

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

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# THE HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN

## PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2003

(pa035v01)

**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: The Housing Authority of the County of Dauphin**

**PHA Number: PA035**

**PHA Fiscal Year Beginning: 07/01/2003**

### 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 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

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

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

**THE MISSION OF THE HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN IS TO PROVIDE ELIGIBLE FAMILIES WITH SAFE, DECENT, AND AFFORDABLE HOUSING OPPORTUNITIES AS THEY STRIVE TO ACHIEVE SELF-SUFFICIENCY AND IMPROVE THE QUALITY OF THEIR LIVES. FURTHERMORE, THE HOUSING AUTHORITY WILL ENDEAVOR TO PROVIDE ACCESSIBLE FACILITIES TO PERSONS WITH DISABILITIES. THE HOUSING AUTHORITY IS COMMITTED TO OPERATING IN AN EFFICIENT, ETHICAL, AND PROFESSIONAL MANNER AS WELL AS CREATING AND MAINTAINING PARTNERSHIPS WITH ITS CLIENTS AND APPROPRIATE COMMUNITY AGENCIES**

**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: (list; e.g., public housing finance; voucher unit inspections)
    - Renovate or modernize public housing units:
    - Demolish or dispose of obsolete public housing:
    - Provide replacement public housing:
    - Provide 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 programs:
    - Implement public housing site-based waiting lists:
    - Convert public housing to vouchers:
    - Other: (list below)

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

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve 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, and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)

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

**GOAL: MANAGE THE HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN'S EXISTING PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER**

**Objectives:**

1. HUD shall recognize the Housing Authority of the County of Dauphin as a standard performer under PHAS by June 30, 2001.
2. HUD shall recognize the Housing Authority of the County of Dauphin as a high performer under PHAS by June 30, 2005.
3. The Housing Authority of the County of Dauphin shall achieve and maintain an occupancy rate of 95% by June 30, 2005.

**GOAL: ENHANCE THE MARKETABILITY OF THE HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN'S PUBLIC HOUSING UNITS**

**Objective:**

1. The Housing Authority of the County of Dauphin shall study the feasibility of reconfiguring efficiency units in order to increase the marketability of our public housing units. This objective will be accomplished by June 30, 2001.

**GOAL: THE HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN SHALL ENSURE EQUAL TREATMENT OF ALL APPLICANTS, RESIDENTS, TENANT-BASED PARTICIPANTS, EMPLOYEES, AND VENDORS**

**Objective:**

1. The Housing Authority of the County of Dauphin shall mix its public housing development populations as much as possible with respect to ethnicity, race and income. This is an on going objective.

**GOAL: MANAGE THE HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN'S TENANT-BASED PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER**

**Objectives:**

1. HUD shall recognize the Housing Authority of the County of Dauphin as a standard performer under SEMAP for our fiscal year ending June 30, 2001.

2. HUD shall recognize the Housing Authority of the County of Dauphin as a high performer under SEMAP for our fiscal year ending June 30, 2005.

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

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

The Housing Authority of the County of Dauphin 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.

We have adopted the following mission statement to guide the activities of the Housing Authority of the County of Dauphin.

**THE MISSION OF THE HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN IS TO PROVIDE ELIGIBLE FAMILIES WITH SAFE, DECENT, AND AFFORDABLE HOUSING OPPORTUNITIES AS THEY STRIVE TO ACHIEVE SELF-SUFFICIENCY AND IMPROVE THE QUALITY OF THEIR LIVES. FURTHERMORE, THE HOUSING AUTHORITY WILL ENDEAVOR TO PROVIDE ACCESSIBLE FACILITIES TO PERSONS WITH DISABILITIES. THE HOUSING AUTHORITY IS COMMITTED TO OPERATING IN AN EFFICIENT, ETHICAL, AND PROFESSIONAL MANNER AS WELL AS CREATING AND MAINTAINING PARTNERSHIPS WITH ITS CLIENTS AND APPROPRIATE COMMUNITY AGENCIES**

We have also adopted the following goals and objectives for the next five years.

**GOAL:           MANAGE THE HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN'S EXISTING PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER**

**Objectives:**

1. HUD shall recognize the Housing Authority of the County of Dauphin as a standard performer under PHAS by June 30, 2001.

This objective has been accomplished.

2. HUD shall recognize the Housing Authority of the County of Dauphin as a high performer under PHAS by June 30, 2005.
3. The Housing Authority of the County of Dauphin shall achieve and maintain an occupancy rate of 95% by June 30, 2005.

**GOAL: ENHANCE THE MARKETABILITY OF THE HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN'S PUBLIC HOUSING UNITS**

**Objective:**

1. The Housing Authority of the County of Dauphin shall study the feasibility of reconfiguring efficiency units in order to increase the marketability of our public housing units. This objective will be accomplished by June 30, 2001.

This objective has been accomplished. The Housing Authority is budgeting, with Capital Funds, for the ensuing and subsequent fiscal years, the conversion of efficiency units.

**GOAL: THE HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN SHALL ENSURE EQUAL TREATMENT OF ALL APPLICANTS, RESIDENTS, TENANT-BASED PARTICIPANTS, EMPLOYEES, AND VENDORS**

**Objective:**

1. The Housing Authority of the County of Dauphin shall mix its public housing development populations as much as possible with respect to ethnicity, race and income. This is an on going objective.

**See Attachment L for the results of our Deconcentration and Income mixing analysis.**

**GOAL: MANAGE THE HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN'S TENANT-BASED PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER**

**Objectives:**

- 1. HUD shall recognize the Housing Authority of the County of Dauphin as a standard performer under SEMAP for our fiscal year ending June 30, 2001.**

**This objective has been accomplished.**

- 2. HUD shall recognize the Housing Authority of the County of Dauphin as a high performer under SEMAP for our fiscal year ending June 30, 2005.**

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. Here are a few highlight of our Annual Plan.

**We made the following changes to our policies and/or programs based on changes in statutes and/or HUD regulations that have occurred in the past year. HUD mandated all of these.**

**Public Housing Admissions and Continued Occupancy Policy**

- We have updated our Admissions and Continued Occupancy Policy to include the HUD required welfare assistance language and definition.
- We have revised Section 8.2 ©(1) to include the following: "or a citizen of the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau. However, people in the last category are not entitled to housing assistance in preference to any United States citizen or national resident within Guam."
- Implementation of Community Service Requirements:

The Department of Veteran Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act, 2002, at Section 432, provides that: "None of the funds made available by this Act may be used to implement or enforce the requirement relating to community service, except with respect to any resident of a public housing project funded with any amount provided under section 24 of the United States Housing Act of 1937, as amended, or any predecessor program for the revitalization of severely distressed public housing (HOPEVI)."

Under this provision, Housing Authorities were precluded from implementing or enforcing community service requirements using FY 2002 funds. HUD further permitted Housing Authorities to immediately suspend enforcement of the requirements.

The Housing Authority of the County of Dauphin suspended enforcement of the 8-hour community service requirement for our Fiscal Year July 1, 2002 through June 30, 2003. The Housing Authority will continue to suspend enforcement of this provision of our Admissions and Continued Occupancy Policy until formal notice regarding action to be taken is issued by HUD. In taking this action, we are continuing to encourage our public housing residents to both participate in their community and enhance their self sufficiency skills in a truly voluntary manner.

All affected residents have been notified of the suspension of the requirements.

### **Section 8 Program Administrative Plan:**

We have updated our Administrative Plan to include the HUD required welfare assistance language and definition.

We have revised our eligibility language to include: "or a citizen of the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau. However, people in the last category are not entitled to housing assistance in preference to any United States citizen or national resident within Guam."

We have added a section on Code of Conduct as required by 24 CFR 982.161.

### **In addition we have made or propose the following discretionary changes.**

- **Section 8 Program Administrative Plan:**

We have revised our method of determining preferences.

We have revised our procedures from individual briefings to group briefings, except for special circumstances.

We are initiating periodic meetings with Section 8 landlords to encourage new landlord to participate in the program and to give current landlords the opportunity to learn more about the program and to express any problems or issues.

We are stressing that participants can lose their assistance for committing fraud, bribery, and other criminal acts, including allowing the use or sale of drugs in the household.

We are further defining the Administrative Plan section on Restrictions on Moves.

We have expanded on our definition of a live-in aide.

We have initiated a homeownership plan.

We are initiating a program called Project Access which will provide appropriate housing opportunities for persons with disabilities under the age of 65 who are currently in nursing homes or other inappropriate housing facilities.

We have implemented a Shelter Plus Care program which is designed to provide housing opportunities for homeless people. We are also partnering with other agencies that can provide the necessary services.

- **Project Based Section 8 Program:**

On January 16, 2001 HUD published a notice in the Federal Register titled "Revisions to PHA Project-Based Assistance Program; Initial Guidance." In accordance with the new law, and the Regulations at 24 CFR Part 983, the Housing Authority intends to consider designating a portion of its available tenant-based voucher funds for project-based assistance. We are proposing to specifically target families, and in particular, families with disabilities.

See Section 3.B. and Attachment P: Statement of Intent to Implement a Project-Based Voucher Program for a progress statement.

- **Public Housing Capital Fund Program:**

Section 519 of the Quality Housing and Work Responsibility Act of 1998, authorizes the allocation of funds under the Capital Fund. The final rule implementing this statute was effective April 17, 2000. 24 CFR Part 905

Section (k) provides clarification of a Housing Authority's authorization to undertake collateralization, as provided under section 14 (a) of the 1937 Act, and to address the statutorily eligible expenses in section 9 (d) (1) of the U.S. Housing Act of 1937. The Housing Authority intends to utilize this authority to secure a tax-exempt privately financed loan. The purpose of the loan is to accomplish much needed modernization work in a more timely manner than would be accomplished if the Housing Authority was forced to depend solely on the annual funding provided by the Capital Fund. Eligible expenses are discussed in detail in Section 7 of this Annual Plan. Attachments B and C provided a detailed breakdown of the work items proposed and the sources of funds to be utilized.

- **Public Housing Disposition:**

During the current fiscal year we submitted an application for disposition of 4 units in our Scattered Site Development (PA035-21). The application was submitted during July, 2002 and we are currently working with the HUD Special Applications Center to secure approval of our application.

In summary we are on course to improve the condition of affordable housing in Dauphin County.

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

#### Optional Attachments:

- PHA Management Organizational Chart attachment **(Attachment M: Organizational Chart)**

- FY 2003 Capital Fund Program 5 Year Action Plan (**Attachment C- Capital Fund Program 5 Year Action Plan**)
- 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 O: Resident Advisory Board Comments**)
  
- Other (List below, providing each attachment name)

**Attachment D: Capital Fund Program FY 2002 P & E Report**

**Attachment E: Capital Fund Program FY 2001 P & E Report**

**Attachment F: Resident Membership of the PHA Governing Board**

**Attachment G: Membership of the Resident Advisory Board**

**Attachment H: Definition of Substantial Deviation and Significant Amendment or Modification**

**Attachment I: Statement of Progress in Meeting Mission Statement, Goals and Objectives**

**Attachment J: Implementation of Community Service Requirements**

**Attachment K: Pet Policy Statement**

**Attachment L: Deconcentration and Income Mixing**

**Attachment N: FFY 2002 PHAS Resident Survey Follow Up Plan**

**Attachment P: Statement of Intent to implement a Project-based Voucher Program**

## Supporting Documents Available for Review

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <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 (Attachment B)	Annual Plan: Capital Needs
NA	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 (Attachment C)	Annual Plan: Capital Needs
NA	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
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	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	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
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHEDEP) 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
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary) Deconcentration and Income Mixing Documentation	(specify as needed) ACOP/annual plan

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of AMI	4,823	4	5	4	4	3	3
Income >30% but <=50% of AMI	3,282	3	3	3	4	3	2
Income >50% but <80% of AMI	2,895	2	3	2	4	3	1
Elderly	3,101	4	3	3	4	3	3
Families with	Unknown	NA	NA	NA	NA	NA	NA

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Disabilities							
Race/Ethnicity-Black	7,239	4	3	3	4	3	3
Race/Ethnicity-Hispanic	833	4	3	3	4	3	3
Race/Ethnicity-Native American	40	4	3	3	4	3	3
Race/Ethnicity-Asian/Pacific Is.	294	4	3	3	4	3	3

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

- Consolidated Plan of the Jurisdiction/s **Pennsylvania Department of Community and Economic Development Consolidated Plan**  
Indicate year: **1999**  
**And the Dauphin County, Pennsylvania Consolidated Plan**  
Indicate year: **2002**
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	998		88 units
Extremely low income <=30% AMI	768	77%	
Very low income (>30% but <=50% AMI)	173	17%	
Low income (>50% but <80% AMI)	35	1%	
Families with children	715	72%	
Elderly families	18	2%	
Families with Disabilities	103	10%	
Race/ethnicity-White	468	47%	
Race/ethnicity-Black	519	52%	
Race/ethnicity-Hispanic	172	17%	
Race/ethnicity-Native American	3	.3%	
Race/ethnicity-Asian/Pacific Is.	8	.8%	
Characteristics by Bedroom Size (Public Housing Only)			
0BR	222	22%	25 units
1BR	28	3%	18 units
2 BR	457	46 %	17 units
3 BR	264	26 %	18 units
4 BR	23	2 %	10 units

Housing Needs of Families on the Waiting List			
5 BR	3	.3%	0 units
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	328		190 vouchers
Extremely low income <=30% AMI	209	64%	
Very low income (>30% but <=50% AMI)	112	34%	
Low income (>50% but <80% AMI)	7	2%	
Families with children	227	69%	
Elderly families	16	5%	
Families with Disabilities	93	28%	
Race/ethnicity-White	145	44%	
Race/ethnicity-Black	181	55%	
Race/ethnicity-Hispanic	45	14%	
Race/ethnicity-Native American	0	0	
Race/ethnicity-	1	.3%	

Housing Needs of Families on the Waiting List			
Asian/Pacific Is.			
Characteristics by Bedroom Size (Public Housing Only)	NA	NA	
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Since January, 2000 Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Family Unification/ Mental Health set aside)			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

The Housing Authority of the County of Dauphin will apply for appropriate HUD grants as they become available through the NOFA process.

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

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

Select all that apply

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

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

**10.0 Tenant Selection and Assignment Plan**

10.1 Preferences

The Housing Authority shall grant preferences for admission to an applicant whose circumstances, at the time of being considered for a unit, correspond to the criteria listed below. NOTE: A preference is not a guarantee of admission. The applicant must meet the Housing Authority's tenant selection criteria prior to being admitted as a tenant.

- A. Displaced person(s): Individuals or families displaced by government action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal Disaster Relief Laws.
- B. Individuals or families relocated under the Federal, State or local government Witness Protection Program.
- C. Victims of Domestic Violence: Individuals or families who have been subjected to or victimized by violence by a member of the family or household within the past year. The Housing Authority will require evidence that the family has been displaced as result of fleeing violence in the home. Individuals and families are also eligible for this preference if there is proof that the individual or family is currently living in a situation where they are being subjected to or victimized by violence in the home. Evidence or proof may include a Protection from Abuse Order, police report, or written verification that the individual or family is living in an emergency shelter because the individual or family has been subjected to or victimized by violence by a member of the family or household. The following criteria are used to establish an individual's or a family's eligibility for this preference:

Actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member who lives in the unit with the family.

The actual or threatened violence must have occurred within the past 30 days or be of a continuing nature.

An applicant who lives in a violent neighborhood or is fearful of other violence outside the household is not considered involuntarily displaced.

To qualify for this preference, the abuser must still reside in the unit from which the victim was displaced. The applicant must certify that the abuser will not reside with the applicant unless the Housing Authority gives prior written approval.

The Housing Authority will approve the return of the abuser to the household under the following conditions:

The Housing Authority verifies that the abuser has received therapy or counseling that appears to minimize the likelihood of recurrence of violent behavior.

A counselor, therapist or other appropriate professional recommends in writing that the individual be allowed to reside with the family.

If the abuser returns to the family without approval of the Housing Authority, the Housing Authority will deny or terminate assistance for breach of the certification.

At the family's request, the Housing Authority will take precautions to ensure that the new location of the family is concealed in cases of domestic abuse.

- D. Individuals or families that reside in Dauphin County but outside the City of Harrisburg at the time of their final application and whose head, spouse, co-head or unrelated partner of head of household is currently employed in a position which generates employment income countable under HUD's definition of annual income.

Employment is defined as:

- (1) Employment must be current and have lasted a minimum of 90 days prior to the time the preference is claimed. The employment must provide a minimum of 20 hours of work per week for the family member claiming the preference

OR

- (2) Employment must have been held continuously for a minimum of seven (7) months within the twelve (12) month period prior to the time the preference is claimed and the employment was terminated solely due to an involuntary layoff of the employee by the employer.

- (3) The amount earned shall not be a factor in granting this preference.

The employment part of this preference is also extended equally to, (1) a family if the head, spouse, or sole member is 62 years of age or older or who is receiving social security or Supplemental Security Income disability benefits or any other payments based on the individual's inability to work and, (2) any family whose head, spouse, co-head or unrelated partner of head of household is currently a full time student or enrolled in an employment training program. Full time student is defined as a person who is carrying a subject load that is considered full time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program as well as an institution offering a college degree. The Authority will investigate termination of enrollment of a family member whose enrollment resulted in receiving benefit of this preference. Voluntary termination of enrollment, prior to award of the degree or certificate will be considered to be a misrepresentation of facts to the Authority at the time of admission and will result in termination of housing assistance. Involuntary termination such as the elimination of the program; lack of available funds; or other circumstances beyond the family member's control shall not result in termination of housing assistance.

- E. Individuals or families, who at the time of their final application, do not reside in Dauphin County (exclusive of the City of Harrisburg) and are employed as described in preference D.
- F. Individuals or families that reside in Dauphin County, but outside the City of Harrisburg, at the time of their final application.
- G. All other applicants.

Based on the above preferences, all families in preference A, B and C will be offered housing before any families in preference D; preference D families will be offered housing before any families in preference E; preference E families will be offered housing before any families in preference F; preference F families will be offered housing before any families in preference G.

The date and time of application will be noted and utilized to determine the sequence within the above-prescribed preferences.

Notwithstanding the above, families who are elderly and disabled, will be offered housing before other single persons.

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

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

Select all that apply

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

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

### 10.0 Tenant Selection and Assignment Plan

#### 10.1 Preferences

The Housing Authority shall grant preferences for admission to an applicant whose circumstances, at the time of being considered for a unit, correspond to the criteria listed below. NOTE: A preference is not a guarantee of admission. The applicant must meet the Housing Authority's tenant selection criteria prior to being admitted as a tenant.

- A. Displaced person(s): Individuals or families displaced by government action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal Disaster Relief Laws.
- B. Individuals or families relocated under the Federal, State or local government Witness Protection Program.
- C. Victims of Domestic Violence: Individuals or families who have been subjected to or victimized by violence by a member of the family or household within the past year. The Housing Authority will require evidence that the family has been displaced as result of fleeing violence in the home. Individuals and families are also eligible for this preference if there is proof that the individual or family is currently living in a situation where they are being subjected to or victimized by violence in the home. Evidence or proof may include a Protection from Abuse Order, police report, or written verification that the individual or family is living in an emergency shelter because the individual or family has been subjected to or victimized by violence by a member of the family or household. The following criteria are used to establish an individual's or a family's eligibility for this preference:

Actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member who lives in the unit with the family.

The actual or threatened violence must have occurred within the past 30 days or be of a continuing nature.

An applicant who lives in a violent neighborhood or is fearful of other violence outside the household is not considered involuntarily displaced.

To qualify for this preference, the abuser must still reside in the unit from which the victim was displaced. The applicant must certify that the abuser will not reside with the applicant unless the Housing Authority gives prior written approval.

The Housing Authority will approve the return of the abuser to the household under the following conditions:

The Housing Authority verifies that the abuser has received therapy or counseling that appears to minimize the likelihood of recurrence of violent behavior.

A counselor, therapist or other appropriate professional recommends in writing that the individual be allowed to reside with the family.

If the abuser returns to the family without approval of the Housing Authority, the Housing Authority will deny or terminate assistance for breach of the certification.

At the family's request, the Housing Authority will take precautions to ensure that the new location of the family is concealed in cases of domestic abuse.

- D. Individuals or families that reside in Dauphin County but outside the City of Harrisburg at the time of their final application and whose head, spouse, co-head or unrelated partner or head of household is currently employed in a position which generates employment income countable under HUD's definition of annual income.

Employment is defined as:

- (1) Employment must be current and have lasted a minimum of 90 days prior to the time the preference is claimed. The

employment must provide a minimum of 20 hours of work per week for the family member claiming the preference  
OR

(2) Employment must have been held continuously for a minimum of seven (7) months within the twelve (12) month period prior to the time the preference is claimed and the employment was terminated solely due to an involuntary layoff of the employee by the employer.

(3) The amount earned shall not be a factor in granting this preference.

The employment part of this preference is also extended equally to, (1) a family if the head, spouse, or sole member is 62 years of age or older or who is receiving social security or Supplemental Security Income disability benefits or any other payments based on the individual's inability to work and, (2) any family whose head, spouse, co-head or unrelated partner of head of household is currently a full time student or enrolled in an employment training program. Full time student is defined as a person who is carrying a subject load that is considered full time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program as well as an institution offering a college degree. The Authority will investigate termination of enrollment of a family member whose enrollment resulted in receiving benefit of this preference. Voluntary termination of enrollment, prior to award of the degree or certificate will be considered to be a misrepresentation of facts to the Authority at the time of admission and will result in termination of housing assistance. Involuntary termination such as the elimination of the program; lack of available funds; or other circumstances beyond the family member's control shall not result in termination of housing assistance.

- E. Individuals or families, who at the time of their final application, do not reside in Dauphin County (exclusive of the City of Harrisburg) and are employed as described in preference A.
- F. Individuals or families that reside in Dauphin County, but outside the City of Harrisburg, at the time of their final application.
- G. All other applicants.

Based on the above preferences, all families in preference A, B and C will be offered housing before any families in preference D; preference D families will be offered housing before any families in preference E; preference E families will be offered housing before any families in preference F; preference F families will be offered housing before any families in preference G.

The date and time of application will be noted and utilized to determine the sequence within the above-prescribed preferences.

Notwithstanding the above, families who are elderly and disabled, will be offered housing before other single persons.

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

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

Select all that apply

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

The following is an extract from our Adopted Admissions and Continued Occupancy Policy.

Families who are elderly and disabled, will be offered housing before other single persons.

**Buildings Designed for the Elderly and Disabled:** Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near-elderly families. If there are no near-elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities. All such families will be selected from the waiting list using the preferences as outlined above.

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

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

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available (we set aside vouchers to provide affordable housing to individuals referred to the Authority by the Dauphin County Mental Health Agency)
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

Families who are elderly and disabled, will be offered housing before other single persons.

**Buildings Designed for the Elderly and Disabled:** Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near-elderly families. If there are no near-elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities. All such families will be selected from the waiting list using the preferences as outlined above.

**Accessible Units:** Accessible units will be first offered to families who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice.

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

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

Select if applicable

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

The following are extracts from our adopted Admissions and Continued Occupancy Policy. We have similar policies for our Section 8 programs.

### **3.0 Services For Non-English Speaking Applicants and Residents**

The Housing Authority will endeavor to have bilingual staff or access to people who speak languages other than English.

### **4.0 Family Outreach**

The Housing Authority will publicize whenever appropriate the availability and nature of the Public Housing Program for extremely low-income, very low and low-income families in a newspaper of general circulation, minority media, and by other suitable means.

To reach persons who cannot or do not read the newspapers, the Housing Authority will distribute fact sheets to the broadcasting media and initiate personal contacts with members of the news media and community service personnel. The Housing Authority will also try to utilize public service announcements.

The Housing Authority will communicate the status of housing availability to other service providers in the community and inform them of housing eligibility factors and guidelines so they can make proper referrals for the Public Housing Program.

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

Select all that apply

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

The following policy governs our public housing and Section 8 programs.

It is the policy of the Housing Authority of the County of Dauphin to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity in housing and employment.

No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the Housing Authority's programs.

To further its commitment to full compliance with applicable Civil Rights laws, the Housing Authority will provide Federal/State/local information to applicants/tenants of the Public Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the Housing Authority office.

The Housing Authority will assist any family that believes they have suffered illegal discrimination by providing them copies of the appropriate housing discrimination forms. The Housing Authority will also assist them in completing the forms if requested, and will provide them with the address of the nearest HUD office of Fair Housing and Equal Opportunity.

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these

funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 grants)</b>		
a) Public Housing Operating Fund	1,461,305	
b) Public Housing Capital Fund	1,177,588	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,819,387	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants (FSS)	78,953	
h) Community Development Block Grant	0	
i) HOME	190,000	Lead Abatement
Other Federal Grants (list below)	0	
Service Coordinator	53,060	P.H. Operations
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Shelter Plus Care - Prorated	98,712	Housing Assistance
5 Yr Grant \$493,560		Program
<b>3. Public Housing Dwelling Rental Income</b>		
Dwelling Rent	1,346,880	P.H. Operations
Excess Utilities	8,500	P.H. Operations
<b>4. Other income (list below)</b>		
Interest	64,030	P.H. Operations
Misc.; Non-dwelling Rent	77,342	P.H. Operations
<b>4. Non-federal sources (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Proceeds of Capital Fund Program Financing	4,188,617*	Capital Improvements
<b>Total resources</b>	13,769,222	Operations/Modernization

\*Housing Authority is pursuing a loan financed through the Capital Fund to accelerate the capital improvements program. Details are disclosed in Section 7 of this Annual Plan.

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

The following is an extract from Section 7 of the Housing Authority's Admission and Continued Occupancy Policy.

The application process will involve two phases. The first phase is the initial application for housing assistance. The initial application requires the family to provide limited basic information indicating any preferences to which they may be entitled. This first phase results in the family's placement on the waiting list.

Upon receipt of the family's initial application, the Housing Authority will make a preliminary determination of eligibility. The Housing Authority will notify the family in writing of the date and time of placement on the waiting

list. If the Housing Authority determines the family to be ineligible, the notice will state the reasons therefore and will offer the family the opportunity of an informal review of the determination.

The applicant may at any time report, in writing, changes in their applicant status including changes in family composition, income, or preference factors. The Housing Authority will annotate the applicant's file and will update their place on the waiting list. Confirmation of the changes will be confirmed with the family in writing.

The second phase is the final determination of eligibility, referred to as the final application. The final application takes place when the family nears the top of the waiting list. The Housing Authority will ensure that verification of all preferences, eligibility, suitability and selection factors are current in order to determine the family's final eligibility for admission into the Public Housing Program.

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

The following is an extract from the Housing Authority Admission and Continued Occupancy Policy.

### 8.3 Suitability

- A. Applicant families will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in noncompliance with the public housing lease. The Housing Authority will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other tenants, Housing Authority employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.
- B. The Housing Authority will consider objective and reasonable aspects of the family's background, including the following:
  - 1. History of meeting financial obligations, especially rent;
  - 2. Ability to maintain (or with assistance would have the ability

to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other tenants;

3. History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property.

In considering a family member's drug related criminal activity or violent criminal activity an arrest and/or conviction will not be required if the preponderance of the evidence suggests that the family member has engaged in such activity.

4. History of disturbing neighbors or destruction of property;
5. Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from; and
6. History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.

- C. The Housing Authority will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. The Housing Authority will verify the information provided. Such verification may include but may not be limited to the following:

1. A credit check of the head, spouse and co-head;
2. A rental history check of all adult family members;
3. A criminal background check on all adult household members, including live-in aides. This check will be made through State or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. Where the individual has lived outside the local area, the Housing Authority may contact law enforcement agencies where the individual had lived or request a check through the FBI's

National Crime Information Center (NCIC);

4. A home visit. Home visits are not required. However, the Housing Authority reserves the right to require home visits provided they are performed in a non-discriminatory manner. The home visit provides the opportunity for the family to demonstrate their ability to maintain their home in a safe and sanitary manner. This inspection considers cleanliness and care of rooms, appliances, and equipment that belongs to the unit. The inspection may also consider any evidence of criminal activity.
5. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No individual registered with this program will be admitted to public housing.
6. Documentation from an assisting agency or individual who will assist the resident in fulfilling his/her obligations of tenancy.

#### 8.4 Grounds for Denial

The Housing Authority is not required or obligated to assist applicants who:

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

- G. Have a history of disturbing neighbors or destruction of property;
- H. Currently owes rent or other amounts to any housing authority in connection with their public housing or Section 8 programs;
- I. Have committed fraud, bribery or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;
- J. Were evicted from assisted housing within three years of the projected date of admission because of drug-related criminal activity involving the personal use or possession for personal use;
- K. Were evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;
- L. Are illegally using a controlled substance or are abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The Housing Authority may waive this requirement if:
  - 1. The person demonstrates to the Housing Authority's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
  - 2. Has successfully completed a supervised drug or alcohol rehabilitation program;
  - 3. Has otherwise been rehabilitated successfully; or
  - 4. Is participating in a supervised drug or alcohol rehabilitation program.
- M. Have engaged in or threatened abusive or violent behavior towards any Housing Authority staff or residents;
- N. Have a household member who has ever been evicted from public housing;
- O. Have a family household member who has been terminated under the certificate or voucher program;

Applicants that have been denied housing for failure to meet certain criteria in Section 8.4 may reapply after the following periods of time have elapsed:

- (1) History of meeting financial obligations – one year;
- (2) Housekeeping – one year;
- (3) Violent and/or drug related criminal activity – five years;
- (4) A history of disturbing neighbors or destruction of property – one year;
- (5) Committing fraud in connection with any Federal housing assistance program – one year;
- (6) History of alcohol abuse – one year;

P. **Denied for Life:** If any family member has been convicted of manufacturing or producing methamphetamine (speed) in a public housing development or in a Section 8 assisted property;

Q. **Denied for Life:** Has a lifetime registration under a State sex offender registration program.

- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

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

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

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

Sub-jurisdictional lists in effect are as follows: Applicants for Public Housing indicate on their application for housing assistance whether they will accept housing assistance in any part of Dauphin County, only in Northern Dauphin County, or only in Southern Dauphin County. This information is then entered into the Authority's computer through which appropriate sub-

jurisdictional waiting lists can be generated. The Authority considers this to be a sub-jurisdictional waiting list.

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

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

The following is an extract from our adopted Admissions and Continued Occupancy Policy

## **7.0 Taking Applications**

Families wishing to apply for the Public Housing Program will be required to complete an application for housing assistance. Applications will be accepted during regular business hours at the Housing Authority of the County of Dauphin offices located at:

Latsha Towers  
501 Mohn Street  
Steelton, PA 17036

Rattling Creek Apartments  
15 South Second Street  
Lykens, PA 17048

Applications are taken to compile a waiting list. Due to the demand for housing in the Housing Authority jurisdiction, the Housing Authority may take applications on an open enrollment basis, depending on the length of the waiting list.

Completed applications will be accepted for all applicants and the Housing Authority will verify the information.

Applications may be made in person at the Housing Authority offices located at:

Latsha Towers  
501 Mohn Street  
Steelton, PA 17036

Rattling Creek Apartments  
15 South Second Street  
Lykens, PA 17048

Monday through Friday between the hours of 9:00am and 5:00pm except holidays. If physically unable, applications will be mailed to interested families upon request.

The completed application will be dated and time stamped upon its return to the Housing Authority.

Persons with disabilities who require a reasonable accommodation in completing an application may call the Housing Authority to make special arrangements. A Telecommunication Device for the Deaf (TDD) is available for the deaf. The TDD telephone number is 1-800-545-1833 extension 304.

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

**Assignment**

**NA – The Authority does not maintain site-based waiting lists.**

1. How many site-based waiting lists will the PHA operate in the coming year?
2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously- HUD-approved site based waiting list plan)?  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
  - PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

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

- Three or More

The following is an extract from the Housing Authority Admission and Continued Occupancy Policy

### 9.3 Families Nearing the Top of the Waiting List

When a family appears to be nearing the top of the waiting list, the family will be invited to an interview to complete a full application so that the verification process can begin. It is at this point that the family will present Social Security number information, citizenship/eligible immigrant information, and sign the Consent for Release of Information forms.

If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. The Housing Authority must notify the family in writing of this determination and give the family the opportunity for an informal review.

### 9.4 Purging the Waiting List

The Housing Authority shall update and purge its waiting list on an ongoing basis, and no less than annually, to ensure that the pool of applicants reasonably represents the interested families for whom the Housing Authority has current information, i.e. applicant's address, family composition, income category, and preferences.

### 9.5 Removal of Applicants From the Waiting List

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

- A. The applicant requests in writing that the name be removed;
- B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program; or (Mail returned as undeliverable for any reason is considered acceptable criteria to remove an applicant's name from the waiting list, i.e. forwarding order expired, attempted not know, no such number/street, etc.)
- C. The applicant does not meet either the eligibility or suitability criteria for the program.

## 9.6 MISSED APPOINTMENTS

All applicants who fail to keep a scheduled appointment with the Housing Authority will be sent a notice of termination of the process for eligibility.

The Housing Authority will give no more than two opportunities to the applicant(s) to reschedule an appointment. Before the Housing Authority will consider a second opportunity to reschedule, the applicant(s) may be required to provide satisfactory written documentation in order to verify the reason for missing the first rescheduled appointment. The Housing Authority will give a second opportunity to the applicant(s) to reschedule if the applicant(s) missed the first rescheduled appointment for "good cause". Good cause is defined as an unavoidable conflict that seriously affects the health, safety or welfare of the applicant(s). Applicants will be offered the right to an informal review before being removed from the waiting list.

## 9.7 Notification of Negative Actions

The Housing Authority, in writing, will notify any applicant whose name is being removed from the waiting list that they have ten (10) calendar days from the date of the written correspondence to present mitigating circumstances or request an informal review. The letter will also indicate that their name will be removed from the waiting list if they fail to respond within the time frame specified. The Housing Authority system of removing applicant names from the waiting list will not violate the rights of persons with disabilities. If an applicant claims that their failure to respond to a request for information or updates was caused by a disability, the Housing Authority will verify that there is in fact a disability and the disability caused the failure to respond, and provide a reasonable accommodation. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

- b.  Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

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

a. Income targeting:

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

b. Transfer policies:

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

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

The following is an extract from the Housing Authority Admission and Continued Occupancy Policy

## 16.0 Unit Transfers

### 16.1 Objectives of the Transfer Policy

The objectives of the Transfer Policy include the following:

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

### 16.2 Categories of Transfers

Category A: Emergency transfers. These transfers are necessary when conditions pose an immediate threat to the life, health, or safety of a

family or one of its members. Such situations may involve defects of the unit or the building in which it is located, the health condition of a family member, a hate crime, the safety of witnesses to a crime, or a law enforcement matter particular to the neighborhood.

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

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

### 16.3 Documentation

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

### 16.4 Incentive transfers

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

### 16.5 Processing Transfers

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

Transfers in category A and B described in Section 16.2 will be housed ahead of any other families, including those on the applicant waiting list. Transfers in category A will be housed ahead of transfers in category B.

The following is the policy for the rejection of an offer to transfer:

- A. If the family rejects with good cause any unit offered, they will not lose their place on the transfer waiting list.
- B. If the transfer is being made at the request of the Housing Authority and the family rejects two offers without good cause, the Housing

Authority will take action to terminate their tenancy. If the reason for the transfer is that the current unit is too small to meet the Housing Authority's optimum occupancy standards, the family may request in writing to stay in the unit without being transferred so long as their occupancy will not exceed two people per living/sleeping room.

- C. If the transfer is being made at the family's request and the rejected offer provides deconcentration incentives, the family will maintain their place on the transfer list and will not otherwise be penalized.
- D. If the transfer is being made at the family's request, the family may, without good cause and without penalty, turn down one offer that does not include deconcentration incentives. After turning down a second such offer without good cause, the family's name will be removed from the transfer list.

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)

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

The following is an extract from the Housing Authority Admission and Continued Occupancy Policy.

## **10.0 Tenant Selection and Assignment Plan**

### 10.1 Preferences

The Housing Authority shall grant preferences for admission to an applicant whose circumstances, at the time of being considered for a unit, correspond to the criteria listed below. NOTE: A preference is not a guarantee of admission. The applicant must meet the Housing Authority's tenant selection criteria prior to being admitted as a tenant.

- A. Displaced person(s): Individuals or families displaced by government action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal Disaster Relief Laws.
- B. Individuals or families relocated under the Federal, State or local government Witness Protection Program.
- C. Victims of Domestic Violence: Individuals or families who have been subjected to or victimized by violence by a member of the family or household within the past year. The Housing Authority will require evidence that the family has been displaced as result of fleeing violence in the home. Individuals and families are also eligible for this preference if there is proof that the individual or family is currently living in a situation where they are being subjected to or victimized by violence in the home. Evidence or proof may include a Protection from Abuse Order, police report, or written verification that the individual or family is living in an emergency shelter because the individual or family has been subjected to or victimized by violence by a member of the family or household. The following criteria are used to establish an individual's or a family's eligibility for this preference:

Actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member who lives in the unit with the family.

The actual or threatened violence must have occurred within the past 30 days or be of a continuing nature.

An applicant who lives in a violent neighborhood or is fearful of other violence outside the household is not considered involuntarily displaced.

To qualify for this preference, the abuser must still reside in the unit from which the victim was displaced. The applicant must certify that the abuser will not reside with the applicant unless the Housing Authority gives prior written approval.

The Housing Authority will approve the return of the abuser to the household under the following conditions:

The Housing Authority verifies that the abuser has received therapy or counseling that appears to minimize the likelihood of recurrence of violent behavior.

A counselor, therapist or other appropriate professional recommends in writing that the individual be allowed to reside with the family.

If the abuser returns to the family without approval of the Housing Authority, the Housing Authority will deny or terminate assistance for breach of the certification.

At the family's request, the Housing Authority will take precautions to ensure that the new location of the family is concealed in cases of domestic abuse.

- D. Individuals or families that reside in Dauphin County but outside the City of Harrisburg at the time of their final application and whose head, spouse, co-head or unrelated partner of head of household is currently employed in a position which generates employment income countable under HUD's definition of annual income.

Employment is defined as:

- (1) Employment must be current and have lasted a minimum of 90 days prior to the time the preference is claimed. The employment must provide a minimum of 20 hours of work per week for the family member claiming the preference

(2) Employment must have been held continuously for a minimum of seven (7) months within the twelve (12) month period prior to the time the preference is claimed and the employment was terminated solely due to an involuntary layoff of the employee by the employer.

(3)The amount earned shall not be a factor in granting this preference.

The employment part of this preference is also extended equally to, (1) a family if the head, spouse, or sole member is 62 years of age or older or who is receiving social security or Supplemental Security Income disability benefits or any other payments based on the individual's inability to work and, (2) any family whose head, spouse, co-head or unrelated partner of head of household is currently a full time student or enrolled in an employment training program. Full time student is defined as a person who is carrying a subject load that is considered full time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program as well as an institution offering a college degree. The Authority will investigate termination of enrollment of a family member whose enrollment resulted in receiving benefit of this preference. Voluntary termination of enrollment, prior to award of the degree or certificate will be considered to be a misrepresentation of facts to the Authority at the time of admission and will result in termination of housing assistance. Involuntary termination such as the elimination of the program; lack of available funds; or other circumstances beyond the family member's control shall not result in termination of housing assistance.

- E. Individuals or families, who at the time of their final application, do not reside in Dauphin County (exclusive of the City of Harrisburg) and are employed as described in preference A.
- F. Individuals or families that reside in Dauphin County, but outside the City of Harrisburg, at the time of their final application.
- G. All other applicants.

Based on the above preferences, all families in preference A, B and C will be offered housing before any families in preference D; preference D families will be offered housing before any families in preference E; preference E families will be offered housing before any families in

preference F; preference F families will be offered housing before any families in preference G.

The date and time of application will be noted and utilized to determine the sequence within the above-prescribed preferences.

Notwithstanding the above, families who are elderly and disabled, will be offered housing before other single persons.

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

#### Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

The following is an extract from the Housing Authority Admission and Continued Occupancy Policy.

## 10.0 Tenant Selection and Assignment Plan

### 10.1 Preferences

The Housing Authority shall grant preferences for admission to an applicant whose circumstances, at the time of being considered for a unit, correspond to the criteria listed below. NOTE: A preference is not a guarantee of admission. The applicant must meet the Housing Authority's tenant selection criteria prior to being admitted as a tenant.

- A. Displaced person(s): Individuals or families displaced by government action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal Disaster Relief Laws.
- B. Individuals or families relocated under the Federal, State or local government Witness Protection Program.
- C. Victims of Domestic Violence: Individuals or families who have been subjected to or victimized by violence by a member of the family or household within the past year. The Housing Authority will require evidence that the family has been displaced as result of fleeing violence in the home. Individuals and families are also eligible for this preference if there is proof that the individual or family is currently living in a situation where they are being subjected to or victimized by violence in the home. Evidence or proof may include a Protection from Abuse Order, police report, or written verification that the individual or family is living in an emergency shelter because the individual or family has been subjected to or victimized by violence by a member of the family or household. The following criteria are used to establish an individual's or a family's eligibility for this preference:

Actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member who lives in the unit with the family.

The actual or threatened violence must have occurred within the past 30 days or be of a continuing nature.

An applicant who lives in a violent neighborhood or is fearful of other violence outside the household is not considered involuntarily displaced.

To qualify for this preference, the abuser must still reside in the unit from which the victim was displaced. The applicant must certify that the abuser will not reside with the applicant unless the Housing Authority gives prior written approval.

The Housing Authority will approve the return of the abuser to the household under the following conditions:

The Housing Authority verifies that the abuser has received therapy or counseling that appears to minimize the likelihood of recurrence of violent behavior.

A counselor, therapist or other appropriate professional recommends in writing that the individual be allowed to reside with the family.

If the abuser returns to the family without approval of the Housing Authority, the Housing Authority will deny or terminate assistance for breach of the certification.

At the family's request, the Housing Authority will take precautions to ensure that the new location of the family is concealed in cases of domestic abuse.

- D. Individuals or families that reside in Dauphin County but outside the City of Harrisburg at the time of their final application and whose head, spouse, co-head or unrelated partner or head of household is currently employed in a position which generates employment income countable under HUD's definition of annual income.

Employment is defined as:

- (1) Employment must be current and have lasted a minimum of 90 days prior to the time the preference is claimed. The employment must provide a minimum of 20 hours of work per week for the family member claiming the preference

OR

- (2) Employment must have been held continuously for a minimum of seven (7) months within the twelve (12) month period prior to the time the preference is claimed and the employment was terminated solely due to an involuntary layoff of the employee by the employer.

(3) The amount earned shall not be a factor in granting this preference.

The employment part of this preference is also extended equally to, (1) a family if the head, spouse, or sole member is 62 years of age or older or who is receiving social security or Supplemental Security Income disability benefits or any other payments based on the individual's inability to work and, (2) any family whose head, spouse, co-head or unrelated partner of head of household is currently a full time student or enrolled in an employment training program. Full time student is defined as a person who is carrying a subject load that is considered full time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program as well as an institution offering a college degree. The Authority will investigate termination of enrollment of a family member whose enrollment resulted in receiving benefit of this preference. Voluntary termination of enrollment, prior to award of the degree or certificate will be considered to be a misrepresentation of facts to the Authority at the time of admission and will result in termination of housing assistance. Involuntary termination such as the elimination of the program; lack of available funds; or other circumstances beyond the family member's control shall not result in termination of housing assistance.

- E. Individuals or families, who at the time of their final application, do not reside in Dauphin County (exclusive of the City of Harrisburg) and are employed as described in preference D.
- F. Individuals or families that reside in Dauphin County, but outside the City of Harrisburg, at the time of their final application.
- G. All other applicants.

Based on the above preferences, all families in preference A, B and C will be offered housing before any families in preference D; preference D families will be offered housing before any families in preference E; preference E families will be offered housing before any families in preference F; preference F families will be offered housing before any families in preference G.

The date and time of application will be noted and utilized to determine the sequence within the above-prescribed preferences.

Notwithstanding the above, families who are elderly and disabled, will be offered housing before other single persons.

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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)

The following is an extract from our adopted Admissions and Continued Occupancy Policy

**15.6 Interim Reexaminations**

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

Families will not be required to report any increase in income or decreases in allowable expenses between annual reexaminations. However, if a rent reduction is granted through an Interim Reexamination, the Resident must report in writing any later increase in income within ten (10) days of the occurrence until the next scheduled reexamination. Failure to report such an increase in income may result in a retroactive rent change.

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

- A. A member has been added to the family through birth or adoption or court-awarded custody.
- B. A household member is leaving or has left the family unit.
- C. A person with income, other than a minor or full-time student, joins the household.

In order to add a household member other than through birth or adoption (including a live-in aide), the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security number if they have one and must verify their citizenship/eligible immigrant status. (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family.) The new family member will go through the screening process similar to the process for applicants. The Housing Authority will determine the eligibility of the individual before adding them to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family's rent is being determined under the income method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with Section 15.8.

Families are not required to, but may at any time, request an interim reexamination based on a decrease in income, an increase in allowable expenses, or other changes in family circumstances. Upon such request, the Housing Authority will take timely action to process the interim reexamination and recalculate the tenant's rent.

## **(6) Deconcentration and Income Mixing**

**This section intentionally left blank in accordance with the instructions found in HUD Notice PIH 99-51. See Attachment L Housing Authority of the County of Dauphin Deconcentration and Income Mixing Analysis**

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

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

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

Adoption of site-based waiting lists

If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

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

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

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

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

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

The Housing Authority will apply the following criteria, in addition to the HUD eligibility criteria, as grounds for denial of admission to the program.

- ③ The family must have not violated any family obligation during a previous participation in the Section 8 program for 3 years prior to final eligibility determination.
- ③ The Housing Authority will make an exception, if the family member who violated the family obligation is not a current member of the household on the application.
- ③ When the Housing Authority denies assistance to a person with a disability due to a violation of family obligation, and the violation was a result of the disability, the applicant may request a review of the decision to deny assistance.
- ③ The family must pay any outstanding debt owed the Housing Authority or another Housing Authority as a result of prior participation in any federal housing program within 30 days of Housing Authority notice to repay.

- ③ The family must be in good standing regarding any current payment agreement made with another Housing Authority for a previous debt incurred, before this Housing Authority will allow participation in its Section 8 program.
- ③ No family member may have been evicted from public housing for any reason during the last 3 years prior to final eligibility determination.
- ③ The Housing Authority will check criminal history for all adults in the household to determine whether any member of the family has violated any of the prohibited behaviors as referenced in Chapter 15, Section B., (One Strike).

- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
  - Criminal or drug-related activity
  - Other (describe below)

The following is an extract from our Administrative Plan for the Section 8 Certificate and Voucher programs.

In accordance with HUD requirements, the Housing Authority will furnish prospective owners who request the family's address information in writing from the Housing Authority with the family's current address as shown in the Housing Authority's records and, if known to the Housing Authority, the name and address of the landlord at the family's current and prior address.

The Housing Authority will make an exception to this requirement if the family's whereabouts must be protected due to domestic abuse or witness protection.

The Housing Authority will inform owners that it is the responsibility of the landlord to determine the suitability of prospective tenants. Owners will be encouraged to screen applicants for rent payment history, eviction history, damage to units, and other factors related to the family's suitability as a tenant.

A statement of the Housing Authority's policy on release of information to prospective landlords will be included in the briefing packet which is provided to the family.

The Housing Authority will furnish prospective owners with information about the family's rental history, or any history of drug trafficking.

The information will be provided orally.

The Housing Authority's policy on providing information to owners is included is included in the briefing packet and will apply uniformly to all families and owners.

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

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

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

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

- PHA main administrative office
- Other (list below)

In addition to the main office at 501 Mohn St., Steelton, PA, interested persons may apply for admission to Section 8 Tenant-based assistance at the Rattling Creek Apts., 15 S. Second St., Lykens, PA between the hours of 10:00am and 4:00pm.

### **(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:

The following is an extract from the Housing Authority Administrative Plan for the Section 8 Certificate and Voucher programs.

The Housing Authority will extend the term up to 120 days from the beginning of the initial term if the family needs and requests an extension as a reasonable

accommodation to make the program accessible to and usable by a family member with a disability. If as a reasonable accommodation, the family needs an extension in excess of 120 days, the Housing Authority will request such approval from the HUD field office.

A family may request an extension of the Voucher time period. All requests for extensions must be received in writing prior to the expiration date of the voucher.

Extensions are permissible at the discretion of the Housing Authority up to a maximum of an additional 60 days primarily for these reasons:

Extenuating circumstances such as hospitalization or a family emergency for an extended period of time which has affected the family's ability to find a unit within the initial sixty-day period. Verification is required.

The Housing Authority is satisfied that the family has made a reasonable effort to locate a unit, including seeking the assistance of the Housing Authority, throughout the initial sixty-day period. A completed search record is not required.

The Housing Authority extends in one or more increments. Unless approved by the Section 8 Supervisory staff, no more than 2 extensions of 30 days or less will be granted and never for a total of more than an additional sixty days.

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

##### a. Income targeting

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

##### b. Preferences

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

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

##### Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence

- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

The Housing Authority uses the following Local Preference system:

The Housing Authority will give a local preference to families whose income is at or below 30% of the published median income for the area.

Among those who qualify for the income preference the waiting list will be arranged by date and time of application.

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

The Housing Authority uses the following Local Preference system:

The Housing Authority will give a local preference to families whose income is at or below 30% of the published median income for the area.

Among those who qualify for the income preference the waiting list will be arranged by date and time of application.

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

### **Project-based Section 8 Assistance:**

- Background

On January 16, 2001 HUD published a notice in the Federal Register titled "Revisions to PHA Project-Based Assistance Program; Initial Guidance." In accordance with the new law, and the Regulations at 24 CFR Part 983, the Housing Authority of the County of Dauphin intends to consider designating a portion of its available tenant-based voucher funds for project-based assistance during the ensuing fiscal year. A brief description of the proposed program, as required by the Federal Register Notice, is as follows.

The Housing Authority is considering designating a portion of its available tenant-based voucher funds for project-based assistance. We are proposing to specifically target families, and in particular, families with disabilities.

See Attachment P: Statement of Intent to Implement a Project-Based Voucher Program for a progress statement.

#### Progress Statement

The Housing Authority intends to advertise the availability of up to 20% of its Section 8 tenant-based vouchers to be allocated to project-based assistance upon receipt of HUD approval. The Housing Authority will be considering both new construction and existing developments.

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

[24 CFR Part 903.7 9 (d)]

### **A. Public Housing**

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

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

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)

The following is an extract from our Admission and Continued Occupancy Policy

### 15.6 Interim Reexaminations

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

Families will not be required to report any increase in income or decreases in allowable expenses between annual reexaminations. However, if a rent reduction is granted through an Interim Reexamination, the Resident must report in writing any later increase in income within ten (10) days of the occurrence until the next scheduled reexamination. Failure to report such an increase in income may result in a retroactive rent change.

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

- A. A member has been added to the family through birth or adoption or court-awarded custody.
- D. A household member is leaving or has left the family unit.
- E. A person with income, other than a minor or full-time student, joins the household.

In order to add a household member other than through birth or adoption (including a live-in aide), the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must

provide their Social Security number if they have one and must verify their citizenship/eligible immigrant status. (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family.) The new family member will go through the screening process similar to the process for applicants. The Housing Authority will determine the eligibility of the individual before adding them to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family's rent is being determined under the income method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with Section 15.8.

Families are not required to, but may at any time, request an interim reexamination based on a decrease in income, an increase in allowable expenses, or other changes in family circumstances. Upon such request, the Housing Authority will take timely action to process the interim reexamination and recalculate the tenant's rent.

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

## **(2) Flat Rents**

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

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

## **B. Section 8 Tenant-Based Assistance**

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

d. How often are 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)

③ Availability of suitable vacant units below the Payment Standard

③ Quality of Units Selected

③ HA Decision Point

③ Rent to Owner Increases

③ Time to Locate Housing

③ Rent Reasonableness Data Base/Average Rents to Owners

③ Financial Feasibility

③ File Documentation

**(2) Minimum Rent**

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

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

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

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached. **(See Attachment M: Organization Chart)**
- 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	777 units	154 units
Section 8 Vouchers	852 vouchers	190 vouchers
Section 8 Certificates		
Section 8 Mod Rehab	30 units occupied	7 units
Special Purpose Section 8 Certificates/Vouchers	(included in above total)	(Included above)

(list individually) Family Unification Mental Health set aside	62 vouchers 40 vouchers	50% 10%
Public Housing Drug Elimination Program (PHDEP)	NA	
Other Federal Programs(list individually)	0	
FSS Program	Section 8- 100	10%
“ “	Public Housing - 1	

### C. Management and Maintenance Policies

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

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

- Agency Plan
- Admissions and Continued Occupancy Policy
- Capitalization Policy
- Capital Fund Program Annual Statement and 5-Year Action Plan
- Check Signing Policy
- Community Space Policy
- Criminal Records Management Policy
- Deconcentration Policy
- Disposition Policy
- Drug-Free Workplace Policy
- Dwelling Lease
- Equal Housing Opportunity Policy
- Ethics Policy
- Funds Transfer Policy
- Grievance Procedures
- Homeownership Program Plan
- Personnel Policy
- Investment Policy
- Maintenance Policy
- Procurement Policy
- Harassment Policy
- Trespassing Policy

Pet Policy  
Pest Control Policy  
Schedule of Flat Rents  
Schedule of Standard Charges to Residents

(2) Section 8 Management: (list below)

Administrative Plan  
Family Self-Sufficiency Action Plan

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

### **B. Section 8 Tenant-Based Assistance**

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office

Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

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

#### **Attachment B: Capital Fund Program Annual Statement**

-or-

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

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

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

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

b. If yes to question a, select one:

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

## Attachment C: Capital Fund Program 5 -Year Action Plan

-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)
- Other: Collateralization

Section 519 of the Quality Housing and Work Responsibility Act of 1998, authorizes the allocation of funds under the Capital Fund. The final rule implementing this statute was effective April 17, 2000. 24 CFR Part 905 Section (k) provides clarification of a Housing Authority's authorization to undertake collateralization, as provided under section 14 (a) of the 1937 Act, and to address the statutorily eligible expenses in section 9 (d) (1) of the U.S. Housing Act of 1937. The Housing Authority intends to utilize this authority to secure a tax-exempt privately financed loan. The purpose of the loan is to accomplish much needed modernization work in a more timely manner than would be accomplished if the Housing Authority was forced to depend solely on the annual funding provided by the Capital Fund. Eligible expenses include:

- (k) (1) (i) Development, financing, and modernization of public housing projects, including the redesign, reconstruction, and reconfiguration of public housing sites and buildings (including accessibility improvements) and the development of mixed-finance projects;
- (ii) Vacancy reduction;
- (iii) Addressing deferred maintenance needs and the replacement of obsolete utility systems and dwelling equipment;
- (iv) Planned code compliance;
- (v) Management improvements;
- (vi) Demolition and replacement;
- (vii) Resident relocation;
- (viii) Capital expenditures to facilitate programs to improve the empowerment and economic self-sufficiency of public housing residents and to improve resident participation;
- (ix) Capital expenditures to improve the security and safety of residents; and
- (x) Homeownership activities, including programs under section 32 of the 1937 Act.

We have placed in motion the preliminary steps of our comprehensive strategy by formally requesting approval of our capital fund grant financing proposal in a letter dated January 10, 2003 to Mr. Rod Solomon, Deputy Assistant Secretary, HUD. In summary, the Housing Authority proposes to pledge from twenty five to thirty percent of its annual Capital Fund Allocation (approximately \$330,000) to

service a bank qualified, tax exempt loan of approximately \$4,200,000 over a twenty year period at the lowest possible interest rate. The proceeds of the loan are earmarked for the remodeling of the Cole Crest family housing site and the reconfiguration of efficiency apartments. Such an initiative will free up approximately 70% of the funding in the 5 year action plan allowing most of the work items remaining in the Ten Year Plan to be rolled forward and completed in half the original time frame. The detailed work items and scope of work are included in our Fiscal Year 2003 Annual Statement and 5 Year Action Plan.

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

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

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

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

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Scattered Sites 1b. Development (project) number: PA035-21
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(06/21/03)</u>
5. Number of units affected: 4
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 04/01/03 b. Projected end date of activity: 06/30/03

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

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>
1a. Development name: Bistline House, Hoy Towers, Latsha Towers 1b. Development (project) number: PA035-005, 004, 007
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(06/30/2003)</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 300 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

## 10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

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

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

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to

component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name: Scattered Sites 1b. Development (project) number: PA035-021	
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) (Low Income Homeownership Program) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>(DD/MM/YYYY)</u>	
5. Number of units affected: 16	
6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

As of this date, there are 12 units remaining in the program.

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

25 or fewer participants

- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

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

If yes, list criteria below:

See our adopted Section 8 Program Administrative Plan

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

[24 CFR Part 903.7 9 (l)]

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

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

1. Cooperative agreements:

- Yes  No: Has the PHA has 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)?

The Housing Authority of the County of Dauphin is actively engaged in discussions with the Pennsylvania Department of Public Welfare. A draft cooperation agreement is presently being prepared.

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

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Capital Area Head Start: Lang Manor & Cole Crest Head Start and child care	70	<i>PHA Residents have priority status</i>	<i>Lang Manor &amp; Cole Crest developments</i>	<i>Public housing &amp; Section 8</i>
PROBE/New Choices: job prep/placement	25	PHA Residents have priority status	Cole Crest development	Public housing and Section 8
Tri County Opportunities Industrial Center: GED training, family literacy, computer training	20	Open enrollment	PHA wide	Public housing and Section 8

EDSS: FSS, Supportive Services and case management	101	All public housing & Sec 8	PHA wide	Public housing and Section 8
Elderly Supportive Services:	250	Public Housing	PHA wide	Public Housing
Rent rebate programs	100	Public Housing	PHA wide	Public Housing
Medical Assistance	50	Public Housing	PHA wide	Public Housing
Food stamps	30	Public Housing	PHA wide	Public Housing
PACE Program	6	Public Housing	PHA wide	Public Housing
Lifeline Program	8	Public Housing	PHA wide	Public Housing
HEAR NOW	4	Public Housing	PHA wide	Public Housing
Tri County Blind Ass'n	12	Public Housing	PHA wide	Public Housing
Charitable Care				
Transportation Services				
Family Savings Account Program	100	Open Enrollment	Cole Crest Development	Open Enrollment
SEBOS Transportation	100	Public Housing	Residents of Steelton & Swatara	PHA and Section 8
Steelton Food Distribution Co-op	150	Public Housing	Hoy & Latsha Towers and Bistline House	Public Housing
Farmers Market Vouchers	200	Elderly PHA Residents	All Elderly buildings	PHA

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	None	1 participants
Section 8	100	100 participants

- 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? **(We are currently exceeding the minimum program size required)**  
If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

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

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

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

See Attachment J: Implementation of Public Housing Resident Community Service Requirements

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

[24 CFR Part 903.7 9 (m)]

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

**The Housing Authority of the County of Dauphin is not participating in the PHDEP; and is not submitting a PHDEP Plan with this PHA Plan.**

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

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

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

We do not experience a high incidence of violent and/or drug-related crime in our developments or in the areas surrounding our developments.

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

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

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

Genesis Court

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

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

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

Capital improvements to buildings, units and sites to enhance resident perception of safety and security

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

Our 5 - year action plan includes capital improvements to buildings, units and sites throughout the jurisdiction of the Agency.

**C. Coordination between PHA and the police**

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

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

State Police cooperate with the Authority at sites that are not under jurisdiction of local police. Local police provide the same amount of protection to Authority residents as the rest of the community.

No trespassing notices are issued to individuals not allowed to enter Housing Authority property. When violations occur, local police cooperate and take appropriate action.

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

All Developments.

**D. Additional information as required by PHDEP/PHDEP Plan**

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

- Yes  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 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

See Attachment K: Pet Policy Statement

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (File name)

Attachment O: Resident Advisory Board Comments and Agency Response

- Provided below:

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

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

- Other: (list below)

The Housing Authority of the County of Dauphin responses to the comments received from the Resident Advisory Board are included in Attachment O.

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

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

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

In accordance with the State Law, a resident was appointed to the Board of Commissioners by the appropriate official of the Dauphin County government for the term beginning December 28, 2000 and expires August 26, 2003.

See Attachment F.

### 3. Description of Resident Election Process

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

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

#### b. Eligible candidates: (select one)

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

#### c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: (provide name here) **Pennsylvania Department of Community and Economic Development; and the Dauphin County, Pennsylvania Consolidated Plan**

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.

**Dauphin County Department of Community and Economic Development**

- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  1. We are continuing to renovate our public housing units.
  2. We are continuing to market our public housing and Section 8 program to make families and elderly/disabled persons aware of the availability of decent, safe, sanitary and affordable housing in the jurisdiction of the Housing Authority of the County of Dauphin.
  3. We will continue to provide accessible housing in the public housing program to persons with disabilities. We are in full compliance with the HUD directed 504/ADA requirements.
  4. We will continue our current program to offer homeownership incentives for public housing residents.
  5. We will continue our resident initiatives programs, that are aimed at promoting the economic self-sufficiency of public housing residents.
  6. We will continue to provide supportive services to our senior residents.
  7. Our Admission and Continued Occupancy Policy and Section 8 Administrative Plan have been revised to meet the requirements of QHWRA and current HUD Regulations.
  8. In cooperation with the Dauphin County Department of Community and Economic Development, we are administering a HOME Program grant to provide Lead Abatement to Section 8 Program Landlords.
  9. In cooperation with the Dauphin County Department of Community and Economic Development, we are administering a 5 year Shelter Plus Care grant.
- Other: (list below)

The Housing Authority of the County of Dauphin Admission and Continued Occupancy Policy Requirements are established and designed to:

- Provide improved living conditions for very low and low-income families while maintaining their rent payments at an affordable level.
- To operate a socially and financially sound public housing agency that provides violence and drug-free, decent, safe and sanitary housing with a suitable living environment for tenants and their families.
- To avoid concentrations of economically and socially deprived families in any one or both of our public housing developments.
- To lawfully deny the admission of applicants, or the continued occupancy of residents, whose habits and practices reasonably may be expected to adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood, or create a danger to our employees.
- To promote upward mobility opportunities for families who desire to achieve self-sufficiency.
- To facilitate the judicious management of our inventory and efficient management of our staff.
- To ensure compliance with Title VI of the Civil Rights Act of 1964 and all other applicable Federal laws and regulations so that the admissions and continued occupancy are conducted without regard to race, color, religion, creed, sex, national origin, handicap or familial status.

We have similar principles and goals for our Section 8 Program

- To provide decent, safe and sanitary housing for very low income families while maintaining their rent payments at an affordable level.
- To ensure that all units meet Housing Quality Standards and families pay fair and reasonable rents.
- To promote fair housing and the opportunity for very low-income families of all ethnic backgrounds to experience freedom of housing choice.
- To promote a housing program which maintains quality service and integrity while providing an incentive to private property owners to rent to very low income families.

- To assist the local economy by increasing the occupancy rate and the amount of money flowing into the community.
- To encourage self sufficiency of participant families and assist in the expansion of family opportunities which address educational, socio-economic, recreational and other human service needs.
- To create positive public awareness and expand the level of family, owner, and community support in accomplishing the Housing Authority of the County of Dauphin's mission.
- To attain and maintain a high level of standards and professionalism in our day to day management of all program components.
- To administer an efficient, high-performing agency through continuous improvement of the Housing Authority's support systems and commitment to our employees and their development.

We have stated how we intend to address our community's housing needs to the maximum extent practical. While we do not have the resources to resolve all of our community's housing needs, we will continue to work with the Dauphin County Department of Community Development in an effort to coordinate services and resources. As we deem appropriate to our needs, we shall apply for the grant opportunities made available by the U.S. Department of Housing and Urban Development over the course of the next year. Whenever possible and practical, we will respond to HUD Notices of Funding Availability to increase the amount of affordable housing in Dauphin County.

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

The Commonwealth's Consolidated Plan provides the following goals and action steps to be pursued during the five-year period.

- ◆ Maintain and Revitalize Neighborhoods and Housing
- ◆ Build Capacity of Community-Based Organizations and Local Governments
- ◆ Support for Service Enriched Housing
- ◆ Improve Rental Housing Opportunities
- ◆ Assist Families and Individuals to Become First-Time Home Buyers
- ◆ Use a Continuum of Care to Address the Economic, Social, and Health Problems of the Homeless
- ◆ Minimize Regulatory Barriers to Affordable Housing
- ◆ Further Fair Housing and Address Community Opposition

- ◆ Work to Reduce and Eliminate Environmental Hazards Associated with Housing
- ◆ Promote Local Community Development Strategies
- ◆ Develop Economic Opportunities

The Consolidated Plan recognizes that Pennsylvania's Public Housing Authorities are an important element of the overall institutional structure for the provision of housing and supportive services for lower income households. As such, their development expertise, management expertise and financial resources are critical elements of the State's housing strategy.

The Consolidated Plan acknowledges that public housing authorities are affected by and must deal with aging housing stock; increased demand for rental assistance; austere Federal budgets; significant changes in statutes and regulations that require redefining priorities and adjusting processes; welfare reform; and the growth of private subsidized and tax credit housing that affect income base.

The Consolidated Plan further recognizes that public housing authorities are unique in that they address a major housing need in the Commonwealth by providing shelter primarily to extremely low-income families and individuals. There are no other housing subsidy programs at the State or Federal level that are designed to meet the needs of extremely low-income households. The Commonwealth's Consolidated Plan does not outline activities to encourage residents of public housing units to become more involved in the management of public housing or to become owners of their public housing units because there is no state-level public housing authority.

However, financial and technical assistance programs administered by the Commonwealth may indirectly benefit jurisdictions, housing authorities, and community-based organizations seeking to undertake resident initiatives. The Commonwealth also will deem applications for federal assistance to support resident initiatives as consistent with the Commonwealth's Consolidated Plan.

Additionally, the Commonwealth will consider funding projects that assist residents of public housing to become homeowners. If the residents to be assisted are very low-income households, that project will be consistent with the Commonwealth's Consolidated Plan.

The Commonwealth also will continue to work with the Pennsylvania Association of Housing and Redevelopment Agencies, Regional Legal Services, and members of the General Assembly to incorporate public housing authorities and their residents into the state's housing strategy.

The Consolidated Plan has established criteria to determine if Public Housing Authorities are consistent with the Pennsylvania's Consolidated Plan. Housing

Authorities will be deemed consistent if they include one or more of the following activities.

- ③ Rehabilitation of the existing public housing stock in a manner that is sensitive to the need for accessibility to and visitability by persons with disabilities.
- ③ Demolition of obsolete public housing units
- ③ Conversion of underutilized and less marketable public housing units into unit configurations that are more marketable
- ③ Development of new lower density 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 residents
- ③ Requests for additional Section 8 vouchers from HUD

The Dauphin County Consolidated Plan Goals and action steps are consistent with the Commonwealth's Consolidated Plan goals and action steps to be pursued during the five-year period. The Dauphin County Consolidated Plan acknowledges the contributions to affordable housing by the Housing Authority of the County of Dauphin (HACD) and has established priorities over the next five years that will assist extremely low income renters through loans to landlords participating in the Section 8 program with lead abatement. The HOME loan program provides \$190, 000 to the HACD. Through stabilization of the housing situation and the availability of family self sufficiency and other services sponsored by the HACD, participating households can access services that could result in improving income to the point above poverty. Regarding homeownership, all residents of public housing in Dauphin County may participate in Dauphin County's First-Time Home Buyers Program.

In summary the Dauphin County Consolidated Plan supports the HACD PHA Plan with actions and commitments.

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

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

The final Agency Plan Rule contains a requirement in 24 CFR 903.7<sup>(c)</sup> that agency plans contain a locally derived definition of "substantial deviation" and "significant amendment or modification."

The Housing Authority of the County of Dauphin has adopted a definition of substantial deviation and significant amendment or modification. That definition is:

A. Substantial Deviation from the 5-year Plan:

A substantial deviation from the 5-year Plan occurs when the Board of Commissioners decides that it wants to change the mission statement, goals or objectives of the 5-year plan.

B. Significant Amendment or Modification to the Annual Plan:

Significant amendments or modifications to the Annual Plan are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the plans of the agency and which require formal approval of the Board of Commissioners.

Our adopted policy is included in this Agency Plan at Attachment H: Dauphin Definition of Substantial Deviation and Significant Amendment or Modification

## **Attachments**

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

**Attachment A – Housing Authority of the County of Dauphin  
Deconcentration Policy**

**Attachment B – Housing Authority of the County of Dauphin Capital Fund  
Program Annual Statement**

**Attachment C – Housing Authority of the County of Dauphin Capital Fund  
Program 5-Year Action Plan**

**Attachment D: Capital Fund Program FY 2002 P & E Report**

**Attachment E: Capital Fund Program FY 2001 P & E Report**

**Attachment F: Resident Membership of the Governing Board**

**Attachment G: Membership of the Resident Advisory Board**

**Attachment H: Definition of Substantial Deviation and Significant  
Amendment or Modification**

**Attachment I: Statement of Progress in Meeting the 5-Year Plan Mission,  
Goals and Objectives**

**Attachment J: Implementation of Public Housing Resident Community  
Service Requirements**

**Attachment K: Pet Policy**

**Attachment L: Deconcentration and Income Mixing**

**Attachment M: Organizational Chart**

**Attachment N: FFY 2002 Resident Survey Follow-up Plan**

**Attachment O: Resident Advisory Board Comments and Agency Response**

**Attachment P: Statement of Intent to Implement a Section 8 Project-based Voucher Program**

# **Attachment A**

## **Housing Authority of the County of Dauphin**

### **Annual Plan**

**Fiscal Year 07/01/2003 – 06/30/2004**

#### **Deconcentration Policy**

**The following is an extract from the Housing Authority's adopted Admissions and Continued Occupancy Policy.**

##### **10.4 DECONCENTRATION POLICY**

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

The Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Annually, we will analyze the income levels of families residing in each of our developments. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

##### **10.5 Deconcentration Incentives**

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

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

##### **10.6 Offer of a Unit**

When the Housing Authority discovers that a unit will become available, we will first determine if there is any family who has been approved for a transfer to this type of unit. If there is no such family approved for a transfer, we will then contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

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

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

## 10.7 Rejection of Unit

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

If the Housing Authority did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.

## Attachment B

### Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of the County of Dauphin	Grant Type and Number Capital Fund Program Grant No: PA26PO3550103 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: )  
 Performance and Evaluation Report for Period Ending: 
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	4,188,617 *			
2	1406 Operations				
3	1408 Management Improvements	4,000			
4	1410 Administration	60,588			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	107,000			
10	1460 Dwelling Structures	555,500			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	75,000			
13	1475 Nondwelling Equipment	35,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	10,500			
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	305,000			
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	5,366,205			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				

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

PHA Name: Housing Authority of the County of Dauphin		Grant Type and Number Capital Fund Program Grant No: PA26PO3550103 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
26	Amount of line 21 Related to Energy Conservation Measures				

\* See separate supporting pages for privately financed work items

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

PHA Name: Housing Authority of the County of Dauphin		Grant Type and Number Capital Fund Program Grant No: PA26P03550103 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
				Original	Revised	Funds Obligated	Funds Expended	
PA 035-1	Floors & Drywall	1460	10	64,578				
PA 035-1	Plumbing Improvements	1460	10	77,500				
PA 035-1	Design & Inspection	1430	15	25,000				
PA 035-7	Replace Boilers	1460	1	75,000				
PA 035-7	Install Air Conditioning	1460	61	247,422				
PA 035-7	Relocation	1495	30	10,500				
PA 035-8	Upgrade Site Lighting	1450	6	15,000				
PA 035-8	Expand Parking Lot	1450	1	25,000				
PA 035-8	Replace Generator	1460	1	60,000				
PA 035-8	Replace Central Hot Water System	1460	1	31,000				
PA 035-8	Construct Storage Room	1470	1	75,000				
PA 035-17	Install Aluminum Railings	1450	3	25,000				
PA 035-18	Install Aluminum Railings	1450	2	2,000				
PA 035-23	Pave Drive & Parking Lot	1450	1	20,000				
PA 035-24	Pave Drive & Parking Lot	1450	1	20,000				
HA-Wide	Administration	1410		60,588				
HA-Wide	Management Improvements	1408		4,000				
HA-Wide	Purchase Maintenance Truck	1475		35,000				
HA-Wide	Debt Service	1501		305,000				
PA 035-3	Storage Sheds	1450	100	425,000				
PA 035-3	Concrete Patios	1450	100	60,000				

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

PHA Name: Housing Authority of the County of Dauphin		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA26P03550103 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
				Original	Revised	Funds Obligated	Funds Expended	
PA 035-3	Walls, Sidewalks & Steps	1450	100	231,000				
PA 035-3	Plumbing Improvements	1460	100	390,300				
PA 035-3	Electrical Improvements	1460	100	380,300				
PA 035-3	Replace Siding	1460	100	92,480				
PA 035-3	Asbestos Removal	1460	100	70,156				
PA 035-3	Remodel Bathrooms	1460	100	200,581				
PA 035-3	Remodel Kitchens	1460	100	607,200				
PA 035-3	HVAC System	1460	100	431,600				
PA 035-3	Floors & Drywall	1460	100	439,600				
PA 035-3	Ranges & Refrigerators	1465	100	64,020				
PA 035-3	Relocation	1495	100	104,900				
PA 035-7	Reconfigure Efficiency Apartments	1460	30	550,000				
PA 035-3	Design & Inspection	1430		60,000				
HA-Wide	Administration	1410		81,480				

Note: All work items on this page will be privately financed.

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

PHA Name: Housing Authority of the County of Dauphin		Grant Type and Number Capital Fund Program No: PA26PO3550101 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		
PA 035-1	3/31/05			3/31/07				
PA 035-3	3/31/05			3/31/07				
PA 035-7	3/31/05			3/31/07				
PA 035-8	3/31/05			3/31/07				
PA 035-17	3/31/05			3/31/07				
PA 035-18	3/31/05			3/31/07				
PA 035-23	3/31/05			3/31/07				
PA 035-24	3/31/05			3/31/07				
HA-Wide	3/31/05			3/31/07				

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

PHA Name Housing Authority of the County of Dauphin		<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: 2004 PHA FY: 07/01/2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 07/01/2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 07/01/2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 07/01/2007
	Annual Statement				
PA 035-1					
PA 035-3					
PA 035-7		152,578			35,000
PA 035-8					453,250
PA 035-9				558,822	264,578
PA 035-10		594,180	152,578		
PA 035-11			617,990	205,410	
PA 035-17					
PA 035-18					
PA 035-23					
PA 035-24					
HA-Wide		430,830	407,020	413,356	424,760
Contingency					
CFP Funds Listed for 5-year planning		1,177,588	1,177,588	1,177,588	1,177,588
Replacement Housing Factor Funds					





**Attachment D**

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the County of Dauphin		Grant Type and Number Capital Fund Program Grant No: PA26PO3550102 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: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/02 <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				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	77,600	77,600	77,600	8,491
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	70,096	72,485	72,485	17,010
8	1440 Site Acquisition				
9	1450 Site Improvement	120,097	97,062	97,062	39,965
10	1460 Dwelling Structures	711,094	717,561	560,969	138,900
11	1465.1 Dwelling Equipment—Nonexpendable		85,357	85,357	10,340
12	1470 Nondwelling Structures	70,000	102,660	97,660	43,950
13	1475 Nondwelling Equipment	78,701	24,863	24,863	24,863
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	50,000			
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,177,588	1,177,588	1,015,996	283,519
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				

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

<b>PHA Name:</b> Housing Authority of the County of Dauphin	<b>Grant Type and Number</b> Capital Fund Program Grant No: PA26PO3550102 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2002
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 1)  
 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
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Housing Authority of the County of Dauphin		Grant Type and Number Capital Fund Program Grant No: PA26P03550102 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
				Original	Revised	Funds Obligated	Funds Expended	
PA 035-1	Construct Storage Sheds	1450	6	50,873	50,873	50,873		Underway
PA 035-1	Construct Concrete Patios	1450	6	6,224	6,224	6,224		Underway
PA 035-1	Remodel Bathrooms	1460	6	7,450	16,796	16,796		Underway
PA 035-1	Remodel Kitchens	1460	6	25,525	67,831	67,831		Underway
PA 035-1	Replace HVAC System	1460	6	47,767	47,767	47,767		Underway
PA 035-1	Repair Floors & Drywall	1460	6	18,959	42,744	42,744		Underway
PA 035-1	Plumbing Improvements	1460	6	11,906	28,070	28,070		Underway
PA 035-1	Electrical Improvements	1460	6	39,487	24,020	24,020		Underway
PA 035-1	Asbestos Removal	1460	21		35,289	35,289		Underway
PA 035-1	Air Monitoring for Asbestos Removal	1460	21		17,520			Planning
PA 035-1	Replace Ranges & Refrigerators	1465	82	26,257	26,257	26,257	10,340	Underway
PA 035-3	A &E Services	1430	100	70,096	72,485	72,485	17,010	Underway
PA 035-3	Relocation	1495	20	50,000				Deleted
PA 035-4,5,7	Replace Ranges	1465	300	28,444	59,100	59,100		Underway
PA 035-7	Reconfigure Efficiency Apartments	1460	10	175,000	150,352	150,352		Underway
PA 035-8	Install Heat Pumps	1460	81	175,000	129,280	129,280	120,080	Underway
PA 035-17	Install Tot Lots	1450	2	45,000	23,967	23,967	23,967	Complete
PA 035-19	Replace Roofs	1460	14	25,000	18,820	18,820	18,820	Complete
PA 035-23	Replace Windows	1460	30	40,000				Deleted
PA 035-23	Repair & Paint Drivivt	1460	30	65,000	63,496			Planning
PA 035-23	Install Hallway Cooling	1460	30	15,000	14,150			Planning
PA 035-24	Construct Maintenance Garage	1470	1	70,000	102,660	97,660	43,950	Underway
PA 035-24	Install Tot Lot	1450	1	18,000	15,998	15,998	15,998	Complete

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

PHA Name: Housing Authority of the County of Dauphin		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA26P03550102 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
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Doorway Security System	1460		65,000	61,426			Planning
HA-Wide	Purchase Maintenance Vehicle	1475	1	24,000	24,863	24,863	24,863	Complete
HA-Wide	Administration	1410		77,600	77,600	77,600	8,491	Underway

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

PHA Name: Housing Authority of the County of Dauphin		Grant Type and Number Capital Fund Program No: PA26PO3550102 Replacement Housing Factor No:					Federal FY of Grant: 2002
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PA 035-1	3/31/04			3/31/05			
PA 035-3	3/31/04			3/31/05			
PA 035-4	3/31/04			3/31/05			
PA 035-5	3/31/04			3/31/05			
PA 035-7	3/31/04			3/31/05			
PA 035-8	3/31/04			3/31/05			
PA 035-17	3/31/04			3/31/05			
PA 035-19	3/31/04			3/31/05			
PA 035-23	3/31/04			3/31/05			
PA 035-24	3/31/04			3/31/05			
HA Wide	3/31/04			3/31/05			



**Attachment E**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Housing Authority of the County of Dauphin		Grant Type and Number Capital Fund Program Grant No: PA26PO3550101 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: 2 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 12/31/02 <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				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	77,600	77,600	77,600	76,522
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	44,904	46,129	46,129	46,129
8	1440 Site Acquisition				
9	1450 Site Improvement	180,806	180,806	180,806	113,668
10	1460 Dwelling Structures	859,983	858,758	858,758	505,488
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	20,659	20,659	20,659	20,659
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	43,000	43,000	43,000	21,410
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,226,952	1,226,952	1,226,952	783,876
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				

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

<b>PHA Name:</b> Housing Authority of the County of Dauphin	<b>Grant Type and Number</b> Capital Fund Program Grant No: PA26PO3550101 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2001
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 2 )  
 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
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Housing Authority of the County of Dauphin		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA26PO3550101 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2001</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA 035-1	Storage Sheds	1450	35	161,097	133,594	133,594	82,700	Underway
PA 035-1	Concrete Patios	1450	35	19,709	47,212	47,212	30,968	Underway
PA 035-1	Asbestos Removal	1460	35	30,000	36,991	36,991	13,373	Underway
PA 035-1	Remodel Bathrooms	1460	35	55,260	72,942	72,942	44,903	Underway
PA 035-1	Remodel Kitchens	1460	35	159,995	188,518	188,518	107,680	Underway
PA 035-1	Install New HVAC System	1460	35	250,658	136,513	136,513	98,447	Underway
PA 035-1	Floors & Drywall	1460	35	130,009	144,970	144,970	92,450	Underway
PA 035-1	Plumbing Improvements	1460	35	37,704	139,438	139,438	82,880	Underway
PA 035-1	Electrical Improvements	1460	35	196,357	139,386	139,386	65,755	Underway
PA 035-1	Relocation Costs	1495	35	43,000	43,000	43,000	21,410	Underway
PA 035-1	Non-Dwelling Equipment	1475		20,659	20,659	20,659	20,659	Complete
HA-Wide	Administration	1410		77,600	77,600	77,600	76,522	Underway
	A&E Services	1430		44,904	46,129	46,129	46,129	Complete





## Attachment F

### Housing Authority of the County of Dauphin

#### Annual Plan

Fiscal Year 07/01/2003 – 06/30/2004

#### Required Attachment: 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:

Nancy Thompson

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

- Elected  
 Appointed

C. The term of appointment is (include the date term expires): 5 year term expiring August 26, 2003

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

- 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: August, 2003

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

Dauphin County Commissioners

**Attachment G**

**Housing Authority of the County of Dauphin**

**Annual Plan**

**Fiscal Year 07/01/2003 – 06/30/2004**

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

- i. 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.)

Ms. Tracy Raines  
Genesis Court, Wilson and Lawrence Streets, Apt. 11  
Middletown, Pennsylvania 17057

Ms. Sonja Wright  
912 Wood Street  
Steelton, Pennsylvania 17113

Ms. Michelle Waple  
41 Genesis Court  
Middletown, Pennsylvania 17057

Ms. Tracy Kinsinger  
Highspire Apts., 47 Ann St., Apt. #209  
Highspire, Pennsylvania 17034

Mr. Vance Dill  
Essex House, 320 Market Street, Apt. 301  
Middletown, Pennsylvania 17057

Ms. Paula Small  
472 Aspen Street  
Middletown, Pennsylvania 17057

Ms. Jean Burson  
320 Pitt Street  
Enola, PA 17025

Ms. JoAnn M. Hoffman  
953 Avila Road  
Harrisburg, Pennsylvania 17109

Ms. Rosalind V. Williams  
32 Chestnut Street  
Steelton, Pennsylvania 17113

Ms. Pamela Landrum  
418 Wilson Street #1  
Middletown, Pennsylvania 17057

Ms. Mary G. Shenk  
224A Strasburg Street  
Middletown, Pennsylvania 17057

Ms. Patty Kope  
143 Watson Street  
Steelton, Pennsylvania 17113

Ms. Donna Cargill  
Latsha Towers, 501 Mohn Street, #403  
Steelton, Pennsylvania 17113

Ms. Velma Beaty  
800 Wood Street, Griffith House, Apt. 301  
Steelton, Pennsylvania 17113

Ms. Marion Grant  
1291 S. 28th Street, Apt. 304  
Harrisburg, PA 17111

Ms. Juanita Rawlinson  
1291 S. 28th Street, Apt. 701  
Harrisburg, PA 17111

Ms. Miriam Padilla  
501 Mohn Street, Apt. 805  
Steelton, PA 17113

Mr. Ray Taylor  
501 Mohn Street, Apt. 902  
Steelton, PA 17113

Martin L. Kitner  
1291 S. 28<sup>th</sup> Street, Apt. 200  
Harrisburg, PA 17111

## **Attachment H**

### **Housing Authority of the County of Dauphin**

#### **Annual Plan**

**Fiscal Year 07/01/2003 – 06/30/2004**

#### **Definition of Substantial Deviation and Significant Change or Modification**

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

# Attachment I

## Housing Authority of the County of Dauphin

### Annual Plan

#### Fiscal Year 07/01/2003 – 06/30/2004

### 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:

<b>Goal One: MANAGE THE HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN'S EXISTING PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER</b>	
<b>Objective</b>	<b>Progress</b>
1. HUD shall recognize the Housing Authority of the County of Dauphin as a standard performer under PHAS by June 30, 2001.	We are rated a Standard Performer under PHAS for our fiscal year ended 6/30/2000. Our MASS rating for FY 2002 _____
2. HUD shall recognize the Housing Authority of the County of Dauphin as a high performer under PHAS by June 30, 2005.	Not Applicable for this reporting period
3. The Housing Authority of the County of Dauphin shall achieve and maintain an occupancy rate of 95% by June 30, 2005.	We have a slight increase in occupancy rate during the past year. We were at 89.7% for our base year and our current rate is 93% as of January, 2002. Our current rate is 93.1% as of February, 2003

<b>Goal Two: ENHANCE THE MARKETABILITY OF THE HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN'S PUBLIC HOUSING UNITS</b>	
<b>Objective</b>	<b>Progress</b>
1. The Housing Authority of the County of Dauphin shall study the feasibility of reconfiguring efficiency units in order to increase the marketability of our public housing units. This objective will be accomplished by June 30, 2001.	We have completed the study and have budgeted funds from our Capital Fund Program Annual Statement and 5 Year Plan to begin work.  <b>This objective has been accomplished.</b>

<b>Goal Three: THE HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN SHALL ENSURE EQUAL TREATMENT OF ALL APPLICANTS, RESIDENTS, TENANT-BASED PARTICIPANTS, EMPLOYEES, AND VENDORS</b>	
<b>Objective</b>	<b>Progress</b>
1. The Housing Authority of the County of Dauphin shall mix its public housing development populations as much as possible with respect to ethnicity, race and income. This is an on going objective.	We are in compliance with the requirement that 40% of new admissions be at or below 30% of median income. Our Tenant Selection and Assignment Plan includes a preference for working families.

<b>Goal Four: MANAGE THE HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN'S TENANT-BASED PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER</b>	
<b>Objective</b>	<b>Progress</b>
1. HUD shall recognize the Housing Authority of the County of Dauphin as a standard performer under SEMAP for our fiscal year ending June 30, 2001.	No rating as of this report. We were rated a Standard Performer under SEMAP for our fiscal year ended 6/30/2000. We are rated as a Standard Performer for our fiscal year ended June 30, 2001. <b>This objective has been accomplished.</b>
2. HUD shall recognize the Housing Authority of the County of Dauphin as a high performer under SEMAP for our fiscal year ending June 30, 2005.	Not Applicable this reporting period

## **Attachment J**

### **Housing Authority of the County Of Dauphin**

#### **Annual Plan**

**Fiscal Year 07/01/2003 – 06/30/2004**

### **Implementation of Public Housing Resident Community Service Requirements**

The Department of Veteran Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act, 2002, at Section 432, provides that: "None of the funds made available by this Act may be used to implement or enforce the requirement relating to community service, except with respect to any resident of a public housing project funded with any amount provided under section 24 of the United States Housing Act of 1937, as amended, or any predecessor program for the revitalization of severely distressed public housing (HOPEVI).

Under this provision, Housing Authorities were precluded from implementing or enforcing community service requirements using FY 2002 funds. HUD further permitted Housing Authorities to immediately suspend enforcement of the requirements.

The Housing Authority of the County of Dauphin suspended enforcement of the 8-hour community service requirement for our Fiscal Year July 1, 2002 through June 30, 2003. For the ensuing Fiscal Year, the Housing Authority will continue to suspend enforcement of this provision of our Admissions and Continued Occupancy Policy so long as Congress provides for the option to not enforce it or until additional advice and guidance is received from HUD. In taking this action, we are continuing to encourage our public housing residents to both participate in their community and enhance their self sufficiency skills in a truly voluntary manner.

All affected residents have been notified of the suspension of the requirements.

The following policy is hereby suspended.

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***The Housing Authority of the County of Dauphin has taken the following administrative steps to implement the Public Housing Resident Community Service Requirements.***

## **Public Housing Dwelling Lease**

Our Public Housing Dwelling Lease has been revised to incorporate the changes to the Admission and Occupancy Requirements in the Public Housing Program final rule that was published on March 29, 2000 and any subsequent regulations. Lease termination provisions include “failure to perform required community service or to be exempted therefrom.”

## **Admission and Continued Occupancy Policy**

Our adopted Admissions and Continued Occupancy Policy incorporates the changes to the Admission and Occupancy Requirements in the Public Housing Program final rule that was published on March 29, 2000 and any subsequent regulations and includes a detailed description of the Public Housing Resident Community Service Requirements. The following are highlights of the pertinent sections of our policy:

- General: “In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities), or (2) participate in an economic self-sufficiency program, or (3) perform eight hours per month of combined activities unless they are exempt from this requirement.
- Exemptions are listed in our policy.
- Notifications: The Housing Authority of the County of Dauphin will identify all adult family members who are apparently not exempt from the community service requirement. The notification will advise family members that their community service obligation will begin upon the effective date of their first annual reexamination on or after October 1, 2000.
- Volunteer Opportunities: The Housing Authority of the County of Dauphin will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.
- The Process: The Housing Authority of the County of Dauphin process includes providing a list of volunteer opportunities, information about suitable volunteer positions, providing a volunteer time sheet, and annually determining whether each applicable family member is in compliance with the community service requirements.
- Notification of Non-compliance: Any family member found in non-compliance will be advised of the determination, that the determination is subject to the grievance procedure and that unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated.

- Opportunity for cure: Family members will be offered the opportunity to comply with any delinquency in community service requirement hours by entering into an agreement. Any applicable members not accepting the terms of the agreement or does not fulfill their obligations under the terms of the agreement is subject to lease termination.
- Prohibition against replacement of agency employees: Our Housing Authority will not substitute community service activities performed by residents for work ordinarily performed by our employees.
- Termination: After October 1, 2000, the Housing Authority of the County of Dauphin will not renew the lease of any family that is not in compliance with the community service requirement or an approved Agreement to Cure.

### **Cooperative Agreement with TANF Agency**

The Housing Authority of the County of Dauphin actively engaged in discussions with the Pennsylvania Department of Public Welfare. The Department of Public Welfare advised that they preferred a single agreement document that would be utilized by all public housing authorities in the State of Pennsylvania. To date that agreement has not been prepared by the Department of Public Welfare.

### **Program Administration**

The Housing Authority of the County of Dauphin will administer the program.

### **Programmatic Aspects**

The Housing Authority of the County of Dauphin is located in rural Pennsylvania and the types of activities available for residents subject to the community service requirements are limited. As our Admissions and Continued Occupancy Policy states, we will make every effort to coordinate with the City and other communities located in Dauphin County, local schools, hospitals and service agencies in order to develop volunteer opportunities for residents.

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# Attachment K

## Housing Authority of the County Of Dauphin

### Annual Plan

**Fiscal Year 07/01/2003 – 06/30/2004**

### **Pet Policy Statement**

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

The Housing Authority of the County of Dauphin adopts the following reasonable requirements as part of the Pet Policy:

1. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units.
2. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold the Housing Authority of the County of Dauphin harmless from any claims caused by an action or inaction of the pet.
3. Residents must have the prior written approval of the Housing Authority before moving a pet into their unit.
4. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before the Housing Authority will approve the request.
5. Residents must give the Housing Authority a picture of the pet so it can be identified if it is running loose.
6. A pet deposit of \$50 is required at the time of registering a pet.
7. The Housing Authority of the County of Dauphin will allow only common household pets. This means only domesticated animals such as a dog, cat, bird, rodent (including a rabbit), fish in aquariums or a turtle will be allowed in units. Common household pets do not include reptiles (except turtles).

All dogs and cats must be spayed or neutered before they become six months old. A licensed veterinarian must verify this fact.

Only one pet per unit will be allowed according to this schedule.

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

No animal may exceed twenty five (25) pounds in weight projected to full adult size.

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

# Attachment L

## Housing Authority of the County of Dauphin

### Annual Plan

Fiscal Year 07/01/2003 – 06/30/2004

#### **Component 3, (6) Deconcentration and Income Mixing**

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

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)]
PA035-1:	41	See Below	See Below
PA035-17	40		
PA035-18	10		
PA035-19: Steelton Family Housing	18	See Below	See Below
PA035-21	6		
PA035-24: Minnich Terrace	20	See Below	

## **Explanation**

The Deconcentration analysis was conducted on February 4, 2003. HUD regulations provide that any development that has an average income of less than 30% of the Area Median Income is exempt from Deconcentration and Income mixing requirements. The current Median Family Income for the Utica area is \$55,400. Thirty (30) percent of the Median Family Income is \$16,620. At the time of this analysis, all of the covered family developments are below 30% of the Median Income for the Dauphin County area. As a result, the Housing Authority is currently exempt from Deconcentration and Income Mixing requirements.

## **DECONCENTRATION POLICY**

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

### **10.3 SELECTION FROM THE WAITING LIST**

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

If admissions of extremely low-income families to the Housing Authority's voucher program during a fiscal year exceed the 75 % minimum targeting requirement for the Housing Authority's voucher program, such excess shall be credited (subject to the limitations in this paragraph) against the Housing Authority's basic targeting requirement for the same fiscal year.

The fiscal year credit for voucher program admissions that exceeds the minimum voucher program targeting requirement shall not exceed the lower of:

- A. Ten % of public housing waiting list admissions during the Housing Authority fiscal year;
- B. Ten % of waiting list admissions to the Housing Authority's Section 8 tenant-based assistance program during the PHA fiscal year; or
- C. The number of qualifying low income families who commence occupancy during the fiscal year of Housing Authority public

housing units located in census tracts with a poverty rate of 30 % or more. For this purpose, qualifying low income family means a low-income family other than an extremely low-income family.

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

The Housing Authority shall have the discretion, at least annually, to exercise the “fungibility” provision of the QHWRA. This provision allows the Housing Authority to admit less than the minimum 40% of its extremely low-income families in a fiscal year to its public housing program to the extent that the Housing Authority’s admission of extremely low-income families in the tenant-based assistance program exceeds 75% of all admissions during the fiscal year. If exercising this option, the Housing Authority will follow the fungibility threshold limitations as set forth in QHWRA legislation.

The discretion by the Housing Authority to exercise the fungibility provision is also reflected in the Housing Authority’s Administrative Plan for the Section 8 Certificate and Voucher Programs.

#### **10.4 DECONCENTRATION POLICY**

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

The Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Annually, we will analyze the income levels of families residing in each of our developments. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

#### **10.5 DECONCENTRATION INCENTIVES**

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

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

## **10.6 OFFER OF A UNIT**

When the Housing Authority discovers that a unit will become available, we will first determine if there is any family who has been approved for a transfer to this type of unit. If there is no such family approved for a transfer, we will then contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

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

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

## **10.7 REJECTION OF UNIT**

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

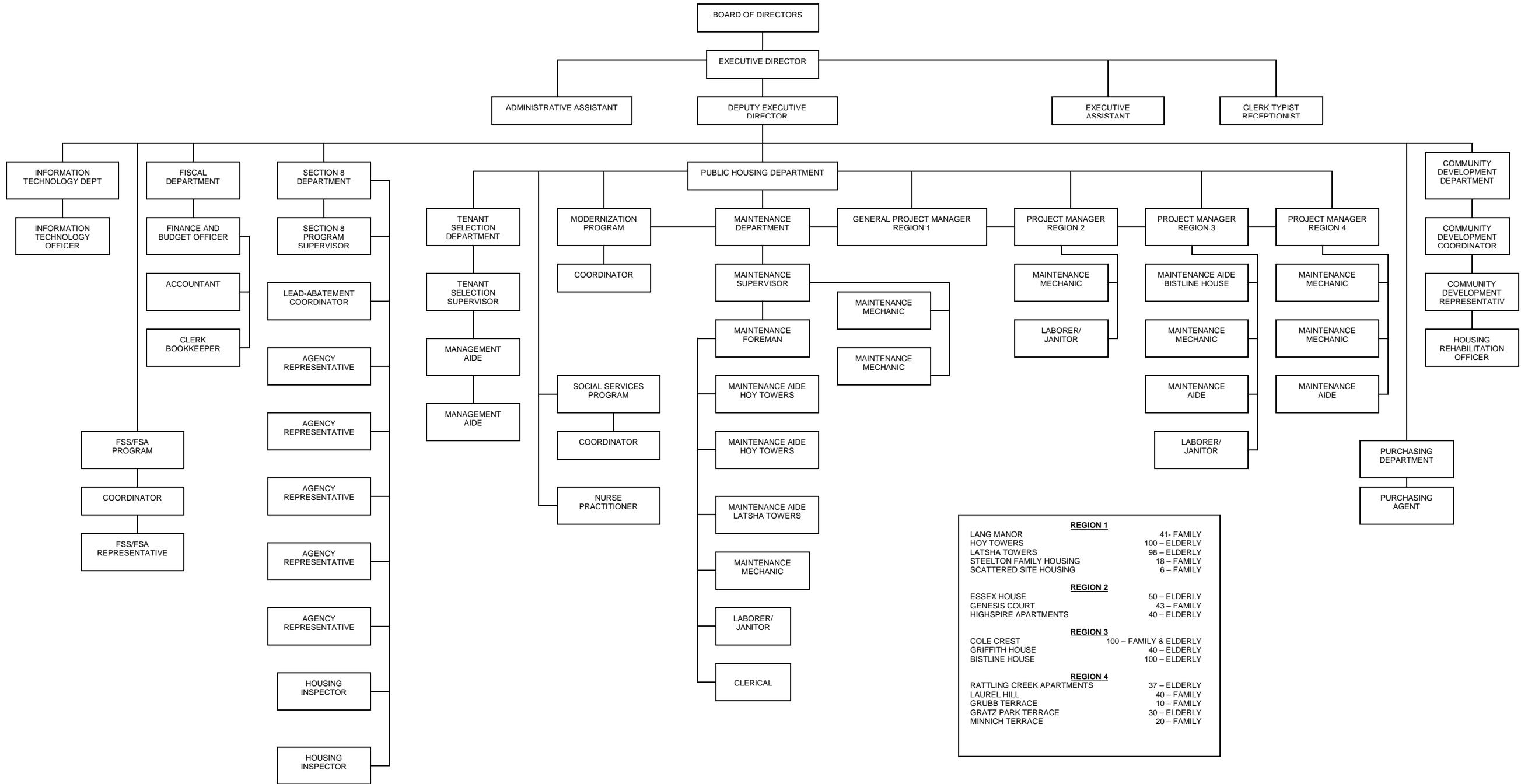
If the Housing Authority did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.



# HOUSING AND REDEVELOPMENT AUTHORITIES OF THE COUNTY OF DAUPHIN

## ORGANIZATIONAL CHART JANUARY 2003



<b>REGION 1</b>	
LANG MANOR	41- FAMILY
HOY TOWERS	100 - ELDERLY
LATSHA TOWERS	98 - ELDERLY
STEELTON FAMILY HOUSING	18 - FAMILY
SCATTERED SITE HOUSING	6 - FAMILY
<b>REGION 2</b>	
ESSEX HOUSE	50 - ELDERLY
GENESIS COURT	43 - FAMILY
HIGHSPIRE APARTMENTS	40 - ELDERLY
<b>REGION 3</b>	
COLE CREST	100 - FAMILY & ELDERLY
GRIFFITH HOUSE	40 - ELDERLY
BISTLINE HOUSE	100 - ELDERLY
<b>REGION 4</b>	
RATTLING CREEK APARTMENTS	37 - ELDERLY
LAUREL HILL	40 - FAMILY
GRUBB TERRACE	10 - FAMILY
GRATZ PARK TERRACE	30 - ELDERLY
MINNICH TERRACE	20 - FAMILY

# **Attachment N**

## **Housing Authority of the County Of Dauphin**

### **Annual Plan**

**Fiscal Year 07/01/2003 – 06/30/2004**

### **PHAS FFY 2002 Resident Survey Follow Up Plan**

#### **OVERVIEW/BACKGROUND**

The results of the Resident Service and Satisfaction Survey for the Federal Fiscal Year 2002 are as follows:

Maintenance and Repair:	90%
Communications:	75%
Safety:	72%
Services:	94%
Neighborhood Appearance:	79%

Current PHAS regulations require that the Housing Authority must develop a Follow-up Plan for those elements that scored less than 75% and that the Follow-up Plan must be included in the Annual Plan. We are including this Follow-up Plan in our Annual Plan for the Fiscal Year that begins on July 1, 2003.

Our Authority is interested in addressing any real or perceived concerns that the residents may have regarding their living conditions and quality of life in their development. We will strive to make any necessary and appropriate improvements to our management operations, our maintenance policies and practices and in our modernization plans that are in the best interests of our residents, the Housing Authority and the community.

#### **RESIDENT SURVEY**

In our Fall newsletter, the Homefront, we reminded all residents that HUD would be conducting their annual survey. Residents were advised that HUD sends the survey to a representative sample and not all residents would receive the survey forms. Residents that received the forms were encouraged to complete the forms and to return them directly to HUD. We stressed the importance of the survey to the Housing Authority and that their responses would help the Housing Authority gauge the quality of its services and areas where improvement may be required.

In order to adequately address all resident concerns, we discussed all five (5) of the elements of the Customer Service and Satisfaction Survey with the residents that were in attendance at the Resident Advisory Board meetings held as a part of our Annual Plan development process. In addition, we met with residents in general meetings at the developments. Comments received from the Resident Advisory Board and/or other residents plus the Housing Authority response is documented in the PHA Plan template, Section 18 and Attachment O.

## **OTHER ACTION ITEMS**

### **General:**

- We hold periodic meetings with residents at each of the developments and with our Resident Advisory Board to discuss services, procedures and other neighborhood related issues. Residents are encouraged to express concerns regarding maintenance and repair, communications, safety, services, and neighborhood appearance. Residents are also encouraged to actively participate in activities that promote the overall well being of the development. In addition we have developed a newsletter as an additional method of communicating with residents.

### **Safety:**

- Our adopted Admissions and Continued Occupancy policy includes an applicant and resident screening process which denies admission and continued occupancy to those individuals who do not meet the legal criteria established by HUD and the suitability criteria established by the Board of Commissioners. We strictly enforce the provisions of the "One-Strike" policies.
- Our public housing Dwelling Lease defines safe behavior for residents and outlines policies for termination for failure to abide by such policies.
- We do not experience a high incidence of violent and/or drug-related crime in our developments or in the areas surrounding our developments. However, all criminal activities known to the Housing Authority are reported to local police authorities. Residents are encouraged to report criminal activities to the local police and the Housing Authority.

Generally, all of the survey question responses in this section were positive. However, the question asking residents if they were aware of a neighborhood or block watch program or tenant patrols in there area elicited a high percentage negative response. This is because there are no such programs anywhere within the jurisdiction of the Housing Authority. This is also because there is no need for such programs as stated above. It is the

recommendation of the Housing Authority that this specific question be reviewed by HUD and revised or not scored. We believe that a “no” answer to this question unfairly penalizes the Housing Authority.

- The Housing Authority Capital Fund Program includes numerous physical improvements in the annual and 5-year plan that will improve resident perception of security and safety. The following are a few of the improvements completed and/or planned over the next five years.
  1. Handicapped Accessible Tub/Shower
  2. Modernize Elevators
  3. Replace Door Locks
  4. Repaving Parking Lots and Driveways
  5. Installing sprinkler system
  6. Upgrade Electrical Systems
  7. Replacing wall heaters with heat pumps
  8. Installing new sight lighting
  9. Remodel kitchens and bathrooms
  10. New HVAC Systems
  
- The Housing Authority provides playgrounds and basketball courts

In summary, the Housing Authority of the County of Dauphin is striving to improve the quality of life for its residents. In addition, we will continue to address all aspects of the resident survey including maintenance and repair, safety, communications, neighborhood appearance and services in our operations and administration of the public housing program and in our periodic meetings and other forms of communications with our residents. **Our ultimate goal is to achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System.**

# Attachment O

## Housing Authority of the County of Dauphin

### Annual Plan

Fiscal Year 07/01/2003 – 09/30/2004

## Resident Comments and Housing Authority Response

### Resident Comments:

Comment 1 – In regard to the reconfiguration of more apartments at Rattling Creek Apartments, a resident asked if the Authority intends to do all four floors and what the Authority intends to do with the tenants who occupy the units.

Comment 2 - In regard to the reconfiguration of more apartments at Rattling Creek Apartments, a resident asked if the tenants will be notified of when the work will begin.

Comment 3 – In regard to plans to air condition units at Rattling Creek Apartments, a resident asked if it would be central air conditioning.

Comment 4 – In regard to the intentions of the Authority to change its Admissions and Continued Occupancy Policy for the Public Housing Program in order to allow the Authority to increase a tenants rent to the flat rent due to failure to return reexamination documents in a timely manner, a resident asked if there would be exceptions if a tenant experienced health-related problems which precluded them from submitting their documentation in a timely manner.

Comment 5 – Some residents asked if rent will be increased because of the reconfiguration of efficiency apartments at Latsha Towers.

Comment 6 – In regard to the Authority's intentions to install air conditioning in Latsha Towers, Highspire Apartments and Griffith House, a resident asked if there will be central air conditioning in each apartment.

Comment 7 – A resident asked if there will be studies to test apartments where the tenant can regulate their own HVAC system and then use the study to determine the feasibility of which system will be most appropriate. Another resident asked if a heat pump will be used.

Comment 8 - A resident cited a work item on the 5-year Capital Fund plan related to refrigerators.

Comment 9 – A resident asked if the installation of dishwashers is under consideration with regard to the apartments being reconfigured and seemed to suggest that tenants be permitted to install dishwashers.

Comment 10 - In regard to the Authority's proposal to increase a tenants rent to the flat rent for failure to return recertification documents to the Authority in a timely manner a resident expressed that sometimes tenants will receive a notice from the Authority and not understand what it means. It is not understood that a response to the Authority is required. By the time they talk to somebody and find out what is going on, the response is past the deadline. The resident suggested that the Authority take into consideration that it is not always someone ignoring a notice but there are residents who do not know they are suppose to respond. Another resident asked if the Authority takes into consideration, for example recertification, notification being written in English and Spanish.

Comment 11 – A resident asked if the storage sheds for Cole Crest mentioned in the 5-year Capital Fund plan will be used by the Authority.

Comment 12 - Resident asked if the reference in the 5-year Capital Fund plan to updating site lighting is for all over.

Comment 13 – Resident asked what kind of problems there would be if security cameras were installed at parking lots.

Comment 14 – A resident asked if there would be carpet in the reconfigured apartments at Latsha Towers.

Comment 15 - In regard to the HUD Resident Survey, a resident asked how you would have a Crime Watch in a building like Latsha Towers.

### **Housing Authority Response:**

Response to Comment 1 – Housing Authority responded, yes, the Authority intends to do all four floors. Authority explained that as the units are vacated, the Authority will hold them open and not rent them in order to accumulate the units for reconfiguration.

Response to Comment 2 - Housing Authority responded, yes, the Authority will give plenty of advance notification.

Response to Comment 3 – Housing Authority indicated that it has not been determined yet.

Response to Comment 4 – Housing Authority responded that it would take such circumstances into consideration.

Response to Comment 5 – Housing Authority indicated that rent will not increase because rent will always be based on income.

Response to Comment 6 – Housing Authority responded that it has not been determined yet.

Response to Comment 7 - Housing Authority responded that a test is currently going in an office on the first floor in Latsha Towers. This office will have a through the wall hydronics air conditioner/heater system. This will be a test of how this particular application will work in an apartment. If it works well in this office, this application may be considered for use throughout all the apartments. Authority also mentioned that a comprehensive energy audit in conjunction with a complete energy service and performance contract is being arranged. This will be an analysis of all the energy uses the Authority has in its various buildings.

Response to Comment 8 – Housing Authority responded that refrigerators would be primarily for the developments or buildings that are being remodeled or reconfigured.

Response to Comment 9 – Housing Authority indicated that dishwashers are not being installed. Authority indicated that there would be no way now to incorporate a dishwasher into the cabinets. Authority explained that current design and space restrictions prohibit the installation of dishwashers in the reconfigured apartments.

Response to Comment 10 – Housing Authority indicated that the Authority understands this. Authority indicated that there are some residents who have a good excuse for not responding but there are others who are perfectly capable of understanding the notice and responding. Authority responded that we have translated some things, but not everything. Authority indicated that if someone's English is very limited, and they let us know, the Authority would make an effort to communicate in Spanish.

Response to Comment 11 – Housing Authority indicated the sheds are for the families.

Response to Comment 12 – Housing Authority responded that lighting is for Essex House.

Response to Comment 13 – Housing Authority indicated that someone would have to look at the camera live or it has to be recorded and there would have to be a lot of cameras.

Response to Comment 14 – Housing Authority responded that some areas will be carpeted and some will be tiled.

Response to Comment 15 – Housing Authority responded that it is not sure, this building is obviously different from a neighborhood with a street going through it.

## **Attachment P**

### **Housing Authority of the County of Dauphin**

#### **Annual Plan**

**Fiscal Year 07/01/2003 – 06/30/2004**

### **Statement of Intent to Implement a Project-based Voucher Program - Progress Statement**

#### **Background**

In accordance with 24 CFR Part 983, the Housing Authority of the County of Dauphin intends to implement a Project-Based Voucher Program. As required by the regulations, this attachment is included as part of our Annual Plan submission for our Fiscal Year beginning July 1, 2003.

It is the intent of the Housing Authority of the County of Dauphin to utilize up to 20% of our current Section 8 program allocation for a Project-Based Voucher Program. The first preference in this program will be for families with disabilities. We also intend to provide project-based assistance to other families on the Section 8 Voucher program.

The location of the facility(s) is within the Housing Authority of the County of Dauphin's jurisdiction.

This project-based voucher program is consistent with our PHA Plan in that there is a significant need for housing for families with disabilities in our jurisdiction as reflected in the Annual Plan Statement of Housing Needs. Families with disabilities, in particular, currently on our waiting list have a difficult time finding suitable housing.

#### **Progress Statement**

The Housing Authority of the County of Dauphin intends to advertise the availability of Section 8 tenant-based vouchers to be allocated to project-based assistance upon receipt of HUD approval. The Housing Authority will be considering both new construction and existing developments.