</b>	<b>0.00</b>
22	Amount of line 21 Related to LBP Activities	167,493.00	120,000.00	0.00	0.00
23	Amount of line 21 Related to Section 504 Compliance	150,000.00	-	-	-
24	Amount of line 21 Related to Security - Soft Costs	2,709.00	-	-	-
25	Amount of line 21 Related to Security - Hard Costs	87,341.00	-	-	-
26	Amount of line 21 Related to Energy Conservation Measures	280,000.00	-	-	-









## **Harrisburg Housing Authority**

### **Section 8 Homeownership Program Capacity Statement**

*Attachment: pa008s02*

HHA demonstrates its capacity to administer the Section 8 Homeownership program and has adopted the following policies:

1. A minimum down payment of 3% is required. At least 1% must come from the family's resources;
2. Financing for purchase of a home will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.