

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

Small PHA Plan Update
Annual Plan for Fiscal Year: **2003**

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

PHA Plan Agency Identification

PHA Name: Bradford Housing Authority

PHA Number: PA49

PHA Fiscal Year Beginning: (mm/yyyy)1/1/2003

PHA Plan Contact Information:

Name: Shelley L. Whitman

Phone: 814 - 362 - 3535

TDD: 814 - 362 - 3536

Email (if available): bha@penn.com

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

PHA Programs Administered:

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

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

i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

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

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

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

The Authority is on schedule with its Plan; however, some of the Capital Fund work priorities have changed in response to resident input and PHAS Physical Inspection results. The Authority has updated and implemented its policies in compliance with the Quality Housing and Work Responsibility Act of 1998 and has added another year to the five year Capital Fund Plan, FY2007. Additionally the Authority has determined it is in compliance with HUD's deconcentration guidelines. Also attached is the Authority's Certification of Voluntary Conversion of Public Housing Developments.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

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

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ ___336,360___

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

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

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

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment B

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

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

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

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

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

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

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

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

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

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

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

6. Other Information

[24 CFR Part 903.7 9 (r)]

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

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s? **Please note the Resident Advisory Board helped update the Plan therefore had input during the entire Plan review and update process.**
2. If yes, the comments are Attached at Attachment (File name)
3. In what manner did the PHA address those comments? (select all that apply)
 - The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included
 - Yes No: below or

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

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

Other: (list below) The Resident Advisory Board was involved in updating the Plan therefore had input in every facet of the Plan. For example, the resident Advisory Board helped identify and prioritize capital plan work items.

B. Statement of Consistency with the Consolidated Plan

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

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

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

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)

"To maintain and upgrade existing housing stock." The Authority plans to achieve this objective using its Capital Fund Program to upgrade (modernize) and its Operating Fund to maintain its current housing stock.

Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

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

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) The State will provide technical assistance upon request.

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

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

A. Substantial Deviation from the 5-year Plan:

GOALS

- Additions or deletions of Strategic Goals

B. Significant Amendment or Modification to the Annual Plan:

PROGRAMS

- Adding new programs not included in the Housing Agency Plan
- Any change with regard to demolition or disposition, designation of housing, homeownership programs or conversion activities

CAPITAL BUDGET

- Additions of non-emergency work items in excess of \$25,000 (items not included in the current Annual Statement of Five Year Action Plan) or change in use of replacement reserve funds in excess of \$25,000.

POLICIES

- Changes to rent or admissions policies or organization of the waiting list

An exception to the above definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements since such changes are not considered significant amendments by HUD.

Attachment A

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers in Public Housing <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related 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	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency

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

Attachment B

Capital Fund Program Annual Statement

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Bradford Housing Authority		Grant Type and Number Capital Fund Program: PA28P040501-03 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	34,360			
8	1440 Site Acquisition				
9	1450 Site Improvement	68,600			
10	1460 Dwelling Structures	233,400			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				

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

PHA Name: Bradford Housing Authority	Grant Type and Number Capital Fund Program: PA28P040501-03 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
--	--	-------------------------------------

Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)

Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
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)	336,360			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

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

PHA Name: Bradford Housing Authority		Grant Type and Number Capital Fund Program #: PA28P040501-03 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	A/E Fees	1430	Lump-sum	34,360				
PA49-01	Siding	1460	Lump-sum	130,000				
	Landscaping	1450	Lump-sum	18,600				
PA49-03	Patios	1450	50 DU	50,000				
	Renovate kitchens	1460	10 DU	50,000				
	Drop ceiling	1460	10 DU	3,400				
	Replace paneling with drywall downstairs	1460	10 DU	50,000				

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

PHA Name: Bradford Housing Authority		Grant Type and Number Capital Fund Program #: PA28P040501-03 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	6/30/05			6/30/06			
PA49-01	6/30/05			6/30/06			
PA49-03	6/30/05			6/30/06			

Attachment C

Capital Fund Program 5-Year Action Plan

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Bradford Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 20054	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 20065	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
HA-Wide Fees and Costs	Annual Statement	27,860	35,580		
PA49-01		50,000	95,000		
PA49-03		258,500	205,780	336,360	336,360
Total CFP Funds (Est.)		336,360	336,360	336,360	336,360
Total Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year : <u>2</u> ___ FFY Grant: 2004 PHA FY: 2004			Activities for Year: <u>3</u> ___ FFY Grant: 2005 PHA FY: 2005		
	Work Items	Quantity	Cost	Work Items	Quantity	Cost
	PA49-01			PA49-01		
	Fencing	LS	50,000	Automatic doors		95,000
	PA49-03			PA49-03		
	Renovate kitchens	25 DU	125,000	Renovate kitchens	17 DU	85,000
	Replace paneling with drywall downstairs	25 DU	125,000	Replace paneling with drywall downstairs	17 DU	85,000
	Drop ceilings	25 DU	8,500	Drop ceilings	17 DU	5,780
				Playground equipment	LS	30,000
	HA-Wide			HA-Wide		
	Fees and Costs		27,860	Fees and Costs		35,580

Activities for Year 1	Activities for Year : <u>4</u> ___ FFY Grant: 2006 PHA FY: 2006			Activities for Year: <u>5</u> ___ FFY Grant: 2007 PHA FY: 2007		
	Work Items	Quantity	Cost	Work Items	Quantity	Cost
	PA49-03			PA49-03		
	Replace paneling with drywall upstairs	48 DU	336,360	Replace paneling with drywall upstairs	24 DU	168,000
				Construct one 3 BR Handicap accessible houses	LS	168,360

Additional Work Items to be completed as a function of funding:

PA49-1

• Card access doors	\$128,000
• Renovate kitchens	\$640,000
• Renovate bathrooms	\$576,000
• Fire sprinkler system	\$320,000
• Upgrade public area HVAC systems	\$ 25,000
• Car ports for handicap accessible parking	\$ 60,000
• Landscaping	\$ 75,000
• Sidewalk/drive/parking repair/replacement	\$ 50,000
• Paint public areas and dwelling units	\$225,000

PA49-3

• Three additional handicap accessible houses	\$505,080
• Clothes lines	\$ 20,000
• Renovate bathrooms	\$324,000
• Replace sewer lines	\$145,000
• Community center and laundry room building	\$150,000
• Landscaping	\$144,000
• Sidewalk/drive/parking repair/replacement	\$180,000
• Paint dwelling units	\$110,000

Required Attachment _D_: 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: Ann Bates

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

Elected

Appointed by the Mayor as all other Commissioners

C. The term of appointment is (include the date term expires): Five year term which expires on 12/31/2006

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

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member: 12/31/2002 (Each 12/31 a term expires)

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

Mayor Michelle Corignani

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

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

- Gloria Bernnardi, 2 Bushnell Street
- Karen Vanorden, 2 Bushnell Street
- Jean Green, 2 Bushnell Street
- Gbri Lupold, South Center street
- Anna Morton, Brookline Court

Attachment F: Voluntary Conversion of Public Housing

**Bradford Housing Authority
2 Bushnell Street
Bradford, Pennsylvania 16701
814-362-3535 Fax 814-362-7411**

CERTIFICATION OF VOLUNTARY CONVERSION OF PUBLIC HOUSING DEVELOPMENTS

October 18, 2002

The Bradford Housing Authority hereby certifies that it has:

- Reviewed the following development's operation as public housing:
 - PA49-01
 - PA49-03
- Considered the implications of converting the above public housing developments to tenant based assistance; and
- Concluded that conversion of the development will be inappropriate because removal of the developments will not meet the necessary conditions for voluntary conversions since:
 - 1) Converting to tenant based assistance will be more expensive than continuing to operate the developments as public housing; and
 - 2) Converting to tenant based assistance will adversely affect the availability of affordable housing in Bradford, Pennsylvania.

Shelly L. Whitman, Executive Director

Date

Attachment F: Voluntary Conversion of Public Housing

Component 10 (B) Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments? **Both of the Authority's developments PA49-01 and PA49-03**
- 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? **Both developments PA49-01 and PA49-03**
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: **None**

Development Name	Number of Units

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

Attachment G: Deconcentration and Income Mixing

Bradford Housing Authority
2 Bushnell Street
Bradford, Pennsylvania 16701
814-362-3535 Fax 814-362-7411

CERTIFICATION OF DECONCENTRATION AND INCOME MIXING

October 18, 2002

The Bradford Housing Authority hereby certifies:

- That the following developments are general occupancy developments covered by the deconcentration rule:

PA49-01

PA49-03

- That none of the two covered developments have average incomes above or below 85% to 115% of the average incomes of both covered developments.

Shelly L. Whitman, Executive Director

Date

Attachment H: FY2000 Capital Fund Program Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Bradford Housing Authority		Grant Type and Number Capital Fund Program: PA28P049501-00 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	26561	26561	26561	17,500
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	320600	320600	320600	292175
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)	347161	347161	347161	309675
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				

Attachment H: FY2000 Capital Fund Program Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Bradford Housing Authority		Grant Type and Number Capital Fund Program #: PA28P049501-00 Capital Fund Program Replacement Housing Factor #:				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 Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Fees and costs	1430		26561	26561	26561	17500	In progress
PA49-01	Domestic Hot Water Boiler	1460		30000	34498	34498	32039	In progress
PA49-03	Building Envelope (siding)	1460		290600	286102	286102	260136	In progress
Totals				347161	347161	347161	309675	

Attachment I: FY2001 Capital Fund Program Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Bradford Housing Authority		Grant Type and Number Capital Fund Program: PA28P049501-01 Capital Fund Program Replacement Housing Factor Grant No:		Federal FY of Grant: 2001	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	34132	21372	21372	13598
8	1440 Site Acquisition				
9	1450 Site Improvement	103000	188788	188788	
10	1460 Dwelling Structures	145000	97341	40251	
11	1465.1 Dwelling Equipment—Nonexpendable	72000	46631	46631	46631
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)	354132	354132	297042	60,229
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				

Attachment I: FY2001 Capital Fund Program Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Bradford Housing Authority		Grant Type and Number Capital Fund Program #: PA28P049501-01 Capital Fund Program Replacement Housing Factor #:				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 Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Fees and costs	1430	LS	34132	21372	21372	13598	
PA49-01	Automatic Entrance Doors	1460	LS	30000	26303	26303		
	Upgrade Elevators	1460	2	90000	57090			
	Repair sidewalks	1450	LS	3000	23000	23000		
PA49-03	Utility Room Light Fixtures	1460	66	5000	3948	3948		
	Hall Light Fixtures	1460	136	10000	5000	5000		
	Kitchen Light Fixtures	1460	140	10000	5000	5000		
	Repair Sidewalks	1450	LS	40000	59760	60000		
	Landscaping/Fencing	1450	LS	60000	106028	105788		
	Refrigerators	1465.1	67	36000	21460	21460	21460	
	Stoves	1465.1	69	36000	25171	25171	25171	
	Totals			354132	354132	297042	60229	

Attachment J: FY2002 Capital Fund Program Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name: Bradford Housing Authority		Grant Type and Number Capital Fund Program: PA28P040501-02 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2002	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)						
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/2002 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations					
3	1408 Management Improvements					
4	1410 Administration					
5	1411 Audit					
6	1415 liquidated Damages					
7	1430 Fees and Costs	34360	0	0	0	
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	302000	0	0	0	
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)	336360	0	0	0	
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					

Attachment J: FY2002 Capital Fund Program Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Bradford Housing Authority		Grant Type and Number Capital Fund Program #: PA28P040501-02 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	A/E Fees	1430	Lump-sum	34360		0	0	In progress
PA49-01	Elevator upgrade (with 2001 CFP funds)	1460	2	50000		0	0	
	Install ceiling fans and light fixtures	1460	48	25000		0	0	
PA49-03	Drop ceilings, downstairs hallway	1460	20	6800		0	0	
	Patios	1460	20	20000		0	0	
	Renovate kitchens	1460	20	100200		0	0	
	Replace paneling with drywall (kitchen, living room, dining room, hallway, stairwells, utility room and downstairs bedroom)	1460	20	100000		0	0	
Totals				336360		0	0	

Attachment K

FOLLOW-UP TO RASS SCORE FYE 12/31/01

Communication 49-01 & 49-03:

We are responsive to each tenant's questions, complaints and concerns, this includes anonymous calls; oral or written. This is if we are made aware of them. If the complaint is serious enough we ask the tenant to put it in writing, especially if another tenant is involved. We have an open door policy, therefore if the tenant has a question or concern and even suggestion (which we encourage) they are welcome to come to the offices or maintenance and discuss it anytime. All tenants are advised of this when they move-in and in their newsletters.

Concerning a tenant organization, we have tried several times to get the tenants together and organize one, but they are not interested. They would rather get together when they want to, which we are noticing more and more of. They are having picnics, dinners and playing bingo and cards at least once a week. More and more tenants seem to be joining in. They do not want to feel obligated to anything or any special time.

We will continue to put in our newsletter that our offices are open to them anytime and continue to encourage a tenant organization.

Safety 49-01 & 49-3:

Our screening is the strictest, that we are allowed to be. We check with the local police on every application and the FBI, if a hit comes up. We also check all references. All tenants know how strict the screening is. We use this screening in our family and high rise units.

I have reviewed our records for 49-01 (high rise apartments) and there have not been any crimes in the building within the last year. We have had some vandalism in our parking lot, but the Bradford Police are now driving through the parking lot more often.

I have reviewed our records for 49-03 (family units) and there have not been any crimes, except for a few domestic disputes.

We monitor the police log each day and will continue doing so. We will also review our screening with the residents.