

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

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Small PHA Plan Update  
Annual Plan for Fiscal Year: 2004

**Elk County Housing Authority**  
**Johnsonburg, Pennsylvania**

**Ms. Kathleen Laughner**  
**Executive Director**

**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:** Elk County Housing Authority

**PHA Number:** PA-54

**PHA Fiscal Year Beginning:** 10/2003

### PHA Plan Contact Information:

Name: Ms. Kathleen Laughner, Executive Director

Phone: 814-965-2532

TDD:

Email (if available): elk@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
  - ☞ Elk County Housing Authority
  - PO Box 100 - Water Street Extension
  - Johnsonburg, PA 15845
- 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 2004**  
 [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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**Attachments**

- Attachment A: Supporting Documents Available for Review
- Attachment   : Capital Fund Program Replacement Housing Factor Annual Statement
- Attachment   : Public Housing Drug Elimination Program (PHDEP) Plan
- Attachment B: Resident Membership on PHA Board or Governing Body
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- Attachment D: Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text)
- Attachment E: Voluntary Conversion Additional Questions
- Attachment F: Progress in Meeting 5-Year Plan and Significant Accomplishments during the 2003 Annual Plan Year
- Attachment G: Marketing Brochure
- Attachment H: Radio Script
- Attachment I: Capital Fund Program 5- Year Action Plan (pa054b01)
- Attachment J: Capital Fund Program Annual Statement and Performance and Evaluation Reports (pa054a01, pa054c01 and pa054d01)
- Other (List below, providing each attachment name)

## **ii. Executive Summary**

[24 CFR Part 903.7 9 (r)]

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

The Quality Housing and Work Responsibility Act of 1998 created the public housing agency Five Year and Annual Plan requirements. The Housing Authority's Five Year Plan describes the mission of the Authority and the long term goals and objectives for achieving its mission through the period 2001 to 2005. The Five Year Plan is amended as the need arises. The Annual Plan identifies approaches the Housing Authority will take to manage programs and provide services for the fiscal year beginning October 1, 2003.

The overall goals and objectives identified in the Five Year Plan remain substantially unchanged from last fiscal year. Emphasis will again be placed on reducing public housing vacancies and completing capital fund improvements within prescribed time frames. Attachment F details progress in meeting many of the Five Year Plan objectives.

The Small PHA Annual Plan Update, submitted by smaller Authorities including Elk County identifies specific activities that will be undertaken during the period October 1, 2003 through September 30, 2004.

Specifically this will include exploring the possibility of applying for additional Section 8 assistance and continuation of a proven marketing program designed to reduce public housing vacancies. The success of the Flat Rent program will be continued as well as increased emphasis on assuring that disabled families has access to public housing in Johnsonburg. Efforts will be made to reduce the high administrative costs associated with health care and mailing.

One of the goals of the Annual Plan is to reduce the number of reports that must be sent to HUD. The Annual Plan does, to the extent practicable and directed by HUD, consolidate some of the information the Housing Authority is now required to submit to HUD. Principal among these submissions is the Capital Fund Program application and Performance and Evaluation reports that are attached to the Annual Plan.

The QHWRA also requires that the Agency Plan developed by the Elk County Housing Authority be consistent with the Commonwealth of Pennsylvania's Consolidated Plan. A copy of the Certificate of Consistency issued by the Commonwealth is available as a Supporting Document Available For Review.

## **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 vacancy reduction strategy developed in the FY 2003 Plan year has begun to pay dividends and will be continued into the FY 2004 Plan year. The principle component of this strategy is the implementation of a comprehensive marketing plan. Using radio and print media sources the Authority has created a positive consumer image of public housing. By promoting available, safe, and affordable housing in a familiar community setting the Authority has seen an overall vacancy rate reduction within the past 12 months of 47% (from 23 to 11 vacancies). In the family units the reduction was a more dramatic 73% (from 11 to 3 vacancies). The distribution of printed material to social agencies, churches and banks has resulted in an increase in referrals for public housing. Similarly, the radio and newspaper advertisements have generated a positive public response and additional referrals. (Samples of the printed flyers distributed by the Authority and a script from the radio spot appear as Attachments G and H).

Assuring that families with one or more handicapped members have public housing as an accommodation option will be a primary focus during the FY 2004 Plan year. Toward meeting this objective the Authority will explore the need for creating one 2 bedroom and one 3 bedroom handicapped family unit. Professional staff from Life and Independence Today, a six county advocacy group for disabled individuals, is undertaking the needs assessment. If the assessment is positive the Authority will explore options as to where these units can be placed. One consideration is using the first floor area of the Harold Duffy Apartments, part of which is used for Housing Authority Administration, to create the necessary space. Using sound economic practices other options will be explored, if in fact the need for these units is present.

Housing Authority Operating costs have been negatively impacted by a sharp increase in employee health care costs and an above average increase in mailing costs. It is clear that the Housing Authority has had a stable staff for many years. In analyzing health care costs, it is apparent that health insurance premiums have increased with the average age of the employees. To remedy this problem, the Authority will explore with the insurance carrier various option and alternatives that might be available to reduce costs. Excessive mailing costs have been traced to the Section 8 program. Alternatives to excessive mailing will be examined. Principle among these options will be more face-to-face interactions with current and future Section 8 participants. This will permit various documents being transmitted without multiple mailings, also many of the explanatory pamphlets etc. can be hand transferred.

The Housing Authority will continue to recognize 110% of the fair market rent as the countywide Section 8 payment standard. These rent have proven to be in line with local market trends.

In April 2003, the Housing Authority learned that the 2003 HUD Appropriations Act provides for the funding of the Community Service Program. Upon official notification of this change, affected public housing residents will be notified of the requirement to complete 8 hours of Community Service each month.

The Housing Authority has been using Flat Rents since late in 2000. These rents have allowed higher income persons to remain in public housing while not penalizing residents that have found employment. The use of Flat Rents will continue throughout the 2004 Plan year.

## **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? \$ 256,648 (estimate)

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 pa054b01

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

The Capital Fund Program Annual Statement is provided as Attachment pa054a01

## **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

<b>Demolition/Disposition Activity Description</b> <b>(Not including Activities Associated with HOPE VI or Conversion Activities)</b>
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: <u>(DD/MM/YY)</u>
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:

Should the need arise; the Housing Authority is reserving its option to demolish units under the de minimus exception for demolition provided by the QHWRA.

#### **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.

**HUD funding of the PHDEP has been discontinued.**

- 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)]

**B. Resident Advisory Board (RAB) Recommendations and PHA Response**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are Attached at Attachment (File name) Attachment D
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 D.
  - Other: (list below)

**B. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (provide name here)  
 Commonwealth of Pennsylvania
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)

Following is the procedure developed by the Commonwealth to show consistency with Pennsylvania's Consolidated Plan:

"Public Housing Authorities, (PHA) Agency Plans must be consistent with the Commonwealth's Consolidated Plan. In order to be found to be consistent with the Commonwealth's Consolidated Plan, a Public Housing Authority must demonstrate that one or more of the following activities are included in its agency plan. Please check those activities that are consistent with your Plan".

- Rehabilitation of the existing public housing stock in a manner that is sensitive to

the needs for accessibility to and visitability by persons with disabilities.

☞ Although 10% of the Housing Authority's public housing units are handicapped accessible, the Authority will during the 2004 Plan year, determine the need for additional larger family units. In addition each year the Authority expends approximately \$250,000 in capital improvements. These improvements are not only sensitive to the needs of accessibility and visitability but actively provide improvements and enhancements designed to accommodate persons with disabilities.

- Demolition of obsolete public housing units.
- Conversion of underutilized and less marketable public housing units into unit configurations that are more marketable.
- Development of new lower density public housing that is conducive to neighborhood revitalization.
- Homeownership initiatives, especially those aimed at promoting the economic self-sufficiency of public housing residents.
- Supportive services, especially those that support the aging in place of senior residents.
- Requests for additional Section 8 vouchers from HUD.
  - ☞ The Housing Authority will consider requesting additional Section 8 units based on availability and the level of demand. Over 55% of the total low income units owned or rented through the Housing Authority are Section 8 units.
- 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)

☞ Homeless assistance programs funded through the Consolidated Plan Annual Strategy supports Elk County's interest in homeless prevention.

☞ The funding supports provided by the state funded Welfare and Mental Health/Mental Retardation agencies provide public housing residents and other Elk County special needs individuals with support structures necessary to build/reconstruct useful lives.

- ☞ Homeownership initiatives, especially those aimed at promoting the economic self-sufficiency of public housing residents.
- ❖ The Commonwealth's continued support of services aimed at directly and indirectly improving the living environment of public housing residents.

## **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:**

- ☞ The 5-Year Plan is subject to continuous adjustment and change. However, all changes must be incorporated in the subsequent Plan and are subject to review by the Resident Advisory Board and the Public Hearing.

#### **B. Significant Amendment or Modification to the Annual Plan:**

- ☞ The Housing Authority has established the following definition for "Significant Amendment or Modification". Changes other than those specified will be undertaken by the PHA staff and reported in the subsequent Annual Plan.

Changes to rent or organization of the waiting list.

Any change in the Capital Fund Annual Statement that is not in accordance with HUD's fungibility regulations.

Change in use of replacement reserve funds under the Capital Fund in an amount more than 25%.

Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

**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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
☑	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
	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
☑	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
☑	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
☑	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
☑	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
☑	Public housing rent determination policies, including the method for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
☑	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
☑	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**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
☞	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
☞	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
☞	Results of latest Section 8 Management Assessment System (SEMAP) <b>Current SEMAP score 88.</b>	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
☞	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
☞	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
☞	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
☞	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

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	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
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	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"> <li>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>· 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);</li> <li>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>· Coordination with other law enforcement efforts;</li> <li>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>· 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.</li> </ul>	Annual Plan: Safety and Crime Prevention
☞	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
☞	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)
☞	Voluntary Conversion - Initial Assessment	As required by HUD Handbook 2001-26



## Required Attachment B:

### 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:

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

- Elected  
 Appointed

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

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.

☞ In June of each year the Executive Director meets with the Resident Advisory Board and advises them of the availability of the opportunity to serve on the Housing Authority Board. Following this meeting the Director also posts a Notice on the bulletin board at each development advising residents of the opportunity to serve. To date no public housing resident has expressed an interest in serving on the Board.

Other (explain):

B. Date of next term expiration of a governing board member: July 2004

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

☞ Ms. June Sorg, Chairperson Elk County Board of Commissioners

## **Required Attachment C:**

### **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.)

Nancy Decheccis  
Rita Imboden  
Tom Steis  
Sandy Hale  
Brenda Gragg  
Joe Cook  
Dave Smith  
Ruby Anderson  
Betty Kosmiski  
Dolores Ott  
Kathryn Pontzer

## **Attachment D:**

### **Comments of the Resident Advisory Board and Explanation of PHA Response.**

**Minutes  
Meeting With the Elk County Housing Authority  
Resident Advisory Board (RAB)  
2004 Small PHA Plan Update  
June 11, 2003**

A list of attendees follows the minutes.

Mrs. Kathleen Laughner, Executive Director of the Elk County Housing Authority called the meeting to order at 9:00 A.M. Mrs. Laughner explained that the purpose of the meeting was to discuss the 2004 Small PHA Plan Update and solicit comments from the member of the RAB on the planned activities of the Housing Authority for the period beginning October 1, 2003 and ending September 30, 2004. Mrs. Laughner explained the contents of the Plan including the Capital Fund Annual Statement and Five Year Action Plan. A status report was given of ongoing capital improvements. The meeting was then opened to questions and comments.

Comments: Ms. Ruby Anderson of the Ridgway Elderly Apartments suggested that the Authority consider additional lighting in the living room areas and that each unit be carpeted (as opposed to tile floors). The other residents from Ridgway all agreed this would be a significant improvement.

Response: Mrs. Laughner agreed to look into these improvements. She pointed out that carpeting in the elderly apartments is more probable than carpeting in the family units. Anytime carpeting is considered color schemes and cleaning become issues that do not have to be addressed with tile floors

Comment: Central air conditioning installation and stove replacement. The Housing Authority obtained cost estimates to provide central air conditioning for the Ridgway Apartments. The estimate exceeded \$750,000. The Authority's Annual Capital Fund grant is approximately \$250,000. Following a discussion led by Delores Ott, it was the consensus of the residents from Ridgway that air conditioning should be de-emphasized and the replacement of the stoves receives a higher priority.

Response: Mrs. Laughner agreed that the cost of installing central air conditioning was prohibitive and would not be pursued. She pointed out that the Five Year Plan calls for the replacement of stoves in Ridgway beginning in PHA FY 2005 (begins 10/1/04).

At the end of the discussion Mrs. Laughner reminded the RAB members that any residents interested in serving on the Elk County Housing Authority Board should contact

her or the Board Chairperson.

For the convenience (distance and time) of the RAB members from Johnsonburg, the RAB meeting was reconvened in Johnsonburg on June 12, 2003 at 1:30 PM.

Mrs. Laughner opened the meeting with an explanation of the 2004 Small PHA Plan Update including the Capital Fund Annual Statement and the Five Year Action Plan. She solicited comments and questions on the Plan and the scheduled Capital Fund activities.

Comment: Replacement of the bathroom vanities should be moved up on the priority list.

Response: Mrs. Laughner agreed that the vanities should be replaced. The vanities, as well as the bathroom floors and tub liners are scheduled to be replaced and have been programmed into the Five Year Capital Fund Plan.

Comment: Although central air conditioning is desirable for the Johnsonburg Elderly Apartments, with the cost estimates received for the Ridgway apartments the feasibility of providing central air for Johnsonburg is remote.

Response: Mrs. Laughner agreed.

Comment: Replacement of the ceiling lights and installation of new living room lighting fixtures in the Johnsonburg family units should be moved from the PHA FY 2005 to the FY 2004 Capital Fund schedule.

Response: Mrs. Laughner agreed with the need for the lighting, but indicated that the Authority must first deal with higher priority items. If any PHA FY 2004 funds are unexpended the lighting will be moved up on the priority list and the lighting activity rescheduled.

Comment: Replacement of the refrigerators, originally scheduled to take place over 2 years should be rescheduled and accomplished in a single year.

Response: This has already been done; Capital Funding has been reprogrammed to purchase refrigerators for all apartments in Johnsonburg as well as the apartments in Ridgway.

Comment: The ranges in all of the apartments in Johnsonburg are beginning to show wear and replacement should be considered.

Response: Although ranges/stoves have only been replaced in the past when the current unit could not be repaired, this policy must be modified. In the past year, the number of stoves that cannot be repaired has increased substantially. The Authority had identified stove replacement as a work activity in last years Plan. Replacement of the stoves will take place beginning in PHA FY 2004.

A general discussion ensued on the types of improvements that should be considered for funding in the Johnsonburg elderly and family units, in the "out years" of the Five Year Capital Fund - FY 2008 and beyond. This list included:

- ☞ additional lighting in the living room areas for both the family units and the high rise building.
- ☞ replace suspended ceilings in the elderly units.
- ☞ replace first-floor floor covering.
- ☞ rekey all entrance doors in both family units and high rise buildings.
- ☞ replace kitchen cupboard and add cupboard space in high rise apartments.
- ☞ update the playground near the family units.
- ☞ construct a handicapped access road to the new playground.

Response: The Housing Authority will consider all of these suggestions.

Following the discussion Mrs. Laughner explained that an opportunity existed for a public housing resident to serve on the Elk County Housing Authority Board. Anyone interested should contact her. Discussion took place on the opportunity, no one was interested nor did they know of anyone, but would discuss with other residents.

The meeting was adjourned at 3:00 PM.

Ridgway Elderly Apartments

Ruby Anderson  
Betty Kosmiski  
Delores Ott  
Kathryn Pontzer

Johnsonburg Elderly and Family

Nancy DeCecchi  
Brenda Gragg  
Sandy Hale  
Dave Smith  
Tom Steis

Mrs. Kathleen Laughner, Executive Director and Ms. Pam Lindgren, Asst. Project Manager represented the Housing Authority.

PHA Response to all RAB Comments: The comments offered by the members of the Resident Advisory Board dealt with activities to be undertaken through the Capital Fund Program. All of the comments concerned scheduling of proposed activities or the addition of new activities to be added in the future years of the Five Year Action Plan. The Housing Authority has considered all of the comments offered and has determined that no change to the PHA Plan is necessary.

**Attachment E:**

**Voluntary Conversion Additional Questions and Certification**

- ☞ Based upon the Housing Authority's September 28, 2001 Required Initial Assessment, conversion of the Harold E. Duffy Apartments (Johnsonburg Family) is inappropriate at this time. The Housing Authority's Certification relative to the Required Initial Assessment appears in the 2003 PHA Plan.

**Plan Component 10: Conversion of Public Housing to Tenant-Based Assistance**

- a. How many of the PHA's developments are subject to the Required Initial Assessments? 1
  - ☞ Harold E. Duffy Apartments
  
- b. How many of the PHA' developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not generally occupancy projects)? 2
  
- c. How many assessments were conducted for the PHA's covered developments? 1
  - ☞ Harold E. Duffy Apartments
  
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessment: (NONE)

Development Name

Number of Units

- e. If the PHA has not completed the Required Initial Assessments, describe the status

## **Attachment F:**

### **Progress in Meeting 5-Year Plan and Significant Accomplishments During the 2002 Annual Plan year**

During the 2003 Plan year emphasis was placed on fully utilizing the Housing Authority's Section 8 allocation. Those efforts have been successful. The Authority has expended all available funds with 218 families currently housed under the Section 8 program. The Authority will consider applying for additional Section 8 units should they become available and the demand level remains high. As of April 2003 the Authority had 63 applications from families seeking Section 8 assistance. A waiver request, concerning low income vs. very low income, discussed in the 2003 Plan was not necessary.

It is important to note that the Section 8 program now serves more low income families in Elk County than the public housing program. The Authority estimates that over \$100,000 in real estate taxes are paid annually by the owners of Section 8 rental properties. This contributes to municipal services, schools, and other local expenses.

In the 2003 PHA Plan the Housing Authority discussed working with the Elk County Redevelopment Authority to find alternative uses to some of the Housing Authority's long term vacant family public housing units. With the Redevelopment Authority's focus set on commercial rehabilitation and with fewer vacant units this initiative will not be pursued.

The vacancy reduction strategy has resulted in a lowering of the public housing vacancy rate by 47%. The vacancy reduction strategy will be continued.

The residents of Duffy Apartments have raised \$9,000 toward the design and construction of a community wide playground to be located near Duffy Apartments. In addition, a matching \$9,000 grant from the Stack Pole Hall Foundation has been secured for this tenant initiated "Bring the Community Together" project. During the 2003-2004 Plan years the playground will become a reality. The Housing Authority will serve as contract agent for the construction and will provide insurance coverage and maintenance following construction. The new playground as well as the nature in which it was conceived and developed clearly meets the 5 year goal of improving the living environment.

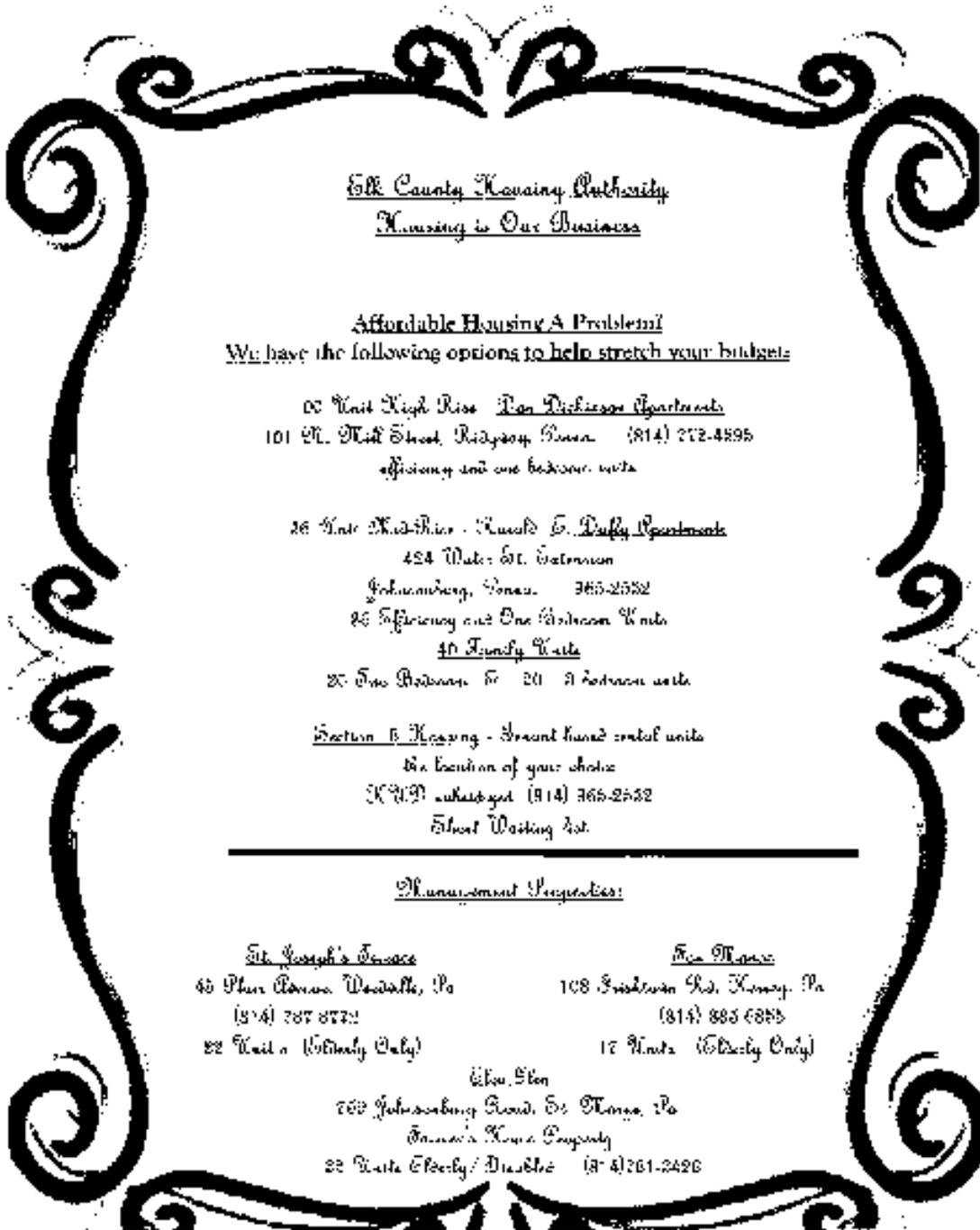
The Housing Authority maintains a good public image throughout Elk County. With public housing in Johnsonburg and Ridgway and management responsibilities in St. Marys, Weedville and Kersey, the Housing Authority is responsible for the delivery of housing services to low income persons throughout the County. With the 2003 Plan the Authority changed a five-year goal to further broaden its potential involvement in providing housing in smaller communities throughout the County. The pursuit of this goal will be continued.

Authority staff efforts to increase customer (resident) satisfaction have shown positive results. The most recent annual Resident Satisfaction Survey conducted by HUD resulted in a score that requires the Authority to take no corrective or follow-up action.

Following additional improvements, specifically the installation of a fire alarm system wired directly to the Fire Departments, Occupancy Permits for the public housing developments in Ridgway and Johnsonburg were obtained from the respective local governments.

**Attachment G:**

**Marketing Brochure**



**Attachment H:**

**Radio Advertisement Script Promoting PHA Housing**

4411/2900 1:52 01/17/02

STATION		SPONSOR				
WDDH 97.5FM		ELK COUNTY HOUSING AUTHORITY				
STATION	CAMPAIGN	START DATE	END DATE	SPOTS	AD ID	
WDDH 97.5FM	Salute to Seniors	12/09/02	12/15/02	4	WDDH0013	
MON	TUE	WED	THUR	FRI	SAT	SUN
1	5-6P		5-6P	5-6P		7-8A

BROADCAST ANNOUNCEMENT

WITH THE WINTER MONTHS UPON US, ELK COUNTY HOUSING AUTHORITY ENCOURAGES OUR LISTENERS TO CHECK ON AN ELDERLY FAMILY, FRIEND OR NEIGHBOR. BE SURE TO SHOW HOW MUCH YOU CARE BY HELPING OUT: GIVE A RIDE TO CHURCH, A TRIP SHOPPING OR BENTER YET, TAKE THE TIME TO VISIT. LEARN ABOUT LIFE FROM THE MOST EXPERIENCED PEOPLE IN THE WORLD AND MAKE A DIFFERENCE IN THEIR EVERY DAY LIVES.

THAT'S FROM THE STAFF AT ELK COUNTY HOUSING AUTHORITY, PROVIDING EQUAL OPPORTUNITY FOR LOW INCOME SENIORS. FOR ASSISTANCE FOR YOU OR A LOVED ONE CALL 814-945-2532. THAT'S 814-945-2532. ELK COUNTY HOUSING AUTHORITY IN JOHNSONBURG, REMINDING US THAT GROWING OLDER SHOULD ALWAYS BE GRACEFUL.

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Radio Advertising Inc.  
Radio Accounting Service Inc.  
5812 West Peterson Avenue Chicago, Illinois 60650



TOLL FREE  
**800-621-1343**

PA-15-80 7:11:00 RECEIVED FROM: 0017771750 11-02

**Attachment I:**

**Capital Fund Program 5- Year Action Plan (appears as File attachment pa054b01 in the electronic transmission)**

**Attachment J:**

**Capital Fund Program Annual Statement including All Performance and Evaluation Reports (appear as File attachments pa054a01, pa054c01 and pa054d01 in the electronic transmission)**



## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Elk County Housing Authority		Grant Type and Number Capital Fund Program Grant No: PA 28 PO 54 50103 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	27,816.00			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	15,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	60,000.00			
10	1460 Dwelling Structures	48,492.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	8,000.00			
13	1475 Nondwelling Equipment	82,340.00			
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				

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

PHA Name: Elk County Housing Authority	Grant Type and Number Capital Fund Program Grant No: PA 28 PO 54 50103 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	
		Original	Revised	Obligated	Expended
20	1502 Contingency	15,000.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	256,648.00			
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**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Elk County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA 28 PO 54 50103 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2003</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Ridgway Hi-Rise PA 54-1								
	Replace hot water maker	1475	2	5,468.00				
	Replace all grid and ceiling tiles in all units and common areas	1460		48,492.00				
	Reseal and stripe parking areas	1450		8,000.00				
	Replace circulating pumps on boilers	1475	2	4,000.00				
	Office renovations to accommodate new tenant computer facility	1470		5,000.00				
	Maintenance building renovations- Sofit/Facia-doors, etc.	1470		3,000.00				

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

PHA Name: Elk County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA 28 PO 54 50103 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2003</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Johnsonburg Hi-Rise PA 54-2								
	Install 3 hot water makers	1475	3	8,202.00				
	Reseal and stripe parking lot	1450		12,000.00				
	Install circulating pump and boilers	1475	2	4,000.00				
	Install stainless steel filters on air return vents	1475	2	4,000.00				
	Replace all pumps and motors—heating	1475		3,000.00				

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

PHA Name: Elk County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA 28 PO 54 50103 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2003</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Johnsonburg Family Units								
	Install 5 hot water makers on water tanks	1475	5	13,670.00				
	Install circulation pumps on boilers	1475	5	10,000.00				
	Install hot water tanks for 5 buildings	1475	5	25,000.00				
	Concrete steps—3 sets	1450	3	40,000.00				
	Replace all motor pumps on all boilers	1475	5	5,000.00				



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

PHA Name: Elk County Housing Authority		Grant Type and Number Capital Fund Program No: PA 28 PO 54 50103 Replacement Housing Factor No:				Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Ridgway Hi-Rise PA 54-1	9/30/05			9/30/07			
Johnsonburg Hi-Rise PA 54-2	9/30/05			9/30/07			
Johnsonburg Family Units PA 54-2	9/30/05			9/30/07			

## Capital Fund Program Five-Year Action Plan

### Part I: Summary

PHA Name: Elk County Housing Authority		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2008
	Annual Statement				
Ridgway Hi-Rise PA 54-1		83,000.00	73,000.00	90,000.00	29,000.00
Johnsonburg Hi-Rise PA 54-2		50,170.00	70,000.00	50,000.00	100,500.00
Johnsonburg Family Units PA 54-2		79,400.00	70,000.00	73,000.00	20,000.00
PHA Wide		47,400.00	52,000.00	57,000.00	125,500.00
CFP Funds Listed for 5-year planning		260,000.00	265,000.00	270,000.00	275,000.00
Replacement Housing Factor Funds					











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

Activities for Year : <u>  4  </u> FFY Grant: 2006 PHA FY: 2007			Activities for Year: <u>  5  </u> FFY Grant: 2007 PHA FY: 2008		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
Johnsonburg Family Units PA 54-2			Johnsonburg Family Units PA 54-2		
	Patio wood curbing	10,000.00		Playground equipment	5,000.00
	Gypsum boards replacement	20,000.00		Playground renovations	10,000.00
	Replace wood stair treads	3,000.00		Replace chain link fencing	5,000.00
	Patio tile	20,000.00			
	Sidewalks	20,000.00			
	Purchase mail boxes	5,000.00			
	Common area painting	15,000.00			
PHA Wide	Operations	27,000.00			
	Fees/Costs	15,000.00			
	Contingency	15,000.00			
<b>Total CFP Estimated Cost</b>		\$			\$ 20,000.00

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

Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: _5_ FFY Grant: 2007 PHA FY: 2008		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
			PHA Wide		
				Office renovations	10,000.00
				Office furniture and equipment	5,000.00
				Computers	10,000.00
				Community area furniture	5,000.00
				Section 504 Compliance	10,000.00
				Maint. Tools/equipment	3,000.00
				Regrade/topsoil	10,000.00
				Dwelling appliances—stoves, refrigerators	25,000.00
				Operations	27,500.00
				Fees/costs	10,000.00
				Contingency	10,000.00
<b>Total CFP Estimated Cost</b>		\$			\$ 125,500.00

## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>						
PHA Name: Elk County Housing Authority		Grant Type and Number Capital Fund Program Grant No: PA 28 PO 54 50102 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2002</b>	
<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: 03/31/2003 <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	25,664.00		0	0	
3	1408 Management Improvements					
4	1410 Administration					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	15,000.00		0	0	
8	1440 Site Acquisition					
9	1450 Site Improvement	4,000.00		0	0	
10	1460 Dwelling Structures	156,000.00		0	0	
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment	24,000.00		0	0	
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collaterization or Debt Service					

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Elk County Housing Authority		Grant Type and Number Capital Fund Program Grant No: PA 28 PO 54 50102 Replacement Housing Factor Grant No:		Federal FY of Grant: <b>2002</b>	
<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: 03/31/2003 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency	31,984.00		0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	256,648.00		0	0
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**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

PHA Name: Elk County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA 28 PO 54 50102 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2002</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Ridgway Hi-Rise PA 54-1	Install air conditioning (central)	1460		120,000.00				
	Install outside hand rails	1450		4,000.00				
Johnsonburg Hi-Rise PA 54-2	Install bathtub liners	1460	36	30,000.00				
Johnsonburg Family Units PA 54-2	Replace bathroom cupboards	1460	40	6,000.00				
PHA-Wide	Replace 2 Xerox 5034 Copiers	1475	2	24,000.00				
	A & E Fees	1430		15,000.00				

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

PHA Name: Elk County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA 28 PO 54 50102 Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2002</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide (continued)	Operations	1406		25,664.00				
	Contingency	1502		31,984.00				
Total				256,648.00				

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

PHA Name: Elk County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: PA 28 PO 54 50102 Replacement Housing Factor No:				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Ridgway Hi-Rise PA 54-1	9/30/2003	9/30/2004		9/30/2004	9/30/2006		Lack of qualified available contractors; cost adjustments.
Johnsonburg Hi-Rise PA 54-2	9/30/2003	9/30/2004		9/30/2004	9/30/2006		Certain work item requiring considerable work and cost
Johnsonburg Family Units PA 54-2	9/30/2003	9/30/2004		9/30/2004	9/30/2006		Re-planning
PHA Wide	9/30/2003	9/30/2004		9/30/2004	9/30/2006		

## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>						
PHA Name: Elk County Housing Authority		Grant Type and Number Capital Fund Program Grant No: PA 28 PA 54 50101 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2001</b>	
<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: 03/31/2003 <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	50,792.00	24,876.00	0	0	
3	1408 Management Improvements					
4	1410 Administration					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	16,023.00	13,023.00	0	0	
8	1440 Site Acquisition					
9	1450 Site Improvement	64,000.00	0	0	0	
10	1460 Dwelling Structures	133,500.00	200,911.00	131,053.00	125,458.00	
11	1465.1 Dwelling Equipment—Nonexpendable	0	8,900.00	8,900.00	6,850.00	
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment	0	34,611.00	34,610.00	7,098.00	
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collaterization or Debt Service					

<b>Annual Statement/Performance and Evaluation Report</b>						
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>						
PHA Name: Elk County Housing Authority		Grant Type and Number Capital Fund Program Grant No: PA 28 PA 54 50101 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: 03/31/2003 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
20	1502 Contingency	27,006.00	9,000.00	0	0	
21	Amount of Annual Grant: (sum of lines 2 – 20)	291,321.00	291,321.00	174,563.00	139,406.00	
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 (3/31/2003)**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Elk County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA 28 PO 54 50101 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2001</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Johnsonburg Family Units								
	Replace all upstairs floors (excluding bathrooms)	1460	40	47,500.00	70,110.00	70,110.00	64,515.00	
	Replace interior light fixtures in living room area in all apts.	1460	40	10,000.00	0	0	0	Moved to future year
	Replace bathroom flooring in all units	1460	40	55,000.00	45,310.00	0	0	Moved from future year
	Replace bathtub liners in all units	1460	40	30,000.00	24,548.00	0	0	Moved from future year
	Purchase and install hot water tank in C building	1475	1	0	3,478.00	3,478.00	3,478.00	Moved from future year
	Replace 8 GE, 16 CF refrigerators	1465	8	0	3,160.00	3,160.00	3,160.00	Moved from future year



**Annual Statement/Performance and Evaluation Report (3/31/2003)**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: Elk County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: PA 28 PO 540101 Replacement Housing Factor No:					<b>Federal FY of Grant: 2001</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
Ridgway Hi-Rise PA 54-1	9/30/03			9/30/04				
Johnsonburg Hi-Rise PA 54-2	9/30/03			9/30/04				
Johnsonburg Family Units PA 54-2	9/30/03			9/30/04				
PHA-Wide Activities	9/30/03			9/30/04				