

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

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# McKEAN COUNTY HOUSING AUTHORITY

Small PHA Plan Update  
Annual Plan for Fiscal Year: 2003

SUBMITTED: JULY 18, 2003

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

**PHA Plan  
Agency Identification**

**PHA Name:** McKEAN COUNTY HOUSING AUTHORITY

**PHA Number:** PA080

**PHA Fiscal Year Beginning: (mm/yyyy)** 10/2003

**PHA Plan Contact Information:**

Name: PENNY EDDY, EXECUTIVE DIRECTOR

Phone: (814)887-5563

TDD:

Email (if available): peddy@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 2003

[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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<input checked="" type="checkbox"/> Attachment <u>B</u> : Capital Fund Program Annual Statement	
<input checked="" type="checkbox"/> Attachment <u>C</u> : Capital Fund Program 5 Year Action Plan	
<input type="checkbox"/> Attachment <u>  </u> : Capital Fund Program Replacement Housing Factor Annual Statement	
<input type="checkbox"/> Attachment <u>  </u> : Public Housing Drug Elimination Program (PHDEP) Plan	
<input type="checkbox"/> Attachment <u>  </u> : Resident Membership on PHA Board or Governing Body	
<input checked="" type="checkbox"/> Attachment <u>D</u> : Membership of Resident Advisory Board or Boards	
<input checked="" type="checkbox"/> Attachment <u>E</u> : Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text)	
<input checked="" type="checkbox"/> Other (List below, providing each attachment name)	
Attachment <u>F</u> : Public Hearing Minutes	
Attachment <u>G</u> : CFP – Performance and Evaluation Report June 30, 2003	
Attachment <u>H</u> : 5-Year Plan Progress Narrative	

### 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 McKean County Housing Authority's annual plan provides a guide for the upcoming fiscal year that will focus its activities on continuing to improve its operations and improving its response to the housing needs of low income families in McKean County.

Major operational initiatives include continuing modernization of our inventory in accordance with our five-year plan for capital improvements.

### 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.

## **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? \$ 376,500

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

<b>Demolition/Disposition Activity Description</b> <b>(Not including Activities Associated with HOPE VI or Conversion Activities)</b>
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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)]

- 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?
2. If yes, the comments are Attached at Attachment (File name) E
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 end of the RAB Comments in Attachment E.
- Other: (list below)

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

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

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

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

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

3. PHA Requests for support from the Consolidated Plan Agency

Yes  No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or 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)

## 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:

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

## 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>
YES	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
YES	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
YES	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
YES	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
YES	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
YES	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
YES	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
YES	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
YES	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
YES	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
YES	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
YES	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
YES	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
YES	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
YES	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
YES	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
YES	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	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
YES	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
	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
YES	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
YES	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## ATTACHMENT B – CAPITAL FUND PROGRAM ANNUAL STATEMENTS

### Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRH)

PHA Name: McKean County Housing Authority	Grant Type and Number Capital Fund Program: PA28P080501-00 Capital Fund Program Replacement Housing Factor Grant No:
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Original Annual Statement     
 Reserve for Disasters/ Emergencies     
 Revised Annual Statement  
 Performance and Evaluation Report for Period Ending: 6/30/03     
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		
		Original	Revised	Obligated
1	Total non-CFP Funds			
2	1406 Operations			
3	1408 Management Improvements			
4	1410 Administration	25000.00	25000.00	25000.00
5	1411 Audit			
6	1415 liquidated Damages			
7	1430 Fees and Costs			
8	1440 Site Acquisition			
9	1450 Site Improvement	94400.00	224438.05	224438.05
10	1460 Dwelling Structures	60100.00	80242.72	80242.72
11	1465.1 Dwelling Equipment—Nonexpendable			
12	1470 Nondwelling Structures	190000.00	73456.30	73456.30
13	1475 Nondwelling Equipment	25500.00	14844.93	14844.93
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	22982.00		
20	Amount of Annual Grant: (sum of lines 2-19)	417982.00	417982.00	417982.00
21	Amount of line 20 Related to LBP Activities			
22	Amount of line 20 Related to Section 504 Compliance		8569.95	8569.95
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/CFPRH)

<b>PHA Name:</b> McKean County Housing Authority	<b>Grant Type and Number</b> Capital Fund Program: PA28P080501-03 Capital Fund Program Replacement Housing Factor Grant No:
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**Original Annual Statement**
 Reserve for Disasters/ Emergencies
 Revised Annual Statement  
 **Performance and Evaluation Report for Period Ending:**
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Obligated
		Original	Revised	
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			
8	1440 Site Acquisition			
9	1450 Site Improvement	6000.00		0
10	1460 Dwelling Structures	368500.00		0
11	1465.1 Dwelling Equipment—Nonexpendable			
12	1470 Nondwelling Structures	1000.00		0
13	1475 Nondwelling Equipment	1000.00		0
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)	376500.00		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 C - CAPITAL FUND PROGRAM 5 YEAR ACTION PLANS

## Capital Fund Program 5-Year Action Plan

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary.

Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

<b>CFP 5-Year Action Plan</b>			
<input checked="" type="checkbox"/> <b>Original statement</b> <input type="checkbox"/> <b>Revised statement</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>		
80-1	TRI-BOROUGH HOUSING		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Kitchen Cabinets		\$ 200,000.00	2007
Apartment Lighting		15,000.00	2009
Common Area Lighting		12,800.00	2009
Medicine Cabinets		5,300.00	2009
Re-wiring			2009
<b>Total estimated cost over next 5 years</b>		<b>241,500.00</b>	



## Capital Fund Program 5-Year Action Plan

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

<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
80-3	FOSTER TOWNSHIP HOUSING	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
* Cabinets & Countertops	\$ 180,000.00	2006
Boiler Replacements	36,000.00	2006
Entrance Doors	40,000.00	2006
Tile Replacement	13,200.00	2009
Re-wiring	3,600.00	2009
*Previously reported as 80-2, this was a typo (80-2 was in previous year)		
<b>Total estimated cost over next 5 years</b>	<b>\$ 272,800.00</b>	

## Capital Fund Program 5-Year Action Plan

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

<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
80-4	KANE BOROUGH HOUSING	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Driveways	\$ 10,000.00	2006
Cabinets & Countertops	70,000.00	2007
Re-wiring	4,200.00	2009
<b>Total estimated cost over next 5 years</b>	<b>\$ 84,200.00</b>	

## Capital Fund Program 5-Year Action Plan

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

<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
80-14	LEWIS RUN BOROUGH HOUSING	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Washers & Dryers	\$ 2,000.00	2006
Carpeting	24,000.00	2006
Parking Lot	5,000.00	2006
Window Replacement	10,000.00	2009
<b>Total estimated cost over next 5 years</b>		<b>\$ 41,000.00</b>

## Capital Fund Program 5-Year Action Plan

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

<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
80-19	MT. JEWETT HOUSING	
Description of Needed Physical Improvements or Management Improvements		Planned Start Date (HA Fiscal Year)
Porch Replacement		2006
Storm Doors		2006
Re-wiring		2009
<b>Total estimated cost over next 5 years</b>		<b>\$ 61,100.00</b>

## Capital Fund Program 5-Year Action Plan

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

<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
	<b>PHA-WIDE</b>	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Concrete Replacement	\$ 6,000.00	2006
Vehicles	75,000.00	2007
504 Compliance	355,000.00	2008
Toilet Replacement	23,760.00	2009
Drainage	100,000.00	2009
Administration	24,490.00	2009
<b>Total estimated cost over next 5 years</b>	<b>\$ 584,250.00</b>	

**Required Attachment D: 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.)

**MEMBERS:**

Vernon Shaffer, Brooklynside Apartments, Port Allegany, PA  
Brenda Morris, Cris Drive Apartments, Eldred, PA  
Dixie McGavisk, Dickinson Manor, Smethport, PA  
Pauline Canfield, Dickinson Manor, Smethport, PA  
Violet Goodyear, Jenny L. Manor, Eldred, PA

**TENANT ADVISORY MEETING  
JULY 2, 2003**

**Present:**

Vernon Shaffer, Brooklynside Apartments, Port Allegany  
Dixie McGavisk, Dickinson Manor, Smethport  
Pauline Canfield, Dickinson Manor, Smethport  
Violet Goodyear, Jenny L. Manor, Eldred

Carl Jones, Maintenance Supervisor  
Denny Winsor, Maintenance Supervisor  
Connie Ferguson, Housing Staff  
Cathy Mitchell, Staff  
Penny Eddy, Executive Director

Ms. Eddy reviewed with the committee activities that have been on the Capital Fund Budget in the past and the future items. Ms. Eddy explained that we are now planning the budget for “2007” and are currently finishing up the “2001” activities.

Ms. Eddy explained that the following items are either out for bid or have just been awarded:

Continuing asbestos tile removal – 80-1, 47 out of 100 have been completed.

New valves and water lines at Dickinson Manor, Jenny L Manor and Medberry Manor

New gutters, fascia and downspouts for all buildings

Carpet stairways for family units and also hallways and apartments in 80-3, Riley Road Apartments in Foster Township

New closet doors for 80-1 and 80-2. the doors have been ordered and we will be advertising for a contractor to install them.

Dryers have been replaced.

We have done parking lot improvements at Center Hall, Smethport.

We replaced the boilers at the Welsh Street units in Kane, PA.

We are currently advertising for an architect to help us with the designing for handicap accessibility for our units and for apartment renovations for accessibility “504”, particularly in the kitchens and bathrooms.

Ms. Eddy explained that we will be replacing kitchen cabinets in the 80-2 units with “2003” funds and although we have it listed again in “2004”, “2004” should be 80-3 kitchen cabinets and countertop replacements.

Items that have been recommended for “2007” were”

- Unit lighting, corridor, vestibule and community room lighting
- Medicine cabinets for all units
- Re-wiring, to provide cable and telephones to the bedrooms
- Back-up boilers for Mill Street Apartments, Port Allegany
- Cluster mail boxes at Brooklynside and Mill Street Apartments, Port Allegany
- Replace siding at 80-2 units
- Tile replacement for 80-2 and the family units in 80-3
- Window replacements for The Abbie, Lewis Run
- Toilet replacements for all units, higher toilets where requested
- Drainage work PHA-Wide

**Comments and suggestions from the Tenants are:**

Railings on the opposite sides of the hallways in the elderly buildings, we will check to be sure that this will meet with all “504” regulations.

More lighting at Jenny L Manor back side from #11 down, Ms. Eddy said that this is something we will look into, perhaps a light on the maintenance building or maybe something we can do when we do the drainage and parking lot work down there.

More lighting at Brooklynside Apartments, Ms. Eddy said that this might be something that we will need to discuss with Liberty Township.

When changing the medicine cabinets, height consideration would be appreciated, particularly for the shorter tenants.

Mrs. Canfield reported that it was mentioned to her about steps going up the hill in back of Dickinson Manor and sidewalk extensions between patios to enable the tenants to be able to walk around the building. Ms. Eddy said that she does not encourage the tenants to walk around the back of the building. If someone would fall, they could lay there for hours before anyone would see them.

Ms. Canfield also mentioned the mats at the entrance of the building. Ms. Eddy explained that new ones are in the process of being ordered.

Ms. Eddy asked that if any of the Committee Members think of anything else or if when they go back to their buildings, if someone comes up with any other suggestions or comments, please let us know.

## ATTACHMENT F - PUBLIC HEARING MINUTES

Public Hearing  
July 11, 2003  
10:30 a.m.

Attendees:

Penny Eddy, Executive Director

Staff: Mary Wright  
Mary DeCarlo  
Cathy Mitchell  
David Burkhouse  
Pam Howard  
Gay DeGolier  
Susan Peterson

No Public Attended

Ms. Eddy reviewed the Annual Plan and the Capital Fund Projects.

Ms. Eddy explained that under the "2003" Capital Fund Budget, we will be replacing the kitchen cabinets in our 80-2 units. We also had the kitchen cabinets in our "2004" Capital Fund Budget for 80-2; however, this was a typo, it should read 80-3. Also, since HUD does offer fundgibility for the Capital Funds, we will be doing "504 Compliance work with our "2001" funding, using money saved in other areas.

Ms. Eddy then reviewed the 5<sup>th</sup> year activities which will be accomplished with "2007" Capital Funds.

**ATTACHMENT G – PERFORMANCE AND EVALUATION REPORTS**

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

PHA Name: McKean County Housing Authority		Grant Type and Number Capital Fund Program #: PA28P080501-00 Capital Fund Program Replacement Housing Factor #:				Federal
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Federal Obligation
				Original	Revised	
HA-Wide	Administration	1410		25000.00	25000.00	25000.00
HA-Wide	Office equipment – furniture	1475		25500.00	9264.93	9264.93
HA-Wide	Contingeny	1502		22982.00	0	0
80-1	Improve drainage; office parking lot	1450		1000.00	34253.20	34253.20
80-1	Center Hall parking lot	1450			5204.00	5204.00
80-1	Helmer Hall parking lot	1450		11600.00	8500.00	8500.00
80-1	Handicap restrooms (504)	1460		9000.00	1224.95	1224.95
80-1	Automatic door opener (504)	1460			1625.00	1625.00
80-1	Tub/Shower replacement	1460		33600.00	41237.44	41237.44
80-1	Landscaping	1450		11675.00	228.00	228.00
80-1	Vanderhule parking lot	1450			74322.85	74322.85
80-1	Asbestos removal/tile-carpet replacement	1460			17668.33	17668.33
80-1	Gazebo	1470		20000.00	0	0
80-1	Storage sheds	1470		112000.00	54266.30	54266.30
80-1	Frontload washing machine (504)	1475			3720.00	3720.00
80-2	Mill Street parking lot	1450		10150.00	10000.00	10000.00
80-2	Cris Drive drainage	1450			2000.00	2000.00
80-2	Replace garbage racks	1450		3000.00	0	0
80-2	Landscaping	1450		6000.00	0	0
80-3	Riley Road parking lot	1450		2475.00	6200.00	6200.00
80-3	Landscaping	1450		6000.00	0	0
80-3	Fosterview Roofs	1460		17500.00	16847.00	16847.00
80-3	Storage Sheds	1470		48000.00	19190.00	19190.00
80-3	Gazebo	1470		5000.00	0	0
80-3	Front load washer (504)	1475			930.00	930.00
80-4	Welsh Street driveways	1450		17500.00	23600.00	23600.00
80-4	Landscaping	1450		5000.00	0	0
80-14	High Rise toilet (504)	1460			140.00	140.00
80-14	Gazebo	1470		5000.00	0	0
80-14	Front load washer (504)	1475			930.00	930.00
80-19	Replace driveway ends	1450		15000.00	60130.00	60130.00
80-19	Landscaping	1450		5000.00	0	0
80-19	Refurbish siding	1460			1500.00	1500.00

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

PHA Name: McKean County Housing Authority		Grant Type and Number Capital Fund Program #: PA28P080501-01 Capital Fund Program Replacement Housing Factor #:				Federal
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Federal Obligation
				Original	Revised	
HA-WIDE	Administration	1410		50000.00	21303.37	21303.37
HA-WIDE	Contingency	1502		3093.00	3093.00	
HA-WIDE	504 Compliance	1460			52479.54	
HA-WIDE	Computers	1475			28696.63	
80-1	ADA – Bathrooms, Community Rooms/Kitchens/Locksets	1460			3466.27	3466.27
80-1	Asbestos Tile Replacement	1460		100000.00	100000.00	16070.00
80-1	New Valves on water lines	1460		5000.00	5000.00	
80-1	Gutters, Downspouts, Fascia	1460		23000.00	23000.00	
80-1	Replace Stairway Carpeting	1460		40000.00	6373.04	6373.04
80-1	Replace Closet Doors	1460		40000.00	40000.00	21574.00
80-1	Replace Dryers	1475		3200.00	2944.00	2944.00
80-1	Parking Lot	1450		2000.00		
80-1	Drainage/Design Handicap Parking	1450			5875.00	4875.00
80-2	Replace Closet Doors	1460		60000.00	60000.00	18750.00
80-2	Handicap Accesibility	1450			5875.00	4875.00
80-2	ADA Bathroom/Locksets	1460			524.64	524.64
80-3	Carpet Replacement	1460		60000.00	38782.06	38782.06
80-3	ADA Bathroom/Community Rooms Kitchens/Locksets	1460			1709.40	1709.40
80-4	Boiler Replacement	1460		40000.00	26673.00	26673.00
80-14	ADA Bathroom/ Locksets	1460			498.05	498.05

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

PHA Name: McKean County Housing Authority		Grant Type and Number Capital Fund Program #: PA28P080501-02 Capital Fund Program Replacement Housing Factor #:				Federal
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Federal Fund Obligation
				Original	Revised	
80-1	Asbestos Removal	1460		80000.00		
80-1	Parking Lot Repairs	1450		5000.00		
80-1	Replace Fences	1450		3000.00		
80-1	Patio Enclosures	1450		7500.00		
*80-1	Closet Door Replacement	1460		40000.00	-0-	
80-2	Porch Replacements	1460		76000.00		
80-2	Storage Sheds	1470		72000.00		
80-2	Hot Water Tanks	1460		4000.00		
80-3	Porch Replacements	1460		24000.00		
80-3	Hot Water Tanks	1460		4000.00		
80-3	Window Screens	1460		10000.00		
80-3	Storm Doors	1460		7000.00		
80-4	Storm Doors	1460		8500.00		
80-14	Hot Water Tanks	1460		500.00		
PHA-WIDE	Concrete Replacement	1450		6000.00		
PHA-WIDE	Landscaping	1450		10000.00		
PHA-WIDE	504 Compliance	1460		59,682		

\*This item is being completed with 2001 CFP – we will be using these funds for more 504 Compliance work

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

PHA Name: McKean County Housing Authority		Grant Type and Number Capital Fund Program #: PA28P080501-03 Capital Fund Program Replacement Housing Factor #:				Federal
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Federal Obliga
				Original	Revised	
80-1	Entry Thresholds	1460		1500.00		
80-1	Asbestos Removal	1460		80000.00		
80-1	Chimney Repair	1460		15000.00		
80-2	Zone Valves	1460		4000.00		
80-2	Replace Steps	1460		20000.00		
80-2	Replace Kitchen Cabinets	1460		100000.00		
80-2	Tub Replacements	1460		43200.00		
80-3	Metal Door Replacement (Storage Bldg)	1470		1000.00		
80-3	Steel Exit Doors	1460		4800.00		
80-3	Tub Replacements	1460		50000.00		
80-3	Dryer Replacements	1475		1000.00		
HA-WIDE	Concrete Replacement	1450		6000.00		
HA-WIDE	504 Compliance	1460		50000.00		

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

PHA Name: McKean County Housing Authority			Grant Type and Number Capital Fund Program #: PA28P080501-00 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons
	Original	Revised	Actual	Original	Revised	Actual	
HA-WIDE			9/30/02			12/31/02	
80-1			9/30/02			6/30/03	
80-2			9/30/02			9/30/02	
80-3			9/30/02			6/30/03	
80-4			9/30/01			12/31/01	
80-14			9/30/02			12/31/02	
80-19			9/30/02			9/30/03	





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

PHA Name: McKean County Housing Authority		Grant Type and Number Capital Fund Program #: PA28P080501-02 Capital Fund Program Replacement Housing Factor #:					Federal FY of Grant
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons
	Original	Revised	Actual	Original	Revised	Actual	
PHA-WIDE	9/04			9/06	9/05		
80-1	9/04			9/06	9/05		
80-2	9/04			9/06	9/05		
80-3	9/04			9/06	9/05		
80-4	9/04			9/06	9/05		
80-14	9/04			9/06	9/05		





# Attachment H – 5 Year Plan Narrative

## 5-Year Plan Progress Narrative

<b>PHA GOALS</b>	<b>Progress Narrative</b>
-	
1. Improve assisted continually improving the housing quality has put together a with our operating	The McKean County Housing Authority, through the now available capital improvements funds, is physical conditions of each of its public housing communities. Being able to plan, on an annual basis, long term strategy. Currently, we are concentrating on upgrading many item that were not fundable budget.
2. Handicapped assessment completed to Accessibility provide provide more accessible	At the direction of the Pittsburgh Office, the McKean County Housing Authority is having a needs to determine the amendments that need to be made to all of our housing units and communities to accessibility and visitability for individuals with physical impairments.  The McKean County Housing Authority is also working with private landlords to encourage them to units under the Section 8 Program.
3. Increase assisted housing units located in housing choices an interest in purchasing their agreed to assist them with	The McKean County Housing Authority has a HUD-approved 5h Homeownership program for public Mt. Jewett. By working with our residents, we have two of our twelve residents who have expressed home. These residents must have current accounts for one year; after which time, the Authority has becoming homeowners.
4. Improve living public housing communities	The McKean County Housing Authority is continuing to monitor the concentration of incomes in its' and will adjust its' policies accordingly.
5. Ensure equal eligible households by consistently familial status or disability.	The McKean County Housing Authority staff ensures equal access to housing assistance for all implementing all policies and procedures without regard to race, color, religion, national origin, sex,