

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

Small PHA Plan Update
Annual Plan for Fiscal Year: 2003

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

PHA Plan Agency Identification

PHAName: Housing Authority of Montour County

PHANumber: PA032

PHAFiscalYearBeginning:(mm/yyyy) 7/2003

PHA Plan Contact Information:

Name: Vera Fleming

Phone: 570-275-3640

TDD:

Email(if available): mocoaha@ptd.net

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

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
- Main administrative office of the local, county or 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)

PHA Programs Administered :

- Public Housing and Section 8 Section 8 Only Public Housing Only

Annual PHA Plan
Fiscal Year 20 03
 [24CFR Part 903.7]

i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For 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. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

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ii. Executive Summary

[24CFR Part 903.79(r)]

At PHA option, provide a brief overview of the information in the Annual Plan

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

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

None

2. Capital Improvement Needs

[24CFR Part 903.79(g)]

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

A. Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$225,000

C. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5 - Year Action Plan

The Capital Fund Program 5 - Year Action Plan is provided as Attachment C

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment B

3.D Demolition and Disposition

[24CFR Part 903.79(h)]

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

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

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)	
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:	

4. Voucher Homeownership Program

[24CFR Part 903.79(k)]

A. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24CFR part 982? (If "No", skip next component; if "yes", describe each program using the table below (copy and complete questions for each program identified.)

B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum home owner down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment comes from the family's resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan

[24CFR Part 903.7(m)]

Exemptions Section 8 Only PHAs may skip to the next component PHA eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

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

B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ _____

C. Yes No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D. Yes No: The PHDEP Plan is attached at Attachment _____

6. Other Information

[24CFR Part 903.79(r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

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

2. If yes, the comments are attached at Attachment (Filename) _____

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

The PHA changed portions of the PHA Plan in response to comments. A list of these changes is included

Yes No: below

Yes No: at the end of the RAB Comments in Attachment _____.

Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comments in Attachment _____.

Other: (list below)

B. Statement of Consistency with the Consolidated Plan

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

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

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 specific initiatives contained in the Consolidated Plan. (list such initiatives below)
- Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

Yes No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or in inventory? If yes, please list the 5 most important requests below:

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

Letter of Consistency from the Commonwealth of Pennsylvania

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan:

None

A. Significant Amendment or Modification to the Annual Plan:

None

Attachment A

Supporting Documents Available for Review

PHAs are to 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	Related 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 (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: 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	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located 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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method 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
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH99 -52(HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHAName: Housing Authority of Montour County		Grant Type and Number Capital Fund Program: PA26-PO32-50103 Capital Fund Program 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:)		
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total Non-CFP Funds					
2	1406 Operations	15,000				
3	1408 Management Improvements	12,500				
4	1410 Administration	22,500				
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	15,000				
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	134,500				
11	1465.1 Dwelling Equipment — Nonexpendable	25,500				
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1498 Mod Used for Development					
19	1502 Contingency					
20	Amount of Annual Grant: (sum of lines 2 - 19)	225,000				
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Compliance					
23	Amount of line 20 Related to Security					
24	Amount of line 20 Related to Energy Conservation Measures					

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHAName: Housing Authority Montour County			Grant Type and Number Capital Fund Program#: PA26PO32 -50103 Capital Fund Program Replacement Housing Factor#:			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 Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406		15,000				
HA-Wide	Office Equipment	1408		9,500				
HA-Wide	Drug Elimination Activities	1408		3,000				
HA-Wide	A&E Fees	1430		8,000				
HA-Wide	Tax Credit Consultant Fees	1430		4,000				
HA-Wide	Accounting Consultant Fees	1430		3,000				
PA32-1	Replace Sewer laterals	1460	29	72,500				
PA32-1	Replace kitchen sink laterals	1460	21	42,000				
PA32-2	Upgrade fire alarm system	1460		20,000				
PA32 -1	Replace Gas stoves and range hoods	1465.1	60	25,500				
HA-Wide	CFP Coordinator Salary & Benefits	1410		22,500				

Capital Fund Program 5 - Year Action Plan

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

CFP5 -Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
	HA-Wide	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Operations	49,225	2004
Drug Elimination Activities	12,000	2004
Computer Upgrades	8,500	2004
Office Equipment	25,500	2004
CFP Coordinator Salary & Benefits	105,000	2004
A&E Fees	28,000	2004
Accounting Fees	12,000	2004
Tax Credit Project Consulting Fees	5,000	2004
Totalestimatedcostovernext5years	245,225	

Capital Fund Program 5 - Year Action Plan

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

CFP5 -Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
PA32 -1		
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Repair housing authority owned streets and parking lots	60,000	2004
Replace front & rear steps and handrails in 60 units	50,000	2004
Upgrade exterior overhead electric wiring and transformers @ 60 family units	15,000	2005
Replace windows in 30 units @ \$3,400 per unit	100,000	2005
Repair & replace cracked and lifted sidewalks	10,000	2005
Replace windows in 30 units @ \$2,750 per unit	100,000	2006
Replace rear doors & hardware in 60 units	31,000	2007
Total estimated cost over next 5 years	366,000	

Capital Fund Program 5 -Year Action Plan

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

CFP5 -Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
PA32 -2		
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace gas stoves/ovens in 14 family units & 41 elderly units @ \$425 each	23,375	2004
Repair housing authority owned streets and parking lots	30,000	2004
Replace front sidewalk laterals, rear steps & handrails in 14 units	10,000	2004
Replace rubber roof in mid-rise apt. building	60,000	2005
Upgrade exterior overhead electrical wiring and transformers @ 55 family units	13,000	2005
Repair & replace cracked and lifted sidewalks	5,000	2006
Replace downspouts, gutters & splash blocks in 14 units	8,400	2006
Replace furnaces in 14 units	30,000	2006
Replace original kitchen cabinets in mid-rise apartment building 37 units @ \$3,000 each	110,000	2007
Replace electrical panel boxes in mid-rise apartment building	32,000	2007
Replace front & rear doors & hardware	17,000	2007
Total estimated cost over next 5 years	338,775	

Required Attachment E: Resident Member on the Board

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:

Sara Prieto

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

Elected

Appointed

C. The term of appointment is (include the date term expires): 12/31/2003

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):

Montour County Board of Commissioners

Required Attachment F: 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.)

Robert Miller
LIPH (disabled tenant)
22 Beaver Place
Danville, PA 17821

Amy James
Section 8 Voucher (family tenant)
30 Mooresburg Rd.
Danville, PA 17821

Josette Burrows
Section 8 Voucher (family tenant)
13 C St.
Danville, PA 17821

Lucille Kelchner
LIPH (elderly tenant)
308 Beaver Place
Danville, PA 17821

Nancy Shultz
LIPH (family tenant)
71 Beaver Place
Danville, PA 17821

Other Attachment G: Five -Year Plan Update

Housing Authority of Montour County

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

Five Year Plan Mission and Goals

The Housing Authority of Montour County has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

This Agency Plan represents the Housing Authority's commitment to its mission to promote adequate and affordable housing, economic opportunity and suitable living environment free from discrimination for residents of Montour County. The Authority has established the following goals and objectives to further its mission:

1. Expand the supply of assisted housing:
 - Applying for additional rental vouchers.
 - Leverage private or other public funds to create additional housing opportunities.
2. Improve the quality of assisted housing;
 - Increase customer satisfaction.
 - Renovate or modernize public housing units.
3. Increase assisted housing choices:
 - Implement voucher homeownership program.
 - Implement public housing or other homeownership programs.
4. Provide an improved living environment:
 - Implement public housing security improvements through modernization and education efforts.
5. Promote self-sufficiency and asset development of assisted households:
 - 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.
6. Ensuring equal opportunity and affirmatively further fair housing:
 - Continue to ensure access to assisted housing, regardless of race, color, religion, national origin, sex, familial status and disability.
 - Continue affirmative measures to provide a suitable living environment for

families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status and disability. Continue affirmative measures to ensure accessible housing to persons with a variety of disabilities regardless of unit size required.

Brief Statement in Progress in Meeting the Plan Mission and Goals

The Authority's Capital Funds are being used to provide increased security for the residents of Beaver Place and the modernization of its family units to improve the quality of assisted housing and increase residents satisfaction.

The Housing Authority is in the process of establishing a non-profit corporation to provide additional housing units for elderly, handicapped and disabled residents of Montour County.

The Housing Authority of Montour County will apply for Section 8 Vouchers to expand the supply of assisted housing and apply for Section 8 Vouchers for Homeownership.

The Housing Authority plans to utilize FSS Participants for the Section 8 Homeownership program.

Other Attachment H: Pet Policy

HOUSING AUTHORITY OF MONTOUR COUNTY
ONE BEAVER PLACE
DANVILLE, PA 17821
(570) 275 - 3640

PET POLICY

The Housing Authority of Montour County (PHA) shall permit the maintenance of a Common Household Pet by Tenants who reside in Project PA32 -1 & PA32 -2. Each tenant may keep a pet in accordance with the following rules and regulations.

- I. Definition of Pet – A pet is defined as a domesticated small animal and includes cats, dogs, birds, fish, (reptiles are excluded from the definition). No dangerous or intimidating pets, i.e., pit bull dogs, rottweilers, or doberman pinchers will be permitted.
- II. Pet Application – See Exhibit I
All pets must be registered with the Housing Authority of Montour County. Tenants must notify management ten (10) days prior to bringing the pet on site and complete the Pet Permit Application and provide all required documents and pay any required security deposits or fees.
- III. Pet Permit – See Exhibit II
Tenant must execute the Pet Permit and receive written permission to keep any common household pet on or about the premises. This privilege may be revoked at any time if the animal becomes an nuisance or a threat with any provision of this policy.
A Pet Permit will be issued after all initial conditions of this policy have been met.
- IV. Conditions of Issuance of Pet Permit
 - A. Dogs must be domesticated, short hair breed, not exceeding 25 lbs. at full growth and fourteen (14) inches shoulder height. Cats may not exceed 13 lbs. at full growth and must be declawed. If a dog or cat grows to weigh more than the allowable weight, it then must be removed immediately or the entire household will face the possibility of eviction. Only one (1) four legged, warm blooded pet is permitted per unit. Aquariums may not exceed a 20 gallon capacity.
 - B. Tenant must file evidence in the form of an acceptable certificate that the pet is in good health and has been inoculated for distemper and rabies and that a inoculation is current. (Applies to dogs and cats)
 - C. Female cats and dogs must be spayed, male cats and dogs neutered prior to being placed in the tenant's unit. Evidence of such procedure must be provided to the Housing Authority. Cats must also be declawed.

D. Tenants must sign a statement that they assume all personal financial responsibilities for damage to any personal or project property caused by pet and assumes personal responsibility for personal injury to any party caused by said pet. (See Exhibit III)

E. A \$10.00 per month pet service fee will be assessed for each dog or cat for the purpose of offsetting additional maintenance and service costs. Pet service fee is due the first day of each month.

F. Tenants shall pay a security deposit of \$250.00 for a dog and \$200.00 for a cat. The deposit may be paid in advance by the tenant. This deposit is refundable if no damage is done, as verified by the Housing Authority after the tenant disposes of the pet or tenant vacates the unit.

G. Tenants are responsible for complying with all local, state, and federal laws and regulations governing and possessions of their pets.

H. Tenants shall not alter their unit, or unit area to create an enclosure for an animal.

I. Tenant must file, as part of the application process a "Pet Emergency Care Plan" in case tenant is unable to care for said pet in an emergency and which will empower the Housing Authority to transfer pet responsibility to an approved friend or relative of the tenant off the premises of the project asset forth in the "Pet Emergency Care Plan". (Refer to Pet Rider to Lease, Exhibit II)

V. Pet Management Plan

A. Limit one PET per tenant. (except fish in aquarium)

B. Dog and cat shall remain inside tenant's unit unless they are on a leash and under the control of a responsible adult.

C. Birds must be confined to a cage at all times.

D. Pets shall not be permitted in any common areas within the building except when directly leaving or entering the building.

E. Tenant acknowledges responsibility for the cleanliness of pet and removal of pet waste from building or unit daily by:

1. Cats must use litter box kept within the tenant's premises. Litter boxes shall be cleaned regularly. Waste must be placed in a plastic bag,

tightly secured and deposited in a trash receptacle.

2. Placing dog on leash and taking dog to established "Pet Relief Area" as designated.

NOTE: Tenants are not to store pet waste in their apartment or flush pet waste with "Kitty Litter" down the toilet, sinks, or bathtub.

3. Tenant pet owner must own a vacuum cleaner and clean up pet residue (odor, hair, seeds, feathers, water) daily. Apartments must be kept clean and free of odors at all times.

4. Costs of extermination of fleas, ticks, and other animal related pests caused by the tenant's pet will be borne by the tenant. The extermination will be arranged by the Housing Authority to ensure timely and thorough rendering for service.

5. Pet Owners shall be responsible for immediate clean-up of pet feces after exercising their pet in area/areas designated by Management.

Waste shall be bagged and placed in outside container.

F. Tenant shall not permit any disturbance by their pet which would interfere with the quiet enjoyment of the premises by other tenants.

This includes disturbance such as loud barking, howling, biting, scratching, chirping, or others such activities.

G. No visiting animals allowed by tenant.

VI. Inspection of Apartment

Tenant agrees, as a condition of acceptance of the Pet Permit that tenant's apartment will be available for inspection of compliance of Pet Policy at any time during working hours on thirty (30) minutes notice.

VII. Damages

Damages caused by pet as determined by inspections shall be repaired/replaced by management at full repair/replacement cost at time of discovery of damage. Tenant will be billed for full repair cost at time of repair.

VIII. Death of Pet

The tenant shall be responsible for arranging burial or other disposal, off the premises, of pets in the event of death of the pet.

IX. Pet Rule Violation Procedures

Tenant shall comply with the following Pet Rule Violation Procedures:

A. Notice of Pet Rule Violation

If the Housing Authority determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the Housing Authority will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:

1. Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated;
2. State that the pet owner has two (2) days from the effective date of service of the notice to correct the violation (including, in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation; and
3. State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to have the pet removed or to terminate the pet owner's tenancy, or both.

B. Pet Rule Violation Meeting

If the pet owner makes a timely request for a meeting to discuss a pet rule violation, the Housing Authority will establish a mutually agreeable time and place for the meeting no later than fifteen (15) days from the effective date of service of the notice of pet rule violation. At the pet rule violation meeting, the pet owner and

Housing Authority shall discuss any alleged pet rule violation and attempt to correct the violation. The Housing Authority of Montour County may as a result of the meeting, give the pet owner additional time to correct the violation. If the parties are unable to resolve the problem, the Housing Authority may inform the pet owner in writing that the pet must be removed from the premises within two (2) days of the pet rule violation meeting.

C. Notice of Pet Removal

If the Housing Authority determines that the pet owner has failed to correct the pet rule violation within the time provided under paragraph B of this section (including any additional time permitted by the Housing Authority), the Housing Authority may serve a notice to the pet owner to remove the pet. The notice will be in writing and will:

1. Contain a brief statement of the factual basis for the determination and the pet rule that has been violated;
2. State that the pet owner must remove the pet within two (2) days of the effective date of the notice; and
3. State that failure to remove the pet may result in initiation of procedures to have the pet removed or terminate the pet owner's tenancy, or both.

D. Pet Rule Violation Procedures

The procedure does not apply in cases where the pet in question presents an immediate threat to the health or safety of other tenants or if the pet is being treated in an inhuman manner. In such cases, Section VII shall apply.

E. Pet Removal

Tenant agrees that the Authority shall have the right to immediately remove any pet if in the Authority's judgment the pet represents an immediate threat to the health or safety of other tenants, or if the pet is being treated in an inhuman manner.

Other Attachment I: Improvement Plan for Resident Assessment Sub System

The Authority is in the process of remodeling their sites. At the time of the survey, the Housing Authority was replacing the downspouts, gutters, soffits, doors and siding in their units. The Authority will continue to utilize the modernization funds to maintain both the interior and exterior of their units.

Other Attachment J: Assessment for Voluntary Conversion

The Authority has reviewed their financial position and deemed that it would not be cost effective to convert public housing stock into Section 8 Vouchers. The Low Income Public Housing program was more effective than the Section 8 program.

Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of Montour County	Grant Type and Number Capital Fund Program Grant No: PA26PO32 -50101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/2002
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	9,289	11,124.17	11,124.17	
3	1408 Management Improvements Soft Costs	5,000	6,033.81	6,033.81	5,717.81
	Management Improvements Hard Costs	15,000	17,339.84	17,339.84	17,339.84
4	1410 Administration	25,000	25,000	25,000	25,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	22,000	12,521.34	12,521.34	12,521.34
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	150,000	154,269.84	154,269.84	153,835.84
11	1465.1 Dwelling Equipment —Nonexpendable				
12	1470 Non dwelling Structures				
13	1475 Non dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
	1502 Contingency				
	Amount of Annual Grant: (sum of lines)	226,289	226,289	226,289	214,414.83
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security --Soft Costs				
	Amount of Line XX related to Security --Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHAName: Housing Authority of Montour County		Grant Type and Number Capital Fund Program Grant No: PA26PO32 -50101 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
				Actual	Revised	Obligated	Expended	
HA-Wide	Operations	1406		9,289	11,124.17	11,124.17		
HA-Wide	Computer Upgrades	1408		15,000	19,201.32	19,201.32	18,885.32	Ongoing
HA-Wide	Drug Elimination Activities	1408		5,000	2,172.33	2,172.33	2,172.33	Completed
HA-Wide	A&E Fees	1430		9,000	7,458.84	7,458.84	7,458.84	Completed
HA-Wide	Tax Credit Consultant Fees	1430		10,000	2,062.50	2,062.50	2,062.5	Completed
HA-Wide Needs	Accounting Consultant Fees	1430		3,000	3,000	3,000	3,000	Completed
PA32 -1	Replace exterior siding, replace structural water damage	1460		150,000	154,269.84	154,269.84	153,835.84	On Going
HA-Wide	Coordinator Salary & Benefits	1410		25,000	25,000	25,000	25,000	Completed
HA-Wide	Environmental Review	1408			2,000	2,000	2,000	Completed

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHAName: Housing Authority of Montour County	Grant Type and Number Capital Fund Program Grant No: PA26PO32 -50102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/02
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFPFunds				
2	1406 Operations	18,016	17,916		
3	1408 Management Improvements Soft Costs	3,000	3,000	3,000	
	Management Improvements Hard Costs	17,000	17,100	17,000	1,412.95
4	1410 Administration	30,000	30,000	30,000	30,000.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	21,100	21,100	21,100	8,332.38
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	126,000	126,000	126,000	29,682.51
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non dwelling Structures				
13	1475 Non dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	215,116	215,116	197,100	69,427.84
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security --Soft Costs				
	Amount of Line XX related to Security --Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHAName: Housing Authority of Montour County		Grant Type and Number Capital Fund Program Grant No: PA26PO32 -50102 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
				Actual	Revised	Obligated	Expended	
HA-WIDE	Operations	1406		18,016	17,916		0.00	Not Started
HA-WIDE	Computer Upgrades	1408		3,000	3,100	3,100	1,412.95	On-going
HA-WIDE	Drug Elimination Activities	1408		3,000	3,000	2,900	0.00	Not Started
HA-WIDE	A&E Fees	1430		8,100	10,000	10,000	8,332.38	On-going
HA-WIDE	Tax Credit Consultant	1430		10,000	8,100	8,100	0.00	Not Started
HA-WIDE	Accounting Consultant	1430		3,000	3,000	3,000	0.00	Not Started
HA-WIDE	Office Equipment	1408		4,000	4,000	4,000	0.00	Not Started
HA-WIDE	Coordinator Salary & Benefits	1410		30,000	30,000	30,000	30,000	Completed
HA-WIDE	Telephone System Upgrade	1408		10,000	10,000	10,000	0.00	Not Started
PA32 -1	Replaced downspout, gutters and splash blocks on family units	1460	60	36,000	36,000	36,000	0.00	Not Started
PA32 -1	Replace vinyl siding on family units	1460	60	90,000	90,000	90,000	29,682.51	On-going

