

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

PHA Plans

5-Year Plan for Fiscal Years 2004–2008
Annual Plan for Fiscal Year 2004

**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: Mercer County Housing Authority

PHA Number: PA020

PHA Fiscal Year Beginning (mm/yyyy): 07/2003

Public Access to Information

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

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

Display Locations for PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2004–2008
[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, selecting 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 here):

The Mercer County Housing Authority will provide quality affordable housing and enhance the quality of life through partnerships within Mercer County.

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:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments:
 - Other (list below):
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management (PHAS score):
 - Improve voucher management (SEMAP score):
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions (e.g., public housing finance, voucher unit inspections):
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:

- Provide replacement vouchers:
- Other (list below):

- PHA Goal: Increase assisted housing choices

Objectives:

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

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

- PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities:
- Other (list below):

HUD Strategic Goal: Ensure equal opportunity in housing for all Americans

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

Other PHA Goals and Objectives (list below):

**MERCER COUNTY HOUSING AUTHORITY – STRATEGIC GOALS AND
PROGRESS REPORT.**

See Attachment N – filename: pa020n01

Annual PHA Plan
PHA Fiscal Year 2004
 [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 or <250 Section 8 Vouchers)**
 - 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.

This is optional and we do not want to include this.

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 – Attachment A
- FY 2003 Capital Fund Program Annual Statement - Attachment B
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Pet Policy – Attachment K

Optional Attachments:

- PHA Management Organizational Chart – Attachment E
- FY 2003 Capital Fund Program 5 Year Action Plan – Attachment C
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) – Attachment D
- Other (List below, providing each attachment name)
 - Strategic Goals and Progress Report – Attachment N
 - RAB Composition – Attachment G
 - Resident Member of the Board – Attachment M
 - Definition – Attachment R
 - Community Service Requirements – Attachment J
 - Voluntary Conversion Insert – Attachment P
 - Section 8 Homeownership Capacity Statement – Attachment L
 - Project-Based Voucher Program – Attachment F
 - Resident Survey Action Plan – Attachment H
 - 2000 P&E Report – Attachment I
 - 2001 P&E Report – Attachment O
 - 2002 P&E Report – Attachment Q

* HUD Form 50075 not yet updated to show Capital Fund 5-Year Action Plan or Initial Assessments for Voluntary Conversions of Public Housing as required attachments.

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5-Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5-Year and Annual Plans (not required for Small PHA Plan Update)
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 U.S. Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5-Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	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
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to Section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Reasoning from initial assessments as required by 24 CFR 972.200	Annual Plan: Conversion of Public Housing*
X	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
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS, or other resident services) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under Section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit, and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (List individually, using as many lines as necessary.)	(Specify as needed.)
X	Pet Policy	

* HUD Form 50075 not yet updated to show initial assessments as a supporting document.

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” 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	Acces-sibility	Size	Location
Income =30% of AMI	N/A						
Income >30% but =50% of AMI	N/A						
Income >50% but <80% of AMI	N/A						
Elderly	N/A						
Families with disabilities	N/A						
Race/ethnicity	N/A						
Race/ethnicity	N/A						
Race/ethnicity	N/A						
Race/ethnicity	N/A						

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: 2002-2004
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) data set
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year: 1998
- Other sources (list and indicate year of information):
Mercer County Comprehensive Plan – 1995-1996
City of Sharon, PA Consolidated Plan – 2000-2004

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	287		146
Extremely low income (=30% AMI)	198	69.0	
Very low income (>30% but =50% AMI)	69	24.0	
Low income (>50% but <80% AMI)	19	6.6	
Families with children	210	73.2	
Elderly families	64	22.3	
Families with disabilities	68	23.7	
Race/ethnicity (Black)	63	22.0	
Race/ethnicity (White)	215	74.9	
Race/ethnicity (Asian)	1	.3	
Race/ethnicity (Bi-Racial)	1	.3	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	135	47.0	37
2 BR	97	33.8	92
3 BR	50	17.4	45
4 BR	5	1.7	06
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List

Yes No: Is the waiting list closed?

If yes:

How long has it been closed (# of months)?

Yes No: Does the PHA expect to reopen the list in the PHA Plan year?

Yes No: Does the PHA permit specific categories of families onto the waiting list, even if generally closed?

Housing Needs of Families on the Waiting List

Waiting list type (select one):

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub-jurisdiction:

	# of Families	% of Total Families	Annual Turnover
Waiting list total	348		30
Extremely low income (=30% AMI)	257	73.9	
Very low income (>30% but =50% AMI)	75	21.6	
Low income (>50% but <80% AMI)	13	3.7	
Families with children	208	59.8	
Elderly families	90	25.9	
Families with disabilities	50	14.4	
Race/ethnicity (white)	214	61.5	
Race/ethnicity (black)	131	37.6	
Race/ethnicity (Bi-Racial)	3	.9	
Race/ethnicity (Hispanic)	25	7.2	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List

Yes No: Is the waiting list closed?

If yes:

How long has it been closed (# of months)?

Yes No: Does the PHA expect to reopen the list in the PHA Plan year?

Yes No: Does the PHA permit specific categories of families onto the waiting list, even if generally closed?

Waiting List Info is as of 1/10/03

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.

- Employing effective maintenance and management policies to minimize the number of public housing units off-line
- Reducing turnover time for vacated public housing units
- Reducing time to renovate public housing units
- Seeking replacement of public housing units lost to the inventory through mixed-finance development
- Seeking replacement of public housing units lost to the inventory through Section 8 replacement housing resources
- Maintaining or increasing Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertaking measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintaining or increasing Section 8 lease-up rates by marketing the program to owners, particularly those outside areas of minority and poverty concentration
- Maintaining or increasing Section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participating 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.

- Applying for additional Section 8 units should they become available
- Leveraging affordable housing resources in the community through the creation of mixed-finance housing
- Pursuing 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 by:

Select all that apply.

- Exceeding HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceeding HUD federal targeting requirements for families at or below 30% of AMI in tenant-based Section 8 assistance
- Employing admissions preferences aimed at families with economic hardships
- Adopting 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 by:

Select all that apply.

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

Need: Specific Family Types: The elderly

Strategy 1: Target available assistance to the elderly by:

Select all that apply.

- Seeking designation of public housing for the elderly
- Applying 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 by:

Select all that apply.

- Seeking designation of public housing for families with disabilities
- Carrying out the modifications needed in public housing based on the Section 504 Needs Assessment for Public Housing
- Applying for special-purpose vouchers targeted to families with disabilities should they become available
- Affirmatively marketing 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 by:

Select if applicable.

- Affirmatively marketing 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 about units outside areas of poverty or minority concentration and assist them in locating those units
- Market the Section 8 program to owners outside areas of poverty /minority concentrations
- Other (list below):

Other Housing Needs and Strategies:

List 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):

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 FY 2004. NOTE: The table assumes that federal public housing or tenant-based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services, or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FFY 2003 grants)		
a. Public Housing Operating Fund	1,770,900	
b. Public Housing Capital Fund	1,436,534	
c. HOPE VI Revitalization	0	
d. HOPE VI Demolition	0	
e. Annual Contributions for Section 8 Tenant-Based Assistance	1,010,000	
f. Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g. Resident Opportunity and Self-Sufficiency Grants (ROSS)	200,000	
h. Community Development Block Grant (CDBG)	0	
i. HOME	0	
Other Federal Grants (list below):		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
2. Prior Year Federal Grants (unobligated funds only) (list below):		
3. Public Housing Dwelling Rental Income	642,000	P. H. Operations
4. Other income (list below):		
Interest	32,000	P. H. Operations
Other operating receipts	50,000	P. H. Operations
5. Non-federal sources (list below):		
Total resources	5,141,434	

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): 2-3 months
 - Other (describe):
- 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 and Credit History
 - Housekeeping
 - Other (describe):
- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from state law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records 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 can interested persons apply for admission to public housing?
- PHA main administrative office
 - PHA development site management office
 - Other (list below):

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

1. How many site-based waiting lists will the PHA operate in the coming year? Two
2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (i.e., not part of a previously HUD-approved site-based waiting list plan)?
If yes, how many lists?
3. Yes No: Can families be on more than one list simultaneously?
If yes, how many lists? 2
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - 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 the answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting

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

b. Transfer policies

In what circumstances will transfers take precedence over new admissions?

- Emergencies
- Overhousing
- Underhousing
- Medical justification
- Administrative reason determined by the PHA (e.g., to permit modernization work)
- Resident choice (state circumstances):
- Other (list below):

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)?
If no, skip to sub-component (5), Occupancy.
2. Which of the following admission preferences does the PHA plan to employ in the coming year (select all that apply from the following two lists)?

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 more than 50% of income)

Other preferences:

- 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 (list below):

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

Date and time

Former federal preferences:

- Involuntary displacement (disaster, government action, action of housing owner, inaccessibility, property disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences:

- 1 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)
- 1 Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other (list below):

4. 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) Occupancy

- a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)?
- The PHA-resident lease
 - The PHA’s Admissions and (Continued) Occupancy Policy
 - PHA briefing seminars or written materials
 - Other source (list):
- b. How often must residents notify the PHA of changes in family composition (select all that apply)?
- At an annual reexamination and lease renewal
 - Any time family composition changes
 - At family request for revision
 - Other (list):

(6) Deconcentration and Income Mixing

See attachment A – filename:pa020a01

- 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 and with a median income above 30% of AMI? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
Not applicable			

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 sub-component 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 and 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 for screening purposes (either directly or through an NCIC-authorized source)?
- e. What kinds of information does the PHA share with prospective landlords (select all that apply)?
- Criminal or drug-related activity
 - Other (describe below):

(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 can interested persons apply for admission to Section 8 tenant-based assistance (select all that apply)?
- PHA main administrative office
 - Other (list below):

(3) Search Time

- a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?
If yes, state circumstances below:
By applicant's request for extension and demonstration of an effort

(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 sub-component (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 the following two lists)?

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 more than 50% of income)

Other preferences:

- 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 (list below):

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

Date and time

Former federal preferences:

- Involuntary displacement (disaster, government action, action of housing owner, inaccessibility, property disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences:

- 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 (list below):

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

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

5. If the PHA employs or 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):

There is a separate Shelter Plus Care Policy that governs the program.

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

- Through published notices
- Other (list below):

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 use, 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. Which of the following amounts 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 the answer to question 2 is yes, list these policies below:

c. Rents set at less than 30% of 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 the answer to 1 is yes, list the amounts or percentages and the circumstances under which these will be charged below:

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If selected, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If selected, 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):

Employment taxes

Child care expenses

e. Ceiling rents

1. Do you have ceiling rents (i.e., 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)?

All developments

All general occupancy developments (not elderly or disabled or elderly only)

Specified general occupancy developments

Certain parts of developments (e.g., the high-rise portion)

Certain size units (e.g., larger bedroom sizes)

Other (list below):

3. Which of the following best describe how you arrive at ceiling rents (select all that apply)?

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75% of operating costs
- 100% of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The “rental value” of the unit
- Other (list below):

f. Rent redeterminations

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

- Never
- At the family’s option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage (specify threshold):
- Other (list below):
When there is a new job or job change

g. Yes No: Does the PHA plan to implement individual savings accounts (ISAs) for residents 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

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

- 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):
Used a consultant

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 sub-component apply only to the tenant-based Section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard (select the category that best describes your standard)?
- At or above 90% but below 100% of FMR
 - 100% of FMR
 - Above 100% but at or below 110% of FMR
 - Above 110% of FMR (If HUD approved, describe circumstances below.)
- b. If the payment standard is lower than FMR, why has the PHA selected this standard (select all that apply)?
- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area.
 - The PHA has chosen to serve additional families by lowering the payment standard.
 - The standard reflects market or sub-market.
 - Other (list below):
- c. If the payment standard is higher than FMR, why has the PHA chosen this level (select all that apply)?
- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area.
 - The standard reflects market or sub-market.
 - The PHA aims 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. Which 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 component. Section 8 only PHAs must complete parts A, B, and C(2).

A. PHA Management Structure

Describe the PHA's management structure and organization (select one).

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	659	146
Section 8 Vouchers	298	30
Section 8 Certificates		
Section 8 Mod Rehab		
Special-Purpose Section 8 Certificates/Vouchers (list individually):		
Shelter Care Plus	12	2
Public Housing Drug Elimination Program (PHDEP)	0	0
Other Federal Programs (list individually):		
Capital Fund	150	30
HOPE VI Grant	60	30

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.

- Public Housing Maintenance and Management (list below):
 - Admissions and Continued Occupancy
 - Automobile Policy
 - Blood Borne Pathogens & Hazardous Materials Policy

- Capitalization Policy
- Check Signing Policy
- Community Room Policy
- *Criminal Records Management Policy
- Disposition Policy
- *Drug-Free Policy
- *Equal Housing Opportunity Policy
- Executive Limitations Policy
- Investment Policy
- Maintenance Plan (w/Pest Prevention & Eradication) Policy
- *Media Policy
- *Personnel Policy
- Pet Policy
- *Procurement Policy
- *Public Records Policy
- *Records Management Policy
- Rent Collections Policy
- *Resident Initiatives Policy
- Technology Resources
- *Travel Policy
- Trespass and Banning Policy
- 2. Section 8 Management (list below):
 - Administrative Plan for Section 8
 - Shelter Plus Care Policy

The Section 8 Program is also covered by the above polices that are marked with a *

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below):

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to sub-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 attached to the PHA Plan as Attachment (state name): Attachment B – pa020b02

—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) 5-Year Action Plan

Agencies are required¹ 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.

Select one:

The Capital Fund Program 5-Year Action Plan is attached to the PHA Plan as Attachment (state name): Attachment C - pa020c02

—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.)

¹ HUD Form 50075 not yet updated to show Capital Fund 5-Year Action Plan as a required attachment.

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.

1. Yes No: 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.

2. Status of HOPE VI revitalization grant (complete one set of questions for each grant):
 - a. Development name: Steel City
 - b. Development (project) number: PA-20-02
 - c. 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

3. Yes No: Does the PHA plan to apply for a HOPE VI revitalization grant in the plan year?
If yes, list development name/s below:

4. Yes No: 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:

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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: Steel City Terrace Extension
1b.	Development (project) number: PA 20-2
2.	Activity type: <input checked="" type="checkbox"/> Demolition <input checked="" type="checkbox"/> Disposition
3.	Application status (select one): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4.	Date application approved, submitted, or planned for submission (04/23/02):
5.	Number of units affected: 100
6.	Coverage of action (select one): <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7.	Timeline for activity: a. Actual or projected start date of activity: 07/25/00 b. Projected end date of activity: 07/2005

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 component.

1. Yes No: Has the PHA designated, has it applied for approval to designate, or does it plan in the upcoming fiscal year to apply for approval to designate any public housing for occupancy by elderly families only, by families with disabilities only, 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)?
If no, skip to component 10. If yes, complete one activity description for each development. (PHAs eligible to complete a streamlined submission may skip to component 10.)

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from component 10: Section 8 only PHAs are not required to complete this component.

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. (PHAs eligible to complete a streamlined submission may skip to component 11.)

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

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

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one):
- Units addressed in a pending or approved demolition application (date submitted or approved):
 - Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved):
 - Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved):
 - Requirements no longer applicable: Vacancy rates are less than 10%.
 - Requirements no longer applicable: Site now has less than 300 units.
 - Other (describe below):

See attachment P – filename: pa020p01

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from sub-component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs 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 does it 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 sub-component 11B. If yes, complete one activity description for each applicable program/plan. (Small and high-performing PHAs eligible to complete a streamlined submission may skip to sub-component 11B.)

2. Activity description

- Yes No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table?

If yes, skip to component 12. If no, complete the activity description table below.

Public Housing Homeownership Activity Description	
1a.	Development name:
1b.	Development (project) number:
2.	Federal program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> Section 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the U.S. Housing Act of 1937 (effective 10/1/99)
3.	Application status (select one): <input type="checkbox"/> Approved, included in the PHA's homeownership plan/program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4.	Date homeownership plan/program approved, submitted, or planned for submission (dd/mm/yyyy):
5.	Number of units affected:
6.	Coverage of action (select one): <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant-Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 homeownership program pursuant to Section 8(y) of the U.S. Housing Act of 1937, as implemented by 24 CFR part 982?
If no, skip to component 12. If yes, provide responses to question 2 for each program, copying and completing as many times as necessary.
(High-performing PHAs eligible to complete a streamlined submission 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 is yes, which statement best describes the number of participants (select one)?

- 25 or fewer
 26–50
 51–100
 More than 100

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:

Because criteria is lengthy and requires more room to discuss, it is listed in the "Section 8 Homeownership Capacity Statement" at Attachment L – filename pa0200101

12. PHA Community Service and Self-Sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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 12C.

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)?
If yes, what was the date that agreement was signed (dd/mm/yy)? xxx

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)
 Coordinating the provision of specific social and self-sufficiency services and programs to eligible families
 Jointly administering programs
 Partnering to administer a HUD Welfare-to-Work voucher program
 Jointly administering 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 (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 no, skip to sub-component (2), Family Self-Sufficiency Programs. If yes, complete the following table. (The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or Section 8 participants or both)
PA Business Impact Center	10	Other	Main Office	Both
Quinby Street Resource Center	40	Other	Quinby St. Resource Ctr.	Both
Homeownership Counseling	26	Other	HOPE VI Office	Both
Resident Councils	32	Other	At the sites	Public Housing
Keystone SMILES	196	Other	Sharpsville Center	Public Housing
Summer AmeriCorps	200	Other	All developments	Both

(2) Family Self-Sufficiency Program/s

a. Participation description

Family Self-Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 estimate)	Actual Number of Participants (as of dd/mm/yy)
Public Housing	N/A	
Section 8	N/A	

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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 owing to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below):

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

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

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

PA 20-4 Malleable Heights; PA 20-7 Mesabi Street Project; and PA 20-8 Garster Homes in Public Housing.

B. Crime and Drug Prevention Activities the PHA Has Undertaken or Plans to Undertake in the Next PHA Fiscal Year

1. What crime prevention activities has the PHA undertaken or does it plan to undertake (select all that apply)?

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

- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below):
 Hired Security Chief (part-time) to be liaison to local police departments; and
 Added Trespass and Banning Policy to permit Police to arrest person for loitering
 (second offense).

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

PA 20-4 Malleable Heights; PA 20-7 Mesabi Street Project PA 20-8 Garster Homes
(Public Housing).

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 are involved 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.
- PHA has an agreement with local law enforcement agency for provision of above-baseline law enforcement services.
- Other activities (list below):

 Hired Security Chief (part-time) to be liaison to local police departments; and
 Added Trespass and Banning Policy to permit Police to arrest person for loitering
(second offense).

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

PA 20-4 Malleable Heights; PA 20-7 Mesabi Street Project; PA 20-8 Garster
Homes (Public Housing).

D. Additional Information as Required by PHDEP/PHDEP Plan

PHAs eligible for FY 2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- Yes No:

14. Reserved for Pet Policy

[24 CFR Part 903.7 9 (n)]

See Pet Policy at Attachment K – Filename: pa020k01.

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 (state number)?
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If no, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
If no, skip to sub-component B. If yes, continue to questions 2 and 3. ???
2. The comments from the Resident Advisory Board/s are (the PHA **must** select one):
 Attached as (provide file name here): pa020d01
 Provided below:
3. In what manner did the PHA address the comments from the Resident Advisory Board/s (select all that apply)?
 Considered comments, but determined that no changes to the PHA Plan were necessary
 Changed portions of the PHA Plan in response to comments (list changes below):
 Other (list below):

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

See Attachment M: filename: pa020m01

1. Yes No: Does the PHA meet the exemption criteria provided in Section 2(b)(2) of the U.S. Housing Act of 1937?
If yes, skip to sub-component C. If no, continue to question 2.
2. Yes No: Was the resident who serves on the PHA Board elected by the residents?
If no, skip to sub-component C. If yes, continue to question 3.
3. Description of resident election process
 - a. Nomination of candidates for place on the ballot (select all that apply):
 Candidates were nominated by resident and assisted family organizations.
 Candidates could be nominated by any adult recipient of PHA assistance.
 Self-nomination: Candidates registered with the PHA and requested a place on ballot.
 Other (describe):
 - b. Eligible candidates (select one):
 Any recipient of PHA assistance
 Any head of household receiving PHA assistance
 Any adult recipient of PHA assistance
 Any adult member of a resident or assisted family organization

Other (list):

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

C. Statement of Consistency with the Consolidated Plan

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

COMMONWEALTH OF PENNSYLVANIA

1. Consolidated Plan jurisdiction (state name):
Commonwealth of Pennsylvania

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction (select all that apply):
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (List activities below.)
 - ③ Rehabilitation of existing public housing stock in a manner that is sensitive to the need for accessibility to and visitability for persons with disabilities.
 - ③ Conversions of underutilized and less marketable public housing that is conducive to neighborhood revitalization
 - ③ Homeownership incentives for public housing residents
 - ③ Resident initiatives, especially those aimed at promoting the economic self-sufficiency of public housing residents.
 - ③ Supportive services, especially those that support the aging in place of senior citizens.
 - ③ Requests for additional Section 8 vouchers from HUD.
 - Other (list below):

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

Need for additional affordable housing

CITY OF SHARON, PENNSYLVANIA

1. Consolidated Plan jurisdiction (state name):
City of Sharon, Pennsylvania

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction (select all that apply):
- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (List activities below.)
 - ③ Rehabilitation of existing public housing stock in a manner that is sensitive to the need for accessibility to and visitability for persons with disabilities.
 - ③ Conversions of underutilized and less marketable public housing that is conducive to neighborhood revitalization
 - ③ Homeownership incentives for public housing residents
 - ③ Resident initiatives, especially those aimed at promoting the economic self-sufficiency of public housing residents.
 - ③ Supportive services, especially those that support the aging in place of senior citizens.
 - ③ Requests for additional Section 8 vouchers from HUD.
- Other (list below):
- a. Partnerships with City and Social Services organizations to promote affordable housing for both low- and middle-income families in the City.
 - b. Working on elimination and reduction of violent and drug-related crimes.
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments (describe below):

Need for additional affordable housing

MERCER COUNTY, PA – COMPREHENSIVE PLAN

1. Consolidated Plan jurisdiction (state name):
County of Mercer, PA Comprehensive Plan for Livable Communities
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 activities below.)

- ③ Rehabilitation of existing public housing stock in a manner that is sensitive to the need for accessibility to and visitability for persons with disabilities.
- ③ Conversions of underutilized and less marketable public housing that is conducive to neighborhood revitalization
- ③ Homeownership incentives for public housing residents
- ③ Resident initiatives, especially those aimed at promoting the economic self-sufficiency of public housing residents.
- ③ Supportive services, especially those that support the aging in place of senior citizens.
- ③ Requests for additional Section 8 vouchers from HUD.

Other (list below):

- a. Partnerships with City and Social Services organizations to promote affordable housing for both low- and middle-income families in the City.
- b. Working on elimination and reduction of violent and drug-related crimes.
- c. Promoting Homeownership for both low and middle income families.

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

- a. Need for additional affordable housing

D. Other Information Required by HUD

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

1. Significant Amendment/Modification or Substantial deviation.
See Attachment F – filename pa020f01

Attachments

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

Mercer County Housing Authority

Admissions Policy for Deconcentration (Page 1 of 1)

Component 3, (6) Deconcentration and Income Mixing:

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.

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.

Mercer County Housing Authority has an admissions policy designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects, and lower income tenants into higher income projects by using Gross Annual Income.

Skipping of families for deconcentration purposes will be uniformly applied until the target threshold is met, and is not considered to be an adverse action to the family.

The Policy will target at least 40% of new admissions to public housing annually as extremely low income families.

Incentives to obtain higher income families are: (1) waiving 50% of security deposit; and (2) allowing occupancy standards of one child per bedroom.

MCHA will use the following steps for admission:

- 1) Annually determine average income of all families in all developments;
- 2) Determine the average income of each building in each family developments;
- 3) Characterize each building as higher or lower income based on above or below the overall average;
- 4) Determine higher income and lower income families on waiting list; and
- 5) When a higher income building unit becomes available, skip families on waiting list to reach a lower income family for placement. When a lower income building unit becomes available, skip families on waiting list to reach a higher income family for placement. Exception to this are homeless families and families who are victims of domestic violence.

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 1: Summary					
PHA Name: Mercer County Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501-03 Replacement Housing Factor Grant No:		Federal FY of Grant: 2003	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 3) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 02 <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	0.			
2	1406 Operations	0.			
3	1408 Management Improvements Soft Costs	30,000.			
4	1410 Administration	60,000.			
5	1411 Audit	0.			
6	1415 Liquidated Damages	0.			
7	1430 Fees and Costs	70,000.			
8	1440 Site Acquisition	0.			
9	1450 Site Improvement	100,000.			
10	1460 Dwelling Structures	1,023,000.			
11	1465.1 Dwelling Equipment—Nonexpendable	0.			
12	1470 Nondwelling Structures	150,000.			
13	1475 Nondwelling Equipment	0.			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Mercer County Housing Authority	Grant Type and Number Capital Fund Program Grant No: 501-03 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: **3**)
 Performance and Evaluation Report for Period Ending: 02 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
14	1485 Demolition	0.			
15	1490 Replacement Reserve	0.			
16	1492 Moving to Work Demonstration	0.			
17	1495.1 Relocation Costs	4,890.			
18	1499 Development Activities	0.			
19	1501 Collateralization or Debt Service	0.			
20	1502 Contingency	100,000.			
	Amount of Annual Grant: (sum of lines 2-20)	1,537,890.			
	Amount of line 21 Related to LBP Activities	0.			
	Amount of line 21 Related to Section 504 compliance	23,000.			
	Amount of line 21 Related to Security – Soft Costs	0.			
	Amount of Line 21 related to Security-- Hard Costs	0.			
	Amount of line 21 Related to Energy Conservation Measures	0.			
	Collateralization Expenses or Debt Service	0.			

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

PHA Name: Mercer County Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories Frank Fay Terrace & Comm. Center		Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost		Status of Work
HA Wide	Management Improvements Training, Travel		1408.0		30,000.			
HA Wide	Administration, salaries, benefits, training, travel exp.		1410.0		60,000.			
Pa 20-6	Fees & Costs		1430.0		70,000.			
HA Wide	Pa 20-6 Design & Management engineering & misc scopes							
Pa 20-6	Site Improvements		1450.0	14 blds.	100,000.			
Frank Fay	20-6 drainage, parking lots, sidewalks, landscaping, fencing, playsurface, lighting, site clearing							
Pa 20-6	Dwelling Structures, roofing, gutters, siding, porches, railings, privacy dividers, shutters, 504 compliance, mailboxes, lighing, cleaning, finish landscaping		1460.0	14 blds.	1,023,000.			

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

PHA Name: Mercer County Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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
	Frank Fay Terrace & Comm. Center							
Pa 20-6	Nondwelling Structures		1470.0	1 cntr.	100,000.			
Comm. Cntr.	Doors, parapit siding, lighting, 504 compliance, painting, signage, interior kitchen improvements							
Pa 20-8	Rubber roof / windows				50,000.			
211 Federal								
Pa 20-6	Relocation Cost		1495.1		4,890.			
Pa 20-6	Contingency 6.5%		1502.0		100,000.			
HA Wide	Overages, change orders, 504							
Totals					1,537,890.			

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Mercer County Housing Authority			Grant Type and Number Capital Fund Program No: 501-03 Replacement Housing Factor No:				Federal FY of Grant: 2003
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
All Activities Shown on Part 1 & Part 2	12/31/2004			6/30/2006			Projections on schedule to comply with HUD timelines

Capital Fund – Five Year Action Plan (Page 1 of 4)

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name Mercer County Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/ HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 501-04 PHA FY: 2004-2005	Work Statement for Year 3 FFY Grant: 501-05 PHA FY: 2005-2006	Work Statement for Year 4 FFY Grant: 501-06 PHA FY: 2006-2007	Work Statement for Year 5 FFY Grant: 501-07 PHA FY: 2007-2008
PA20-10	Annual Stateme nt	1,207,890			792,890
Federal Street		70,000	100,000	100,000	200,000
PA20-7 Mesabi			1,182,890		
PA20-8 Herbert Garster Homes				1,182,890	
PA20-13 Fornelli Manor					30,000
PA20-14 Silver Street					30,000
PA20-14 N. Sharon Heights					30,000
HA Wide Misc. Tasks					200,000
Management Improvements		30,000	25,000	25,000	25,000

Administration		60,000	60,000	60,000	60,000
Fees and Costs		70,000	70,000	70,000	70,000
Contingency		100,000	100,000	100,000	100,000
CFP Funds Listed for 5-year planning		1,537,890	1,537,890	1,537,890	1,537,890

Capital Fund – Five Year Action Plan (Page 2 of 4)

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

Activities for Year 1	Activities for Year : 2005-2006 ____ FFY Grant: 501-04 PHA FY: 2004-2005			Activities for Year: 2006-2007 FFY Grant: 501-05 PHA FY: 2005-2006		
SEE ANNUAL STATEMENT	PA20-10 Vermeire Manor	1460 unit conversion	1,202,890	PA20-7 Mesabi St.	1460 exterior renovation porches, trims, gutters, shutters, railings, storage, private space, entrance doors, finish landscaping, 504 compliance, 1450 paving, drainage, fencing, sidewalks, lighting, play surfaces	692,890
	PA20-10 Vermeire	1495 Relocation	5,000			410,000
	P20-8 Community Center (211 Federal)	1470 window replmt. Interior renovations HVAC, 504 cmlc.	70,000		1470 security office & site manager facility	30,000
	PA20-10 & HA Wide	1480 Training & site mgr.	30,000		1475 play equipment	45,000
	PA20-10 & HA Wide	1410 Administration	60,000		1495 relocation	5,000
	PA20-10 & HA Wide	1430 Fees & Cost	70,000	PA20-8 Community Center	1470/interior renov. Lobby	100,000

				(211 federal St.)	entry, 504 compl. HVAC	
				PA20-7 & HA Wide	1408 Training/Site mgr.	25,000
				PA 20-7 & HA Wide	1410 Administration	60,000
				PA 20-7 & HA Wide	1430 Fees & Cost	70,000
	PA 20-10 & HA Wide	1502 Contingency 6.5%	100,000	PA 20-7 & HA Wide	1502 Contingency 6.5%	100,000
	Total CFP Estimated Cost		1,537,890			1,537,890

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Capital Fund – Five Year Action Plan (Page 3 of 4)

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

Activities for Year : <u>2007-2008</u> ____			Activities for Year: 2008-2009		
FFY Grant: 501-06 PHA FY: 2006-2007			FFY Grant: 501-07 PHA FY: 2007-2008		
PA20-8 Herbert Garster	1460 Exterior renovation, porches, trims, gutters, shutters, railings, storage, private space, entrance doors, finish landscaping storm doors, painting, 504 compliance	852,890	PA 20-10 Vermeire manor, Efficiency conversions	1460 conversions of efficiency units to one bedrooms	752,890
	1450 paving, drainage, fencing, sidewalks, lighting, play surfaces	300,000		Relocation	5,000
	1495 Relocation	5,000			
	1470 security office & site manager facility	25,000		504 compliance	35,000
			PA20-13 Francis Manor	1460 Exterior renovation front pavilion gazebo	30,000
			PA 20-14 Silver	1460 Exterior	30,000

				Street	renovation	
	PA20-8 Community Center (211 Federal Street)	1470/interior renov.	100,000	PA 20-14 North Sharon Heights	1460 Exterior renovation siding, paving, plantings	30,000
				PA20-8 Community Center (211 Federal St.)	1470 interior renov. Complete Renovations Center (211 Federal Street)	200,000
				HA Wide Misc. Task	To Be Projected	200,000
	PA 20-8, HA Wide	1408 Training/Site mgr.	25,000	PA 20-8,10 & HA Wide	1408 Training/Site mgr.	25,000
	PA 20-8, HA Wide	1410 Administration	60,000	PA 20-10 & HA Wide	1410 Administration	60,000
	PA20-8, HA Wide	1430 Fees & Cost	70,000	PA20-10 & HA Wide	1430 Fees & Cost	70,000
	PA 20-8, HA Wide	1502 Contingency 6.5%	100,000	PA 20-10, 8 & HA Wide	1502 Contingency 6.5%	100,000
	Total CFP Estimated Cost		1,537,890			1,537,890

Table Library

MERCER COUNTY HOUSING AUTHORITY
T.A.G. TEAM (TENANT ADVISORY GROUP) MEETING
Minutes of March 4, 2003

On Tuesday, March 4, 2003 at noon, TAG members and MCHA Staff met in the Conference Room at the housing authority for their Spring Quarterly meeting. The following were present:

<u>TAG Members</u>	<u>MCHA Staff</u>	<u>Absent</u>
Sharon Ivey	L. Dewitt Boosel	Belinda Hailey
Donna Hawkins	Jeanne Litman	Tanya Rushwin
Paula Hampton	Stephanie Marugg	
Monica Williams	Frank Gargiulo	
Iris Robinson	Holly Nogay	
Peggy Speir	Cheryl Artis	
Joyce Williams	Connie Moroco	
Geri McConahy	Ken Chuzie	

Vice President Iris Robinson opened the meeting, welcomed everyone, took roll call and asked for approval of the December 17, 2002 minutes or corrections to those minutes. Monica Williams made the motion to accept the minutes and Donna Hawkins seconded the motion. Approval was unanimous.

Executive Director L. DeWitt Boosel, opened by thanking the members for attending, Mr. Boosel reminded everyone that this was a working meeting and that lunch would be provided. He stated the agenda for this meeting was quite lengthy because there were a number of things that needed to be reported and discussed including the submission of the agency plan in April, the budget submitted for the July 1 budget year including the Capital Fund and also some policy changes. He asked the members to keep in mind that their comments and suggestions are all recorded into the minutes then referred to the housing authority Board of Directors. In turn the Board will review the minutes and comments made. He further stated that he wanted them to know there is a process to get the information to the board, sometimes they make changes and sometimes they don't.

Mr. Boosel directed everyone's attention to the agenda and asked Ken Chuzie to discuss the Capital Fund he explained this is the housing authority's modernization program which includes the current year and the five-year plan.

Mr. Chuzie stated the housing authority has a lot going on and this is an overview of what we are currently doing, what will be done next year and what the next five (5) years look like. He reported that Valley View in Mercer is over 50% completed. A new access road extension was created that allows private front entrances, ample parking and traffic flow. The improvements at Valley View Street Homes shall be typical of future exterior renovations for selected housing complexes. He invited everyone to go see it. He displayed pictures showing the new porches, shutters and siding. Due to weather this winter the work was delayed, however this complex will be completed in April.

The next modernization will be Sharpsville Gardens. This complex will get new roofs, siding, porches, back patio privacy areas, enhanced lighting for security, and finished landscaping, drainage, parking and utility improvements. All outside modernization is being done to improve safety, image, blending with community and lighting scheme. The City of Sharpsville is redoing their lighting for the streets and the housing authority is working with them to keep the Victorian theme. L. DeWitt Boosel met with the City officials last evening and received a lot of positive feedback regarding Sharpsville Gardens. There have been meetings with residents to receive input and with the Borough. This work will begin in the summer as Valley View Street Homes' modernization is completed.

Mr. Chuzie went on to say that next year Frank Fay Terrace in Greenville will be evaluated. The steps for the re-modernization process include a walk through of each individual complex and a needs analysis/assessment. Work then begins with architects and engineers to put the whole modernization together. Resident meetings will be scheduled to get the input from the residents and the designing will begin later this year, including the scope of work. The community center will also be a part of the modernization. The residents at Frank Fay have been very active at their center and many of the programs have done well.

Projections for the following year include unit conversions at Vermeire Manor. The efficiency units are not very desirable. The housing authority is looking at making them into one (1) bedroom units. The next projections for exterior modernizations include Mesabi Street year 2006-07 and Herbert Garster 2007-08. Planning will also be done for 211 Federal Street in Farrell and discussion about the approach that the housing authority will take. Mr. Chuzie stated the roof on the building is bad because it leaks, this will be one of the first goals with new windows. Air conditioning for the gymnasium will allow for larger functions along with the activities that are currently ongoing. Restrooms will be fixed, and the parking situation will be evaluated. For the next five (5) years the focus will be exterior modernization. Mr. Chuzie asked if anyone had questions and invited anyone to call him if they have questions at a later date.

Monica Williams asked what initiated the housing authority wanting to change the whole outlook of Sharpsville Gardens. She also asked if this was the only area the housing authority found necessary to change; was it because of its location, what was the reason? Ken responded by saying the housing authority wants the complex to blend in with the architectural flavor of the community. He also stated this was done to enhance the image and the look so it becomes more of a desirable area. If you would travel around Sharpsville you would see that all the churches, towers and existing houses in the area have the same look and this is what the architects look at. This will fit better in the community versus a barracks style housing complex which does not project a very good image.

Mr. Boosel added that we are set with our architect and the planning process for Sharpsville but for Frank Fay Terrace the next step would be to line up an architect to work with us through the process, start the resident and community meetings, and the planning process. This will probably take place before the end of the year Mr. Boosel said.

Ms. Williams stated she understood there was a reason for the inside structure changes that were made to the MCHA Community Center. She questioned whether or not the housing authority would be opening up more recreation space in the building or if it will remain the same with the offices in the basement.

Mr. Boosel responded that the housing authority only receives a certain amount of dollars each year and there are many needs at the community center. The desire would be to retrofit the center with new tile, windows, roof, etc., and install air conditioning in the gym for more utilization of community functions such as banquets; wedding receptions etc. This in turn could generate some monies by making it friendlier. He also stated the center would have to be shut down while the renovations are taking place. He also reported that not only does the physical part need to be changed, but also programming and the services we are offering.

Mr. Boosel stated the authority is open to suggestions and ideas for the center. He then asked Ms. Williams if this was what she was referring to. Ms. Williams said yes and that she understood the authority owns it, however her understanding was the center was self-sustaining because when the Buhl's built the center it was self-sustaining. She wondered if the authority could partner with someone due to the amount of space available in the center. She used the example of a dentist office which is located at the Farrell High School, so there could be a service offered. Mr. Chuzie reported there is office space available. He also stated, "The center is what it is, gymnasium, showers, kitchen facility and limited space." Mr. Boosel reported that the Buhl Foundation gave it to the authority because they could not afford to operate it any longer. There were no funds that came with the building. Further Mr. Boosel stated the center is a very expensive operation and it cost in the neighborhood of \$100,000.00 per year to keep it open. The revenue that is generated is very minimal, there is no charge to public housing residents and the community at large is charged a minimal fee. Stephanie Marugg reported the charge is \$2.00 per day or yearly memberships are based on age and for a child cost is \$10.00. Mr. Boosel reported the center generates approximately \$6,000.00 to \$7,000.00 a year, so the expense is quite high. The authority has some ideas or approaches that include partnering with other agencies or groups that can provide programming at the center but nothing is finalized at this point. Ms. Williams asked who used the center. Ms. Marugg reported Herbert Garster on Market and the Landay apartments are the two communities that use the center the most. Mr. Boosel stated that the problem the authority has is the authority receives money from the federal government to run the community centers for the residents. Federal Street has always been a community wide center not just for residents. It is hard to justify to HUD the amount of money that is being spent for the population beyond public housing residents. This is the reason for fees.

Iris Robinson questioned if the housing authority ever considered having a Federal Street basketball tournament to draw people back to the center. Mr. Boosel said in the past Judson Flint ran a tournament and people did participate in it. Ms. Robinson asked if the authority would want to do a tournament again. Mr. Boosel stated he thought it would be an excellent idea. Frank Garguilo asked Iris if she knew anyone at the Farrell Recreation Committee because this may be the group that would approach the authority if they wanted to hold an event at the center. Mr. Garguilo stated he thought it would be the community Recreation Committee that would organize and run it. Mr. Boosel reported that there has been discussion about changing center hours to event sponsored hours. The center would be open only during the time there was a scheduled event whether it be sports, arts, sewing classes, computer lab etc. Ms. Williams asked what funds created the Quinby Street Resource Center. Mr. Boosel reported it was a combination of the Capital Fund which is the five (5) year plan and the operational budget. Ms. Williams then asked how the money replenished. Mr. Boosel stated the authority is trying to set monies aside in the Capital Fund which was done at Quinby Street. Further he stated we have a lot of handicap accessible issues in the center. Donna Hawkins asked if there would be a fee for organizations that wanted to plan an event at the center. Mr. Boosel stated that we have a policy that addresses that matter. If an outside agency holds a fundraising event there is a charge, if the function is for community service there is no charge if it held during the open center hours. Ms. Hampton asked if there were going to be providers at the center such as Penn State which has an office and provides services at the Quinby Street

Resource Center after the VISTA program ends. Mr. Boosel stated it is a possibility we could partner with groups, we are helping out with the cost and the community is benefiting from it.

Mr. Boosel moved onto the Agency Plan and stated it is available and anyone is welcome to look through it. The Agency Plan includes all the policies and regulations. Each year the housing authority will update the TAG group on any changes rather than go through each one.

Holly Nogay reported there were some qualification for admission changes to Lavigne Manor and Patterson/Landay. Previously the policy was called "One Strike You're Out" now it is called "Criminal Activity". When an application is taken if the person has any type of criminal activity on record in relation to drugs, or any type of felonies the application will be denied. In addition, a working preference and educational preference has been added to all multi-family housing. This preference will move a person to the top of the waiting list. Ms. William asked if this was discriminatory. Ms. Nogay reported it is not because HUD created the regulations. This was done so the housing authority can generate funds. This is due to the monies being cut all over the world. HUD is allowing housing authorities to implement their own preferences in order to generate revenue. Mr. Boosel reminded everyone we are dealing with three sets of policies; Section 8 Housing Choice Voucher regulations, Public Housing regulations and Multi-Family/Section 8 New Construction regulations. These are Lavigne Manor and Patterson/Landay. We operate different programs with different regulations. There are similarities but there are also differences. Ms. Hawkins wanted to know why there are differences and if it is related to the type of person who rents the above mentioned units, or if it is based on location. Mr. Boosel stated the programs and regulations come from HUD and that the rules are coming down from the government.

Mr. Boosel reported the housing authority does recognize there is a homeless issue. He stated that in the Agency Plan there will be a preference for graduates of homeless transitional housing who live or work in Mercer County. These individuals will have a preference in the Section 8 Housing Choice Program.

Connie Moroco gave an overview on the operating budget starting 7/1/03 through 6/30/04. Connie stated these are estimates:

Operating Income: \$844,810 includes tenant rents, interest, late charges, and maintenance fees from renter

Administrative Salaries: \$476,600 includes salaries, legal, training, travel, auditing fees, phone

Tenant Services: \$102,800 includes salaries, publications, contracts such as stipends, maintenance contracts

Utilities: 466,657 includes water, sewer, gas and electric

Ordinary maintenance of labor: \$896,100 includes labor, material, and contracts such as garbage, grass cutting and painting

Protective Services: \$20,000 includes salary, equipment and supplies

General Expense: \$518,000 includes insurance, collection loss, payment in lieu of taxes and other general expenses

Mrs. Moroco asked if there were any questions or comments related to this information. Ms. Hawkins wanted to know where the difference comes in. Mrs. Moroco stated this budget has not been finalized yet. Ms. Hawkins stated the total operating income is less than what the authority has budgeted. Mrs. Moroco stated the authority receives a subsidy. Mr. Boosel explained there is a formula that Mrs. Moroco uses to determine what is generated from rental income and what the authority costs are and the federal government subsidizes up to a certain level. Mr. Boosel stated we have a formula that shows we have an X amount of income and we operate within that. What still needs to be completed is beyond modernization which is capital improvements such as replacement of roofs, sidewalks and security systems. These costs do not come out of modernization. They will be taken from operational budget. Ms. Hawkins asked if those figures were included in this budget. Mr. Boosel stated that these are additional costs. Mrs. Moroco stated the budget figures they just received are finalized. Some things that will be taken out of the operational budget are the replacement of siding and bridge deck at Pine Hollow Village, pathway at Quinby Street, paving on Market Street and the security system at Vermeire.

Mr. Boosel reminded everyone the PHDEP (Public Housing Drug Elimination Program) Grant money is coming to an end. Our final grant money will be spent July 1, 2003. We are evaluating what programs we will continue to fund. We will no longer be able to fund all the services we have up until now. The housing authority will continue to provide services; the community centers will not be closed as they were in the past. Ms. Williams asked with the five (5) year plans that are created and with all the grants the authority has had, how is it that the authority has not been able to find a way to be self-sufficient. Ms. Williams stated that people have to see self sustaining things in their community. Her concern is that nothing is self sustaining. Stephanie Marugg responded by saying the Frank Fay Terrace Community Center in Transfer, PA is sustaining itself by the resident council. It is supported by National Service members during the summer and periodically throughout the year. The council has one major fundraising event each year which is a Chinese Auction. The auction generates the money they need to keep their center going throughout the year. Ms. Williams asked if Frank Fay was paying their own utility bills as well. Mr. Boosel stated that the housing authority supports the council and residents by paying for maintenance, electric etc. which is okay because the money the council raises goes back into services for the residents. Ms. Williams stated she would like to see something that is self-sustaining. Ms. Robinson stated she read a book about residents who became proactive in the care of the housing area where they lived which assisted the housing authority by not having to take care of many of the standard areas of concerns because the residents maintained the areas. The residents had expectations and enforced the lease and taught each other how to care for the inside and outside of their homes. Mr. Boosel stated he would like to see the book. Ms. Robinson said she would let him know the name of the book.

Stephanie Marugg reported on the Improvement Implementation Plan for the Resident Assessment Satisfaction Survey (RASS) given by HUD through the mail. The three (3) areas of concern were: Safety, Communication and Neighborhood Appearance.

Safety: Work with the Weed and Seed on crime reduction strategies, increase security lighting at sites where needed, seek HUD assistance with CTEP which is architectural designs to deter crime using fencing, landscaping, lighting etc.

Communication: Develop and implement resident comment cards. Example: Restaurant Customer Satisfaction. These cards will be outreached and residents will have the opportunity to fill them out and return them to their community centers or at the

housing authority main office, quarterly MCHA newsletter for public housing residents, enlist tenant organizations to report to their communities information they received after organized meetings, such as the TAG meeting.

Neighborhood Appearance: Monitor the curb appeal on a quarterly basis, enlist tenant organizations and or youth organizations to pick-up litter in their respective housing areas, modernization of some sites, and completion of the existing site modernizations.

Mr. Garguilo added that the scores are based on the resident's perception of our housing based on different categories versus what the perception is nationally across the board of all housing authorities. Ms. Marugg reported that at a community where there are seventy (70) units approximately three (3) completed and returned the survey. Housing and Urban Development (HUD) uses the opinion of returned surveys and scores the housing authority accordingly. Mr. Boosel stated the key is to get more participation from the residents by explaining why it is important that the surveys are completed so we can get a broader representation.

Mr. Boosel directed the members to look at the Five (5) Year Strategic Plan stating that they can go over it at their leisure; he did recite the four (4) major goals the housing authority will be concentrating on over the next five (5) years.

Goal 1: MCHA shall be recognized as the outstanding housing provider in Mercer County.

Goal 2: Increase the availability of quality, safe, affordable housing in Mercer County.

Goal 3: Increase opportunities for our residents to achieve self-sufficiency and/or enhance the quality of their lives through partnerships.

Goal 4: Seek diverse income sources in order to stabilize and enhance programs.

Mr. Boosel reported that all the objectives stated under the goals currently are twelve (12) month action plans. These are the things the authority will be specifically working on starting July 1, 2003. Each year we will review our progress in reaching these goals and develop a new action plan for the next year.

Frank Garguilo reported that the brochure they received was created by Holly Nogay and Stephanie Marugg for the new Mercer Senior Housing to market the ten (10) apartments that were built. This development is over 90 percent complete and ready to lease in April. It is located on the corner of West Butler and South Maple. There are two (2) 2-bedroom apartments and eight (8) 1-bedrooms. Occupancy is currently accepting applications. There will be a grand opening celebration for this new community. Mr. Garguilo reported that five (5) of these apartments will be Section 8 vouchers. Ms. Nogay reported these apartments are not subsidized however they do have income guidelines. These apartments have a base rent, for a 1-bedroom apartment rent is \$330.00 and for a 2-bedroom apartment \$380.00.

Mr. Boosel reported the end of our first five (5) year plan will be June 30, 2003. The Mercer Senior Apartments were a part of that five (5) year plan as well as HOPE VI, to open all community centers at all public housing sites, and the PHDEP grants. He stated that although the authority did not accomplish everything, the authority did accomplish many of the goals that were set in the first plan.

Mr. Garguilo reported the progress on HOPE VI. The first phase of HOPE VI is under construction. It is a little less than half way done. It will be completely done in December. There will be fifty-three (53) apartments. Thirty-seven (37) will be public housing apartments and sixteen (16) will be tax credit which

means a person could use a Section 8 voucher, rent an apartment and pay rent according to those rules. Penrose Management has hired a Site Manager, Kirsten Allen who is currently taking applications and directing people through the application process that needs to be completed. JoAnn Newell and the CSS office are doing the Life Skills classes. Community service providers Cheryl King of the Shenango Valley Urban League and Yolanda Mazyck from Neighborhood-based Family Intervention Center are also a part of these classes. The people who are completing the classes will be the first ones eligible to move in as soon as they meet all the other application criteria. The first move in will be in April. The authority will close on the finance for two (2) other phases, homeownership and rental which could start construction this year. Later in the year more old buildings will be demolished. Mr. Gargiulo stated there is no longer Steel City. It is now being referred to as Farrell Crossing and they are trying to create a new identity.

Ms. Marugg reported the AmeriCorps*VISTA, Corporation for National and Community Service grant is ending in August 2003. This was the housing authority's fifth and final year. Usually agencies get this grant for two (2) years and the housing authority was fortunate to have this program for five (5). She stated that currently there are four (4) VISTA members and their service will end August 22, 2003. The VISTA member who was serving at Frank Fay Terrace found gainful employment and resigned from the program. There is no longer a VISTA at this site. Further she reported she met with the tenant council and the resident volunteer and the programs that were set up by the VISTA will continue. The primary objective of the VISTA members is to set up sustaining programs and this was accomplished at Frank Fay Terrace. Ms. Marugg reported the other three (3) VISTA members are serving at the Federal Street Community Center working on employment readiness programs, building up a computer lab and serving the children. One VISTA is on Administrative Leave through the Corporation for National and Community Service. The status of this VISTA will not be known until March 2003. Ms. Marugg stated the summer programs will run with AmeriCorps members.

Donna Hawkins asked if there will be a replacement for the members when their service is ended. Ms. Marugg reported some of our programs are sustained by resident volunteers; and that there will be a plan for when the VISTA members are no longer at Federal Street.

Paula Hampton reported on the Pennsylvania Association and Housing Redevelopment Agencies (PAHRA) Scholarship. Ms. Hampton stated she went to the Farrell High School and spoke with Gloria Jefferson regarding the scholarship. To her knowledge approximately six (6) people had completed the application. She also stated she sent the application to churches and went door to door. Mr. Boosel stated no one has contacted the housing authority regarding this scholarship. He suggested we work toward next year. Identify children that have the scholastic potential and encourage them to apply. He stated there has not been a lot of success in the school system. Ms. Williams reported that kids do not want to own up to living in public housing and the school does not ask if they do. Mr. Boosel suggested they identify a child who is doing well in school that lives in their own communities. Sharon Ivey suggested we start with kids that are in seventh and eighth grade and begin grooming them towards receiving the scholarships. In addition the parents need to be made aware of this opportunity for their child/children.

Ms. Robinson reported on the May Ball 2003. The date is May 16, 2003 for children ages 7 – 12, time 5pm - 6pm for pictures, grand march 6pm, dance to follow until 9pm. Iris reported she will be meeting with Joyce Williams, VISTA and Shar-Dai Pegler (youth). Price will be \$4.00/child. All items that were purchased over the past two years will be used this year to defer cost. This will be a multi-color event. Iris stated this will be her last year organizing the dance. The first meeting is Saturday, March 29, 2003 at 4:30 pm. Suggestion boxes will be placed at each community center for children's ideas the first week in April. Mr. Boosel

commended Iris for the work she has put into the dances and the success of them. Iris reported that on August 15, 2003 there will be a talent show she is organizing and she will need help. She is also checking into a camp site at West Middlesex for the children in the area to have a gathering there with a bonfire and hotdogs. She stated she was unsure how to organize this. Ms. Marugg stated that at the meeting on March 29th Ms. Robinson should let the people know she will not be organizing the May Ball next year; if another community member would be interested in the organization of the 2004 May Ball they should let her know now. By doing so Ms. Robinson would be able to show them the steps that must be taken in order to make the dance a success. Joyce Williams said she would like to take over next year and she will work with Ms. Robinson this year.

Mr. Boosel reported there is a Public Hearing scheduled for April 2, 2003 at 10:00 am in the MCHA Conference Room. He stated it is not mandatory that the TAG members attend however they are welcome to come. The information at the hearing will be much like what was covered at this meeting.

Mr. Boosel stated the last item on the agenda is TAG board nominations. There were two (2) nominations that need approval for the group, Joyce Williams and Geraldine McConahy. In addition a secretary needs to be elected. Paula Hampton made a motion to add Ms. Williams and Ms. McConahy as TAG members. There was a second by Monica Williams, the motion unanimously passed. Paula Hampton made a motion to accept Monica William as secretary, second by Donna Hawkins, the motion unanimously passed.

Mr. Boosel asked if there was any other discussion. Ms. Williams asked for the goals from the last five (5) year strategic plan. Mr. Boosel said that a copy would be sent to her.

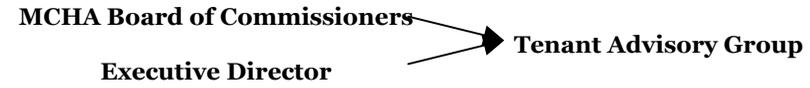
Ms. Robinson stated the next meeting will be held Wednesday, June 25, 2003 at noon at Denny's Restaurant, 2079 E. State Street, Hermitage.

Mr. Boosel thanked everyone for attending the meeting and their participation with MCHA. The meeting was adjourned.

Stephanie Marugg, Res. Svcs. Coord.
Acting TAG Secretary

Skm 3/31/03

**MERCER COUNTY HOUSING AUTHORITY
ORGANIZATIONAL CHART**



**Administration
Resident Services**

Housing & Community Planning

Occupancy

Section 8 Housing

Fiscal

Maintenance

**Administrative Asst.
Res. Svcs. Coord.**

Housing & Comm. Planner

Tenant Selection Supvr.

Sec 8 Coordinator

Comptroller

Maint. Supt.

**Exec. Secretary
(10)**

Mod. Coordinator

Asst. Site Mgr. (3)

Clerk I

Fiscal Asst. (4)

Foreman

Vista

**Clerk II
Caseworkr II**

Housing Counselor

Clerk II

Inspector

Clerk I (2)

Mechanic II (7)

County

**Office Janitor
Clerk I**

Relocation Clerk

Human Svcs. Aide

Accountant

Laborer (6)

Clerk II

Housing Inspector

Parts Dispatcher

Maint. Aide (1)

Maint Helper (4)

Summer Supvr. (8)

Janitor (2)

04/06/01 03/26/02 03/18/03

Project-Based Section 8

Beginning with July 2001 PHAs, agencies that wish to use the project-based voucher program must include as a required attachment to the PHA Plan template a statement indicating the projected number of units and general locations and how such action is consistent with their Plans, including the reason(s) why project-basing of the assistance, rather than tenant-basing of the same amount of assistance, is an appropriate option (e.g., because the supply of units for tenant-based assistance is very limited and project-basing in certain strategic locations is needed to assure the availability of units for a period of years). General locations refer to eligible census tracts or smaller areas within eligible census tracts that will still result in a reasonable choice of buildings or projects to be provided project-based assistance when the PHA solicits applications. January or April PHAs that want to use the project-based voucher program may do so by adding the information as an amendment or modification to their Plan.

Required Attachment _____G____: 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.)

Donna Hawkins
Peggy Speir
Monica Williams
Paula Hampton
Sharon Ivey
Belinda Hailey
Iris Robinson
Tanya Rushwin
Geri McConahy
Joyce Williams

PHAS Resident Survey Follow-up Action Plan

The Mercer County Housing Authority is required to prepare a Resident Survey Action Plan in three areas – Safety, Communication and Neighborhood Appearance. Let's look at them individually.

Here are the activities we intend to do to bolster our resident's perception in the safety area:

Action to be Taken	Completion	Funding Source
Work with Weed & Seed on crime reduction strategies	6/30/04	
Increase security lighting on sites where needed	6/30/03	PHDEP
Seek HUD assistance with CTEP		PHDEP

In the communication area, we will take the following actions:

Action to be Taken	Completion	Funding Source
Develop and implement a system of resident comment cards	7/31/03	Tenant Participation
Quarterly MCHA newsletter for PH residents	Quarterly	General Fund
Enlist tenant organizations to report to their communities after organized meetings with members.		

In the neighborhood appearance area, we will take the following actions:

Action to be Taken	Completion	Funding Source
Monitor curb appeal on a quarterly basis	7/31/03	
Enlist tenant organizations and/or youth organizations to pick up in the areas for donations to their groups		Capital Fund
Modernization of some sites. Completion of site modernization.		Capital Fund

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 1: Summary					
PHA Name: Mercer County Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501-00 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 02 <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	0.	0		
2	1406 Operations	0.	0		
3	1408 Management Improvements Soft Costs	30,000.	0		
	Management Improvements Hard Costs	0.	0		
4	1410 Administration	61,116.	86,753.78	86,753.78	86,753.78
5	1411 Audit	0.	0		
6	1415 Liquidated Damages	0.	0		
7	1430 Fees and Costs	154,593.	145,386.80	145,386.80	113,822.70
8	1440 Site Acquisition	0.	0		
9	1450 Site Improvement	0.	516,032.20	516,032.20	324,169.20
10	1460 Dwelling Structures	466,573.	417,173.72	417,173.72	85,966.24
11	1465.1 Dwelling Equipment—Nonexpendable	0.	0		

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name: Mercer County Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501-00 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 02 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
12	1470 Nondwelling Structures	677,723.	366,275.50	366,275.50	366,275.50	
13	1475 Nondwelling Equipment	0	0			
14	1485 Demolition	50,000.	6,268	6,268	6,268	
15	1490 Replacement Reserve	0.	0			
16	1492 Moving to Work Demonstration	0.	0			
17	1495.1 Relocation Costs	5,000.	0	0	0	
18	1499 Development Activities	0	0			
19	1502 Contingency	92,885.	0	0	0	
	Amount of Annual Grant: (sum of lines 2-20)	1,537,890.	1,537,890	1,537,890	983,255.42	
	Amount of line 21 Related to LBP Activities	0.	0			
	Amount of line 21 Related to Section 504 compliance	0.	0			
	Amount of line 21 Related to Security –Soft Costs	0.	0			
	Amount of Line 21 related to Security-- Hard Costs	0.	0			
	Amount of line 21 Related to Energy Conservation Measures	0.	0			
	Collateralization Expenses or Debt Service	0.	0			

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

PHA Name: Mercer County Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA Wide	Business Development Training		1408.0		30,000.	0			
HA Wide	Administration		1410.0		61,116	86,753.78	86,753.78	86,753.78	
PA 20-4, 20-5, 20-8	Fees and Costs (includes A/E, Environmental Contract Work)		1430.0		154,593	145,386.80	145,386.80	113,822.70	
PA 20-4	Site improvements to new Quinby St. Resource Center		1450.0	1 building	0	45,424.20	45,424.20	45,424.20	
PA 20-5	Valley View Homes			31 units	0	470,608	470,608	278,745	
PA 20-5	Exterior Modernization		1460	31 units	466,573	417,173.72	417,173.70	85,966.24	
PA20-4	New Construction of Quinby Street Resource Center		1470	1 building	300,000	366,275.50	366,275.50	366,275.50	
PA20-8	Renovation-211 Federal Street		1470	1 building	377,723	0	0	0	
PA 20-4	Demolition of original Quinby Street Service Center		1485	1 building	50,000	6,268	6,268	6,268	
HA Wide	Relocation		1495.1		5,000	0	0	0	
PA 20-4, 20-5, 20-8	Contingency (6% of total)		1502		92,885	0	0	0	
TOTALS					1,537,890	1,537,890	1,537,890	983,255.42	

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

PHA Name: Mercer County Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work

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

PHA Name: Mercer County Housing Authority		Grant Type and Number Capital Fund Program No: 501-00 Replacement Housing Factor No:				Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	

Mercer County Housing Authority

Component #12 .D. – Community Service (Page 1 of 1)

MCHA implemented this Community Service policy at the beginning of our fiscal year, 7/1/01. Leases were revised and be effective on 7/1/01. A Written Policy, as summarized below, was made. Residents were notified of their status or if they are exempt from this requirement. If not exempt, additional information was sent.

EACH ADULT MCHA RESIDENT, UNLESS EXEMPTED, SHALL:

- a. Contribute 8 hours monthly of Community Services (not political activity) in their resident community;
- b. Participate in an economic self-sufficiency program (defined below) for 8 hours monthly; or
- c. Perform 8 hours monthly of combined activities in a. or b. above.; or
- d. Participating in an MCHA Family self-sufficiency Program and being current in its individual training and services plan; or
- e. Other activities approved on a case-by-case basis.

EXEMPTIONS FROM THIS REQUIREMENT: Individuals who are:

- a. Are 62 years of age or older;
- b. Are blind or disabled (defined in Sec. 216(I)[1] or sec. 1614 of the Social Security Act, or who is unable to comply with this section, or is primary caretaker of such individual;
- c. Is engaged in a work activity (defined in sec. 407[d] of the Social Security Act;
- d. Meets requirements for exemption to engage in a State work activity program funded under the Social Security Act, or under another State welfare program in Mercer County, including the welfare-to-work program; or
- e. Is in a family receiving State program assistance under Social Security Act, Part A, Title IV, or any other State welfare program in Mercer county, including welfare-to-work program, and has not been found by the State to be non-compliant.

Residents' status will be re-verified annually, but are permitted to change exemption status during the year.

Definition of Economic Self-Sufficiency Program:

Any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for those families. MCHA will consider a broad range of self-sufficiency opportunities and give residents the greatest choice for identifying such opportunities. Opportunities to comply with the requirement can include: job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (i.e. substance abuse, mental health treatment).

The Housing Authority will provide residents with a brochure listing community service and volunteer opportunities available throughout the community. These agencies have agreed to work with MCHA to complete this requirement. MCHA will annually determine compliance with this requirement 30 days prior to lease expiration with due process principals and on a non-discriminatory basis. Residents will be required to secure verification of family compliance of qualified activities from a participating organization.

If the Authority determines the resident non-compliant, it will notify the resident that this determination of non-compliance is subject to MCHA Grievance procedures. If the resident does not enter an agreement to comply before lease expiration, the lease will not be renewed. A resident who makes an agreement to cure the non-compliance must contribute as many additional hours as required over the 12-month prior to the expiration of the lease.

MCHA shall ensure that all community service programs are accessible for persons with disabilities; that conditions under which work is performed are not hazardous; and that the work is not labor that would have been performed by PHA maintenance or property services employees.

*****The Mercer County Housing Authority suspended its enforcement of the 8-hour community service requirement (except for HOPE VI) and will not enforce this provision of our Admissions and Continued Occupancy Policy so long as Congress provides for the option to not enforce it. In taking this action we still want to encourage our public housing residents to both participate in their community and enhance their self-sufficiency skills in a truly voluntary manner.*****

PET POLICY

Mercer County Housing Authority's Pet Policy will permit animals, as specified, for elderly, persons with disabilities, and families. The policy rules are related to the interest of this PHA to provide a decent, safe and sanitary living environment for all tenants, to protect and preserve the physical condition of the property and the financial interests of the PHA. Lease revisions will be completed by implementation on July 1, 2001.

Management will permit the keeping of pets by residents who follow these criteria. Pet Policy Registration Forms will become a Lease Attachment.

Pets must be registered with the PHA before brought onto premises; this includes a certificate of a licensed veterinarian that pet has received all inoculations required by State and/or local law, and that pet has no communicable diseases and is pest-free. A photo of the pet must be provided at registration along with the name, address and phone number of the person responsible for the pet in the tenant's absence. Registration must be renewed annually with proof of license and inoculation 30 days prior to resident annual reexamination date. Approval shall not be extended without these requirements. Resident will be notified if MCHA refuses registration.

All dogs and cats are to be spayed or neutered. Resident is in violation of rules if animal has offspring. A Pet Agreement with the PHA must be executed acknowledging resident's responsibilities for health, care and cleaning of pet. No pet shall be kept in violation of humane or health laws.

Refusal to register pet by MCHA if:

- a. Pet is not a common household pet as defined in policy;
- b. Keeping pet is in violation of House Pet Rules;
- c. Owner fails to completion pet registration; or annually update registration;
- d. PHA reasonably determines that owner is unable to keep pet in compliance with rules or other lease violations. Pet temperament and behavior may be a factor.

Standards for Pets:

- a. Authorization on a year-to-year basis;
- b. If approved pet gives birth to litter; all except one must be removed from premises;
- c. No pets permitted who will be over 25 lbs. at mature weight;
- d. No dangerous animal or pet allowed (dangerous pets or animals include, but are not limited to snakes or other reptiles, exotic pets or spiders);
- e. No vicious or intimidating animal or pet allowed on premises;
- f. No pets allowed in buildings that have no enclosed yard spaces;
- g. No pets allowed in buildings that have no green space.

Types of pets allowed:

- a. Dogs: maximum-1 of adult weight not over 25 lbs. Must be housebroken; must be spayed or neutered; must have all required inoculations and must be licensed.
- b. Cats: maximum-1 that must be declawed and spayed or neutered; must have all required inoculations; must be trained to use litter box; and must be licensed as specified by State and/or local law/ordinance.
- c. Birds: maximum-2; must be enclosed in case at all times.

- d. Fish: maximum aquarium size must not exceed 30 gallon size; and must be maintained on an approved stand.
- e. Rodents: (Rabbit, guinea pig, hamster or gerbil ONLY): maximum –2 only; must be enclosed in acceptable cage at all times; must have all inoculations specified by State and/or local law/ordinance;
- f. Turtles: maximum-2 only; must be enclosed in acceptable cage or container at all times.

Pets must be exercised at pet-designated areas. Cats and dogs must be on a leash at all times when not in resident's unit. Pets must be kept out of designated pet-free areas.

A non-refundable Pet Fee and refundable Pet Deposit must be made, according to the Pet Fee/Deposit Schedule. Pet Fees must be paid upon Lease execution, but monthly payments are permitted for the Pet Deposit which is defray reasonable costs directly attributable to the pet. Pet deposits will be kept in an escrow account and the unused portion returned to the resident, plus accrued interest, when resident moves from housing.

Reasonable expenses incurred as a result of damages attributable to the pet would be: 1) the cost of repairs/replacements to dwelling unit; 2) fumigation of unit; and 3) common areas of the project. Cost of flea deinfestation will be the resident's responsibility.

Any expenses occurring during occupancy will be made as a current charge. Charges made at move-out will be charged to the Pet Deposit. Pet Fees and Deposits are not part of rent payable by the resident.

Residents are responsible for removing pet waste immediately. A separate charge of \$5.00 per occurrence will be assessed to the resident for violation of pet waste removal rules.

Residents shall not alter any part of their unit to create an enclosure for a pet. Pet doors are prohibited.

Pet owners must control pet noise so that it does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their premises. The PHA will not require a pet's vocal chords to be removed under any circumstances.

Cat litter shall be disposed of in heavy, sealed plastic trash bags and placed in trash containers immediately. No litter can be flushed through a toilet. Litter boxes shall be stored inside a resident's unit.

All pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet. No pet (excluding fish) shall be left unattended in any unit for any period in excess of 4 hours.

The PHA may enter and inspect the premises after reasonable notice to the tenant and during reasonable hours. However, the PHA may enter and inspect the premises if a written complaint is received alleging conduct or condition of pet in unit is a violation or constitutes a nuisance, threat to health or safety of other occupants or other residents, as under applicable State or local law.

Pet Rule Violations will require the mandatory removal of the pet from the premises within 30 days of notice; or, if a threat to health and safety, removal shall be within 24 hours. Residents who violate pet rules will be subject to Lease termination proceedings. These, like other Lease termination proceedings, fall under the PHA Grievance procedure.

Any pet removed as a result of an aggressive act will not be permitted to be returned to the premises.

If an emergency arises and the PHA must place a pet in a shelter facility, the cost will be the resident's responsibility.

Mercer County Housing Authority

page 1 of 1

Section 8 Homeownership Capacity Statement

Mercer County Housing Authority will administer a voucher homeownership program under Section 8(y) of the U. S. Housing Act of 1937. The program will maintain a maximum of 5 homeownership program vouchers at a time.

By these program requirements and with the strength of the Authority's non-profit Homeownership program-Community Homebuyers, Inc.; Mercer County Housing Authority demonstrates within its Agency Annual Plan that it has the capacity to successfully operate a Section 8 Homeownership Program.

Criteria for option of participation in this program are:

- a. Have been a Sec. 8 Existing Housing participant for at least one year;
- b. Must be eligible for a Housing Choice Voucher;
- c. Must qualify as a first time home buyer;
- d. Must meet Federal minimum income requirements; unless the family is elderly or a person with disabilities;
- e. Must meet Federal minimum employment requirements; one adult family member who will own home must be current full time (30 hours weekly average) employed and have been continuously for at least one year; these requirements do not apply to an elderly family or a person with disabilities;
- f. Have had no family caused violations to HQS within last year;
- g. Does not owe monies to the PHA;
- h. Has not committed any serious or repeated violations of a PHA-assisted lease within the last year.

Must attend Homeownership Counseling for training in Homeownership; Home Maintenance; and Credit Counseling.

Requires financing for purchase of a home under the Section 8 homeownership program will be provided as insured or guaranteed by the State or Federal government; must comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

Required Attachment M: Resident Member on the PHA Governing Board

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

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

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

- Elected
- Appointed

C. The term of appointment is (include the date term expires): 8/31/05

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

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

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):

**Mercer County Housing Authority
Mission Statement and
Goals and Objectives**

(July 1, 2003 – June 30, 2008)

Mission Statement

The Mercer County Housing Authority will provide quality affordable housing and enhance the quality of life through partnerships within Mercer County.

Goal One: MCHA shall be recognized as the outstanding housing provider in Mercer County.

Objective One: Become a HUD public housing High Performer.

Strategy	Responsible Party	Due Date
A. Begin implementation of the new occupancy plan for Frank L Fay Terrace.	Tenant Selection Supervisor	7/31/03
B. Develop specific strategies to help Maintenance achieve its unit turnover goals.	Maintenance Superintendent	8/31/03
C. Reduce unit turnover time maintenance takes to an average of 15 days or less for the fiscal year.	Maintenance Superintendent	6/30/04
D. Reduce unit turnover time occupancy takes to an average of 5 days or less for the fiscal year.	Tenant Selection Supervisor	6/30/04
E. Develop an occupancy plan specifically for Vermeire Manor and Mesabi Street.	Tenant Selection Supervisor	6/30/04
F. Develop an occupancy plan for existing public housing that will be impacted by HOPE VI.	Executive Director	6/30/04
G. Draft a policy of implementing credit checks for all public housing applicants.	Administrative Assistant	7/31/03
H. Collect at least 93% of the money due to MCHA by the residents.	Comptroller	6/30/04
I. Create bi-monthly resident newsletter	Resident Services Coordinator	12/31/03
J. Research and recommend options for improved remote computer system.	Comptroller	12/31/03

Objective Two: Improve the physical safety of public housing residents by better controlling the sites.

Strategy	Responsible Party	Due Date
A. Work with the Weed and Seed Partnership on crime reduction strategies.	Resident Services Coordinator	6/30/04
B. Increase the exterior lighting on those sites where it is needed.	Modernization Coordinator	6/30/04
C. Seek HUD assistance with CTEP.	Modernization Coordinator	8/31/03

D. Begin assisting residents in Mesabi Street, Vermeire Manor, and Malleable Heights to help themselves in partnering with localities to increase police protection on our sites.	Resident Services Coordinator	12/31/03
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Objective Three: Enhance the operation of the Section 8 Program and become a high performing SEMAP agency.

Strategy	Responsible Party	Due Date
A. Develop a plan to implement a Section 8 Voucher Homeownership Program.	Section 8 Existing Coordinator	12/31/03
B. Attract 30 landlords with properties outside Sharon and Farrell.	Section 8 Existing Coordinator	6/30/04
C. Begin publishing a semi-annual Section 8 Landlord newsletter.	Section 8 Existing Coordinator	9/30/03

Objective Four: Strengthen all resident organizations at or among public housing sites.

Strategy	Responsible Party	Due Date
A. Apply for a ROSS Grant for a second Senior Service Coordinator.	Resident Services Coordinator	Set by HUD
B. Continue Resident Leadership Training for the leadership of resident organizations.	Resident Services Coordinator	6/30/04

Objective Five: Improve MCHA's image.

Strategy	Responsible Party	Due Date
A. Have 15 positive stories/pictures a year in the media.	Executive Director	6/30/04
B. Develop an office image improvement plan for Occupancy and Section 8.	Modernization Coordinator	6/30/04
C. Speak before 6 groups a year in Mercer County.	Executive Director	6/30/04

D. Implement the MCHA 60 th Anniversary celebration.	Administrative Assistant	12/31/03
E. Develop Web Site.	Administrative Assistant	12/31/03
F. Monitor curb appeal on a quarterly basis.	Executive Director	Ongoing
G. Develop and implement a system of resident comment cards.	Resident Services Coordinator	7/31/03

Objective Six: The Housing Authority shall maintain a highly professional staff and board.

Strategy	Responsible Party	Due Date
A. Develop and implement a Quality Control Management Program.	Executive Director	9/30/03
B. Increase bulk purchasing contracts.	Comptroller/ Administrative Assistant	On-Going
C. Conduct a Personnel Audit by an outside party and draft change to personnel policy.	Human Resources Clerk	12/31/03
D. Develop a Department-by-Department procedures manual.	Department Heads	6/30/04
E. The Executive Director shall periodically meet with individual departments on an as-needed basis.	Executive Director	7/31/03
F. Implement a monthly maintenance training program for maintenance employees.	Maintenance Superintendent	8/31/03
G. Staff training in the area of asset management.	Executive Director	12/31/03
H. Develop quarterly schedule for the year of topics for supervisor training.	Human Resources Clerk	12/31/03

Goal Two: Increase the availability of quality, safe, affordable housing in Mercer County.

Objective One: Increase the number of quality, safe, affordable housing units available

Strategy	Responsible Party	Due Date
A. Work with the City of Sharon to acquire as many Mesabi Street properties as possible.	Housing & Community Planner	6/30/04
B. Construct new senior housing in Hermitage, PA.	Housing & Community Planner	6/30/04
C. Begin developing additional units of senior housing in Mercer, PA.	Housing & Community Planner	6/30/04
D. Develop a plan to make an application to the Mercer County Housing Trust.	Housing & Community Planner	6/30/04
E. Finish HOPE VI Construction of Phase One Units.	Housing & Community Planner	12/31/03
F. Investigate small-scale family and elderly development opportunities in non-impacted areas.	Executive Director	6/30/04
G. Within five years increase MCHA's portfolio to 1,200 units.	Executive Director	6/30/08

Goal Three: Increase opportunities for our residents to achieve self-sufficiency and/or enhance the quality of their lives through partnerships.

Objective One: Continue and expand partnerships between residents and services/programs provided by city, county or private agencies.

Strategy	Responsible Party	Due Date
A. Recruit 6 additional service providers to assist residents.	Resident Services Coordinator	6/30/04
B. Seek replacement funding for the Public Housing Drug Elimination Grant.	Resident Services Coordinator	6/30/04

C. Investigate the possibility of instituting day care at Federal Street.	Resident Services Coordinator	12/31/03
D. Periodically invite partners to speak to MCHA staff about the services they offer.	Human Resources Clerk/Resident Services Coordinator	7/31/03

Objective Two: Develop innovative ways to increase resident participation.

Strategy	Responsible Party	Due Date
A. Continue one resident working with a stipend at each Community Center.	Resident Services Coordinator	12/31/04
B. Enlist the help of the TAG and SAC to develop ideas to increase resident participation.	Resident Services Coordinator	8/31/04

Goal Four: Seek diverse income sources in order to stabilize and enhance programs.

Objective One: Seek diverse income sources for MCHA.

Strategy	Responsible Party	Due Date
A. A committee shall propose at least two new income sources.	Executive Director	12/31/03
B. Begin implementing committee recommendations.	Executive Director	4/30/04
C. Explore the possibility of a dedicated grant writer.	Executive Director	12/31/03

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

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

Goal One: MCHA shall be recognized as an outstanding housing provider in the community.	
Objective	Progress
Become a HUD High Performer for both public housing and Section 8.	We have completed a study to reduce unit turnover time. A Ceiling rent study has been completed as one step in preparing an occupancy plan specifically for Frank Fay Terrace.
Assure the Physical Safety of Public Housing Residents by better controlling the Sites	New site lighting is planned for Malleable Heights and Valley View. Modernization for Sharpsville Gardens is in the design stage. A crime-tracking database is now in use.
Enhance the Section 8 Program	We have reviewed the use of hand-held computers for inspections. After discussions with other Authorities we have decided there is not efficient software at this time.
Work with and encourage the development of resident organizations at all public housing sites	We have applied for the ROSS grant but was denied. We initiated the resident leadership training for all resident councils. All council s obtained their own checking accounts to acquire budgeting skills and control.

Improve MCHA's Image	The Executive Director spoke to more than six groups. We are working on the 60 th anniversary celebration including a progress report. The office image plan has been completed
The Housing Authority shall Maintain a Highly Professional Staff and Board	We are working on department by department procedures manual. Time has been set aside each week for staff updates.

Goal Two: Increase the availability of affordable housing in Mercer County.	
Objective	Progress
Increase the number of affordable housing units available	Ten new units of senior housing has been completed in the City of Mercer. We have hired an architect to plan 76 senior housing units in the City of Hermitage.
Develop and Implement an Education Program for Homebuyers	RFP developed for use of Federal Street. PBI not up and running at this time.

Goal Three: Increase opportunities for our residents to achieve self-sufficiency and/or enhance the quality of their lives.	
Objective	Progress
Continue and expand connections between Residents and Services/Programs provided by City, County or Private Agencies	We are currently seeking new service providers and replacement funding for the Public Housing Drug Elimination Grant. We have sold our large van and hope to use that money for activities previously funded by PHDEP.
Develop Innovative Ways to Increase Resident Participation in Self-Sufficiency activities	We are working on ways to obtain information on which of our residents gain employment.

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 1: Summary					
PHA Name: Mercer County Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501-01 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 02 <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	0.	0		
2	1406 Operations	0.	0		
3	1408 Management Improvements Soft Costs	30,000.	0		
	Management Improvements Hard Costs	0.	0		
4	1410 Administration	61,116.	111,984	27,229.51	8,088.76
5	1411 Audit	0.	0		
6	1415 Liquidated Damages	0.	0		
7	1430 Fees and Costs	134,961.	40,060.83	19,193.83	19,193.83
8	1440 Site Acquisition	0.	0		
9	1450 Site Improvement	648,387	0	0	0
10	1460 Dwelling Structures	216,129	0	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	0.	0		

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name: Mercer County Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501-01 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 02 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
12	1470 Nondwelling Structures	116,129	0	0	0	
13	1475 Nondwelling Equipment	0	0			
14	1485 Demolition	216,129	0	0	0	
15	1490 Replacement Reserve	0.	0			
16	1492 Moving to Work Demonstration	0.	0			
17	1495.1 Relocation Costs	50,000	0	0	0	
18	1499 Development Activities	0	1,420,806.17	1,429,806.17	1,420,806.17	
19	1502 Contingency	100,000	0	0	0	
	Amount of Annual Grant: (sum of lines 2-20)	1,572,851	1,572,851	1,467,229.51	1,448,088.76	
	Amount of line 21 Related to LBP Activities	0.	0			
	Amount of line 21 Related to Section 504 compliance	0.	0			
	Amount of line 21 Related to Security –Soft Costs	0.	0			
	Amount of Line 21 related to Security-- Hard Costs	0.	0			
	Amount of line 21 Related to Energy Conservation Measures	0.	0			
	Collateralization Expenses or Debt Service	0.	0			

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

PHA Name: Mercer County Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PA20-2	Staff Training		1460		30,000.	0			
PA20-2	General Administration, including salaries		1410.0		61,116	111,984	27,229.51	8,088.76	
PA20-2	Architects, engineering, other services		1430		134,961	40,060.83	19,193.83	19,193.83	
PA20-2	Infrastructure improvements to the site, including moving earth, and utilities upgrades		1450.0		648,387	0	0	0	
PA20-2	Construction of new units		1460		216,129	0	0	0	
PA20-2	Construction of community center		1470		116,129	0	0	0	
PA20-2	Demolition of existing units		1485		216,129	0	0	0	
PA20-2	Relocation of residents		1495.1		50,000	0	0	0	
PA20-2	Development Activities		1499		0	1,420,806.1 7	1,420,806.1 7	1,420,806.1 7	
PA20-2	Contingency (7%)		1502		100,000	0	0	0	
TOTALS					1,572,851	1,572,851	1,467,229.5 1	1,448,088.7 6	

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

PHA Name: Mercer County Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work

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

PHA Name: Mercer County Housing Authority		Grant Type and Number Capital Fund Program No: 501-01 Replacement Housing Factor No:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	

Attachment P

- a. How many of the PHA's developments are subject to the Required Initial Assessments? 8
- 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)? 4
- c. How many Assessments were conducted for the PHA's covered developments? 8
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
None	

- d. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:

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 1: Summary					
PHA Name: Mercer County Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 02 <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	0.	0		
2	1406 Operations	0.	0		
3	1408 Management Improvements Soft Costs	30,000.	30,000		
	Management Improvements Hard Costs	0.	0		
4	1410 Administration	62,000.	60,000	20,682.49	20,682.49
5	1411 Audit	0.	0		
6	1415 Liquidated Damages	0.	0		
7	1430 Fees and Costs	70,000	70,000	60,000	0
8	1440 Site Acquisition	0.	0		
9	1450 Site Improvement	100,000	100,000	0	0
10	1460 Dwelling Structures	660,000	1,034,534	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	0.	0		

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Mercer County Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
12	1470 Nondwelling Structures	310,721	30,000	0	0
13	1475 Nondwelling Equipment	65,000	10,000		
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0.	0		
16	1492 Moving to Work Demonstration	0.	0		
17	1495.1 Relocation Costs	23,890	23,890	0	0
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	114,923	100,000	0	0
	Amount of Annual Grant: (sum of lines 2-20)	1,436,534	1,436,534	80,682.49	20,682.49
	Amount of line 21 Related to LBP Activities	0.	0		
	Amount of line 21 Related to Section 504 compliance	0.	0		
	Amount of line 21 Related to Security –Soft Costs	0.	0		
	Amount of Line 21 related to Security-- Hard Costs	0.	0		
	Amount of line 21 Related to Energy Conservation Measures	0.	0		
	Collateralization Expenses or Debt Service	0.	0		

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

PHA Name: Mercer County Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501-02 Replacement Housing Factor Grant No:					Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA-wide, 20-4	Training, PHDEP-eligible activities, Site Manager at 20-4		1408		30,000.	30,000			
PA20-2,3,4,7 MCHA Office	General Administration costs, including salaries and benefits		1410.0		62,000	62,000	20,683.49	20,683.49	
PA 20-2,3,4,7 MCHA Office	A/E services for planning for capital improvements		1430		70,000	70,000	60,000	0	
PA 20-3	Paving, landscaping, excavation/fill		1450.0		100,000	100,000	0	0	
PA 20-3	New playground		1450		65,000	65,000	0	0	
PA 20-2	Site development for storage building		1450		50,000	50,000	0	0	
PA 20-7	Erosion control measures		1450		10,000	10,000	0	0	
PA 20-4	New roofing system		1460		100,000	100,000	0	0	
PA 20-3	Exterior modernization		1460		500,000	500,000	0	0	
PA 20-2	Storage building		1470		235,721	235,721	0	0	
MCHA Office	Renovation of basement spaces		1470		25,000	25,000			
PA 20-3	Installation of new playground		1475		50,000	50,000			

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

PHA Name: Mercer County Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501-02 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PA 20-3	Relocation due to construction		1495.1		23,890	23,890			
PA 20-2,3,4,7 MCHA Office	Contingency of 8% of total		1502		114,923	114,923			

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

PHA Name: Mercer County		Grant Type and Number Capital Fund Program No: 501-02				Federal FY of Grant: 2002	
Housing Authority		Replacement Housing Factor No:					
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	

Mercer County Housing Authority Definition of Substantial Deviation

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.