

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

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# PHA Plans

5 Year Plan for Fiscal Years 2004 - 2008  
Annual Plan for Fiscal Year 2004

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

## PHA Plan Agency Identification

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

**PHA Number:** PA26-034

**PHA Fiscal Year Beginning:** 04/2004

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2003 - 2007**  
[24 CFR Part 903.5]

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here) To provide comprehensive, affordable, decent, safe housing services for the community in a cost efficient and effective manner.

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

The following goals include progress reports where applicable, and represent the FCHA Report on Progress in Meeting the 5-Year Plan Mission and Goals.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers: as NOFA's are published.
  - Maintain occupancy rates in public housing at 97% through 3/31/05.
  - Leverage private or other public funds to create additional housing opportunities through the creation of a nonprofit organization by 4/03 to apply for funds for development of housing projects. Completed 7/03.
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)
- Maintain voucher management: (SEMAP score) receive a designation as high performer by 3/04. SEMAP High Performer for FYE 3-31-02.
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)  
Establish inventory control points to ensure that items frequently needed by maintenance are always available by 3/01. Maintenance Supervisor has developed and implemented.  
Revise the preventive maintenance plan and schedule for public housing inventory by 12/00. Completed.
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords  
Offer two informational sessions yearly to prospective landlords by 4/01.  
Meeting scheduled for 3/01.  
Offer two educational sessions yearly to current landlords by 4/01.  
Meeting scheduled for 2/01.
- Increase voucher payment standards
- Implement voucher homeownership program: by 4/05.
- Implement public housing or other homeownership programs
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)  
Employ a Resident Initiatives Coordinator by 6/00. Completed.  
Develop support systems such as drug abuse prevention, education and treatment programs by 4/01. Resident Initiatives Coordinator partnering with local agencies to bring drug abuse prevention and education program to developments. Program implemented by the Harrisburg Housing Authority – using as a model.

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)

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

By 4/01 prepare a community relations plan that includes tasks, schedules and personnel assignments. Completed – includes naming developments, developing a logo, placing signs at development entrances.

By 10/00 establish a schedule of speaking engagements with the purpose of presenting a positive image of the housing authority. Completed.

By 2003, convert efficiency units to 1 or 2 bedroom units in an effort to improve the marketability of these efficiency units. Completed 4/03.

**Annual PHA Plan**  
**PHA Fiscal Year 2004**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

The Franklin County Housing Authority (FCHA) is committed to encouraging persons who live in the public housing developments and those who participate in the Section 8 program, to increase their income and develop skills for independence and self-sufficiency. Steps taken in that direction include the establishment of a flat rent policy for public housing tenants, developing a system of local preferences for both programs where working persons are given preference for admissions, offering a savings account option for families that qualify under Disallowance of Earned Income, deduction of work-related expenses in the calculation of earned income and increases in income do not need reported until the next annual recertification date.

The Section 8 program will apply for any available vouchers that HUD announces. The Section 8 program is certified to serve 294 Section 8 families. The waiting list is always over 250 persons and often takes 2-3 years for applicants to receive a voucher. The Section 8 program has increased the subsidy available to families to the HUD allowed 110% of the FMR in an attempt to assist families in securing apartments.

Public Housing is challenged to continue the unit turnaround time of 22 days. The FCHA has taken numerous steps to improve the time a unit is in the maintenance department and the length of time for lease-up. With a small maintenance staff, frequent unit turnover and a capital fund improvement program to replace unit floor tile, the maintenance department works diligently to prepare units.

Public housing has reinstated the Community Service requirement for all persons who are not employed or involved in a economic self-sufficiency program. This program

requires persons to contribute 8 hours per month of community service in an effort to give back to the community where they live.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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**Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration – Attachment A
- FY 2004 Capital Fund Program Annual Statement – Attachment B
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- X Community Service Program Description – Attachment D
- X Pet Policy Summary – Attachment E
- X Resident on Board – Attachment G
- X Resident Advisory Board Membership – Attachment H
- X Assessment of Site-Based Waiting List Demographic Changes – Attachment I

X Component 10 (B) Voluntary Conversion Initial Assessments – Attachment J

Optional Attachments:

- PHA Management Organizational Chart – Attachment F
- FY 2004 Capital Fund Program 5 Year Action Plan – Attachment C
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	<i>Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	
	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
	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	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8	Annual Plan: Homeownership

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Administrative Plan	
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	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 (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) Resident Satisfaction Survey Action Plan	Annual Plan

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

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of AMI	2258	5	5	4	5	5	N/A
Income >30% but <=50% of AMI	2071	4	4	4	5	4	N/A
Income >50% but <80% of AMI	3262	2	2	2	5	2	N/A
Elderly	2206	4	2	2	5	2	N/A
Families with Disabilities	Unkno wn	3	5	5	5	5	N/A
Black Households	455	4	4	4	5	4	N/A

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Hispanic Households	269	5	5	4	5	5	N/A
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: PA Draft Consolidated Plan 2000-04 & Action Plan for Federal Fiscal Year 2001
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)  
Pennsylvania State Data Center, from 2000 census  
National Low Income Housing Coalition: Out of Reach, 2003  
CHAS Data Book – 2000 Census

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

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

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	209		
Extremely low income <=30% AMI	171	82%	
Very low income (>30% but <=50% AMI)	31	15%	
Low income (>50% but <80% AMI)	7	3%	
Families with children	132	63%	
Elderly families	22	11%	
Families with Disabilities	42	20%	
Hispanic	33	16%	
Black	91	44%	
Multiracial	8	3%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	65	31%	
2 BR	61	29%	
3 BR	69	33%	
4 BR	12	6%	
5 BR	2	1%	
5+ BR	N/A	N/A	

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	433		
Extremely low income <=30% AMI	349	81%	
Very low income (>30% but <=50% AMI)	81	19%	
Low income (>50% but <80% AMI)	1	0%	
Families with children	276	64%	
Elderly families	27	6%	
Families with Disabilities	100	23%	
Hispanic	30	7%	
Black	108	25%	
Other	7	2%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			

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

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

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

Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available

Other: (list below)

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing

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

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2004 grants)</b>		
a) Public Housing Operating Fund	532,734	
b) Public Housing Capital Fund	583,393	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,083,844	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2002 Capital Fund	528,105	PH capital improvements
2003 Capital Fund	583,393	PH capital improvements
Replacement Reserve Funds		
<b>3. Public Housing Dwelling Rental Income</b>	770,749	Public housing operations
<b>4. Other income (list below)</b>		Public housing operations and
Investment and other	75,000	Section 8 services
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	4,157,218	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (10 per unit size)
- When families are within a certain time of being offered a unit: (state time)

Other: (describe)

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

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

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

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

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

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

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

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

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

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

Interested applicants may apply at either management office site:

202 Elder Avenue, Waynesboro, PA 17268

436 West Washington Street, Chambersburg, PA 17201

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

1. How many site-based waiting lists will the PHA operate in the coming year? 2

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?

If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists? 2 – both the Waynesboro and the Chambersburg list.
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

Interested applicants may apply at either management office site:  
202 Elder Avenue, Waynesboro, PA 17268  
436 West Washington Street, Chambersburg, PA 17201

**(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
  - Two
  - Three or More
- b.  Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

- a. Income targeting:
- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
- In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
  - Overhoused
  - Underhoused
  - Medical justification
  - Administrative reasons determined by the PHA (e.g., to permit modernization work)

- Resident choice: (state circumstances below)
- Other: (list below)  
documented need for handicapped accessibility

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below) –
  1. All families with children, elderly families and disabled families will have an admission preference over other singles.
  2. Elderly families whose head, or spouse, or sole member is at least 62 years of age or disabled for admission are given preference for admission to specific zero and one bedroom units in the Waynesboro (34-2) and Chambersburg (34-3) developments.

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either

through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

## 2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

3 Graduates of Transitional Housing Programs for homeless, substance abuse, victims of domestic violence.

The Franklin County Housing Authority does aggregate points for multiple preferences.

4. Relationship of preferences to income targeting requirements:

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

## **(5) Occupancy**

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

- The PHA-resident lease
- The PHA’s Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list) – Tenant Handbook, Tenant Association Meetings

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

- Adoption of site based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments

- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

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

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

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

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

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

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

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
- Other (describe below) – previous landlord checks

**(2) Waiting List Organization**

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

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

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

- PHA main administrative office – 436 West Washington Street, Chambersburg, PA 17201
- Other (list below) – Waynesboro Project Office – 202 Elder Avenue, Waynesboro, PA 17268

**(3) Search Time**

a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below: Family has aggressively searched for housing but has been unable to locate a unit.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

2 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

The Franklin County Housing Authority does not aggregate points for multiple preferences. All preferences are treated with an equal weight.

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

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

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

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

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

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

**(5) Special Purpose Section 8 Assistance Programs – N/A**

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

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

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

- Through published notices  
 Other (list below)

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

[24 CFR Part 903.7 9 (d)]

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

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

Each tenant will be offered the option of choosing the 30% income based rent or the flat rent (or fixed amount) annually. The flat rent schedule follows:

<u>Unit Size</u>	<u>Rent Amount</u>
Efficiency	\$300
1 Bedroom	\$350
2 Bedroom	\$375
3 Bedroom	\$400
4 Bedroom	\$425
5 Bedroom	\$450

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

All of uncompensated costs incurred in order to go to work (such as special tools, equipment, or clothing).

All of earned income necessary to replace benefits lost because a family member becomes employed (such as amounts family pays for medical costs or for medical insurance).

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below) –  
Families are not required to report any increases in income or assets until the annual recertification, unless 1) a new family member joins the household, and

2) households who currently hold a no income status, must report an income status immediately.

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

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
  - Survey of rents listed in local newspaper
  - Survey of similar unassisted units in the neighborhood
  - Other (list/describe below)

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

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

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

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)
- At or above 90% but below 100% of FMR
  - 100% of FMR
  - Above 100% but at or below 110% of FMR
  - Above 110% of FMR (if HUD approved; describe circumstances below)
- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)
- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
  - The PHA has chosen to serve additional families by lowering the payment standard

- Reflects market or submarket
- Other (list below)

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

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

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	355	5 per month
Section 8 Vouchers	240	1-2 per month
Section 8 Certificates	NA	
Section 8 Mod Rehab	NA	
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	
Public Housing Drug Elimination Program (PHDEP)	NA	
Other Federal Programs(list individually)	NA	

**C. Management and Maintenance Policies**

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

- (1) Public Housing Maintenance and Management: (list below)
  - 1. Admissions and Continued Occupancy Policy
  - 2. Community Room Policy
  - 3. Drug Free Policy
  - 4. Equal Housing Opportunity Policy

- 5. Maintenance Plan
- 6. Natural Disaster response Policy
- 7. Pet Policy
- 8. Tenant Handbook

- (2) Section 8 Management: (list below)
  - 1. Administrative Plan

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

- 2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
  - PHA main administrative office
  - PHA development management offices – 212 Elder Avenue, Waynesboro PA  
436 W. Washington St. Chambersburg PA
  - Other (list below)

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

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

If yes, list additions to federal requirements below:

- 2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
  - PHA main administrative office – 436 W. Washington St., Chambersburg PA

Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment B Comprehensive Grant Program 2004 Annual Statement-pa034b01.

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment C -pa034c01

-or-

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

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

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

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

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

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

- Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below: The FCHA will be investigating opportunities for housing development in the community with the idea of using mixed financing.

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

If yes, list developments or activities below: Based on the input from the Resident Advisory Boards, FCHA will conduct a feasibility study to conduct a cost analysis and determine potential sites to convert existing family sized units to handicapped accessible for a family.

**8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	
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. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

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

[24 CFR Part 903.7 9 (i)]

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

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

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

<b>Designation of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one)

- |  |
|--|
| <input type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development |
|--|

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

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

Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

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

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

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

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

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

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

**PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

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

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (1)]

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

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 02/09/03

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
House of Grace		Renter skills development needed	Contact Resident Initiatives Coordinator	Public Housing
Financial Counseling		As needed	Section 8 office or Resident Initiatives Coordinator	Public Housing & Section 8


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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
<b>Program</b>	<b>Required Number of Participants (start of FY 2000 Estimate)</b>	<b>Actual Number of Participants (As of: DD/MM/YY)</b>
Public Housing	NA	
Section 8	12	12

- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

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

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

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

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

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below) – Resident Satisfaction Survey completed as part of the FYE 3-31-03 PHAS.

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

Chambersburg Development

Waynesboro Family Development

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

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

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

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

Chambersburg Development

Waynesboro Family Development

### C. Coordination between PHA and the police

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

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

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

Chambersburg Development

Waynesboro Family Development

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

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

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

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

Date: 11-6-03

The committee met to review and discuss the elements of the plan for fiscal year 2004, which included review of the 2002, 2003 Capital Fund, and the proposed 2004 Annual and Five Year Plan for the Capital Fund program. During the meeting the following comments were made:

1. Preferences are now ranked according to levels of need and are aggregated.
2. The waiting list will be purged twice a year rather than annually so that the list will remain more current and will be more time effective for the Admissions and Occupancy staff.
3. Pet Policy and Satellite Dish Policy were reviewed and a the following changes were proposed:  
Pet Policy:
  - Eliminate the monthly pet fee for the Elderly and/or disabled
  - Remove requirement to declaw cats
  - Include frogs, turtles, gerbil and hamsters, and iguana as acceptable house pets, as long as they are contained in the appropriate cage
  - Delete the statement: The housing authority will be responsible to board a pet that has been removed from the household by the Authority at the expense of the tenant.
4. Pat Grove, Modernization Coordinator discussed the Capital Fund for the next five (5) years:  
Chambersburg: Tenants requested that the windows and furnaces be replaced in the elderly development, a Laundromat be provided and units be provided with a fire extinguisher.

Waynesboro: The need for additional exterior lighting was discussed to improve safety and security. A request was made to have some of the existing units converted as handicapped accessible (bedroom and a bathroom be added to the first floor). Other requests include replacing sliding closet doors with a bifold door, replace kitchen cabinets in the Community Center, and replace unit windows.

5. All present discussed the feasibility of a policeman residing in one of the units but to remain "undercover".

Mr. Grove explained that with the exception of the conversion of unit(s) for handicap, and a policeman residing in our development, that all other items are currently included in the five (5) year plan. A feasibility study to convert family units to handicapped accessible living units will be included in the plan.

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
1. Added conversion of units for handicapped.
  2. Pet Policy – eliminated service fee for elderly/disabled tenants.
- Other: (list below)

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

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

3. Description of Resident Election Process

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

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

Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

The Franklin County Commissioners appoint all Commissioners to the Board. All tenants of public housing and section 8 program recipients are notified by mail that a vacancy in the board exists for a tenant representative. All recipients who receive assistance are eligible to apply as long as they are 18 years or older and their name appears on the lease. Applications are submitted to the County Commissioners, who then appoint from the pool of applicants. Selected was Linda Midkiff, a participant of the Public Housing program.

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

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

1. Consolidated Plan jurisdiction: (provide name here) – State of Pennsylvania
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)  
Resident initiatives, especially those aimed at promoting the economic self-sufficiency of public housing residents.  
Apply for additional Section 8 vouchers from HUD if a NOFA for such is applicable to Franklin County.

Other: (list below)

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

Problems of Working Poor Families – working poor families often have unmet needs, including housing.

Awareness of Changes in Public Housing Authorities Law – ability of Housing Authorities to establish their own local preferences; The new public housing authority law works against homeownership due to the 75% of residents must be at or below 30% median income requirement, thus reducing lease purchase options.

Encourage Act 137 Participation – Encourage counties to develop local housing trust funds to enhance affordable housing efforts.

Housing Options – There is a need for a continuum of housing options including, rental, homeowner, assisted housing and housing for the disabled.

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

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

Resident Advisory Board Representation: Jody Thomas, Leslie Smith, Vonda Bilal

## **Attachments**

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

### **Attachment #A:**

#### **FRANKLIN COUNTY HOUSING AUTHORITY**

#### **ADMISSIONS POLICY FOR DECONCENTRATION**

##### **A. QUALIFICATION FOR ADMISSION**

It is the Franklin County Housing Authority's policy to admit qualified applicants only. An applicant is qualified if he or she meets the following criteria:

Is a family as defined in Chapter 2 of the Admissions and Continued Occupancy Policy.

Heads a household where at least one member of the household is either a citizen or eligible non-citizen. (24 CFR Part 200 and Part 5, Subpart E).

Has an Annual Income at the time of admission that does not exceed the low-income limits for occupancy established by HUD and posted separately in the FCHA offices.

The Quality Housing and Work Responsibility Act of 1998 authorizes PHAs to admit families whose income does not exceed the low-income limit (80% of median area income) once the HA has met the annual 40% targeted income requirement of extremely low-income families (families whose income does not exceed 30% of median area income).

Provides a Social Security number for all family members, age 6 or older, or will provide written certification that they do not have Social Security numbers;

Meets or exceeds the tenant Selection and Suitability Criteria as set forth in the Admissions and Continued Occupancy Policy.

##### **B. DECONCENTRATION OF POVERTY AND INCOME-MIXING**

The FCHA's admission policy is designed to provide for deconcentration of poverty and income mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and for income-mixing purposes.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

The FCHA will gather data and analyze, at least biannually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the FCHA's deconcentration efforts.

The FCHA will use the gathered tenant incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the FCHA in its deconcentration goals.

If the FCHA's annual review of tenant incomes indicates that there has been a significant change in the tenant income characteristics of a particular project, the FCHA will evaluate the changes to determine whether, based on the FCHA methodology of choice, the project needs to be redesignated as a higher or lower income project or whether the FCHA has met the deconcentration goals and the project needs no particular designation.

### C. Deconcentration and Income-Mixing Goals

Admission policies related to the deconcentration efforts of the FCHA do not impose specific quotas. Therefore, the FCHA will not set specific quotas, but will strive to achieve deconcentration and income mixing in its developments. The FCHA will strive to achieve the following goal for the upcoming fiscal year 00-01: Increase of 5 higher income families into lower income developments.

The FCHA's income-mixing goal is a long-range goal and may not be achieved in the first year of implementation. The PHA will use its annual analysis of its public housing stock and tenant incomes to provide benchmarks for the PHA.

Effective Date: 11-1-99

## **ATTACHMENT G: Resident on Board**

The Franklin County Housing Authority has a 5 member Board of Commissioners who are appointed by the Franklin County Commissioners. When a vacancy occurs on the Board for the tenant representative, all tenants of public housing and residents of Section 8 are notified of the vacancy and the process for applying for Board membership. The County Commissioners review applications and recently reappointed Linda Midkiff, a Public Housing tenant whose 5 year term began 6-1-03.

## **ATTACHMENT H: Resident Advisory Board**

### **Annual Plan – Resident Advisory Board**

The Franklin County Resident Advisory Board is comprised of two groups – one representing public housing and one representing Section 8.

Public Housing Representatives: Chambersburg representatives: Betty Naugle and Jody Thomas. Waynesboro representatives: Danielle Burkett, Crystal Ellenberg, Linda Midkiff, Beth Pepple and Thomas Spruill.

Section 8 Representatives: Dorothy Davis, Karla Walck

HA representatives: Sharon Kinneman, Project Manager, Tony Pattillo Resident Initiatives Coordinator, Patrick Grove Modernization Coordinator.

**ATTACHMENT I: Assessment of Site-Based Waiting List Development Demographic Changes**

The FCHA has two site-based waiting lists, one for the Chambersburg development (PA 1 & 3) and one for the Waynesboro Development (PA 2). Applicants can choose to be on the waiting list for one or both developments. A review of the demographics of the two sites shows minimal changes to the developments. Following is a chart with the demographic information relevant to the developments:

Race – Households where HOH Black/African American

	<u>Statistics from 9/00</u>	<u>Statistics from 11/02</u>	<u>Statistics from 11/03</u>
PA 1&3	59 units	51 units	56 units
PA 2	8 units	Not Available	10 units

Ethnicity – Households where HOH Hispanic/Latino Ethnicity

	<u>Statistics from 9/00</u>	<u>Statistics from 11/02</u>	<u>Statistics from 11/03</u>
PA 1&3	24 units	35 units	42 units
PA 2	1 unit	Not Available	1 unit

Disability– Households with disabled tenant

	<u>Statistics from 9/00</u>	<u>Statistics from 11/02</u>	<u>Statistics from 11/03</u>
PA 1&3	45 units	72 units	47 units
PA 2	29 units	Not Available	22 units

Note: Franklin County has a small minority population. In particular Waynesboro Borough statistics as reported in the Pennsylvania County Data Book of 2003 indicate that 2.6% of the population represent Black or African American and 1.5% represent Hispanic or Latino Ethnicity.

The Waynesboro data was not available in 11/02 due to a significant change with the database that did not permit the calculation of the data for race, ethnicity and disability status.



# PHA Plan Table Library

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

### Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number      FFY of Grant Approval: (MM/2001)

Original Annual Statement

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



**Annual Statement**


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

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

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

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

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



FIVE YEAR ACTION PLAN  
Part I Summary

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

OMB Approval No. 2577-0157 (exp 7/21/98)

Comprehensive Grant Program (CGP)

1/27/2004

HA Name:		Locality (City/County & State)			
Franklin County Housing Authority		Chambersburg/Franklin/Pennsylvania			
A. Development Name/Number	Work Statement for Year I FFY 04	Work Statement for Year 2 FFY 05	Work Statement for Year 3 FFY 06	Work Statement for Year 4 FFY 07	Work Statement for Year 5 FFY 08
PA 34-1 Chambersburg	SEE  ANNUAL  STATEMENT	97,694	333,588	42,000	6,000
PA 34-2 Waynesboro		83,736	15,316	238,289	40,000
PA 34-3 Chambersburg		216,524	52,050	104,165	298,454
B. Physical Improvements		397,954	400,954	384,454	344,454
C. Management Improvements		127,100	124,100	140,600	140,600
D. HA-Wide Non-dwelling Structures and Equipment		0	0	0	40,000
E. Administration		58,339	58,339	58,339	58,339
F. Other					
G. Operations					
H. Demolition					
I. Replacement Reserve					
J. Mod Used for Development					
K. Total CGP funds	583,393	583,393	583,393	583,393	
L. Total Non-CGP Funds					
M. Grand Total	583,393	583,393	583,393	583,393	
Signature of Executive Director & Date:		Signature of P.H. Director/Office of Native American program Admin & Date:			

FIVE YEAR ACTION PLAN  
**Part II Supporting Pages**  
**Physical Needs Work Statement(s)**  
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (exp 7/21/98)

Work Statement for Year 1 FFY: 2004	Work Statement for Year 2 FFY: 05			Work Statement for Year 3 FFY: 06		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See  Annual Statement	<b><u>PA 34-1 Chambersburg</u></b>			<b><u>PA 34-1 Chambersburg</u></b>		
	A. Mulching		6,000	A. Kitchen Renovations		283,008
	B. Floor tile		20,000	B. Floor Tile Replacement		15,315
	C. Replace Entrance Doors & Locks		30,430			
	D. Side walk repair		5,000	C. Bathroom Exhaust Fan	96	35,265
	E. Repair & Seal Parking Areas		36,264			
	<b>Subtotal</b>		<b>97,694</b>	<b>Subtotal</b>		<b>333,588</b>
	<b><u>PA 34-2 Waynesboro</u></b>			<b><u>PA 34-2 Waynesboro</u></b>		
	A. Floor tile		20,000	A. Install Exterior Lighting		
	B. Side walk repair		5,000	B. Floor Tile Replacement		15,316
	C. Replace Gas Ranges		16500			
	D. Cover All Exposed Wood		36,236			
	E. Mulching		6,000			
	<b>Subtotal</b>		<b>83,736</b>	<b>Subtotal</b>		<b>15,316</b>
	<b><u>PA 34-3 Chambersburg</u></b>			<b><u>PA 34-3 Chambersburg</u></b>		
A. Replace Entrance Doors & Locks		30,417	A. Bathroom Exhaust Fan		36,734	
B. Floor tile		30,000	B. Floor Tile Replacement		15,316	
C. Repair & Seal Parking Area		15000				
D. Kitchen Renovation		133107				
E. Mulching		8000				
<b>Subtotal</b>		<b>216,524</b>	<b>Subtotal</b>		<b>52,050</b>	
	Subtotal of Estimated Cost		Continued	Subtotal of Estimated Cost		Continued

FIVE YEAR ACTION PLAN  
**Part II Supporting Pages**  
**Physical Needs Work Statement(s)**  
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (exp 7/21/98)

Work Statement for Year 1 FFY: 2004	Work Statement for Year 2 FFY: 05			Work Statement for Year 3 FFY: 06		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<b><u>HA Wide</u></b>			<b><u>HA Wide</u></b>		
	A. Administration		58,339	A. Administration		58,339
	Modernization Coordinator	100%		Modernization Coordinator	100%	
	Executive Director	15%		Executive Director	15%	
	Accountant	15%		Accountant	15%	
	Maintenance Supervisor - 1	10%		Maintenance Supervisor - 1	10%	
	Maintenance Supervisor - 2	10%		Maintenance Supervisor - 2	10%	
	<b>Subtotal</b>		<b>58,339</b>	<b>Subtotal</b>		<b>58,339</b>
	<b><u>HA Wide</u></b>			<b><u>HA Wide</u></b>		
	A. Non-dwelling Structures & Equipment		0	A. Non-dwelling Structures & Equipment		0
<b>Subtotal</b>		<b>0</b>	<b>Subtotal</b>		<b>0</b>	
<b><u>HA Wide</u></b>			<b><u>HA Wide</u></b>			
A. Community Policing		60,000	A. Community Policing		60,000	
B. Resident Initiatives		50,000	B. Resident Initiatives		50,000	
C. Training		2,500	C. Training		2,000	
D. Computer Software		2,000	D. Computer Software		5,000	
E. Computer Equipment		2,000	E. Computer Equipment		6,500	
F. A&E Fees		10,000	F. Audit		600	
G. Audit		600				
<b>Subtotal</b>		<b>127,100</b>	<b>Subtotal</b>		<b>124,100</b>	
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

FIVE YEAR ACTION PLAN  
**Part II Supporting Pages**  
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Work Statement for Year 1 FFY: 2003	Work Statement for Year 4 FFY: 07			Work Statement for Year 5 FFY: 08		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See  Statement	<b><u>PA 34-1 Chambersburg</u></b>			<b><u>PA34-1 Chambersburg</u></b>		
	Maintenance Equipment		20,000	Floortile Replacement		10,000
	Floortile Replacement		16,000	Mulching		6,000
	Mulching		6,000			
	<b>SUBTOTAL</b>		<b>42,000</b>	<b>SUBTOTAL</b>		<b>16,000</b>
	<b><u>PA 34-2 Waynesboro</u></b>			<b><u>PA34-2 Waynesboro</u></b>		
	Furnace Replacement	46	133,100	Floor Tile		10,000
	Maintenance Equipment		10,000	Landscaping, Mulching		30,000
	Floortile Replacement		21,000			
	Bathroom Renovations		68,189			
	Mulching		6,000	<b>SUBTOTAL</b>		<b>40,000</b>
	<b>SUBTOTAL</b>		<b>238,289</b>			
	<b><u>PA 34- 3 Chambersburg</u></b>			<b><u>PA 34-3 Chambersburg</u></b>		
	Floortile Replacement		22,000	Mulching		8000
	Roof Replacement,Gutter, Downspout (Family)		74,165	Kitchen Renovations		170,119
Mulching		8,000	Roof Replacement,Gutter, Downspout (Family)		118,335	
<b>SUBTOTAL</b>		<b>104,165</b>	Floortile Replacement		10000	
			<b>SUBTOTAL</b>		<b>298,454</b>	
	Subtotal of Estimated Cost	Continued		Subtotal of Estimated Cost	Continued	

FIVE YEAR ACTION PLAN  
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1/27/2004

Work Statement for Year 1 FFY: 2003	Work Statement for Year 4 FFY: 07			Work Statement for Year 5 FFY: 08		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
	<b>HA Wide</b>			<b>HA Wide</b>		
A. Administration		58,339	A. Administration		58,339	
Modernization Coordinator	100%		Modernization Coordinator	100%		
Executive Director	15%		Executive Director	15%		
Accountant	15%		Accountant	15%		
Maintenance Supervisor - 1	10%		Maintenance Supervisor - 1	10%		
Maintenance Supervisor - 2	10%		Maintenance Supervisor - 2	10%		
<b>Subtotal</b>		<b>58,339</b>	<b>Subtotal</b>		<b>58,339</b>	
<b>HA Wide</b>			<b>HA Wide</b>			
A. Non-dwelling Structures & Equipment		0	A. Non-dwelling Structures & Equipment		0	
<b>Subtotal</b>		<b>0</b>	<b>Subtotal</b>		<b>0</b>	
<b>HA Wide</b>			<b>HA Wide</b>			
A. Community Policing		60,000	A. Community Policing		60,000	
B. Resident Initiatives		50,000	B. Resident Initiatives		50,000	
C. Training		5,000	C. Training		5,000	
D. Computer Software		5,000	D. Computer Software		5,000	
E. Computer Hardware		10,000	E. Computer Hardware		10,000	
F. A&E		10,000	F. A&E		10,000	
G. Audit		600	G. Audit		600	
<b>Subtotal</b>		<b>140,600</b>	<b>Subtotal</b>		<b>140,600</b>	
Subtotal of Estimated Cost			Subtotal of Estimated Cost			

FIVE YEAR ACTION PLAN  
**Part II Supporting Pages**  
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**U.S. Department of Housing  
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Work Statement for Year 1 FFY: <u>1999</u>	Work Statement for Year 2 FFY: 00			Work Statement for Year 3 FFY: 01		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement						
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

FIVE YEAR ACTION PLAN  
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Work Statement for Year 1 FFY: <u>1999</u>	Work Statement for Year 2 FFY: 00			Work Statement for Year 3 FFY: 01		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement						
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

FIVE YEAR ACTION PLAN  
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**U.S. Department of Housing  
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OMB Approval No. 2577-0157 (exp 7/21/98)

Work Statement for Year 1 FFY: <u>1999</u>	Work Statement for Year 2 FFY: 00			Work Statement for Year 3 FFY: 01		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement						
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

FIVE YEAR ACTION PLAN  
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OMB Approval No. 2577-0157 (exp 7/21/98)

Work Statement for Year 1 FFY: <u>1999</u>	Work Statement for Year 2 FFY: 00			Work Statement for Year 3 FFY: 01		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement						
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

**Annual Statement/Performance and Evaluation Report**

1/27/2004

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> <b>Franklin County Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2004
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Original Annual Statement     Reserve for Disasters/ Emergencies     Revised Annual Statement/Revision Number \_\_\_  
 Performance & Evaluation Report for Program Year End funding     Final Performance & Evaluation Report

Line No	Summary by Development Accounts	Total Estimated Cost		Total Actual Cost	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 19)				
3	1408 Management Improvements Soft Costs	107000.00			
	Management Improvements Hard Costs				
4	1410 Administration	58339.00			
5	1411 Audit	600.00			
6	1415 Liquidated Damages				
7	1430 Fees & Costs	10000.00			
8	1440 Site Acquisition				
9	1450 Site Improvements	15000.00			
10	1460 Dwelling Structures	390454.00			
11	1465.1 Dwelling Equipment-Nonexpendable	0.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	2000.00			
14	1485 Demolition				
15	1490 Replacement Reserves				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				



**Annual Statement/Performance and Evaluation Report** 1/27/2004

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name:	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  
  Final Performance and Evaluation Report

Line No.	Summary By Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines...)	583393.00		583393.00	
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security -Soft Costs	60000.00			60000
	Amount of Line XX Related to Security-- hard Costs Measures				
	Collateralization Expenses of Debt Service				







**Annual Statement/Performance and Evaluation Report**

1/27/2004

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

**Part II: Supporting Pages**

PHA Name: Franklin County Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:  2004		
Development Number/Name HA Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost	Total Actual Cost		Status of Work
<b>HA Wide Activities</b>	A. Community Policing	1408		60000.00			
	B. Resident Initiatives	1408		40000.00			
	C. Computer Software	1408		2000.00			
	D. Staff Training	1408		5000.00			
	E. Administration	1410		58339.00			
	F. Audit	1411		600.00			
	G. A/E Fees	1430		10000.00			
	H. Computers	1475.1		2000.00			
	<b>Subtotal</b>			<b>177939.00</b>			
<b>PA34-1 Chambersburg</b>	A. Floor Tile Replacement	1460	7	23422.00			
	B. Replace Furnaces	1460	97	181212.00			
	<b>Subtotal</b>			<b>204634.00</b>			



**Annual Statement/Performance and Evaluation Report**

1/27/2004

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

**Part II: Supporting Pages**

PHA Name: Franklin County Housing Authority Annual Statement/Performance and Evaluation Report		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: 2004		
Development Number/Name HA Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work	
<b>PA 34-2 Waynesboro</b>	A. Repair & Seal Parking Areas	1450	60	15000.00			
	B. Floor Tile Replacement	1460		25000.00			
	C. Replace Kitchen Cabinetrs (elder)	1460	60	135820.00			
<b>Subtotal</b>				<b>175820.00</b>			
<b>PA34-3 Chambersburg</b>	A. Floor Tile Replacement	1460		25000.00			
<b>Subtotal</b>				<b>25000.00</b>			



**Annual Statement/Performance and Evaluation Report**

1/27/2004

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

**Part III: Implementation Schedule**

<b>PHA Name:</b> Franklin County Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  2004
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Development Number/Name HA Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised (1)	Revised (2)	Original	Revised (1)	Revised (2)	
PA 34-1 Chambersburg	6/30/2005			6/30/2007			
PA 34-2 Waynesboro	6/30/2005			6/30/2007			
PA 34-3 Chambersburg	6/30/2005			6/30/2007			













## **ATTACHMENT D**

### **Franklin County Housing Authority**

#### **Community Service Requirement: April 04 – March 05**

The FCHA has hired a Resident Initiatives Coordinator who will be responsible for implementing the Community Services program to all adults living in Public Housing unless they are determined to be exempt by providing verification of exemption.

Those who are not exempt will be required to perform 8 hours per month Community Service or 8 hours a month in an Economic Self Sufficiency program. The FCHA has contacted the social service agencies and the local Dept. of Public Welfare in an effort to coordinate a cooperative network for referral, verification and monitoring purposes. Negotiations continue with the Department of Public Welfare in creating a cooperation agreement.

The public housing lease was revised to reflect the many changes required by QHWRA and discusses the community service requirement. All tenants have received the new lease and participated in a discussion, review of the changes during January, 2001. All tenants who enter the program after January 2001 receive the revised lease. The program will began on December 1, 2000. Tenants were grand-fathered into the program based on their annual re-certification date beginning with those residents who have a January 2001 anniversary date. Tenants with January recertification dates were contacted by the Resident Initiatives Coordinator in November/December 2000 to discuss the program requirements and possible exemptions. During FFY 2003 the community service requirement was suspended. The program was reinstated by October 2003.

The adult residents will be responsible for providing proof of exemptions and if not exempt, the program participants will be responsible for providing quarterly verification that they are meeting the 8 hour per month community service requirement.

Tenants are provided with lists of activities/agencies where they may participate to fulfill their obligations. These include parent-child programs, women-in-need programs, school parent associations, Big Brothers/Big Sisters, Literacy Council, Head Start, hospital volunteer programs, therapeutic riding program, American Red Cross, Area Agency on Aging, Habitat for Humanity, Special Olympics, community action programs, etc. All participants are provided lists with agency names, phone number, address and contact person.

Tenants who are noncompliant will not have their lease renewed or extended unless the head of household and the noncompliant adult, before the lease expiration date, enter into an agreement to make up the hours within the next twelve (12) month period. If the tenant fails to comply for a second the year the lease will not be renewed and eviction will be initiated if necessary. However, the Resident Initiatives Coordinator will be working closely with the tenants to ensure the tenant has every opportunity to comply.

## **ATTACHMENT E**

### **Franklin County Housing Authority**

#### **Pet Policy**

Families residing in a Public Housing unit are allowed to keep common household pets in their apartments as stated in their lease and in accordance with the Code of Federal Regulations. Families may request permission to keep a common household pet. Households may keep only one common household pet if it is registered with the Housing Authority before it is brought onto the premises, and if registration is updated each year at annual reexamination.

No vicious or intimidating animal or pet is to be kept on the premises.

The resident will be responsible for all reasonable expenses directly related to the presence of the animal or pet on the premises, including the cost of repairs and replacement in the apartment, and the cost of animal care facilities if needed. These charges are due and payable within 30 days of written notification.

All pets must be approved in advance by the FCHA management. The pet owner must submit and enter into a Pet Agreement with the FCHA. Pets must be registered with the FCHA before they are brought onto the premises. Tenants desiring a pet must notify management ten (10) days prior to bringing the pet on site, and complete and pay the required security deposit.

The following pets are permitted as listed:

Elderly/Disabled Areas: dog, cat, bird, fish, turtle, frog, hamster, gerbil, iguana

Family Areas: cat, bird, fish, turtle, frog, hamster, gerbil, iguana

The authorization for a common household pet may be revoked at any time subject to the Housing Authority's grievance procedure if the pet becomes destructive or a nuisance to others, or if the tenant fails to comply with this policy.

**ATTACHMENT F**  
**FRANKLIN COUNTY HOUSING AUTHORITY**  
**ORGANIZATIONAL STRUCTURE**

11/03

Board of Commissioners

Executive Director

Legal Contract

Accountant

Section 8  
Coordinator

Public Housing  
Project Manager

Modernization  
Coordinator

FT Clerk  
Typist

Management  
Aide

Resident  
Initiative  
Coordin-  
ator

Chambersbur

Waynesboro

Chambersburg

Waynesboro

FT Clerk  
Typist

Clerk Typist

Clerk Typist

Maintenance  
Supervisor

Maintenance  
Supervisor

FSS  
Casework

Occupancy  
Specialist

Occupancy  
Specialist

Laborers &  
Aides

Laborers &  
Aides

Management  
Aide

Management  
Aide

**Franklin County Housing Authority**

**Attachment J**

Component 10 (B) Voluntary Conversion Initial Assessments – Completed 2001

- a. How many of the PHA’s developments are subject to the Required Initial Assessments?

Three

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

A portion (60 units) of PA 34-2 (Waynesboro, Elder Avenue a designated elderly/disabled section) and a portion (100 units) of PA 34-3 (Chambersburg, elderly/disabled designated section).

- c. How many Assessments were conducted for the PHA’s covered developments?

Three

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

Development Name	Number of Units
------------------	-----------------

None

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

The Required Initial Assessment is available for public review in the administrative office located at 436 West Washington Street, Chambersburg, PA 17201.

## **ATTACHMENT K**

### **Franklin County Housing Authority**

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

The Franklin County Housing Authority defines the terms substantial deviation and significant amendment/modification of the 5 Year and Annual Plan as:

#### **Substantial Deviation from the 5-Year Plan**

The FCHA will consider the following as substantial deviations from the 5 Year Plan:

A major discretionary change that affects the mission, goals or objectives of the Housing Authority that require board resolution.

#### **Significant Amendment or Modification of the Annual Plan**

The FCHA will consider the following as significant amendments or modifications of the Annual Plan as follows:

Changes in policies that affect the admissions criteria, waiting list organization, local preferences, rent.

Changes with regard to demolition or disposition, designation, homeownership programs or conversion.

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

**ATTACHMENT L**

**Franklin County Housing Authority**

**Section 8 Project-Based Vouchers**

The Section 8 program of the Franklin County Housing Authority entered a contract to project-base ten vouchers in 2001 for persons with disabilities. The 2004 plan includes a goal that states: "Provide up to 20% of current inventory of Section 8 fair share vouchers for project-based apartment complexes assisting extremely low income families, elderly or persons with disabilities." Any project-based vouchers are targeted for Franklin County. The Housing Authority anticipates adding up to 15 project-based vouchers in fiscal year 2004, which runs from 4-1-04 through 3-31-05.

The Section 8 program has maintained a lease-up rate of 97% in 2003. This lease up rate has been achieved primarily by over issuing vouchers to applicants. Approximately 63% of applicants who receive a voucher progress to lease-up. Only 6 of every 10 applicants can locate housing. If a voucher holder does not locate a unit within the first 60 days, the likelihood of that family leasing up falls to 40%. In 2001 the program increased the payment standard from 100% to 110% of the FMR in order to assist voucher holders in locating an apartment. In 2001 the program received an additional 59 fair share vouchers to assist with reducing the length and time spent on the waiting list. Our applicants were on the waiting list for an average of 26 months. Because of the difficulty applicants with a voucher have in locating apartment units, the Section 8 plans to project base vouchers during the 2004 fiscal year.