

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

*PHA Plans for the
Housing Authority of the
County of Mifflin*

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

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

**PHA Plan
Agency Identification**

PHA Name: *Housing Authority of the County of Mifflin*

PHA Number: *PA041*

PHA Fiscal Year Beginning: (mm/yyyy) *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 2003 - 2006

[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)

It is the mission of the Housing Authority of the County of Mifflin to (1) increase the availability of decent, safe and affordable housing in meeting the area housing needs with or without reasonable accommodations; (2) ensure equal opportunity in housing for all; (3) promote self-sufficiency and asset development of families and individuals; and (4) improve community quality of life and economic viability. In order to achieve this mission the Housing Authority will:

- *Recognize the residents as our ultimate customer;*
- *Improve PHA management and service delivery efforts through continual training of staff;*
- *Strive to eliminate drugs and alcohol from our housing communities;*
- *Seek problem-solving partnerships with residents, community agencies and Government; and*
- *Act as an agent for change, when determined necessary, for meeting the areas housing needs.*

Progress in achieving mission during FY 2002

The Housing Authority of the County of Mifflin has achieved its mission by doing the following (this will continue to be an on-going activity through upcoming fiscal year):

- *The PHA has distributed Resident Survey to gather information to improve Customer Service;*
- *Provided in-house staff training and sent staff to training seminars to increase knowledge of program rules and regulations.*
- *Continues to contract with local police department at 10 hours of service per week. This includes being provided with monthly reports of activities of residents throughout PHA communities;*

- *County has developed a Human Resource Counsel that meets monthly to discuss community needs and to network with area agencies to share information.*
- *Participates in the community Heroin Task Force to help with major heroin problem in area.*
- *Active participation/collaboration with Adult Education and Training office, Youth-build program, Team Mifflin County program, family literacy and summer reading programs, Mifflin County Library, the Mifflin-Juaniata United Way, Snyder Union Mifflin (SUM) Child Development Inc.*

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: *N/A*
- 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) ***None***
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
Maintain passing score
 - Improve voucher management: (SEMAP score)
Maintain passing score
 - Increase customer satisfaction: *During FY 2002:*
 - *Maintained passing PHAS score.*
 - *PHA expanded collaboration with local agencies to address community needs by partnering with Mifflin County Library & Mifflin-Juaniata United way to establish on-site computer labs for residents and renewed a 10 year lease agreement with SUM child development to provide space at Coleman House for onsite day care and head start programs.*

- *Established an Early Bird rent payment program in the fall of 2001 to reward prompt rent payers. Monthly drawing with 2(two) \$25 cash winners and an annual drawing with a \$300 Grand Prize and 2 (two) \$100 prizes.*
- *Established a Bucket of Cheer program where cleaning supplies and equipment are provided to new tenant at time of Move-In.*
- *PHA sponsors an annual resident pool party and bus trip.*

- Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - *PHA wide staff training and Management improvements are on-going;*
 - *Computerization of application process, computer aided drafting, Web site with opportunity for organizations to download application for admission in FY 2003. This objective is on target for completion by the end of FY 2003.*

- Renovate or modernize public housing units: **Convert 4 efficiency units to create 2 one-bedroom units by 2005.** *This conversion will be completed in conjunction with accessibility renovations as scheduled in the Capital Fund Plan FY 2005. This objective is on target for the date listed above.*

- 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. *This is an on-going activity.*
- Conduct outreach efforts to potential voucher landlords: *During FY 2002, PHA has recruited 12 new landlords.*
- Increase voucher payment standards. *Payment standards will be increased to 110% of FMR effective 10/1/02.*
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs: **By 12/31/2002 will recruit 5 residents to be prepared to be homeowners. Achievement date re-established to 12-31-06.** *Lack of staff capacity in 2002. Initial assessment indicates poor credit history of potential participants will delay achievement of this goal. The PHA may form a partnership with Shelter Services, Adult Education and other local agencies to establish a credit report/counseling program.*
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

- PHA Goal: Provide an improved living environment
Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: *This is an on going activity. This is being accomplished through the Tenant Selection process.*
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: *This is an on going activity. This is being accomplished through the Tenant Selection process.*
 - Implement public housing security improvements: *The H. A. has contracted with the regional police for supplemental services, including on-site patrols at all developments at 10 hours per week. Future goals: are to expand on hours that police officers are on site, continue to improve site lighting at developments, improve security doors at Coleman House by installing CORBY entry system to access all entrances. The PHA completed installation of CORBY entry system to access all entrances of Burgard Apartments during FY 2002.*
During FY 2002, Neighborhood Crime Watch monthly meetings with residents at Lawler Place and Burgard Apartments and a representative of the Mifflin County Regional Police Department and a featured guest speaker continues. A Neighborhood Crime Watch was established at the Coleman Housing. Wiring completed at Burgard for installation of security cameras. Future year CFP will be used to install cameras and Corby key entry system at Coleman House.
 - 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: *By the adoption and implementation of Flat Rents and as funding permits, the PHA hopes to increase by 2% from 12/31/99 to 12/31/02 the number of employed persons in assisted families that it can attract and retain. From 9/30/00 to 9/30/01 we have increased the number of working*

families by 4%. Currently 28% of PHA's families are employed. This goal has been achieved.

- Provide or attract supportive services to improve assistance recipients' employability: **Coordinate efforts to attract local trainers to tutor residents on computers located on site. Recruiting efforts with local business schools and education providers by 12/31/2002 to assist residents with employment and education.** During FY 2002, the PHA
 - Partnered with the Mifflin-Juniata United Way, Mifflin County Library and Mifflin County Mapping Dept. to expand computer labs available to low-income families. On-site training and supervision will be provided by the "Digital Divide" program staff who will also train volunteers for future instructors and volunteers. Computer technicians will also be provided from the Grant. Implementation of the "Digital Divide" program is contingent upon state funding.
 - Renewed 10-year lease agreement with Snyder Union Mifflin (SUM) Child Development to continue Head Start and Day Care programs on-site at Coleman House.
- 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: **This is an on going activity. The H. A. will refer residents to the appropriate agency for assistance when this matter is brought to their attention. Educational seminar to discuss fair housing issues with residents by 12/31/2003. Local Legal Services conducted seminar in at PHA site during 1999 and PHA sent staff to HUD seminar during 2000. PHA subscribes to Fair Housing Newsletter. This is an on-going activity. The project managers attended a Fair Housing discrimination/accessibility and sexual harassment seminar in June 2002. As a result, a Resident Sexual Harassment and Discrimination Policy has been adopted.**
 - 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: **H.A. makes reasonable accommodations requested and will continue to upgrade units. In year**

2005, the HA will begin to upgrade 6 more units to be accessible. PHA will continue to make reasonable accommodations at resident's request. In August 2002, a section of sidewalk with 2 steps were removed to eliminate barriers to provide greater accessibility in the neighborhood of units 5-26 McCoy Manor.

- Other: (list below) Agency is establishing a list of interpreters for persons who have a difficult time understanding English and for those persons who are hearing impaired. PHA is also considering translating some documents into Spanish.

Other PHA Goals and Objectives: (list below)

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 Mifflin, Pennsylvania has prepared this Annual Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

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

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

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

The most important challenges to be met by the Housing Authority of the County of Mifflin during FY 2003 include:

- *Improvement of community quality and economic viability through the implementation of public housing security efforts;*
- *Involve the public housing residents and the Section 8 participants through the Annual Plan Resident Advisory Board;*
- *Training staff and commissioners to fully understand and take advantage of opportunities in the new law and regulations to better serve our residents and the community; and*
- *Identify, develop and leverage services to enable low-income families to become self-sufficient.*

In closing, this Annual Plan exemplifies the commitment of The Housing Authority of the County of Mifflin, in partnership with agencies from all levels of government, the business community, non-profit community groups, and residents will use this plan as a road map to reach the “higher quality of life” destination for the City of Lewiston and County of Mifflin

iii. Annual Plan Table of Contents

[24 CFR Part 903.79 (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 **PA041a01**
- FY 2003 Capital Fund Program Annual Statement **PA041b01**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- PHA Management Organizational Chart
- FY 2003 Capital Fund Program 5 Year Action Plan **PA041c01**
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) **PA041i01**
- Other (List below, providing each attachment name)
 - Substantial Deviation and Significant Amendment or Modification* **PA041d01**
 - Resident Member on the PHA Governing Board* **PA041e01**
 - Membership of the Resident Advisory Board or Boards* **PA041f01**
 - Summary of Policy Changes* **PA041g01**
 - Pet Ownership Policy (families)* **PA041h01**
 - Pet Ownership Policy (elderly/disabled)* **PA041i01**
 - Required Conversion Assessment Certification* **PA041j01**
 - Deconcentration and Income Mixing Requirement* **PA041k01**
 - Resident Sexual Harassment and Discrimination Policy* **PA041m01**
 - 1999 Performance and Evaluation Report* **PA041n01**
 - 2000 Performance and Evaluation Report* **PA041o01**
 - 2001 Performance and Evaluation Report* **PA041p01**
 - 2002 Performance and Evaluation Report* **PA041q01**

Optional Attachments:

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.79 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessability	Size	Location
Income <= 30% of AMI	3998	5	5	5	3	5	4
Income >30% but <=50% of AMI	2711	5	5	5	3	5	4
Income >50% but <80% of AMI	3823	3	3	3	3	3	3
Elderly	2030	5	4	5	4	5	4
Families with Disabilities	3219	5	5	5	5	5	5
Caucasian	5119	5	5	5	5	5	5
African American	108	5	5	5	5	5	5
American Indian, Eskimo, Aleut	31	5	5	5	5	5	5
Other	21	5	5	5	5	5	5
Hispanic	132	5	5	5	5	5	5
Asian/Pacific	98	5	5	5	5	5	5

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: **1995 to 1999**
- 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)
 - **County (Mifflin) – Quality of Life Survey conducted by MCP&D – Sept. 1998**

NOTE: The above estimates are based on information available from Harrisburg (State Capital) adjusted for local needs. State Consolidated Plan and other sources did not contain needed information.

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	40		84
Extremely low income <=30% AMI	24	60	
Very low income (>30% but <=50% AMI)	10	28	
Low income (>50% but <80% AMI)	6	15	
Families with children	11	28	
Elderly families	9	23	
Families with Disabilities	9	23	
Caucasian	39	98	
African American	1	.03	
Asian Pacific	0	0	
American Indian	0	0	
Hispanic	3	.08	
Non-Hispanic	37	93	
Characteristics by Bedroom Size (Public Housing Only)			
EFF	7	18	14
1BR	19	48	12
2 BR	9	23	34
3 BR	2	.05	22
4 BR	3	.08	2
5 BR	0	0	0
5+ BR	0	0	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it 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)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub-jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	60		
Extremely low income <=30% AMI	24	40	
Very low income (>30% but <=50% AMI)	13	22	
Low income (>50% but <80% AMI)	23	38	
Families with children	42	70	
Elderly families	3	5	
Families with Disabilities	10	17	
Caucasian	55	92	
African American	1	2	
Asian Pacific Islander	0	0	
American Indian	0	0	
Hispanic	4	7	
Non-Hispanic	56	93	

Characteristics by
Bedroom Size (**Public
Housing Only**)

1BR	N/A	N/A	N/A
2 BR	N/A	N/A	N/A
3 BR	N/A	N/A	N/A
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A
5+ BR	N/A	N/A	N/A

Is the waiting list closed (select one)? No Yes

If yes:

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

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

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?

No Yes

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

Strategy 2: Increase the number of affordable housing units by: N/A

Select all that apply N/A

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly: N/A

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	564,187.00	
b) Public Housing Capital Fund	450,225.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	659,573.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0.00	
g) Resident Opportunity and Self-sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)	589,099.00	Public housing capital improvements
2001 Capital Funds	138,874.00	
2002 Capital Funds	450,225.00	
Sub-total	2,263,084.00	
3. Public Housing Dwelling Rental Income	634,300.00	Public housing operations
4. Other income (list below)	43,500.00	
Non-dwelling rent:	1,200.00	Other
Excess utilities	16,000.00	Public housing operations
Interest in General Funds Investments	13,000.00	Public housing operations
Other income: Legal fees, maintenance	13,300.00	Public housing operations
Charges to tenants, late fees, NSF check		
Charges, etc.		
5. Non-federal sources (list below)		
Sub-total	677,800.00	
Total resources	2,940,884.00	

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) ***When application is submitted and name is reached on waiting list.***

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe) ***Credit check, sex-offender check, citizenship/legal status check, prior violations and/or moneys due any PHA***

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

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

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

(2) Waiting List Organization

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year? **0**
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
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA: *N/A*

(4) Admissions Preferences

- a. Income targeting:
- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies

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

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) *N/A*

- 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)

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

2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply) N/A

- 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)

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 *If pool of applicants not sufficient to ensure income targeting requirements, PHA will apply preferences within income tiers.*

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing (see attachment PA041k01)

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) *n/a*

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)
n/a

- 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
(changed)
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes? *(changed)*
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? *(changed)*
- 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)
- *Current address of participant, name and address of current and prior landlord(s), if public housing tenant, will provide additional information if release of information has been signed. Information will not be released if applicant is in an abusive situation.*

(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)

(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:

Maximum extension granted to all persons with disabilities. 30 day extensions are granted to all, if extension is requested prior to original deadline date.

(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) – *N/A*

- 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)

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

2 Date and Time

Former Federal preferences

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

Other preferences (select all that apply) – *N/A*

- 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)

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) *N/A*

- 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. *If pool of applicants is not sufficient to ensure income-targeting requirements, PHA will apply preferences within income tiers.*

(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)
- *(Posted in plain view in application office)*

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? (*changed*)

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

*Board amended ACOP and Admin Plan by adopting resolution #416 dated 3-21-01
Exemption of payment of rent for hardship circumstances.*

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: - *N/A*

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

Market comparability study

Fair market rents (FMR)

95th percentile rents

75 percent of operating costs

100 percent of operating costs for general occupancy (family) developments

- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent 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)
 - ***Within 10 days of occurrence; anytime there is a change***

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)
 - ***Fair Market Rents***

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) – *N/A*

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

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

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

(2) Minimum Rent

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

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

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

*Board amended ACOP and Admin Plan by adopting resolution #416 dated 3-21-01
Exemption of payment of rent for hardship circumstances.*

5. Operations and Management – Not required

[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.
- 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		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

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

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures – Not Required

[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) *PA041b01*

-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) *PA041c01*

-or-

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

1999 Performance and Evaluation Report PA041n01

2000 Performance and Evaluation Report PA041o01

2001 Performance and Evaluation Report PA041p01

2002 Performance and Evaluation Report PA041q01

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

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

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name: *n/a*
 2. Development (project) number:
 3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway
- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:
- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:
- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

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 – *N/A*

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description – N/A

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description – *N/A*

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

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

submitted or approved: _____)

- 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

See attachment pa041j01

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description – *N/A*

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

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

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.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.)
PHA is performing a feasibility study to determine if this program would be beneficial.

2. Program Description: - N/A

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs – Not Required

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

No longer required

13. PHA Safety and Crime Prevention Measures – Not Required

[24 CFR Part 903.7 9 (m)]

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

A. Need for measures to ensure the safety of public housing residents – n/a

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

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

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

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

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

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year – n/a

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors

- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

C. Coordination between PHA and the police – n/a

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

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

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

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

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Pet Ownership Policy – family attachment PA041i01

Pet Ownership Policy – elderly/disabled PA041j01

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 – Not Required

[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 903.79 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment *pa041m01*
- 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)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

- 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) ***All adult recipients of PHA Assistance – public housing***

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)

Commonwealth of Pennsylvania/County of Mifflin

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

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

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

- *Housing rehabilitation assistance for extremely low, low and Moderate-income households. Activities will be undertaken consortium-wide to maintain existing housing stock.*
- *New construction of rental housing for extremely low and low income senior citizens and families. Mifflin County will support the development of rental housing by providing HOME funds to assist with funding the construction of rental housing units.*
- *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.*
- *Conversion of under utilized and less marketable public housing units into unit configuration that are more marketable.*
- *Homeownership incentive for Public housing residents.*
- *Resident initiatives, especially those aimed at promoting the economic self-sufficiency of public housing residents.*

D. Other Information Required by HUD

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

Attachments

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

PHA Plan Table Library

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

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

Original Annual Statement

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

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

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

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

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

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

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

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

**DE-CONCENTRATION AND INCOME TARGETING POLICY
FOR THE
HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN
LEWISTOWN, PA**

DE-CONCENTRATION AND INCOME TARGETING POLICY
(of the Public Housing Admissions and Occupancy Policy)

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

Therefore, the Housing Authority of the County of Mifflin (hereinafter referred to as PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:

A. Economic Deconcentration:

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

Implementation may include one or more of the following options:

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

B. Income Targeting

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

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

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

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CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name: Housing Authority of the County of Mifflin	Grant Type and Number: Capital Fund Program No: PA26PO4150103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number _____
 Performance and Evaluation Report for Program Year Ending _____
 Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses				
3	1408 Management Improvements	41,500.00			
4	1410 Administration	40,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	124,256.00			
10	1460 Dwelling Structures	189,469.00			
11	1465.1 Dwelling Equipment-Nonexpendable	18,000.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	17,000.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (sums of lines 2-20)	\$450,225.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance				
24	Amount of Line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs				
26	Amount of Line 21 Related to Energy Conservation Measures				

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

PHA Name:		Grant Type and Number:				Federal FY of Grant:		
Housing Authority of the County of Mifflin		Capital Fund Program No: PA26PO4150103				2003		
		Replacement Housing Factor Grant No:						
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	
	Site Improvement:	1450						
HA - Wide	Concrete Work -			38,500.00				
41-9 & 41-10	Scattered Site Improvements			15,000.00				
41-1	Replace water, sewer & gas Lines @ Lawler Place			55,756.00				
	Chestnut Street paving			15,000.00				
	Subtotal 1450			124,256.00				
	Dwelling Structures:	1460						
41-1	Roof Replacement			93,280.00				
41-2	Window Replacement - Burgard			53,000.00				
41-2	Shower Surrounds			10,000.00				
41-7	Brick work - Coleman			33,189.00				
	Subtotal 1460			189,469.00				
41-2	Dwelling Equipment:	1465						
	Air Conditioner Replacement - Burgard Apts.			18,000.00				
	Subtotal 1465			18,000.00				
	Non-Dwelling Equipment:	1475						
HA Wide	Computer Hardware Upgrade			5,000.00				
41-2	Security Cameras - Burgard			12,000.00				
	Subtotal 1475			17,000.00				
	Subtotal			348,725.00				
	2003 GRANT TOTAL			\$450,225.00				

Capital Funds Program Five Year Action Plan

Part II: Supporting Pages--Work Activities

Activities for Year 1	Activities for Year: 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 2 FFY Grant: 2004 PHA FY: 2004		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	HA - Wide	Management Improvements:			Physical Improvements:	
		Protective Services	20,000.00			
		Agency Plan Annual Update, Technical Asst.	5,000.00	41-1	Replace floor tile, kitchen & bath	30,240.00
		Policy Revisions	5,000.00	41-1	Roof replacements	144,547.00
		Staff Training	10,000.00	41-1	Replace water/sewer & gas lines Lawler Pl.	30,052.00
Annual		Upgrade Computer Software	1,500.00	41-1	Elderly Carpet	50,784.00
		Subtotal	41,500.00	41-1	Replace medicine cabinets	5,655.00
				41-1	Bath vanities	5,400.00
		Administration: (Salary, benefits, sundry)	40,000.00	41-1	Install light under cabinet above sinks	9,200.00
		Subtotal	40,000.00	41-1	Replace exhaust fans	9,270.00
					TOTAL 41-1	285,148.00
Statement		Fees & Costs: (A/E, Planning Fees & Costs)	20,000.00			
		Subtotal	20,000.00	41-2	Replace exhaust fans	9,270.00
				41-2	Bath vanities	5,400.00
		Non-Dwelling Equipment:		41-2	Replace medicine cabinets	5,656.00
		Computer equipment upgrade	5,000.00		TOTAL 41-2	20,326.00
		Subtotal	5,000.00			
				41-7	Brick work - Coleman	23,251.00
					TOTAL 41-7	23,251.00
				41-9	Scattered site improvements	7,500.00
					TOTAL 41-9	7,500.00
				41-10	Scattered site improvements	7,500.00
					TOTAL 41-10	7,500.00
					SUBTOTAL	343,725.00
		TOTAL HA- Wide - 2004	106,500.00		TOTAL CFP ESTIMATED COST - 2004	\$450,225.00

Housing Agency of the County of Mifflin
Attachment: pa041d01

A. Substantial Deviation from the 5-Year Plan:

- Any change to the Mission Statement;
- 50% deletion from or addition to the goals and objectives as a whole; and
- 50% or more decrease in the quantifiable measurement of any individual goal or objective.

B. Significant Amendment or Modification to the Annual Plan:

- Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or the Capital Fund Program Annual Statement;
- Any change in a policy or procedure that requires a regulatory 30 day posting, such as changes in the Admission's policy, changes affecting rent or the organization of the Waiting List;
- Any change being submitted to HUD that requires a separate notification to residents, such as changes in the Hope VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or Public Housing Homeownership programs; and
- Any change in policy or operations that is inconsistent with the applicable Consolidated Plan.

Housing Authority of the County of Mifflin
Attachment: PA041e01

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:

Wesley Grove

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

Elected by Residents

Appointed

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

12/16/2001 thru 12/16/2006

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

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

Other (explain):

B. Date of next term expiration of a governing board member: **12/2002**

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): **Charles E. Laub – County Commissioner**

Membership of the Resident Advisory Board or Boards

Attachment: PA041f01

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description)

Name

Area Represented

Vivian Hamilton

Lawler Place Seniors

Kandy Brittain

Section 8 Participant

Shirley Silfies

Lawler Place Senior Resident

Patsy Cavanaugh

Lawler Place Seniors

Lynn Stricker

Coleman House Resident

Mr. & Mrs. Ronald Haines

Lawler Place Family Residents

Debbie Koenig

McCoy Manor Resident

Valda Albright

Coleman House Resident

Paul Gano

Burgard Apts. Resident

Attachment: PA041g01

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

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

Section 8 Eligibility

At this time, the PHA does not screen it Section 8 participants. (changed)

Public Housing & Section 8 Rent Determination policies

Yes - Has the PHA adopted any discretionary minimum rent hardship exemption policies? (changed)

*Board amended ACOP and Admin Plan by adopting resolution #416 dated 3-21-01
Exemption of payment of rent for hardship circumstances*

Adopted Community Service Policy

Adopted Pet Ownership Policies

Revision to the Capitalization Policy

Revised the policy by increasing the established threshold amount from \$100.00 to \$1500.00 as recommended by the PHA auditor.

Section 8 Administrative Plan

Removed old Section II – Transition of the New Housing Choice Voucher Program section – transition should be completed. This caused all sections to move up one number. Section I,M Conduct Business in Accordance with Core Values & Ethical Standards has been added (page 6); section VII C.7-d & e ha been added (pages 59)

Revision of Substantial Deviation and Significant Amendment attachment.

Attachment: PA041h01

**PET OWNERSHIP
(FAMILY)
FOR
THE HOUSING AUTHORITY OF THE
COUNTY OF MIFFLIN, PENNSYLVANIA**

PET OWNERSHIP

OVERVIEW

Section 526 of the Quality Housing and Work Responsibility Act of 1998 added a new Section 31 ("Pet Ownership in Public Housing") to the United States Housing Act of 1937. Section 31 establishes pet ownership requirements for residents of public housing other than Federally assisted rental housing for the elderly or persons with disabilities. In brief, this section states that: A resident of a dwelling unit in public housing may own one (1) or more common household pets or have such pets present in the dwelling unit. Allowance of pets is subject to reasonable requirements of the PHA. A proposed rule to implement Section 31 was published in the June 23, 1999, Federal Register. On July 10, 2000, a final rule incorporating comments received, was published in the Federal Register. This policy reflects the final rule requirements.

The Housing Authority of the County of Mifflin (herein referred to as PHA) will notify eligible new and current residents of their right to own pets subject to the PHA's rules and will provide them copies of the Pet Ownership Rules. All pet owners must register their pet(s) with the Housing Authority. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the PHA's developments, the PHA will develop appropriate pet ownership rules, include those rules in their Agency Plan and notify all such residents that:

- A. all residents are permitted to own and keep common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;
- B. a refundable nominal pet deposit of \$175.00 will be charged and is intended to cover the reasonable operating costs to the development directly attributable to a pet or pets in the unit (i.e., fumigation of a unit, damages to the unit, yard, etc.);
- C. animals that are used to assist the handicapped are excluded from the size, weight, type and non-refundable fee requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. in accordance with State or local law are observed;
- D. residents may request a copy of the PHA's pet ownership rules or proposed amendments to the rules at any time;
- E. rent and other charges must be paid current or resident will not be permitted to have a pet in their unit;

- F. if the dwelling lease of a resident prohibits pet ownership, the resident may request that the lease be amended to permit pet ownership, in accordance with the PHA's pet ownership rules shown below;
- G. the authorization for a common household *pet* may be revoked at any time subject to the PHA's grievance procedures if the pet become destructive or a nuisance to others, or if the resident fails to comply with this pet ownership policy;
- H. only those residents who pass a housekeeping inspection based on the current condition of the unit and findings of the last 2 annual inspections will be permitted to have a pet;
- IX. Section 31 does not alter, in any way, the regulations applicable to Federally assisted housing for the elderly and persons with disabilities found at Section 227 of the Housing and Urban-Rural Recovery Act of 1983 and located in 24 CFR part 5, subpart C.
- J. **New Section 960.705 of 24 CFR clarifies that the regulations added in Section 31 do not apply to service animals that assist persons with disabilities. This exclusion applies to both service animals that reside in public housing and service animals that visit PHA developments. Nothing in this rule limits or impairs the rights of persons with disabilities, authorizes PHAs to limit or impair the rights of persons with disabilities, or affects any authority PHAs may have to regulate service animals that assist persons with disabilities.**

HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN

Pet Ownership Rules for Families

1. Common household pet means a domesticated cat, dog, bird, and fish in aquariums. Rodents and reptiles of any kind, including mice, rats, gerbils, hamsters, guinea pigs, turtles, lizards, snakes, spiders or other insects, bird of prey, poisonous or dangerous fish, crustaceans, or any farm animals are prohibited.
2. Each household shall have only one pet (except fish or birds). Each household shall be limited to a maximum of two (2) fish aquariums. Fish aquariums may not exceed *twenty (20) gallons*. Domesticated caged small birds are permitted with a limit of two (2) birds.
3. The pet owner shall have only a small cat or a dog. The animal's weight shall not exceed *twenty-five (25) pounds* when fully grown. The animal's height shall not exceed *fifteen (15) inches*. Dogs will be prohibited at developments with no green space, such as Coleman House. Such limitations do not apply to a *service animal* used to assist a handicapped or disabled resident.
4. Pet owners shall license/register their pets yearly with the County of Mifflin, Pennsylvania. For lifetime licensing there must be evidence by tattoo. Registration includes a certificate signed by a licensed veterinarian stating that the common household pet has received all inoculations currently required by state and local law, and this Pet Ownership Policy.
5. No pet owner shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
6. The pet owner shall have his or her cat or dog spayed or neutered within thirty (30) days after the pet reaches six (6) months of age; or in the case of an older pet, the pet owner will be required to have the pet spayed or neutered within thirty (30) days after the pet is brought into the household. The pet owner shall be responsible for the cost of spaying or neutering. Written verification from a veterinarian is required as proof that the spaying or neutering has been accomplished. Exceptions to this requirement shall be granted only upon certification from a veterinarian that permanent harm may result from this procedure due to the pet's age or illness.
7. All cats shall be declawed. The pet owner shall have his or her cat declawed within thirty (30) days after the pet reaches six (6) months of age; or in the case of an older pet, the pet owner will be required to have the cat declawed within thirty (30) days after the pet is brought into the household. Proof of compliance shall be furnished to management.

8. The pet owner shall house the pet inside the pet owner's dwelling unit. All pets are to be fed inside the unit. Feeding is NOT allowed on porches, sidewalks, patios or other outside areas. The pet owner shall keep a cat or a dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them to a cage at all times. No pet owner shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.
9. No pet shall be permitted in any common area except those designated for pet exercise and waste elimination in paragraph 35 below and as necessary to directly enter and exit the building. This restriction is not applicable to service animals. Pets must be effectively restrained and under the control of a responsible person when passing through a common area. Some areas are designated "no pets allowed". These areas include all common areas such as Community space, waiting/lobby areas, laundry rooms located in Burgard Apartments and Coleman House and the PHA's administration building.
10. A pet sitter shall be required to check on dogs twice a day and cats once a day when the resident is away. No pet (other than birds or fish) shall be permitted to remain in an apartment overnight while the resident is away.
11. Management shall furnish to the household a pet sticker if the pet is a dog or cat which must be displayed on the front entrance door of the unit.
12. Resident shall provide the PHA with two (2) color photographs of each common household pet at the time of registration with the PHA. One photograph shall be kept in the resident's file and the other photograph will be placed in a "pet" binder to assist in identifying loose animals.
13. All dogs and cats shall wear a collar at all times. Attached to the collar shall be an ID tag listing the pet owner's name and address.

No pets may be kept temporarily on the premises or in a unit - this means no visiting or unauthorized pets. Only pets properly registered with the Housing Authority are permitted on the premises or in a unit.

14. Any resident having a dog or cat shall obtain some type of "scooper" to immediately clean up after the pet outdoors. The resident is responsible for placing all waste in sealable twist tie plastic bags and disposing of such material in an appropriate outside trash container.
15. Pet owners shall treat a dog or cat for fleas and ticks monthly from April thru October with a product prescribed or purchased from a veterinarian. The resident's apartment shall be decontaminated whenever necessary, beyond the annual professional treatment required in summer. The resident is responsible for the cost of flea/tick extermination.

Pet owners of dogs and cats shall be required annually to have their unit professionally treated with insect growth regulators between July 1 and August 15 and must provide

written evidence of said treatment to the PHA office by no later than August 31. Specific instructions for preparation requirements for the application of the insect growth regulator shall be followed by each pet owner. If the pet owner fails to properly prepare for application of the insect growth regulator, the PHA staff will complete all preparations and will charge the pet owner accordingly at the applicable labor rate. Failure to comply with these preparation requirements shall also be considered a violation of the pet ownership agreement.

16. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.
17. No pet owner shall keep a vicious, dangerous or intimidating pet on the premises (i.e. pit bulls, Dobermans, Rotweillers, wolf/dog breeds or any other vicious or intimidating breeds), as defined by the Pennsylvania Dog Law. The law requires that dangerous dog determination under the Dog Law be made upon evidence of dog's "history or propensity to attack without provocation based upon an incident(s) in which the dog inflicted severe injury or attacked without provocation." If the pet owner declines, delays or refuses to remove the pet immediately from the premises, the PHA shall do so, in order to safeguard the health and welfare of other residents.

Note that service animals are not subject to these restrictions provided the service animal is properly trained by a recognized, certified training facility, organization or program.

18. Pet owners of mixed breed animals are required to provide verification from a Veterinarian as to the breed of said animal. (This is to identify mixed breeds that may contain a vicious, dangerous and/or intimidating breed of dog.)
19. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet immediately from the premises, the PHA shall do so.
20. Pet owners of birds or fish shall be required to periodically clean bird cages to remove droppings and fish tanks to keep odor causing algae growth and scum under control.
21. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least once every day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings immediately by placing them in a twist tie sack and depositing that sack in a designated container outside the building where the pet owner lives.

All authorized cats outside of the dwelling unit must be properly leashed and under control at all times. The pet owner must immediately remove animal droppings and shall dispose of such droppings immediately by placing them in a twist tie sack and depositing that sack in a designated container outside the building where the pet owner lives.

22. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animals droppings immediately; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a twist tie sack and depositing that sack in a designated container outside the building where the pet owner lives.
23. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.
24. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
25. Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and resident refuses to do so immediately, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days. Pets "left alone" will be removed by the PHA staff. A dog left unattended for twenty four (24) hours will be removed. Cats and birds will be removed if left alone for (48) hours. "Left alone" is defined as the resident is away and no one is responsible for pet sitting. The pet would then be transferred to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.
26. Each pet owner shall pay a refundable pet deposit of \$175.00. There is no pet deposit for birds or fish aquariums. Initial payment of \$50.00 with \$15.00 per month installment payments is acceptable. If the pet owner fails to make a monthly payment on the pet deposit, the pet owner will be given ten (10) days notice to correct by making the monthly installment payment. If the pet owner fails to make said payment within the ten (10)-day period, the pet owner will be considered to be in violation of the pet ownership agreement and will be notified to remove the pet from the premises within thirty (30) days. The pet deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the refundable pet deposit to pay reasonable expenses directly attributable to the presence of the pet in the development, including but not limited to, the

cost of repairs and replacements to, and the fumigation of, the pet owner's dwelling unit. The refundable deposit will be used, if appropriate, to correct damages directly attributable to the presence of the pet.

27. The refundable pet deposit will be placed in an escrow account and the PHA will refund the unused portion to the resident within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit. Should State or local law require that the pet deposit be placed in an interest bearing account, the PHA will provide for such deposit and will account for all interest individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the PHA shall determine payment or non-payment of interest based on State or local law with respect to rental security deposit requirements.
28. All residents, including the elderly, handicapped and disabled, are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the PHA.
29. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.
30. Should any dog or cat housed in the PHA's facilities give birth to a litter, the residents shall remove from the premises all of said pets except one as soon as the baby's are able to survive on their own (a maximum of 6 weeks).
31. If the pet's health is threatened because of resident's inability to care for the pet due to illness, absence from the unit, or because of mistreatment of the pet, the PHA will notify the responsible party under paragraph 28. If the individual is either unwilling or unable to care for the pet, or if the PHA is unable to contact the responsible party, the PHA will place the pet in a shelter for a maximum of thirty (30) days at the expense of the pet owner. If no responsible party is found, state or local authorities will be contacted.
32. The resident shall be responsible for arranging for burial or other disposal, off the premises, of pets in the event of the death of the pet.
33. The resident agrees to assume all personal financial responsibility for damages to any personal or PHA property caused by the pet and assumes personal responsibility for personal injury to any party caused by the pet.
34. Upon vacating the unit, each pet owner of a dog and/or cat shall be charged the actual cost for professional extermination for fleas and ticks.

35. Pet Violation Procedures: Resident agrees to comply with the following:
- a. Notice of Pet Rule Violation: If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:
 - (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated.
 - (2) State that the pet owner has ten (10) business days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation.
 - (3) State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.
 - (4) State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to have the pet removed and/or terminate the pet owner's lease or both.
 - b. Pet Rule Violation Meeting: If the pet owner makes a request, within five (5) business days of the notice of pet rule violation, for a meeting to discuss the alleged violation, the PHA will establish a mutually agreeable time and place for the meeting within fifteen (15) business days from the effective date of service of the notice of pet rule violation. At the pet rule violation meeting, the pet owner and PHA shall discuss any alleged pet rule violation and attempt to correct it. The PHA, may as a result of the meeting, give the pet owner additional time to correct the violation.
 - c. Notice for Pet Removal: If the PHA determines that the pet owner has failed to correct the pet rule violation within the time permitted by Paragraph B. of this section (including any additional time permitted by the PHA), or if the parties are unable to resolve the problem, the PHA may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will:
 - (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules that has been violated;
 - (2) State that the pet owner must remove the pet within ten (10) business days of the effective date of the notice of pet removal (or the meeting, if notice is served at the meeting);
 - (3) State that failure to remove the pet may result in initiation of the procedures to have the pet removed or terminate the pet owner's lease or both.
 - d. The procedure does not apply in cases where the pet in question presents an immediate threat to the health, safety, of others or if the pet is being treated in an inhumane manner. In such cases paragraph 24 shall apply.

36. Sanitary Standards of Pet Care and Handling:
 - a. The PHA shall designate areas on development premises for pet exercise and disposal of pet waste.
 - b. Pet owners shall be forbidden from exercising pets or permitting pets to deposit waste on development premises outside the designated areas.
 - c. Pet owners shall be required to remove and properly dispose of all removable pet waste.
 - d. Pet owners shall be required to remove pets from premises to permit pet to exercise or deposit waste if no designated area on development premises.

37. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.

AGREEMENT for CARE OF PET

In accordance with the Pet Policy of the Housing Authority of the County of Mifflin and the Addendum to the Residential Dwelling Lease Agreement dated _____ between:

THE HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN
141 S. Pine Street
Lewistown, Pennsylvania 17044

AND,

_____ (Tenant Name)

_____ (Tenant Address)

I hereby agree that should _____ become
incapable of caring for _____ a _____
(Name of Pet) (Type of Pet)

for any reason whatsoever, I will assume full responsibility for removal of the pet from the premises and for the care and well being of the animal.

Further, the pet shall not be permitted to return to the premises until approval is given by the Housing Authority of the County of Mifflin.

A copy of the Addendum to the Residential Dwelling Lease Agreement is attached.

Signature

Sworn and subscribed before
me this _____ day of
_____, _____.

Notary of Public

My Commission Expires:

PET POLICY ADDENDUM

I have read and understand the above pet ownership rules and agree to abide by them.

Resident's Signature

PHA Staff member's Signature

Date

Date

Type of Animal and Breed

Name of Pet

Description of Pet (color, size, weight, sex, etc.)

The alternate custodian for my pet is:

Custodian's first, middle and last name; post office box; street address; zip code; area telephone code and telephone number:

Resident's Signature

Date

Refundable Damage Deposit _____
Amount Paid

Date

Attachment: PA041j01

**PET OWNERSHIP
(ELDERLY/DISABLED RESIDENTS)
FOR
THE HOUSING AUTHORITY OF THE
COUNTY OF MIFFLIN, PENNSYLVANIA**

PET OWNERSHIP

OVERVIEW

Housing Authority residents who reside in developments specifically designated for elderly and/or handicapped/disabled are permitted to own and keep pets in their dwelling units. The Housing Authority of the County of Mifflin (herein referred to as PHA) will notify eligible new and current residents of that right and provides them copies of the PHA's Pet Ownership Rules. All pet owners must register their pet(s) with the Housing Authority. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the PHA's developments for the elderly or disabled, the PHA will notify all such residents that:

- A. elderly or disabled residents are permitted to own and keep common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;
- B. animals that are used to assist the disabled are excluded from the size, weight, and type requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. in accordance with State or local law are observed;
- C. residents may request a copy of the PHA's pet ownership rules or proposed amendments to the rules at any time;
- D. rent and other charges must be paid current or resident will not be permitted to have a pet in their unit;
- E. the authorization for a common household *pet* may be revoked at any time subject to the PHA's grievance procedures if the pet become destructive or a nuisance to others, or if the resident fails to comply with this pet ownership policy;
- F. only those residents who pass a housekeeping inspection based on the current condition of the unit and findings of the last 2 annual inspections will be permitted to have a pet;
- G. if the dwelling lease of an elderly or disabled resident prohibits pet ownership, the resident may request that the lease be amended to permit pet ownership, in accordance with the PHA's pet ownership rules shown below.

HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN

Pet Ownership Rules for Elderly/Disabled Residents

1. Common household pet means a domesticated cat, dog, bird, and fish in aquariums. Rodents and reptiles of any kind, including mice, rats, gerbils, hamsters, guinea pigs, turtles, lizards, snakes, spiders or other insects, bird of prey, poisonous or dangerous fish, crustaceans, or any farm animals are prohibited.
2. Each household shall have only one pet (except fish or birds). Each household shall be limited to a maximum of two (2) fish aquariums. Fish aquariums may not exceed *twenty (20) gallons*. Domesticated caged small birds are permitted with a limit of two (2) birds.
3. The pet owner shall have only a small cat or a dog. The animal's weight shall not exceed *twenty-five (25) pounds* when fully grown. The animal's height shall not exceed *fifteen (15) inches*. Dogs will be prohibited at developments with no green space, such as Coleman House. Such limitations do not apply to a *service animal* used to assist a handicapped or disabled resident.
4. Pet owners shall license/register their pets yearly with the County of Mifflin, Pennsylvania. For lifetime licensing there must be evidence by tattoo. Registration includes a certificate signed by a licensed veterinarian stating that the common household pet has received all inoculations currently required by state and local law, and this Pet Ownership Policy.
5. No pet owner shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
6. The pet owner shall have his or her cat or dog spayed or neutered within thirty (30) days after the pet reaches six (6) months of age; or in the case of an older pet, the pet owner will be required to have the pet spayed or neutered within thirty (30) days after the pet is brought into the household. The pet owner shall be responsible for the cost of spaying or neutering. Written verification from a veterinarian is required as proof that the spaying or neutering has been accomplished. Exceptions to this requirement shall be granted only upon certification from a veterinarian that permanent harm may result from this procedure due to the pet's age or illness.
7. All cats shall be declawed. The pet owner shall have his or her cat declawed within thirty (30) days after the pet reaches six (6) months of age; or in the case of an older pet, the pet owner will be required to have the cat declawed within thirty (30) days after the pet is brought into the household. Proof of compliance shall be furnished to management.

8. The pet owner shall house the pet inside the pet owner's dwelling unit. All pets are to be fed inside the unit. Feeding is NOT allowed on porches, sidewalks, patios or other outside areas. The pet owner shall keep a cat or a dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them to a cage at all times. No pet owner shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.
9. No pet shall be permitted in any common area except those designated for pet exercise and waste elimination in paragraph 35 below and as necessary to directly enter and exit the building. This restriction is not applicable to service animals. Pets must be effectively restrained and under the control of a responsible person when passing through a common area. Some areas are designated "no pets allowed". These areas include all common areas such as Community space, waiting/lobby areas, laundry rooms located in Burgard Apartments and Coleman House and the PHA's administration building.
10. A pet sitter shall be required to check on dogs twice a day and cats once a day when the resident is away. No pet (other than birds or fish) shall be permitted to remain in an apartment overnight while the resident is away.
11. Management shall furnish to the household a pet sticker if the pet is a dog or cat which must be displayed on the front entrance door of the unit.
12. Resident shall provide the PHA with two (2) color photographs of each common household pet at the time of registration with the PHA. One photograph shall be kept in the resident's file and the other photograph will be placed in a "pet" binder to assist in identifying loose animals.
13. All dogs and cats shall wear a collar at all times. Attached to the collar shall be an ID tag listing the pet owner's name and address.

No pets may be kept temporarily on the premises or in a unit - this means no visiting or unauthorized pets. Only pets properly registered with the Housing Authority are permitted on the premises or in a unit.
14. Any resident having a dog or cat shall obtain some type of "scooper" to immediately clean up after the pet outdoors. The resident is responsible for placing all waste in sealed twist tie plastic bags and disposing of such material in an appropriate outside trash container.
15. Pet owners shall treat a dog or cat for fleas and ticks monthly from April thru October with a product prescribed or purchased from a veterinarian. The resident's apartment shall be decontaminated whenever necessary, beyond the annual professional treatment required in summer. The resident is responsible for the cost of flea/tick extermination.

Pet owners of dogs and cats shall be required annually to have their unit professionally treated with insect growth regulators between July 1 and August 15 and must provide written evidence of said treatment to the PHA office by no later than August 31. Specific instructions for preparation requirements for the application of the insect growth regulator shall be followed by each pet owner. If the pet owner fails to properly prepare for application of the insect growth regulator, the PHA staff will complete all preparations and will charge the pet owner accordingly at the applicable labor rate. Failure to comply with these preparation requirements shall also be considered a violation of the pet ownership agreement.

16. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.
17. No pet owner shall keep a vicious, dangerous or intimidating pet on the premises (i.e. pit bulls, Dobermans, Rotweillers, wolf/dog breeds or any other vicious or intimidating breeds), as defined by the Pennsylvania Dog Law. The law requires that dangerous dog determination under the Dog Law be made upon evidence of dog's "history or propensity to attack without provocation based upon an incident(s) in which the dog inflicted severe injury or attacked without provocation." If the pet owner declines, delays or refuses to remove the pet immediately from the premises, the PHA shall do so, in order to safeguard the health and welfare of other residents.

Note that service animals are not subject to these restrictions provided the service animal is properly trained by a recognized, certified training facility, organization or program.

18. Pet owners of mixed breed animals are required to provide verification from a Veterinarian as to the breed of said animal. (This is to identify mixed breeds that may contain a vicious, dangerous and/or intimidating breed of dog.)
19. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so.
20. Pet owners of birds or fish shall be required to periodically clean bird cages to remove droppings and fish tanks to keep odor causing algae growth and scum under control.
21. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least once every day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings immediately by placing them in a twist tie sack and depositing that sack in a

designated container outside the building where the pet owner lives.

All authorized cats outside of the dwelling unit must be properly leashed and under control at all times. The pet owner must immediately remove animal droppings and shall dispose of such droppings immediately by placing them in a twist tie sack and depositing that sack in a designated container outside the building where the pet owner lives.

22. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animals droppings immediately; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a twist tie sack and depositing that sack in a designated container outside the building where the pet owner lives.
23. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.
24. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
25. Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and resident refuses to do so immediately, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days. Pets "left alone" will be removed by the PHA staff. A dog left unattended for twenty four (24) hours will be removed. Cats and birds will be removed if left alone for forty eight (48) hours. "Left alone" is defined as the resident is away from the unit and no one is responsible for pet sitting. The pet would then be transferred to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.
26. Each pet owner shall pay a refundable pet deposit of \$175.00. There is no pet deposit for birds or fish aquariums. Initial payment of \$50.00 with \$15.00 per month installment payments is acceptable. If the pet owner fails to make a monthly payment on the pet deposit, the pet owner will be given ten (10) days notice to correct by making the monthly installment payment. If the pet owner fails to make said payment within the ten (10)-day period, the pet owner will be considered to be in violation of the pet ownership agreement and will be notified to remove the pet from the premises within thirty (30) days. The pet deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner

lives. The PHA shall use the refundable pet deposit to pay reasonable expenses directly attributable to the presence of the pet in the development, including but not limited to, the cost of repairs and replacements to, and the fumigation of, the pet owner's dwelling unit. The refundable deposit will be used, if appropriate, to correct damages directly attributable to the presence of the pet.

27. The refundable pet deposit will be placed in an escrow account and the PHA will refund the unused portion to the resident within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit. Should State or local law require that the pet deposit be placed in an interest bearing account, the PHA will provide for such deposit and will account for all interest individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the PHA shall determine payment or non-payment of interest based on State or local law with respect to rental security deposit requirements.
28. All residents, including the elderly, handicapped and disabled, are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the PHA.
29. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.
30. Should any dog or cat housed in the PHA's facilities give birth to a litter, the residents shall remove from the premises all of said pets except one as soon as the baby's are able to survive on their own (a maximum of six (6) weeks).
31. If the pet's health is threatened because of resident's inability to care for the pet due to illness, absence from the unit, or because of mistreatment of the pet, the PHA will notify the responsible party under paragraph 28. If the individual is either unwilling or unable to care for the pet, or if the PHA is unable to contact the responsible party, the PHA will place the pet in a shelter for a maximum of thirty (30) days at the expense of the pet owner. If no responsible party is found, state or local authorities will be contacted.
32. The resident shall be responsible for arranging for burial or other disposal, off the premises, of pets in the event of the death of the pet.
33. The resident agrees to assume all personal financial responsibility for damages to any personal or PHA property caused by the pet and assumes personal responsibility for personal injury to any party caused by the pet.
34. Upon vacating the unit, each pet owner of a dog and/or cat shall be charged the actual cost

for professional extermination for fleas and ticks.

35. Pet Violation Procedures: Resident agrees to comply with the following:
- a. Notice of Pet Rule Violation: If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:
 - (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated;
 - (2) State that the pet owner has ten (10) business days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation;
 - (3) State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting;
 - (4) State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to have the pet removed and/or terminate the pet owner's lease or both.
 - b. Pet Rule Violation Meeting: If the pet owner makes a request, within five (5) business days of the notice of pet rule violation, for a meeting to discuss the alleged violation, the PHA will establish a mutually agreeable time and place for the meeting within fifteen (15) business days from the effective date of service of the notice of pet rule violation. At the pet rule violation meeting, the pet owner and the PHA shall discuss any alleged pet rule violation and attempt to correct it. The PHA, may as a result of the meeting, give the pet owner additional time to correct the violation.
 - c. Notice for Pet Removal: If the PHA determines that the pet owner has failed to correct the pet rule violation within the time permitted by Paragraph B. of this section (including any additional time permitted by the PHA), or if the parties are unable to resolve the problem, the PHA may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will:
 - (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules that has been violated;
 - (2) State that the pet owner must remove the pet within ten (10) business days of the effective date of the notice of pet removal (or the meeting, if notice is served at the meeting);
 - (3) State that failure to remove the pet may result in initiation of the procedures to have the pet removed or terminate the pet owner's lease or both.
 - d. The procedure does not apply in cases where the pet in question presents an immediate threat to the health, safety, of others or if the pet is being treated in an inhumane manner. In such cases paragraph 24 shall apply.

36. Sanitary Standards of Pet Care and Handling:
 - a. The PHA shall designate areas on development premises for pet exercise and disposal of pet waste.
 - b. Pet owners shall be forbidden from exercising pets or permitting pets to deposit waste on development premises outside the designated areas.
 - c. Pet owners shall be required to remove and properly dispose of all removable pet waste.
 - d. Pet owners shall be required to remove pets from premises to permit pet to exercise or deposit waste if no designated area on development premises.

37. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.

AGREEMENT for CARE OF PET

In accordance with the Pet Policy of the Housing Authority of the County of Mifflin and the Addendum to the Residential Dwelling Lease Agreement dated _____ between:

THE HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN
141 S. Pine Road
Lewistown, Pennsylvania 17044

AND,

_____ (Tenant Name)

_____ (Tenant Address)

I hereby agree that should _____ become
incapable of caring for _____ a _____
(Name of Pet) (Type of Pet)

for any reason whatsoever, I will assume full responsibility for removal of the pet from the premises and for the care and well being of the animal.

Further, the pet shall not be permitted to return to the premises until approval is given by the Housing Authority of the County of Mifflin.

A copy of the Addendum to the Residential Dwelling Lease Agreement is attached.

Signature

Sworn and subscribed before
me this _____ day of
_____, _____.

Notary of Public

My Commission Expires:

PET POLICY ADDENDUM

I have read and understand the above pet ownership rules and agree to abide by them.

Resident's Signature

PHA Staff member's Signature

Date

Date

Type of Animal and Breed

Name of Pet

Description of Pet (color, size, weight, sex, etc.)

The alternate custodian for my pet is:

Custodian's first, middle and last name; post office box; street address; zip code; area telephone code and telephone number:

Resident's Signature

Date

Refundable Damage Deposit

Amount Paid

Date

C:\Personal\Plans for conversion\PA0412003200210150623-10.wpd

Housing Authority of the County of Mifflin

Attachment: PA041j01

Agency Plan Component 10 (B) Voluntary Conversion Initial Assessments

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

- One public housing development is subject to the required initial assessment.

CO012 40 units

B. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

- None

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

- One for the development in A. above.

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

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

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

N/A

Housing Authority of the County of Mifflin

Attachment: pa041k01

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)]
Scattered Sites (Lewistown)	12	C – The covered developments or development’s size, location, and/or configuration promote income deconcentration, such as scattered sites or small developments. (see below)	1.
Scattered Sites (Derry)	8	C – The covered developments or development’s size, location, and/or configuration promote income deconcentration, such as scattered sites or small developments. (see below)	2.

Note: When completing this attachment for the PHA Plan, pull this template from the HUD PHA Plan Website. The explanation and policy columns will expand as the chosen explanations or policies are entered.

Deconcentration and Income Mixing Supplement

Beginning October 1, 2001, PHA's are required to take actions to deconcentrate income below 85% or higher than 115% of the average income for all covered developments.

The income mix of Lawler Place and McCoy Manor developments fall within this range.

The Authority recognizes the need to take actions to deconcentrate the income mix at the Lewistown and Derry Township Scattered Site developments. However, it must be noted that only two vacancies have occurred within each development since the effective date of this requirement. In addition, two residents in the Derry Township development recently married, which resulted in a substantial increase in income.

As future vacancies occur, the Authority will take actions necessary to move lower income family's income the scattered site developments.

Mifflin County Housing Authority

RESIDENT ADVISORY BOARD MEETING

JULY 24, 2002

1:30 p.m.

Discussed the possibility of taking a "free" trip for residents to Lake Tobias in Halifax. RAB members felt this was wonderful idea and that a lot of persons would participate in the trip.

Residents discussed need for curfew to be established for children in the developments. One resident thought borough curfew is 10:30 p.m.

Sherry Haines stated that the center court area being cut by contractor is not being cut as short as tenant grass and always looks like it needs mowed.

Vivian Hamilton stated the lawn mowing contractor almost ran over the boys working for the Authority who were cleaning the flower beds. She thinks they should slow down when mowing. Also complained he is not cleaning off porches and sidewalks after mowing.

Lynn Stricker stated one Coleman House resident is concerned about a fire plan for the building. He feels there should be instructions on use of fire extinguishers and where they should be placed in the apartments. Also when fire companies come to Coleman, most residents do not leave their units.

Shirley Silfies stated she believes if Housing Authority was to put a picnic table in the E Court area, it would be used by residents. She stated at least one of the residents in that area has a grill she uses to cook outside. She stated new resident is complaining about young kids riding bicycles on the handicapped ramp at the unit.

Patsy Cavanaugh stated she was asked by a resident to have the Authority paint and designate handicapped both parking places in A-Court facing Chestnut Street.

RAB MEETING

AUGUST 21, 2002

1:30 P.M.

Discussed revisions to Admission and Continued Occupancy Policies. Much time was spent discussing screening criteria and reasons for denial of applications for public housing.

RAB members, as a whole, felt that anyone who was arrested for a drug-related or violent criminal offense in the previous three years from date of application should not be admitted to public housing.

Kandy Britton also felt that including with applicant having a history of disturbances of neighbors, etc., it should also be including if landlord states they have a history of allowing others to live with them who are not on the lease.

RESIDENT ADVISORY BOARD MEETING

September 11, 2002

1:30 p.m.

Discussion regarding the age of persons who are admitted to public housing. It was explained that our policy is not to allow anyone under the age of 18 to be a leaseholder. Kandy Britton questioned "emancipated minors". It was explained that it has been the advice of our solicitor to only rent to those persons who have achieved the age of 18 or who can prove they have been living independently and have been self supporting for a period of at least one years. It was explained they would have to provide a lease from a former landlord and rent receipts to prove they have been able to maintain a household on their own.

When explaining income limits for admission to public housing, Kandy questioned as to whether there was a cap on how much income a resident can have once they are a public housing resident. It was explained that once they have met the income eligibility to move into public housing, they can continue to live here no matter how much income they have.

Patsy Cavanaugh questioned whether the new Borough of Lewistown curfew of 10:30 p.m. applies to children residing in public housing or do we have to put our own policy into effect. It was explained that although they currently have to be off Borough streets by that time, public housing is private property, and the Housing Authority would probably have to enact their own policy regarding curfew of public housing children being outside the unit after that time. It was the unanimous opinion of RAB members that public housing should establish a 10:30 p.m. curfew also for children under 16 to be inside the unit and not outside making noise.

Patsy also questioned as to whether that curfew would also pertain to barking dogs. It was explained that barking dogs who are disturbing neighbors would be a violation of the Housing Authority pet policy and if complaints are received, those tenants violated the pet policy would be dealt with on an individual basis.

Sherry Haines stated she has a friend who is blind and may be getting a service animal. She asked if the person would be able to visit her with this animal. It was explained that a service animal is not considered a pet, and I felt the Housing Authority would consider that a reasonable accommodation to Sherry to permit this person to visit her.

Kandy Britton stated 4-H has a program where they allow children to train dogs to become service animals. She questioned whether a 4-H member living in

public housing would be permitted to do this. I told her I felt, based on our pet policy, this would not be something we would permit.

Shirley Silfies stated that she felt the bushes on the corner of South Pine Road and east Chestnut at the ones at the corner of East Chestnut and the Service Road should be trimmed on a monthly basis as they are very hazardous to drivers and a safety issue. She also questioned the fence between E-12 and E-13. She stated there is a gap in the fence close to the building and people are walking through there and getting very close to the unit itself when doing so. She requested we extend the fence to stop them from doing this. I explained to Shirley I think there was a large bush there at one time which prevented people from squeezing through the fence. I also advised I would mention her request to the Executive Director.

RAB MEETING

SEPTEMBER 18, 2002

1:30 p.m

Ms. Mattern reviewed the five year Capital Fund Plan.

Patsy Cavanaugh asked when residents would be getting new mailboxes. Was advised it is budgeted in the 2002 Capital Fund. Ronald Haines questioned as to whether the new mailboxes would be the same as he has or would they be larger. He was advised that we have not selected the type of mailbox yet, and one of the problems is in determining where to place them on the buildings from 37-76 McCoy Manor.

Lynn Stricker stated he knows the Coleman residents will be happy when he reports we are going to put an emergency bell in the Coleman laundry facility.

Discussed with RAB members the definition of an "evicted" tenant. After discussing certain situations of eviction actions with RAB members, it was the unanimous consensus of all RAB members that an evicted tenant is one who either moves while under eviction without appealing the action to the Executive Director; is evicted following an adverse decision by a Grievance Hearing Officer; or is evicted through procedures involving the District Justice system.

It was the unanimous opinion of RAB members that an "evicted" tenant is not eligible for admission to Public Housing or the Section 8 Rental Assistance Program for a period of three (3) years from the date of eviction action.

Sexual Harassment and Discrimination Policy was reviewed by the RAB members. All were in agreement with both the need for the policy, and the content of the policy. Sherry Haines stated she hoped this might solve some of the problems among children of different backgrounds in her neighborhood.

Patsy Cavanaugh questioned whether you would be responsible for conduct by a guest or visitor at your unit even if you told them not to do something. It was explained that the resident is responsible for the conduct of a guest and visitor and that the resident could be subject to eviction action and the guest could be subject to a Defiant Trespass order.

Lynn Stricker shared the new Crime Watch Committee at the Coleman had about 40 people attend their last meeting. They have consolidated with the Five Points Crime Watch Committee.

It was suggested RAB continue to meet on a regular basis until we have completed review of the Admission and Continued Occupancy Policies. Question was posed as to whether to continue to meet weekly or bi-weekly. Will discuss this option further at the next meeting, which will be held on Wednesday, September 25, 2002.

RESIDENT ADVISORY BOARD MEETING

September 4, 2002

1:30 p.m.

Discussion regarding effective dates of rent charges for increases in rent due to new income or higher income. Current policy is the first of the second month following date of the change. RAB members felt it is unfair to compute rent on this basis. Most employers pay every two weeks and depending on the date of hire, some people do not get paid in the same month they begin work. One member stated this is also true of child support. You may go to court in one month, but the monies aren't actually received by the recipient until the following month. RAB members unanimously felt that new rent increases should begin on the first of the second month following receipt of the first monies paid.

RAB members also discussed the separation of parents who live in public housing and who should be the person to remain in the unit as the head of household. It was felt that the person who retains custody of the children should be the person to remain in the unit.

RAB members also felt that any person evicted from public housing should not be permitted to return to public housing until three (3) years have passed from the date of eviction.

Discussion also ensued regarding persons who are incarcerated for drug related criminal offenses and other felonies. It was the unanimous opinion of the RAB members that felons should not be considered for housing until three years from the date they are released from incarceration.

TENANT MEETING

AGENCY PLAN

McCOY MANOR

AUGUST 15, 2002

1:30 P.M.

No residents appeared for the meeting. Ms. Mattern and Ms. Thomas waited approximately twenty minutes, and no residents came.

RESIDENT MEETING

AGENCY PLAN

LAWLER PLACE

AUGUST 16, 2002

1:30 P.M.

Residents were interested in the establishment of a computer lab at Burgard Apartments and would utilize it.

Residents complained about the contractors who mow the grass this year. They stated they do not come back and sweep the grass from the sidewalks. They also had issue with the speed of the law mowing equipment and the fact they cut the grass in the rain when it is wet.

Nancy McVicker complained about people who put out garbage on Tuesday morning or afternoon when garbage isn't collected until Wednesday morning. She said the smell comes right in her apartment windows. It was explained that some people have appointments and other places to go, and it is more convenient for them to put their garbage out when they are thinking about it. It was further explained that the Housing Authority didn't feel we could tell people a certain time in which to set out their refuse.

Carol Soult complained about a dark area in between E and F courts and suggested another site light be put in that area. Shirley Silfies agreed it is dark in that area.

Residents were very supportive of the sexual harassment/discrimination policy the Housing Authority is currently having prepared.

TENANT MEETING

AGENCY PLAN

COLEMAN HOUSE

August 20, 2002

1:30 p.m.

Residents stated furniture in sitting room and community room is wearing out. Other residents felt furniture was not worn out, but needs cleaned.

Willie Boswell feels fire extinguishers in apartments should not be located under the sink. He feels they should be on a wall where a resident can easily reach them in case of emergency.

Residents questioned whether the window blinds could be changed. They stated that it takes several months for a blind to be replaced with the type of blinds that are currently being used.

Residents commented they would like the tenant list at the front door to read last name of tenant only, so as to not identify gender of individual.

Residents suggested they would like to have a security camera system in their building to avoid vandalism.

Shirley Sattler talked about the establishment of a Crime Watch Committee. She stated the Coleman group will be connected to the Five Points Committee, and the joint meetings are to be held at Coleman House on the third Monday of each month at 7:00 p.m.

Shirley Sattler complained about residents of building doing laundry for people who do not live in the building. It was suggested that the names of the persons doing this as to be given to staff so that it can be addressed on an individual basis.

Willie Boswell stated where he previously lived the emergency bells were tied into the door locks and if the emergency bell of an apartment was activated, it would automatically unlock the door. He suggested we check into whether a system like that is possible at Coleman House.

Residents were supportive of discrimination/sexual harassment policy. They feel there is some discrimination in their building.

ADVISORY BOARD MEETING

JULY 31, 2002

Plans to establish a computer lab at Coleman House and Burgard Apartments were discussed. The Director explained the Housing Authority plans to partner with the Mifflin County Library, United Way, and Mifflin County Mapping Department to establish the labs. This partnership would provide on-site supervision of each lab, an instructor and a computer technician to provide technical support. Lynn Stricker from the Coleman House indicated he believed there would be a few residents in his building who would be interested in making use of the lab. Sherrie Haines from Lawler Place reported not all of the families in her neighborhood have computers and she thought some of the families would make use of the lab at Burgard Apartments. Shirley Silfies, President of the Lawler Place/Burgard Apts. Senior Tenant Organization thought there would be a few senior citizens from Lawler Place and Burgard Apartments who would be interested in attending sessions at the Computer Lab. She questioned where the lab would be located in Burgard Apartments and expressed her concern that the area be secured. Ms. Silfies was assured both computer labs would be located in areas that would be properly secured when not in use and that someone would be on site to monitor the use of the labs during the hours they are open.

Lynn Stricker, Coleman House Tenant Organization Vice President reported Shirley Sattler, a resident in his building, talked with a member of Lewistown Borough Council who expressed an interest in establishing a Crime Watch group at Coleman House if people are interested. Lynn said Ms. Sattler asked him to discuss this matter at the RAB meeting and see if the Housing Authority would support a Crime Watch Group and if there would be any objections to holding the crime watch meetings at the Coleman House. The Director reported the Housing Authority would be very much in favor of a Crime Watch Group and asked other tenants from Lawler Place to share their experience with Crime Watch. After further discussion, it was suggested that Mr. Stricker encourage Ms. Sattler to pursue this matter by contacting Chief Wayne Hower of the Mifflin County Regional Police Department. The Housing Authority will provide any assistance needed.

Shirley Silfies reported a tenant in her neighborhood found trash in her cans that had been put there by someone living in the family units. Unfortunately, no further information was available regarding this incident. Ms. Silfies was requested to report any future incidents to the office.

Ms. Silfies reported the tenant at E-12 Lawler Place has indicated the bushes beside her unit are over grown and are becoming a haven for children to play in. She requested the bushes be cut down.

RESIDENT ADVISORY BOARD MEETING

AUGUST 14, 2002

Plans for the bus trip to Lake Tobias were discussed. The buses will be leaving the Housing Authority offices at 8:30 a.m. A breakfast snack and juice will be provided on the bus and lunch will be served at the park.

RAB members were asked to think about ideas for future bus trips. The following suggestions were made:

McClure Bean Soup

Greenwood Furnace

New Lancaster Valley

Penns Cave

DelGrosso Amusement Park

Lakemont Park

Hayride at Halloween

Sleigh ride in winter in Juniata County

Customer service and resident satisfaction was discussed. The members present indicated their satisfaction with the customer service being provided by the Housing Authority and commented the improvements made to date in the apartments; especially the new roofs and frost free refrigerators have been well received. The comment was made that some people will never be satisfied.

Lynn Stricker reported about 15 people attended the first Crime Watch meeting held at the Coleman House. He said Chief Hower and Frank Medley also attended. They discussed a 10:30 curfew that requires children 16 years and under would need to be off of the streets or they could receive a citation for loitering. Violators would be given three warnings before being cited. Mr. Stricker reported some young people who must perform Community Service hours have been picking up debris and litter on the streets downtown.

The presence of the Regional Police Department on Housing Authority property was discussed. Most tenants present stated they have not been seeing the police, however, Lynn Stricker commented the police are more visible in the

downtown area. Other tenants commented they have not seen the bike patrols this summer.

Other ideas for tenant participation activities included the following:

Cooking for one - Penn State Extension Office

Low Impact exercise class for arthritis

Pat Wolfe - talking to seniors about various health related issues

It was agreed serving refreshments at each function would probably improve attendance.

Come to a Wedding - serve cake, punch, tenants bring wedding photos.

Lynn Stricker reported the tenants at Coleman House play bingo two nights a week. Shirley Silfies said tenants at Lawler Place and Burgard Apartments have not been playing bingo because everyone wants to play and nobody wants to be the caller.

Other suggested made included board games, cards, dominos, and puzzles.

RESIDENT ADVISORY BOARD MEETING

July 17, 2002

The Director reported HUD is expected to send out Resident Survey forms within the next couple of months. Tenants were encouraged to complete the survey and return the form to HUD.

Tenants were asked to be specific with their comments to enable the Housing Authority to respond to their concerns.

Debbie Koenig, resident representative from McCoy Manor said she is having a problem with other people's kids - specifically problems with minors. She wanted to know if the Housing Authority could get information about any history of criminal behavior of these individuals. The Director advised criminal records for minors would not be shared with the Housing Authority. Ms. Koenig was encouraged to notify the police if she continued to have a problem with minors.

Debbie Koenig questioned if the Housing Authority has local discretion to include admission screening criteria for minors - if so she thought this should be a part of our policy.

The acceptance of individuals who are 18 years of age as residents in public housing was discussed. Staff reported in many cases there is no basis to reject the application and many of these tenants are assigned units within an elderly development. Typically, problems with excessive noise and/or visitation is reported. However, staff confirmed the Authority is not permitted to reject the application unless there is a history of criminal activity or other negative credit or landlord history.

The need for new mailboxes at McCoy Manor was discussed.

Kandi Brittain reported an ex- Housing Authority tenant has moved in beside her and expressed the problems she has experienced with this individual and her children.

Debbie Koenig reported a truck belonging to the concrete contractor working at McCoy Manor has been parked in her space for a period of time. Ms. Koenig said she has left notes on the windshield of the vehicle and there has been no improvement. The Director assured Ms. Koenig the Authority will follow up on this matter again - and reported the Contractor has already been notified that he is not to be parking in that area and a second discussion with the Contractor for this matter has already taken place.

Sherri Haines from Lawler Place stated she wished some of the tenants would not act like children and said they are just nit picking at one another. Sherri said some of the tenants are cussing at one another and there has been a dispute because a tenant was asked to remove a bird feeder. It was reported Lori Gregg throws stale bread in her yard to feed the birds.

Staff reported residents are discouraged from throwing bread in the yard and from having bird feeders because of these things attract pigeons which carry lice and other diseases. This was a problem in the past and it was necessary to have Ehrlich's exterminate at Burgard Apartments to eliminate the pigeons.

Tony McCartney stated he and his wife have many medical appointments which interfere with his ability to attend the Resident Advisory Board meetings. Mr. McCartney said he would like to get off of the RAB committee for this reason. The Authority staff and other RAB members expressed their thanks to Mr. McCartney for his previous dedication and contribution to the Resident Advisory Board.

Shirley Silfies reported there are no meetings scheduled for the Lawler Place/Burgard Apartments tenant organization during August. Lynn Stricker reported the same schedule for the Coleman House resident group.

Residents said they thought the tenants in E-Court would use a picnic table if there was one available to put in that area.

Members discussed various locations that need additional site lighting. Shirley Silfies reported the area in her neighborhood is very dark. Debbie Koenig reported the light at the end of her building by unit 37 is out. Residents also commented the area between E-10 and E-11 is rather dark.

The bank in front of 37-40 McCoy Manor was discussed. Debbie Koenig said she is concerned about this area but understands that many of the possible solutions only create another potential hazard. She suggested the bushes be removed because they attract bees next and ants.

Shirley Silfies suggested staff look at a bush in E-court near Roger Patterson's apartment and said it needs to be trimmed back or removed.

It was also suggested the curb around the parking space by Diane Gurthridge's be re-painted with a fluorescent paint.

TENANT MEETING - AGENCY PLAN

Burgard Apts.

August 19, 2002

Suggestions made for better lighting in the apartments themselves. Several of the resident's present stated lighting in their apartments is poor because of only one overhead light in kitchen area and air conditioner blocks light from one of the window also.

Another suggestion made for more electrical outlets within the units themselves.

Residents felt it would be nice to have an outside swing and/or a picnic area.

Residents would like to have air conditioning in laundry room. They heard from meeting at Lawler Place that Coleman was getting air conditioning in their laundry, and Burgard residents would also like to have it.

RESIDENT SEXUAL HARASSMENT AND DISCRIMINATION POLICY
OF
THE HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN

Statement of Policy

The Fair Housing Act and Title VII of the Civil Rights Act of 1984 prohibits discrimination on the basis of race, color, sex, age, familial status or national origin. Sexual harassment is included among these prohibitions. Sexual harassment is unlawful, and such prohibited conduct exposes not only the Housing Authority, but also individuals involved in such conduct, to significant liability under the law. The Housing Authority of the County of Mifflin is committed to vigorously enforcing its sexual harassment and discrimination policy at all levels, and will not tolerate sexual harassment or discrimination by employees, residents or guests; and

What is Considered Sexual Harassment?

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual or sex-based nature, where

- 1) Submission to such conduct is made either explicitly a term of or condition of an individual's housing; or
- 2) Such conduct creates an intimidating, hostile or offensive housing environment.

It is also unlawful to retaliate or take reprisal in any way against someone who has articulated any concern about sexual harassment of, or discrimination against, the individual raising the concern or against another individual. Examples of conduct that would be considered sexual harassment or related retaliation are set forth in the following paragraphs. These examples are provided to illustrate the kind of conduct prescribed by this policy; however, the list is not exhaustive; and

The Housing Authority of the City of Mifflin considers the following conduct to represent some of the types of acts that would violate the sexual harassment policy:

Physical assaults of a sexual nature, such as:

- 1). Rape, sexual batter, molestation or attempts to commit these assaults;
- 2). Intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against, or poking another employee, tenant or guest's body.

Unwanted sexual advances, propositions or other sexual comments, such as:

- 1). A pattern of sexually oriented gestures, noises, remarks, jokes or comments about the person's sexuality or sexual experiences directed at or made in the presence of any Housing Authority employee, resident or guest who indicates, or has indicated in any way, that such conduct in his or her presence is unwelcome.
- 2). Preferential treatment or promise of preferential treatment to a Housing Authority resident for submitting to sexual conduct, including soliciting or attempting to solicit any Housing Authority resident to unwelcome sexual attention or conduct.
- 3). Subjecting, or threats of subjecting any Housing Authority employee, resident or guest to unwelcome sexual attention or conduct.

Sexual or discriminatory displays or publications, such as:

- 1). Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic.

Retaliation for sexual harassment complaints, such as:

- 1). Changing the housing or, disciplining, providing inaccurate housing information to, or refusing to discuss housing related matters with any resident because that resident complained about, or resisted harassment, discrimination or retaliation:
- 2). Intentionally pressuring, falsely denying, lying about or otherwise covering up conduct such as that described in the item above.

The above is not to be construed as an inclusive list of prohibited acts under this policy. Sexual harassment is unlawful and hurts other Housing Authority employees, residents or guests. Any of the prohibited conduct described here is sexual harassment of anyone at whom it is directed or who is otherwise subjected to it. Sexually oriented acts of sex-based conduct have no legitimate housing purpose; accordingly, the Housing Authority employee, resident or guest who engages in such conduct should be and will be made to bear the full responsibility for such unlawful conduct.

What is Considered Discrimination?

- 1). No one may take any of the following actions based on race, color, national origin, religious, sex, familial status or handicap; refuse to rent housing, refuse to negotiate for housing, make housing available, deny a dwelling, set different terms, condition or privileges for rental or a dwelling, provide different housing services or facilities, falsely deny that housing is available for inspection or rental.
- 2). In addition, it is illegal for anyone to: Threaten, coerce, intimidate or interfere with anyone exercising a fair housing right or assisting others who exercise that right; to advertise or make any statement that indicates a limitation or preference based on race, color national origin, religion, sex, familial, status, or handicap.
- 3). No one may engage in a pattern of gestures, noises, remarks, jokes, or comments about a person's race, color, national origin, religion,

sexual, familial status, or handicap directed at or make in the presence of any Housing Authority employee, resident or guest who indicates, or has indicated in any way, that such conduct in his or her presence is unwelcome.

Procedures for Handling Complaints

Complaints: If you feel that you have been the victim of discrimination or sexual harassment, you should immediately contact Sharon Thomas at 717-248-2624, extension 13 or Lecta Snook at 717-248-2624, extension 12. All complaints shall be in writing, with all information pertinent to the charges included. Complaints of acts that are in violation of the sexual harassment and discrimination policy will be taken seriously and investigated promptly. A complaint need not be limited to someone who was the target of harassment or discrimination.

Process: Sharon Thomas or Lecta Snook, or, in the event of a conflict, someone appointed by the Board of Directors, will take testimony of the accuser and any witnesses offered in support of the charge; the accuser and the accused will be provided an opportunity to review and respond to the charges for accuracy and/or clarification. The investigation will then proceed to validate or dismiss the allegations. If the investigation validates the allegations of discrimination or sexual harassment, the matter will be handled pursuant to the established Housing Authority Grievance Procedures. If the allegations are dismissed, the accuser shall have the right to appeal the matter to the Board of Directors within ten (10) business days of the receipt of notice that the allegations have been dismissed.

All complaints, investigations, hearings, and appeals associated with such charges may be forwarded to the Authority's solicitor for review and recommendation on an ongoing basis.

Confidentiality

Only those who have an immediate need to know, including the person to whom a report was made, the alleged target of harassment or retaliation, the alleged harasser or retaliator and any witnesses, will be told the identity of the complainant. All parties contacted in the course of the investigation will be advised that all parties involved in a charge are entitled to respect and that any

Retaliation or reprisal against an individual who is an alleged target or harassment or retaliation, or who has provided evident in connection with a complaint, is a separate actionable offense and subject to discipline under this policy.

Penalties for Misconduct

Any Housing Authority employee, resident or guest's commission of acts of discrimination; sexual harassment or retaliation against a complaint will result in appropriate sanctions, up to and including:

- 1). In the case of a resident and/or his or her guest or visitor, termination of the resident's lease, depending upon the nature and severity of the misconduct; or
- 2). In the case of a guest or visitor, that person may be issued a "Defiant Trespass" letter and be barred from Housing Authority property; or
- 3). In the case of an employee, said employee would be subject to the terms and penalties of the Personnel Policy of the Housing Authority of the County of Mifflin.

A written record of each action taken pursuant to this policy will be placed in the resident and/or employee file. The record will reflect the conduct, or alleged conduct, and the warning given, or other discipline imposed.

By signing below, I agree to all the conditions listed above and certify that I have received a copy of this policy.

Witness

Resident

Date: _____

CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name: <p align="center">Housing Authority of the County of Mifflin</p>	Grant Type and Number: Capital Fund Program No: PA26PO4170799 Replacement Housing Factor Grant No:	Federal FY of Grant: <p align="center">1999</p>
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Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number _____
 Performance and Evaluation Report for Program Year Ending **6/30/02**
 Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses				
3	1408 Management Improvements	39,200.00	17,172.00	17,172.00	17,172.00
4	1410 Administration	24,500.00	25,000.00	25,000.00	25,000.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,000.00	20,000.00	20,000.00	20,000.00
8	1440 Site Acquisition	34,176.00	27,154.00	27,154.00	27,154.00
9	1450 Site Improvement	8,705.00	2,273.00	2,273.00	2,273.00
10	1460 Dwelling Structures	243,374.00	278,356.00	278,356.00	278,356.00
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (sums of lines 2-20)	\$369,955.00	\$369,955.00	\$369,955.00	\$369,955.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance				
24	Amount of Line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs				
26	Amount of Line 21 Related to Energy Conservation Measures				

CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name: Housing Authority of the County of Mifflin	Grant Type and Number: Capital Fund Program No: PA26PO4115000 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number 4
 Performance and Evaluation Report for Program Year Ending **6/30/02**
 Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses				
3	1408 Management Improvements	33,000.00	69,868.00	69,868.00	23,000.00
4	1410 Administration	20,000.00	36,300.00	36,300.00	36,300.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,000.00	5,000.00	5,000.00	5,000.00
8	1440 Site Acquisition	34,176.00	0.00	0.00	0.00
9	1450 Site Improvement	85,271.00	34,743.00	34,743.00	5,216.00
10	1460 Dwelling Structures	208,048.00	269,179.00	269,179.00	34,227.00
11	1465.1 Dwelling Equipment-Nonexpendable	52,025.00	37,430.00	37,430.00	37,430.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (sums of lines 2-20)	\$452,520.00	\$452,520.00	\$452,520.00	\$141,173.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance				
24	Amount of Line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs				
26	Amount of Line 21 Related to Energy Conservation Measures				

**Annual Statement/Performance and Evaluation Report 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 Mifflin		Grant Type and Number: Capital Fund Program No: PA26PO4115000 Replacement Housing Factor Grant No:						Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
HA - Wide	Management Improvements:								
	1. Establish computer lab/Resident Training	1408		10,000.00	0.00	0.00	0.00		
	2. Agency Plan	1408		5,000.00	5,000.00	5,000.00	5,000.00		
	3. Protective Services - MCRPD	1408		10,000.00	10,000.00	10,000.00	10,000.00		
	4. Staff Training	1408		8,000.00	8,000.00	8,000.00	8,000.00		
	5. Construction of Steel Storage Building	1408		0.00	46,868.00	46,868.00	0.00		
	Total 1408			33,000.00	69,868.00	69,868.00	23,000.00	33% Complete	
HA - Wide	Administrative:								
	Total 1410	1410		20,000.00	36,300.00	36,300.00	36,300.00	100% Complete	
HA - Wide	Fees & Costs: (A&E Services)								
	Total 1430	1430		20,000.00	5,000.00	5,000.00	5,000.00	100% Complete	
	Site Acquisition:								
41-1	1. Purchase 136-138 Chestnut Street	1440		34,176.00	0.00	0.00	0.00		
	Total 1440								
	Site Improvements:								
41-1	1. Concrete Replacement	1450		23,072.00	31,777.00	31,777.00	2,250.00		
41-1	2. Demo 136-138 Chestnut Street	1450		0.00	2,727.00	2,727.00	2,727.00		
41-1	3. Replace Mailboxes	1450		3,899.00	239.00	239.00	239.00		
41-1	4. Correct Erosion Problem @ McCoy	1450		6,300.00	0.00	0.00	0.00		
41-1	5. Expand/Resurface Parking Areas	1450		10,000.00	0.00	0.00	0.00		
41-1	6. Landscape McCoy Manor Banks	1450		30,000.00	0.00	0.00	0.00		
HA- Wide	7. Improve Site Lighting	1450		12,000.00	0.00	0.00	0.00		
	Total 1450			85,271.00	34,743.00	34,743.00	5,216.00	15% Complete	

CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name: Housing Authority of the County of Mifflin	Grant Type and Number: Capital Fund Program No: PA26PO4115001 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number _____
 Performance and Evaluation Report for Program Year Ending **6/30/02**
 Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses				
3	1408 Management Improvements	76,000.00	73,287.00	36,467.00	33,368.00
4	1410 Administration	41,000.00	41,000.00	41,000.00	19,738.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,000.00	20,000.00	10,631.00	10,631.00
8	1440 Site Acquisition				
9	1450 Site Improvement	81,697.00	115,960.00	56,300.00	2,288.00
10	1460 Dwelling Structures	227,003.00	196,953.00	181,953.00	4,533.00
11	1465.1 Dwelling Equipment-Nonexpendable	6,000.00	6,000.00	1,449.00	1,449.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	10,000.00	8,500.00	1,796.00	1,796.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (sums of lines 2-20)	\$461,700.00	\$461,700.00	\$329,596.00	\$73,803.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance				
24	Amount of Line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs				
26	Amount of Line 21 Related to Energy Conservation Measures				

**Annual Statement/Performance and Evaluation Report 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 Mifflin		Grant Type and Number: Capital Fund Program No: PA26PO4115001 Replacement Housing Factor Grant No:						Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
HA - Wide	Management Improvements:	1408							
	1. Protective Services			20,000.00	20,809.00	20,809.00	20,809.00		
	2. P/H Inspection Software			5,000.00	6,691.00	629.00	629.00		
	3. Computer Lab/Resident Training			0.00	10,000.00	0.00	0.00		
	4. Land Surveys (McCoy & Chestnut)			15,000.00	1,000.00	1,000.00	1,000.00		
	5. Agency Plan Annual Update			5,000.00	4,787.00	4,787.00	4,787.00		
	6. Policy Revisions			5,000.00	5,000.00	5,000.00	1,901.00		
	7. Staff Training			5,000.00	5,000.00	4,242.00	4,242.00		
	8. Expand Internet Access			1,000.00	0.00	0.00	0.00		
	9. Land Surveys (scattered sites)			20,000.00	20,000.00	0.00	0.00		
	Subtotal 1408			76,000.00	73,287.00	36,467.00	33,368.00		
	Administration:	1410		41,000.00	41,000.00	41,000.00	19,738.00		
	Subtotal 1410			41,000.00	41,000.00	41,000.00	19,738.00		
	Fees & Costs: A&E Services	1430		20,000.00	20,000.00	10,631.00	10,631.00		
	Subtotal 1430			20,000.00	20,000.00	10,631.00	10,631.00		
	Non-Dwelling Equipment:	1475							
	1. Admin computer upgrades			10,000.00	8,500.00	1,796.00	1,796.00		
	Subtotal 1475			10,000.00	8,500.00	1,796.00	1,796.00		

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

PHA Name:		Grant Type and Number:				Federal FY of Grant:		
Housing Authority of the County of Mifflin		Capital Fund Program No: PA26PO4115001				2001		
		Replacement Housing Factor Grant No:						
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	
	Site Improvement:	1450						
41-1	1. Concrete replacement			7,500.00	25,000.00	25,000.00	0.00	
41-1	2. Paving & Lighting Chestnut			20,000.00	20,000.00	20,000.00	0.00	
41-1	3. Replace mailboxes			0.00	3,660.00	0.00	0.00	
41-1	4. Correct erosion @ McCoy			6,300.00	6,300.00	6,300.00	0.00	
41-1	5. Expand/resurface parking area			17,500.00	0.00	0.00	0.00	
41-1	6. Landscape McCoy banks			15,000.00	45,000.00	0.00	0.00	
41-1	7. Improve site lighting			0.00	11,000.00	0.00	0.00	
HA - Wide	8. ADA modifications			10,397.00	0.00	0.00	0.00	
HA - Wide	9. Scattered site improvements			5,000.00	5,000.00	5,000.00	2,288.00	
	Subtotal 1450			81,697.00	115,960.00	56,300.00	2,288.00	
	Dwelling Structures:							
41-1	1. Roof Replacement - Lawler Pl			157,800.00	127,750.00	127,750.00	0.00	
41-1	2. Floor Repair - McCoy Manor			30,040.00	30,040.00	30,040.00	1,262.00	
41-7	3. Brick Repair - Coleman House			10,000.00	10,000.00	10,000.00	0.00	
41-2	4. Interior Renovations - Burgard			14,163.00	14,163.00	14,163.00	3,271.00	
41-2	5. Shower Surrounds - Burgard			15,000.00	15,000.00	0.00	0.00	
	Subtotal 1460			227,003.00	196,953.00	181,953.00	4,533.00	
41-2	Dwelling Equipment:	1465						
	Air Conditioner Replacement - Burgard Apts.			6,000.00	6,000.00	1,449.00	1,449.00	
	Subtotal 1465			6,000.00	6,000.00	1,449.00	1,449.00	
	TOTAL			\$461,700.00	\$461,700.00	\$329,596.00	\$73,803.00	

CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name: Housing Authority of the County of Mifflin	Grant Type and Number: Capital Fund Program No: PA26PO4115002 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number 1
 Performance and Evaluation Report for Program Year Ending **6/30/02**
 Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses				
3	1408 Management Improvements	42,500.00	41,500.00	0.00	0.00
4	1410 Administration	35,000.00	35,000.00	0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,000.00	14,000.00	0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	109,170.00	109,170.00	0.00	0.00
10	1460 Dwelling Structures	241,930.00	235,955.00	0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable	6,000.00	6,000.00	0.00	0.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	7,100.00	8,600.00	0.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (sums of lines 2-20)	\$461,700.00	\$450,225.00	\$0.00	\$0.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance				
24	Amount of Line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs				
26	Amount of Line 21 Related to Energy Conservation Measures				

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

PHA Name:		Grant Type and Number:				Federal FY of Grant:		
Housing Authority of the County of Mifflin		Capital Fund Program No: PA26PO4115002				2002		
		Replacement Housing Factor Grant No:						
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	
	Site Improvement:	1450						
HA - Wide	Concrete Work -			37,200.00	37,200.00	0.00	0.00	
41-9 & 41-10	Scattered Site Improvements			5,570.00	5,570.00	0.00	0.00	
41-2	Paving/Lighting - Burgard Apts			53,200.00	53,200.00	0.00	0.00	
HA - Wide	Site Lighting			13,200.00	13,200.00	0.00	0.00	
	Subtotal 1450			109,170.00	109,170.00	0.00	0.00	
	Dwelling Structures:	1460						
41-1	Roof Replacement - McCoy I			149,360.00	149,360.00	0.00	0.00	
41-1	Floor Replacement - McCoy I			52,570.00	47,595.00	0.00	0.00	
41-2	Window Replacement - Burgard			40,000.00	39,000.00	0.00	0.00	
	Subtotal 1460			241,930.00	235,955.00	0.00	0.00	
	Dwelling Equipment:	1465						
41-2	Air Conditioner Replacement - Burgard Apts.			6,000.00	6,000.00	0.00	0.00	
	Subtotal 1465			6,000.00	6,000.00	0.00	0.00	
	Non-Dwelling Equipment:	1475						
HA Wide	Computer Hardware			3,500.00	5,000.00	0.00	0.00	
	Air conditioners - Laundry Area			3,600.00	3,600.00	0.00	0.00	
	Subtotal 1475			7,100.00	8,600.00	0.00	0.00	
	Subtotal			364,200.00	359,725.00	0.00	0.00	
	GRANT TOTAL			\$461,700.00	\$450,225.00	\$0.00	\$0.00	

