

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

---

# PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009  
Annual Plan for Fiscal Year 2006

**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:** Mercer County Housing Authority

**PHA Number:** PA020

**PHA Fiscal Year Beginning: (mm/yyyy)** 07/2005

**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 2005 - 2009**  
[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)

The Mercer County Housing Authority will provide quality affordable housing and enhance the quality of life through partnerships within Mercer County.

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities: Hermitage Senior
  - Acquire or build units or developments: Sharpsville Gardens 2 units, Malleable Heights 4 units
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:

- Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units: Mesabi Street
- 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
- Increase voucher payment standards
- Implement voucher homeownership program:
- 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: lighting
- 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)

**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: transition plan
  - Other: (list below)

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

**See Attachment N – filename: pa020n01**

**Annual PHA Plan**  
**PHA Fiscal Year 2005**  
[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.

This is optional and we do not want to include this.

**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.

**Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	1
1. Housing Needs	5
2. Financial Resources	12
3. Policies on Eligibility, Selection and Admissions	13
4. Rent Determination Policies	22
5. Operations and Management Policies	26
6. Grievance Procedures	28
7. Capital Improvement Needs	29
8. Demolition and Disposition	31
9. Designation of Housing	32
10. Conversions of Public Housing	33
11. Homeownership	34

12. Community Service Programs	36
13. Crime and Safety	39
14. Pets (Inactive for January 1 PHAs)	41
15. Civil Rights Certifications (included with PHA Plan Certifications)	41
16. Audit	41
17. Asset Management	41
18. Other Information	42

### 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 2005 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)

Assessment of Site-Based Waiting List Dev. Demo. – Attachment X

#### Optional Attachments:

- PHA Management Organizational Chart – Attachment E
- FY 2005 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) – Attachment D
- Other (List below, providing each attachment name)
  - Strategic Plan – Attachment N
  - RAB Composition – Attachment G
  - Resident Member of the board – Attachment M
  - Definition – Attachment R
  - Community Service Requirements – Attachment J
  - Voluntary Conversion Insert – Attachment P
  - Section 8 Homeownership Capacity Statement – Attachment L
  - Project-Based Voucher Program – Attachment F
  - Resident Survey Action Plan – Attachment H
  - 05/06 P&E Report – Set-aside - Attachment T
  - 04/05 P&E Report – Attachment I
  - 04/05 P&E Report – Attachment O
  - 03/04 P&E Report – Attachment Q
  - 03/04 P&E Report – Set-aside – Attachment U
  - 03/04 P&E Report – Replacement – Attachment W
  - Capital Fund Securitized Revenue Bonds/Energy Performance Contracting – Attachment S

Pet Policy – Attachment K  
 05/06 P&E Report – Attachment Y

**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 Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

<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	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)	Annual Plan: Capital Needs
X	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	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
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	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	Annual Plan: Safety and

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	(PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	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
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Pet Policy	

## **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	516	5	4	5	2	2	1
Income >30% but <=50% of AMI	31	5	3	5	2	1	1
Income >50% but <80% of AMI	0	1	1	1	2	1	1
Elderly	131	5	4	5	4	2	5
Families with Disabilities	91	5					
Race/Ethnicity white	335	5					
Race/Ethnicity black	209	5					
Race/Ethnicity other	3	5					
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:
- 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)

Tenmast System information on current housing residents

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	229		140
Extremely low income <=30% AMI	179	78%	
Very low income (>30% but <=50% AMI)	35	15%	

<b>Housing Needs of Families on the Waiting List</b>			
Low income (>50% but <80% AMI)	12	5%	
Families with children	112	49%	
Elderly families	69	30%	
Families with Disabilities	48	21%	
Race/ethnicity white	171	75%	
Race/ethnicity black	57	25%	
Race/ethnicity other	1	0%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	108	47%	
2 BR	67	29%	
3 BR	51	22%	
4 BR	3	1%	
5 BR	0		
5+ BR	0		
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (single people only)			
If yes:			
How long has it been closed (# of months)? 18			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

**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.

**CENTENNIAL PLACE**

<b>Housing Needs of Families on the Waiting List</b>
--

### 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	44	100%	N/A
Extremely low income <=30% AMI	36	82%	
Very low income (>30% but <=50% AMI)	8	18%	
Low income (>50% but <80% AMI)	0	0	
Families with children	10	23%	
Elderly families	4	9%	
Families with Disabilities	9	20%	
Race/ethnicity white	36	82%	
Race/ethnicity black	8	8%	
Race/ethnicity other	0	0%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	10	23%	
2 BR	16	36%	
3 BR	10	23%	
4 BR	8	8%	
5 BR	0		
5+ BR	0		

### Housing Needs of Families on the Waiting List

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

If yes:

How long has it been closed (# of months)? 18

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

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

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

**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.
- Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

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 2005 grants)</b>		
a) Public Housing Operating Fund	2,136,000	
b) Public Housing Capital Fund	1,618,000	
c) HOPE VI Revitalization	400,000	
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	455,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	66,667	
h) Community Development Block Grant	0	
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	751,564	
<b>Investment Income</b>	95,000	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>Program Generated</b>	75,000	
<b>4. Other income</b> (list below)		
<b>4. Non-federal sources</b> (list below)	1,413,321	504 capital improvements
<b>Total resources</b>	5,597,231	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (2-3 months)
- 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) Utilities

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

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

**(2)Waiting List Organization**

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

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

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

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

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

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

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

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

**(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One  
 Two  
 Three or More

b.  Yes  No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

#### **(4) Admissions Preferences**

a. Income targeting:

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

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

c. Preferences

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

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

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- 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)
  - Involuntary Displacement
  - Graduates of Transitional Homes

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.

Date and Time

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

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 the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers (Centennial Place only)  
 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)

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  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
- d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- 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)

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)

If a current landlord has an existing tenant who is losing their Section 8, the landlord will be notified of reason if public knowledge (newspaper article)

**(2) Waiting List Organization**

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

None

Federal public housing

Federal moderate rehabilitation

Federal project-based certificate program

Other federal or local program (list below)

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

PHA main administrative office

Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

By applicant's request for extension and demonstration of an effort

**(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 Homes  
    High rent burden >40%

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.

Date and Time

Former Federal preferences

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

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)

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**

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)  
Shelter Care Plus grant

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  
 \$26-\$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:

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)

Childcare expenses

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)  
When there is a new job or job change
- g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

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

## **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
- \$26-\$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.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	563 units	approx. 20%
Section 8 Vouchers	332 vouchers	approx. 10-12%
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	NA	NA
Special Purpose Section 8 Certificates/Vouchers (list individually)	Section 8 New Constr. 111 units	6 units
Public Housing Drug Elimination Program (PHDEP)	NA	NA
Shelter Care Plus	12 units	1 unit
Elder/Disabled ROSS	218 families	>10%
Other Federal Programs(list individually)		
Capital Fund	76 units	8 units
HOPE VI	74 units	10%

### 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)

- Admissions and Continued Occupancy
- \*Automobile Policy
- \*Blood Borne Pathogens and Hazardous Materials Policy
- \*Capitalization Policy
- \*Cellular Phone Policy
- \*Check Signing Policy
- Community Room Policy
- \*Criminal Records Management Policy
- \*Disposition Policy
- \*Drug-Free Policy
- \*Equal Housing Opportunity Policy
- \*Executive Limitations Policy
- \*HIPAA and Privacy Policy
- \*Investment Policy
- Maintenance Plan (w/Pest Prevention & Eradication) Policy
- \*Media Policy
- \*Personnel Policy
- Pet Policy
- \*Procurement Policy
- \*Public Records Policy
- \*Records Management Policy
- Rent Collections Policy
- \*Resident Initiatives Policy
- \*Technology Resources
- \*Travel Policy
- Trespass and Banning Policy

(2) Section 8 Management: (list below)

- Administrative Plan for Section 8
- Shelter Plus Care Policy

The Section 8 Prog. is also covered by the above policies that are marked with an \*

**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

Other (list below)

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

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

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- PHA main administrative office
- Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

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

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (pa020b02)

-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 (pa020c02)
  - 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:  
Mesabi Street apartments

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:  
Malleable Heights and Sharpville Gardens

## **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>

<p>5. Number of units affected:</p> <p>6. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>
<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity:</p> <p>b. Projected end date of activity:</p>

**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"/>	

<p>3. Application status (select one)</p> <p>Approved; included in the PHA's Designation Plan <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
<p>4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u></p>
<p>5. If approved, will this designation constitute a (select one)</p> <p><input type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected:</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>

## **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:
<p>2. What is the status of the required assessment?</p> <p><input type="checkbox"/> Assessment underway</p> <p><input type="checkbox"/> Assessment results submitted to HUD</p> <p><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next)</p>

<p>question)</p> <p><input type="checkbox"/> Other (explain below)</p>
<p>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.)</p>
<p>4. Status of Conversion Plan (select the statement that best describes the current status)</p> <p><input type="checkbox"/> Conversion Plan in development</p> <p><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway</p>
<p>5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <p><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)</p> <p><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent</p> <p><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units</p> <p><input type="checkbox"/> Other: (describe below)</p>

**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 (l)]

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

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

1. Cooperative agreements:

- Yes  No: Has the PHA 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? 01/09/04  
DD/MM/YY

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

- 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)
<i>PA Business Impact Center</i>	30	<i>Other</i>	<i>QSRC</i>	<i>both</i>
Quinby Street Resource Center	92	Other	QSRC	both
Homeownership Counseling	26	specific criteria	HOPE VI Office, 102 Wallis Ave., Farrell	both
Resident Councils	32	Other	At the sites	PH
Keystone SMILES	32	Other	Sharpsville Center	PH

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	NA	
Section 8	NA	

- 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)

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

PA 20-4 Malleable Heights; PA 20-7 Mesabi Street Project; and PA 20-8 Garster Homes in Public Housing

**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)  
Hired Security Chief (part-time) to be liaison to local police department; and added Trespass and Banning Policy to permit Police to arrest person for loitering (second offense)

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

PA20-4 Malleable Heights; PA 20-7 Mesabi Street Project; PA 20-8 Garster Homes (Public Housing)

**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)  
Hired Security Chief (part-time) to be liaison to local police departments; and added Trespass and Banning Policy to permit Police to arrest person for loitering (second offense)

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

PA 20-4 Malleable Heights; PA 20-7 Mesabi Street Project; PA 20-8 Garster Homes (Public Housing)

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

PHAs eligible for FY 2005 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 2005 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)]

See Pet Policy at Attachment K-Filename: pa020k01

**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 (pa020m01)
  - Provided below:
  
3. In what manner did the PHA address those comments? (select all that apply)
  - Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments  
List changes below:
  
  - Other: (list below)

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

**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: (Commonwealth of PA)
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)
  - Rehabilitation of existing public housing stock in a manner that is sensitive to the need for accessibility to and visitability for persons with disabilities
  - Conversions of underutilized and less marketable public housing that is conducive to neighborhood revitalization
  - Homeownership incentives for public housing residents
  - Resident initiatives, especially those aimed at promoting the economic self-sufficiency of public housing residents
  - Supportive services, especially those that support the aging in place of senior citizens
  - Requests for additional Section 8 vouchers from HUD
- Other: (list below)

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

Need for additional affordable housing

CITY OF SHARON, PENNSYLVANIA

1. Consolidated Plan jurisdiction (state name):  
City of Sharon, 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)
    - Rehabilitation of existing public housing stock in a manner that is sensitive to the need for accessibility to and visitability for persons with disabilities.
    - Conversions of underutilized and less marketable public housing that is conducive to neighborhood revitalization.
    - Homeownership incentives for public housing residents
    - Resident initiatives, especially those aimed at promoting the economic self-sufficiency of public housing residents.
    - Supportive services, especially those that support the aging in place of senior

citizens.

- Requests for additional Section 8 vouchers from HUD.

Other: (list below)

- a. Partnerships with City and Social Services organizations to promote affordable housing for both low- and middle-income families in the City.
- b. Working on elimination and reduction of violent and drug-related crimes.

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

Need for additional affordable housing

#### MERCER COUNTY, PA – COMPREHENSIVE PLAN

1. Consolidated Plan jurisdiction (state name):

County of Mercer, PA Comprehensive Plan for Livable Communities

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)
  - Rehabilitation of existing public housing stock in a manner that is sensitive to the need for accessibility to and visitability for persons with disabilities.
  - Conversions of underutilized and less marketable public housing that is conducive to neighborhood revitalization.
  - Homeownership incentives for public housing residents
  - Resident initiatives, especially those aimed at promoting the economic self-sufficiency of public housing residents.
  - Supportive services, especially those that support the aging in place of senior citizens.
  - Requests for additional Section 8 vouchers from HUD.

Other: (list below)

- a. Partnerships with City and Social Services organizations to promote

affordable housing for both low- and middle-income families in the City.

- b. Working on elimination and reduction of violent and drug-related crimes.
- c. Promoting Homeownership for both low and middle income families.

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

Need for additional affordable housing

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

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

- 1. Significant Amendment/Modification or Substantial deviation  
See Attachment R – filename pa020r01

## **Attachments**

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

# PHA Plan Table Library

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

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

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

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<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  
Capital Fund Program (CFP) Part II: Supporting Table**

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

**Annual Statement**

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

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

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

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

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



Mercer County Housing Authority

Admissions Policy for Deconcentration (Page 1 of 1)

Component 3, (6) Deconcentration and Income Mixing:

YES NO Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

YES NO Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

Mercer County Housing Authority has an admissions policy 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 by using Gross Annual Income.

Skipping of families for deconcentration purposes will be uniformly applied until the target threshold is met, and is not considered to be an adverse action to the family.

The Policy will target at least 40% of new admissions to public housing annually as extremely low income families.

Incentives to obtain higher income families are: (1) waiving 50% of security deposit; and (2) allowing occupancy standards of one child per bedroom.

MCHA will use the following steps for admission:

- 1) Annually determine average income of all families in all developments;
- 2) Determine the average income of each building in each family developments;
- 3) Characterize each building as higher or lower income based on above or below the overall average;
- 4) Determine higher income and lower income families on waiting list; and
- 5) When a higher income building unit becomes available, skip families on waiting list to reach a lower income family for placement. When a lower income building unit becomes available, skip families on waiting list to reach a higher income family for placement. Exception to this are homeless families and families who are victims of domestic violence.

Annual Statement/Performance and Evaluation Report				Attachment B	
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA/NAME		Grant Type and Number		Pa 28 P0 20 501 05	Federal FY of Grant:
<b>Mercer County Housing Authority</b>		Exterior Mod/PA 20-7 Mesabi St. Apartments		Activity Year 2006-07	<b>2005</b>
		Replacement Housing Factor Grant No.			
X Original Annual Statement      ___ Reserve for Disasters/Emergencies      ___ Revised Annual Statement (revision no.      )					
___ Performance and Evaluation Report for Program Year Ending      ___ Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations				
3	1408 Management Improvements	\$ 15,000.00			
4	1410 Administration	60,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	70,000.00			
8	1440 Site Acquisition	20,000.00			
9	1450 Site Improvement	303,000.00			
10	1460 Dwelling Structures	558,161.00			
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Non-dwelling Structures	60,000.00			
13	1475 Non-dwelling Equipment	15,000.00			
14	1485 Demolition	20,000.00			
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	10,000.00			
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	100,000.00			
21	Amount of Annual Grant (Sum of lines 2-20)	1,231,161.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance	\$ 200,000.00			
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conversation Measures				

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

Attachment B

PHA/NAME		Exterior Modernization/Mesabi Street Apt. Capital Fund Program 501-05 Replacement Housing Factor Grant		Federal FY Grant 2005 Activity Yr. 2006-2007				Status of Work
Mercer County Housing Authority		Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories			Original	Revised 2nd	Funds Obligated	Funds Expended	
HA Wide	Management Improvements	1408.00		\$ 15,000.00				
	Training							
HA Wide	Administration	1410.00		60,000.00				
	Salaries, Benefits, Office Expenses							
Pa 20-7 & HA Wd.	Fees & Cost	1430.00		70,000.00				
	Design & Specifications							
Pa 20-7 Mesabi St.	Site Acquisition	1440.00		20,000.00				
	Raw Land & Improvements							
Pa 20-7 Mesabi St.	Site Improvements	1450.00		300,000.00				
	Drainage, Parking, Sidewalks,							
	Landscaping, Play Surface,							
	Fencing, Lighting, 504 Alterations							
Pa20-4 Malleable Heights	Landscaping for water control	1450.00		3,000.00				
Pa 20-7 Mesabi St.	Dwelling Structures	1460.00	13 Bldg.	550,000.00				
	Exterior Modernization							
	Roofing, Siding, Porches, Spouting							
	Railings, Privacy Dividers, Shutters							
	504 Alt, Lighting, Finish Landscaping							
Pa 20-4 Malleable Heights	Interior basement waterproofing	1460.00		8,161.00				
Pa 20-7 Mesabi St.	Non-dwelling Structures	1470.00		10,000.00				
	Storage Area or Site Station							
Federal St. Center	Window Section Replacement			50,000.00				
Pa 20-7 Mesabi St.	Non-dwelling Equipment	1475.00		15,000.00				
	Playground Equip. & Flagpole							
Pa 20-7 Mesabi St.	Demolition Cost	1485.00		20,000.00				
	Abatement/Gen. & 504 Alterations							
Pa 20-7 Mesabi St.	Relocation Cost	1495.10		10,000.00				
HA Wide	Contingency	1502.00		100,000.00				
				\$ 1,231,161.00				



**Capital Fund Program Five-Year Action Plan  
Part I: Summary**

Attachment C

PHA Name <b>Mercer County Housing Authority</b>		X Original 5-Year Revision No.			
Development Number/Name/HA- Wide	Year 1 501-05	Work Statement for Year 2 FFY Grant: 501-06 PHA FY: 7/1/06 to 6/30/07	Work Statement for Year 3 FFY Grant: 501-07 PHA FY: 7/1/07 to 6/30/08	Work Statement for Year 4 FFY Grant: 501-08 PHA FY: 7/1/08 to 6/30/09	Work Statement for Year 5 FFY Grant: 501-09 PHA FY: 7/1/09-6/30/2010
Pa. 20-7 Mesabi Street		20-8 Herbert Garster MCHA Office Building 211 Federal Street 504 Modifications	Silver Street & North Sharon Heights 211 Federal Street 504 Modifications	Pine Hollow Village McDowell Manor 504 Modifications	Fornelli Manor MCHA Maintenance 504 Modifications
Pa 20-8 Herbert Garster		\$ 792,839.00			
MCHA 504 Improvements		30,000.00			
Federal St. Community Ctr.		50,000.00	\$ 70,000.00		
Pa 20-14 Silver St. Estates			792,839.00		
Pa 20-14 North Sharon Heights					
Pa 20-15 Pine Hollow Village				\$ 462,839.00	
PA 20-9 McDowell Manor				410,000.00	
Pa 20-13 Fornelli Manor					\$ 405,000.00
MCHA Maintenance Building Impr.					467,839.00
Bond Debt. Service		111,083.00	111,114.00	110,687.00	110,795.00
Management Improvements		15,000.00	25,000.00	15,000.00	15,000.00
Administration		60,000.00	60,000.00	60,000.00	60,000.00
Fees & Cost		70,000.00	70,000.00	70,000.00	70,000.00
Contingency		100,000.00	100,000.00	100,000.00	100,000.00
CFP Funds Listed for 5-year planning	CF Grant	1,228,922.00	1,228,953.00	1,228,526.00	1,228,634.00
RHF+CF Grants=	Yr. Subtotal	1,273,546.00	1,273,577.00	1,273,150.00	1,273,258.00
Replacement Housing Factor Funds/New Construction	RHF Grant	\$ 44,624.00	\$ 44,624.00	\$ 44,624.00	\$ 44,624.00

**Capital Fund Program Five-Year Action Plan**

**Part II: Supporting Pages--Work Activities**

Activities for Year 1	Activities for Year: 2007-2008 FFY Grant: 501-06 PHA FY: 2006-2007			Activities for Year: 2008-2009 FFY Grant: 501-07 PHA FY: 2007-2008		
Pa 20-7 Mesabi Street	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	Pa 20-8 Herbert Garster	1460 Exterior Renovation	\$ 789,839.00	Pa 20-14 Silver Street & Sharon Heights	1460 Exterior Renovation	\$ 789,839.00
		Porches, trims, gutters, shutters, railings, storage, private space, entrance doors, finish landscaping, storm doors, painting			Porches, trims, gutters, shutters, railings, storage, private space, entrance doors, finish landscaping, storm doors, painting	
	Pa 20-8 Herbert Garster	504 Compliance		Pa 20-14	504 Compliance	
	Pa 20-8 Herbert Garster	1450 paving, drainage, fencing, sidewalks, lighting, play surfaces		PA 20-14	1450 Paving, drainage, fencing, sidewalks, lighting	
	Pa 20-8 Herbert Garster	1495 Relocation	3,000.00			
	Pa 20-8 Herbert Garster	1470 security office & site manager facility		PA 20-14	1495 Relocation	3,000.00
	Pa 20-8 Herbert Garster	1485 Demo/Abatement		PA 20-14	1485 Demo/Abatement	
	Federal St. Comm. Ctr.			Federal St. Comm. Ctr.		
	MCHA Office Building	504 Improvements	30,000.00			
				Federal St. Comm. Ctr.	1470 Interior Renov. Lobby entry, 504 compl.	70,000.00
	Federal St. Comm. Ctr.	1470 Interior Improvements 504 Improvements	\$ 50,000.00			
	HA-Wide	1501 Bond Debt. Service	111,083		1501 Bond Debt. Service	111,114.00
	Pa 20-8, HA Wide	1408 Training	15,000.00	Pa 20-14 & HA Wide	1408 Training	25,000.00
	Pa 20-8, HA Wide	1410 Administration	60,000.00	Pa 20-14 & HA Wide	1410 Administration	60,000.00
	Pa 20-8, HA Wide	1430 Fees & Cost	70,000.00	Pa 20-14 & HA Wide	1430 Fees & Cost	70,000.00
	Pa 20-8, HA Wide	1502 Contingency	100,000.00	Pa 20-14 & HA Wide	1502 Contingency	100,000.00
		Total CFP Estimated Cost	\$ 1,228,922.00			\$ 1,228,953.00

**Capital Fund Program Five-Year Action Plan**

**Part II: Supporting Pages--Work Activities**

Activities for Year 1	Activities for Year: 2009-2010 FFY Grant: 501-08 PHA FY: 2008-2009			Activities for Year: 2010-2011 FFY Grant: 501-09 PHA FY: 2009-2010		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	Pa 20-15 Pine Hollow	1460 Exterior Renovation	\$ 459,839.00	Pa 20-13 Fornelli Manor	1460 Exterior Renovation	\$ 400,000.00
		Porches, patios, doors storage, 504 alterations			& Interior Improvements Doors, painting, storage, 504 alterations	
	Pa 20-15 Pine Hollow	1450 Site Improvements				
		Drainage, fencing, lighting, landscaping, play area, sidewalks, flagpole		Pa 20-13 Fornelli Manor	1450 Site Improvements Landscaping, lighting, flagpole, painting	
	Pa 20-15 Pine Hollow	1475 Play Equipment		Pa. 20-13 Fornelli Manor	1470 Non-dwelling Strctr.	
					Front entrance gazebo, community room improv., laundry & common area	
	Pa 20-15 Pine Hollow 20-9 & 20-15	1495 Relocation 1485 Demo/Abtmnt.	3,000.00			
				Pa 20-13 Fornelli Manor	1495 Relocation	5,000.00
	Pa 20-9 McDowell Mnr.	1460 Exterior Renovation	400,000.00			
		Windows, doors, siding, storage, 504 alterations		MCHA Maintenance Bldg.	1460 Exterior Renovation & Interior Improvements Office improvements, painting, 504 alterations, entrance area, dock storage improvemts.	467,839.00
	Pa 20-9 McDowell Manor	1450 Site Improvements				
		Lighting, drainage, walks, 504 improvements, landscaping		Pa 20-13 & HA Wide	1485 Demo/Abtmnt.	
	Pa 20-9 McDowell Manor	1470 Non-dwelling Structure				
		Community Room Improv., 504 alterations		MCHA Maintenance Bldg.	1450 Site Improvements	
	Pa 20-9 McDowell Manor	1495 Relocation	10,000.00			
		1501 Bond Debt. Service	110,687.00		1501 Bond Debt. Service	110,795
	Pa 20-9 & 15 & HA Wide	1480 Training	15,000.00	Pa 20-13 & HA Wide	1480 Training	15,000.00
	Pa 20-9 & 15 & HA Wide	1410 Administration	\$ 60,000.00	Pa 20-13 & HA Wide	1410 Administration	60,000.00
	Pa 20-9 & 15 & HA Wide	1430 Fees & Cost	70,000.00	Pa 20-13 & HA Wide	1430 Fees & Cost	70,000.00
	Pa. 20-9 & 15 & HA Wide	1502 Contingency	100,000.00	Pa 20-13 & HA Wide	1502 Contingency	100,000.00
	<b>Total CFP Estimated Cost</b>	<b>\$ 1,228,526.00</b>			<b>\$ 1,228,634.00</b>	

**MERCER COUNTY HOUSING AUTHORITY**  
**T.A.G. TEAM (TENANT ADVISORY GROUP) MEETING**  
**Minutes of January 24, 2005**

On Monday, January 24 2005, at noon, TAG members and MCHA Staff met in the MCHA board room for their Quarterly meeting. The following were present:

<u>TAG Members</u>	<u>MCHA Staff</u>	<u>Excused</u>	<u>Absent</u>
Monica Williams	L. DeWitt Boosel	Peggy Speir	Donna Hawkins
Sharon Ivey	Connie Moroco	Geri McConahy	
Belinda Hailey	Cheryl Artis	Paula Hampton	
Joyce Williams	Frank Gargiulo		
Shelly Battles	Ken Chuzie		
Darea Jones	Beth Burkhart		
	Stephanie Marugg		
	Holly Nogay		

President Monica Williams opened the meeting and asked Vice President Joyce Williams to take roll call TAG members Geri McConahy, Peggy Speir and Paula Hampton telephoned the authority stating they would be unable to attend the meeting therefore their absences were recorded as excused. Prior to the meeting Secretary Belinda Hailey stated was not feeling well and asked President Monica Williams if another officer could take the attendance.

Miss Williams recognized Darea Jones and Shelly Battles as two new TAG members and welcomed them to the group. Miss Williams assured them that when they have questions they should feel comfortable asking the group anything they would like to know. Miss. Williams redirected her attention to the group and asked if everyone received the minutes from the September meeting and if there were any additions or changes to the minutes, there were none. A motion was made by Joyce Williams for approval of the minutes, Belinda Hailey seconded it. Approval was unanimous. Miss Williams turned the meeting over to L. DeWitt Boosel for the Executive Director's report.

Mr. Boosel welcomed the new members and informed them that the TAG group is an advisory group to the housing authority's board of directors. The minutes recorded from the discussions at these meetings go to the board for consideration and to review input from residents who live within the policies. He also stated this is an opportunity for members to address any or all of the policies and to comment on them and they will be forwarded to the board. Moving to the agenda Mr. Boosel stated that last year there were many changes from the Federal Government and changes to the agencies policies that had to be made, this year however there are not as many. The first item on the agenda was the 2004/2005 Agency Plan amendment. The housing plan is from July 1<sup>st</sup> through

June 30<sup>th</sup> of the following year. The authority is amending the plan that they are currently in right now. Normally this would not happen. He reported only one thing is changing, that is including Project based Section 8 Vouchers. Five vouchers will be assigned to the borough of Mercer. That will enable lower income people to participate in this program. In order for this to happen the authority has to go through advertisement process, TAG meeting and public hearing.

Miss Williams asked if the five (5) vouchers were being taken from someone else or if they were new ones. Mr. Boosel stated the vouchers are not new, the authority has 332 vouchers and no one will lose their voucher. Mr. Boosel stated in the new agency plan July 1<sup>st</sup> eight (8) Project based Section 8 Vouchers will be included the for the City of Hermitage.

Miss Williams asked if a person has a voucher and moves into a Project Based property does the voucher they bring with them change into a project based voucher? Cheryl Artis Section 8 Coordinator responded to this question by stating in order to live in that particular property the person would have to give up their Section 8 voucher. Joyce Williams asked if she could get a voucher. Mrs. Artis stated she would have to go on the waiting list. Mr. Boosel reported Due to the number of families needing assistance and the lack of funding available to meet the needs, the Section 8 waiting list is closed. He stated Section 8 is allotted 332 vouchers for Mercer County; however HUD does not have funding for 332 families. He reported there are between 270 and 275 families on the waiting list that is currently two years long. Miss Hailey asked if the funding problems for Section 8 were happening every where or just in Mercer County. Mr. Boosel stated it is happening all over the United States, the current administration and HUD are not funding as much as they had been in the past.

Ken Chuzie, Modernization Coordinator reported on the Capital Fund Program Grant, Five-Year Plan, and 2005-2006 Year Work Plan renovations with the Capital Fund. He reported the projected areas for 2005/2006 are Mesabi Street Apartments and that they are projected to receive major exterior improvements. The exterior shall undergo a design evaluation to arrive at a symmetrical scheme to modernize the community. The Annual Statement also projects continued improvements to the Federal Street Community Center. In 2007-2008 Herbert Garster Homes and Silver Street Apartments & North Sharon Heights are projected to receive major exterior modernization improvements. In 2009-2010 Pine Hollow Village, Francis J. Fornelli, McDowell Manor and some improvements to the MCHA Maintenance Building. Mr. Chuzie reported that work will begin in March 2005 for Frank Fay Terrace in Transfer. There were some cuts due to budget expenses. Mr. Chuzie also gave each member a hand-out.

Mr. Boosel reported that the one year plan that is included is solid the five year projection can change depending on the needs in different areas. He stated it is an outline of what the authority's expectations are for the next five years.

Beth Burkhart Administrative Secretary gave a report of the calendar of dates that the authority must adhere to for the agency plan: Public Hearing January 25, 2005 10:00 am, MCHA board room, to review amendment for 2004/2005 and next year's agency plan. February 2, 2005 MCHA board meeting to review amendment, February 4, 2005 submit amendment to HUD, March 9, 2005, review and approve 2005/2006 Agency Plan, submit Agency Plan April 15, 2005.

Joyce William asked if Patterson Place is included in renovations. Mr. Boosel stated that there is a separate budget for improvements in that area and that there are section 504/handicap accessible issues that need to be addressed.

Mr. Boosel directed the members' attention to the hand outs they received. In their packet is the index of the policies stating that there was one policy change that was in Section 8.

Mrs. Artis reported that the utility reimbursement checks will be sent directly to the utility company. This will begin July 1<sup>st</sup>.

Miss Williams asked if the authority will pick which utility company. Connie Moroco, Comptroller stated that tenant will have their choice.

Mr. Boosel reported no changes to the Occupancy Department this year other than wording for clarification. However "Up Front Income Verification" will be new this year for the Occupancy Department and Section 8. The authority will be able to verify applicants and tenants income on-line. This will eliminate the wait for income verifications from employers and help reduce fraud.

Miss Williams asked if this will begin July 1<sup>st</sup>. Holly Nogay, Tenant Selection Specialist stated this program is active now, that it began with the larger housing authorities, but MCHA does not have access yet.

Connie Moroco reported on the Budget for the Fiscal Year ending 6/30/2005  
Total operating income is \$884,064. This amount includes Tenant rents, interest and operating receipts from rental.

Administrative Salaries, legal expense, training, travel, auditing and management fees and other administrative expenses total \$734,060.

Tenant Services include salaries, training, contracts and other services for a total of \$125,700.

Utilities total \$443,201.

Ordinary Maintenance of labor, materials and contract costs such as garbage, grass cutting, etc. total \$853,880.

Protective Services amount to \$22,600. This is for security costs.

MCHA's General Expense of \$574,200 includes insurance, collection losses, payment in lieu of taxes and other general expenses.

Replacement of equipment and property betterments total \$299,500.

Mr. Boosel reported that the authority put the budget together but the authority does not know how much funding will actually be received. He reported there will be cuts and he does know the authority will not be 100% funded. The budget does however have to be submitted with the agency plan.

Frank Gargiulo, Housing and Development Planner reported the housing authority has a funding application in Harrisburg with the Pennsylvania Housing and Finance Agency for the City of Hermitage project. The authority will know in March if they will be funded. Site work is currently underway; the City of Hermitage is financing that cost. This project is for 40 elderly apartments.

Ken Chuzie, Modernization Coordinator reported Heritage Square II, (10 new units) in Mercer projected for completion in March.

Mr. Gargiulo reported on HOPE VI, he stated that out of the first 12 houses for sale six (6) have sold and there are three (3) more closings are scheduled this month. Only three (3) houses remain in the first phase. There will be five (5) houses for sale in the second phase.

Ms. Marugg gave an update on the scholarships stating the Stephen J. Bollinger scholarship that was sent to each member in November needs to be to the authority by the end of this week for review. Each member was given the PAHRA scholarship as a handout at the meeting and told that HARIE/FOXCO scholarship will be sent out in March. Each member is asked to pass them on to any resident that meets the qualifications.

Mr. Boosel asked about the May Ball. Joyce Williams said she would work on it and Stephanie and Michele Holloway, Federal Street staff will also assist.

Mr. Boosel asked for other items. Ms. Marugg asked the TAG members if they would be interested in meeting to learn Parliamentary Procedures. They agreed and a meeting date will be set up prior to the next scheduled TAG meeting.

Next meeting is scheduled for June 22, 2005 at Denny's Restaurant in Hermitage 10 o'clock am.

Joyce Williams asked if there was any further discussion. With no other business at hand Sharon Ivey made the motion to adjourn the meeting, Belinda Hailey seconded the motion, and the meeting was adjourned.

Stephanie Marugg  
Resident Services Coordinator

MERCER COUNTY HOUSING AUTHORITY  
ORGANIZATIONAL CHART

Attachment E

MCHA Board of Commissioners  
Executive Director

Tenant Advisory Group

Administration

Administrative Assistant  
Clerk Typist II (2)  
Office Janitor  
Grants Accountant

Housing & Community Planning

Housing & Community Planner  
Modernization Coordinator

Occupancy

Tenant Selection Supervisor  
Assistant Project Manager (3)  
Clerk 2  
County Social Services Aide 2  
Special Investigator (vacant)

Section 8 Housing

Section 8 Coordinator  
Clerk Typist 2  
Co. Work Prog. Tn. (Clerk 1)

Fiscal

Comptroller  
Fiscal Assistant (3)  
Clerk I  
Accountant (vacant)

Resident Services

Resident Initiatives Coordinator  
County Caseworker II (2)  
Co. Wrk. Pr. Tn. - Clerk I

Maintenance

Maintenance Supervisor  
Foreman  
Mechanic II (5)  
Laborer (3)  
Inventory Clerk  
Mech. Aide I  
Maintenance Helper (2)  
Summer Maint. (3)  
Site Maint. Laborer  
Site Maint. Aide (2)

## Attachment f

### Project-Based Voucher Program

The Mercer County Housing Authority intends to project-base up to 25 Section 8 vouchers. The general locations that the Mercer County Housing Authority is opening for possible areas of implementing the project-base program is as follows:

The non-impacted jurisdiction of the Mercer County Housing Authority

This action is consistent with the FY 2004 Agency Plan in the following ways:

- It is consistent with the Mission Statement for the Mercer County Housing Authority.

*The Mercer County Housing Authority will provide quality affordable housing and enhance the quality of life through partnerships within Mercer County.*

Goal One: MCHA shall be recognized as the outstanding housing provider in Mercer County.

Objective Three: Enhance the operation of the Section 8 Program and become a high performing SEMAP agency.

Strategy D. Attract 30 landlords with properties outside Sharon and Farrell.

Goal Two: Increase the availability of quality, safe, affordable housing in Mercer County.

Objective One: Increase the number of quality, safe, affordable housing units available.

Strategy B. Construct new senior housing in Hermitage, PA.

Strategy C. Complete the construction of 10 units of senior housing in Mercer, PA.

Strategy G. Within five years increase MCHA's portfolio to 1,200 units.

Project-basing will help MCHA meet the statutory goals of deconcentrating and expanding and economic opportunities.

If any of the locations about to be selected by the Mercer County Housing Authority are found to be in a census tract with poverty rates of more than 20 percent, the Mercer County Housing Authority will seek an exception from HUD.

**Required Attachment \_\_\_\_\_G\_\_\_\_: Membership of the Resident Advisory Board or Boards**

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

Donna Hawkins  
Peggy Speir  
Monica Williams  
Paula Hampton  
Sharon Ivey  
Belinda Hailey  
Geri McConahy  
Joyce Williams  
Shelly Battles  
Darea Jones

## Attachment H

### PHAS Resident Survey Follow-up Action Plan

The Mercer County Housing Authority is required to prepare a Resident Survey Action Plan in three areas – Safety, Communication and Neighborhood Appearance. Let's look at them individually.

Here are the activities we intend to do to bolster our resident's perception in the safety area:

Action to be Taken	Completion	Funding Source
Continue to work with the Weed and Seed on crime reduction strategies i.e. neighborhood association.	6/30/05	Capital Fund
Increase security lighting and install security cameras.		
Implement CTEP principles in modernization projects using fencing, landscaping etc. Create buddy system and check on your neighbor programs, resident driven and through outside providers.		

In the communication area, we will take the following actions:

Action to be Taken	Completion	Funding Source
Implement resident comment cards. Continue news letter for PH residents and add a newsletter specifically for the elderly communities with information regarding monthly programs, discounts, and special dates. Enlist tenant organizations to report to their community's information they received after organized meetings, such as TAG and SAC.	6/30/05	Tenant Participation Funds

In the neighborhood appearance area, we will take the following actions:

Action to be Taken	Completion	Funding Source
Monitor the curb appeal on a quarterly basis; enlist tenant organizations and or youth to pick up litter in their respective housing areas. Implement site managers walking the grounds and enforcing personal areas being kept free of trash. Modernization of sites including replacing common dumpster with individual trash totes.	6/30/05	Capital Fund, General Fund

Annual Statement/Performance and Evaluation Report					Attachment I
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA/NAME		Grant Type and Number Capital Fund		Pa 28 P0 20 501- 04	Federal FY of Grant:
<b>Mercer County Housing Authority</b>		Exterior Modernization/Frank Fay Terrace			2004
Original Annual Statement		Reserve for Disasters/Emergencies		x Revised Annual Statement (revision no.1))	
X Performance and Evaluation Report for Program Year Ending 12-31-04			Final Performance and Evaluation Report		
Line No.	Summary by Department Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations				
3	1408 Management Improvements	\$ 8,000.00			
4	1410 Administration	65,000.00	\$ 65,000.00		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	50,000.00	81,000.00	\$ 76,024.00	\$ 34,250.64
8	1440 Site Acquisition				
9	1450 Site Improvement	400,000.00	339,750.00		
10	1460 Dwelling Structures	400,000.00	610,161.00		
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Non-dwelling Structures	250,000.00	100,000.00	18,576.00	18,576.00
13	1475 Non-dwelling Equipment	15,000.00	5,000.00		
14	1485 Demolition	10,000.00	23,250.00		
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Cosats	2,000.00	7,000.00		
18	1499 Development Activities				
19	1501 Collateralization or Debt Services				
20	1502 Contingency	31,161.00			
21	Amount of Annual Grant (Sum of lines 2-20)	1,231,161.00	\$ 1,231,161.00	\$ 94,600.00	\$ 52,826.64
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance	\$ 350,000.00			
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conversation Measures				

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

Attachment I

PHA/NAME		Capital Fund Program Grant No: Pa 28 P0 20 501-04		Federal FY of Grant:			
Mercer County Housing Authority		Replacement Housing Factor Grant No.		2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised	Funds Obligated	Funds Expended
HA Wide	Management Improvements	1408.00		\$ 8,000.00			
HA Wide	Administration	1410.00		65,000.00	\$ 65,000.00		
	Fees and Cost	1430.00		50,000.00	81,000.00	\$ 76,024.00	\$ 34,250.64
Pa 20-6 & HA Wide	Design, Management, 504 Alterations						
Pa 20-6	Site Improvements	1450.00	14 blds.	400,000.00	339,750.00		
Frank Fay Terrace	Drainage, parking, sidewalks, landscaping, fencing, play surface, lighting, 504 alterations						
Pa 20-6	Dwelling Structures	1460.00	14 blds.	400,000.00	610,161.00		
Frank Fay Terrace	Exterior Modernization						
	Roofing, siding, porches, spouting, railings, privacy dividers, shutters, 504 alt., lighting, finish landscaping						
Pa 20-6	Non-dwelling Structures	1470.00		250,000.00	100,000.00	18,576.00	18,576.00
Federal St.	HVAC Improvements/New Boiler						
Community Center	504 Alterations/Exterior Mod.						
Pa 20-6	Flagpole	1475.00		15,000.00	5,000.00		
Pa 20-6 & Cnt.	Abatement & Remediation	1485.00		10,000.00	23,250.00		
Federal Street							
Pa 20-6	Relocation Cost	1495.10		2,000.00	7,000.00		
HA Wide	Contingency	1502.00		31,161.00			
				\$ 1,231,161.00	\$ 1,231,161.00	\$ 94,600.00	\$ 52,826.64



Mercer County Housing Authority

Component #12 .D. – Community Service (Page 1 of 1)

MCHA implemented this Community Service policy at the beginning of our fiscal year, 7/1/01. Leases were revised and be effective on 7/1/01. A Written Policy, as summarized below, was made. Residents were notified of their status or if they are exempt from this requirement. If not exempt, additional information was sent.

EACH ADULT MCHA RESIDENT, UNLESS EXEMPTED, SHALL:

- a. Contribute 8 hours monthly of Community Services (not political activity) in their resident community;
- b. Participate in an economic self-sufficiency program (defined below) for 8 hours monthly; or
- c. Perform 8 hours monthly of combined activities in a. or b. above.; or
- d. Participating in an MCHA Family self-sufficiency Program and being current in its individual training and services plan; or
- e. Other activities approved on a case-by-case basis.

EXEMPTIONS FROM THIS REQUIREMENT: Individuals who are:

- a. Are 62 years of age or older;
- b. Are blind or disabled (defined in Sec. 216(I)[1] or sec. 1614 of the Social Security Act, or who is unable to comply with this section, or is primary caretaker of such individual;
- c. Is engaged in a work activity (defined in sec. 407[d] of the Social Security Act;
- d. Meets requirements for exemption to engage in a State work activity program funded under the Social Security Act, or under another State welfare program in Mercer County, including the welfare-to-work program; or
- e. Is in a family receiving State program assistance under Social Security Act, Part A, Title IV, or any other State welfare program in Mercer county, including welfare-to-work program, and has not been found by the State to be non-compliant.

Residents' status will be re-verified annually, but are permitted to change exemption status during the year.

Definition of Economic Self-Sufficiency Program:

Any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for those families. MCHA will consider a broad range of self-sufficiency opportunities and give residents the greatest choice for identifying such opportunities. Opportunities to comply with the requirement can include: job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (i.e. substance abuse, mental health treatment).

The Housing Authority will provide residents with a brochure listing community service and volunteer opportunities available throughout the community. These agencies have agreed to work with MCHA to complete this requirement. MCHA will annually determine compliance with this requirement 30 days prior to lease expiration with due process principals and on a non-discriminatory basis. Residents will be required to secure verification of family compliance of qualified activities from a participating organization.

If the Authority determines the resident non-compliant, it will notify the resident that this determination of non-compliance is subject to MCHA Grievance procedures. If the resident does not enter an agreement to comply before lease expiration, the lease will not be renewed. A resident who makes an agreement to cure the non-compliance must contribute as many additional hours as required over the 12-month prior to the expiration of the lease.

MCHA shall ensure that all community service programs are accessible for persons with disabilities; that conditions under which work is performed are not hazardous; and that the work is not labor that would have been performed by PHA maintenance or property services employees.

## PET POLICY

Mercer County Housing Authority's Pet Policy will permit animals, as specified, for elderly, persons with disabilities, and families. The policy rules are related to the interest of this PHA to provide a decent, safe and sanitary living environment for all tenants, to protect and preserve the physical condition of the property and the financial interests of the PHA. Lease revisions will be completed by implementation on July 1, 2001.

Management will permit the keeping of pets by residents who follow these criteria. Pet Policy Registration Forms will become a Lease Attachment.

Pets must be registered with the PHA before brought onto premises; this includes a certificate of a licensed veterinarian that pet has received all inoculations required by State and/or local law, and that pet has no communicable diseases and is pest-free. A photo of the pet must be provided at registration along with the name, address and phone number of the person responsible for the pet in the tenant's absence. Registration must be renewed annually with proof of license and inoculation 30 days prior to resident annual reexamination date. Approval shall not be extended without these requirements. Resident will be notified if MCHA refuses registration.

All dogs and cats are to be spayed or neutered. Resident is in violation of rules if animal has offspring. A Pet Agreement with the PHA must be executed acknowledging resident's responsibilities for health, care and cleaning of pet. No pet shall be kept in violation of humane or health laws.

Refusal to register pet by MCHA if:

- a. Pet is not a common household pet as defined in policy;
- b. Keeping pet is in violation of House Pet Rules;
- c. Owner fails to completion pet registration; or annually update registration;
- d. PHA reasonably determines that owner is unable to keep pet in compliance with rules or other lease violations. Pet temperament and behavior may be a factor.

Standards for Pets:

- a. Authorization on a year-to-year basis;
- b. If approved pet gives birth to litter; all except one must be removed from premises;
- c. No pets permitted who will be over 25 lbs. at mature weight;
- d. No dangerous animal or pet allowed (dangerous pets or animals include, but are not limited to snakes or other reptiles, exotic pets or spiders);
- e. No vicious or intimidating animal or pet allowed on premises;
- f. No pets allowed in buildings that have no enclosed yard spaces;
- g. No pets allowed in buildings that have no green space.

Types of pets allowed:

- a. Dogs: maximum-1 of adult weight not over 25 lbs. Must be housebroken; must be spayed or neutered; must have all required inoculations and must be licensed.
- b. Cats: maximum-1 that must be declawed and spayed or neutered; must have all required inoculations; must be trained to use litter box; and must be licensed as specified by State and/or local law/ordinance.
- c. Birds: maximum-2; must be enclosed in case at all times.

- d. Fish: maximum aquarium size must not exceed 30 gallon size; and must be maintained on an approved stand.
- e. Rodents: (Rabbit, guinea pig, hamster or gerbil ONLY): maximum –2 only; must be enclosed in acceptable cage at all times; must have all inoculations specified by State and/or local law/ordinance;
- f. Turtles: maximum-2 only; must be enclosed in acceptable cage or container at all times.

Pets must be exercised at pet-designated areas. Cats and dogs must be on a leash at all times when not in resident's unit. Pets must be kept out of designated pet-free areas.

A non-refundable Pet Fee and refundable Pet Deposit must be made, according to the Pet Fee/Deposit Schedule. Pet Fees must be paid upon Lease execution, but monthly payments are permitted for the Pet Deposit which is defray reasonable costs directly attributable to the pet. Pet deposits will be kept in an escrow account and the unused portion returned to the resident, plus accrued interest, when resident moves from housing.

Reasonable expenses incurred as a result of damages attributable to the pet would be: 1) the cost of repairs/replacements to dwelling unit; 2) fumigation of unit; and 3) common areas of the project. Cost of flea deinfestation will be the resident's responsibility.

Any expenses occurring during occupancy will be made as a current charge. Charges made at move-out will be charged to the Pet Deposit. Pet Fees and Deposits are not part of rent payable by the resident.

Residents are responsible for removing pet waste immediately. A separate charge of \$5.00 per occurrence will be assessed to the resident for violation of pet waste removal rules.

Residents shall not alter any part of their unit to create an enclosure for a pet. Pet doors are prohibited.

Pet owners must control pet noise so that it does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their premises. The PHA will not require a pet's vocal chords to be removed under any circumstances.

Cat litter shall be disposed of in heavy, sealed plastic trash bags and placed in trash containers immediately. No litter can be flushed through a toilet. Litter boxes shall be stored inside a resident's unit.

All pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet. No pet (excluding fish) shall be left unattended in any unit for any period in excess of 4 hours.

The PHA may enter and inspect the premises after reasonable notice to the tenant and during reasonable hours. However, the PHA may enter and inspect the premises if a written complaint is received alleging conduct or condition of pet in unit is a violation or constitutes a nuisance, threat to health or safety of other occupants or other residents, as under applicable State or local law.

Pet Rule Violations will require the mandatory removal of the pet from the premises within 30 days of notice; or, if a threat to health and safety, removal shall be within 24 hours. Residents who violate pet rules will be subject to Lease termination proceedings. These, like other Lease termination proceedings, fall under the PHA Grievance procedure.

Any pet removed as a result of an aggressive act will not be permitted to be returned to the premises.

If an emergency arises and the PHA must place a pet in a shelter facility, the cost will be the resident's responsibility.

Mercer County Housing Authority

page 1 of 1

Section 8 Homeownership Capacity Statement

Mercer County Housing Authority will administer a voucher homeownership program under Section 8(y) of the U. S. Housing Act of 1937. The program will maintain a maximum of 5 homeownership program vouchers at a time.

By these program requirements and with the strength of the Authority's non-profit Homeownership program-Community Homebuyers, Inc.; Mercer County Housing Authority demonstrates within its Agency Annual Plan that it has the capacity to successfully operate a Section 8 Homeownership Program.

Criteria for option of participation in this program are:

- a. Have been a Sec. 8 Existing Housing participant for at least one year;
- b. Must be eligible for a Housing Choice Voucher;
- c. Must qualify as a first time home buyer;
- d. Must meet Federal minimum income requirements; unless the family is elderly or a person with disabilities;
- e. Must meet Federal minimum employment requirements; one adult family member who will own home must be current full time (30 hours weekly average) employed and have been continuously for at least one year; these requirements do not apply to an elderly family or a person with disabilities;
- f. Have had no family caused violations to HQS within last year;
- g. Does not owe monies to the PHA;
- h. Has not committed any serious or repeated violations of a PHA-assisted lease within the last year.

Must attend Homeownership Counseling for training in Homeownership; Home Maintenance; and Credit Counseling.

Requires financing for purchase of a home under the Section 8 homeownership program will be provided as insured or guaranteed by the State or Federal government; must comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

**Required Attachment M: Resident Member on the PHA Governing Board**

1.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: Patricia Reesman

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

- Elected
- Appointed

C. The term of appointment is (include the date term expires): 8/31/05

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

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

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

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

**MERCER COUNTY HOUSING AUTHORITY 2005-2006 STRATEGIC PLAN**

**Goal One: MCHA shall be recognized as the outstanding housing provider in Mercer County**

Objective One: MCHA shall once again be recognized by HUD as a public housing High Performer

Objective Two: Improve the physical safety of public housing residents by better controlling the sites

Objective Three: Enhance the operation of the Section 8 Program and sustain high performing SEMAP status

Objective Four: Strengthen all resident organizations at or among public housing sites

Objective Five: Improve MCHA's image

Objective Six: The Housing Authority shall maintain a highly professional staff and board

**Goal Two: Increase the availability of quality, safe, affordable housing in Mercer County**

Objective One: Increase the number of quality, safe, affordable housing units available

**Goal Three: Increase opportunities for our residents to achieve self-sufficiency and/or enhance the quality of their lives through partnerships**

Objective One: Continue and expand partnerships between residents and services/programs provided by the city, county, or private agencies

Objective Two: Develop innovative ways to increase resident participation

**Goal Four: Seek diverse income sources in order to stabilize and enhance programs**

Objective One: Seek diverse income sources for MCHA



Annual Statement/Performance and Evaluation Report				Attachment O	
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA/NAME		Grant Type and Number		Federal FY of Grant:	
Mercer County Housing Authority		Pa 28 R0 20 501-04		2004	
Original Annual Statement		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no. )	
X Performance and Evaluation Report for Program Year Ending 12/31/2004		Final Performance and Evaluation Report			
Line No.	Summary by Department Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
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 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	\$ 44,624.00		\$ 18,000.00	\$ 2,700.00
19	1501 Collateralization or Debt Services				
20	1502 Contingency				
21	Amount of Annual Grant (Sum of lines 2-20)	44,624.00	-	18,000.00	2,700.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance	\$ 44,624.00		\$ 18,000.00	\$ 2,700.00
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conversation Measures				





Attachment P

- a. How many of the PHA's developments are subject to the Required Initial Assessments? 8
- 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)? 4
- c. How many Assessments were conducted for the PHA's covered developments? 8
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

<b>Development Name</b>	<b>Number of Units</b>
<b>None</b>	

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

Annual Statement/Performance and Evaluation Report					Attachment Q	
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHA/NAME		Grant Type and Number Capital Fund Grant Pa 28 P0 20 501 03			Federal FY of Grant:	
Mercer County Housing Authority		Exterior Modernization/Frank Fay Terrace Replacement Housing Factor Grant No.			2003	
Original Annual Statement		Reserve for Disasters/Emergencies		X Revised Annual Statement (revision no. 1 )		
X Performance and Evaluation Report for Program Year Ending 12/31/2004			Final Performance and Evaluation Report			
Line No.	Summary by Department Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total Non-CGP Funds					
2	1406 Operations					
3	1408 Management Improvements	\$ 8,000.00				
4	1410 Administration	50,000.00	\$ 50,000.00	\$ 48,594.00	\$ 35,605.19	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	60,000.00	98,486.00	98,486.00	98,486.00	
8	1440 Site Acquisition					
9	1450 Site Improvement	100,000.00	500,000.00			
10	1460 Dwelling Structures	743,078.00	411,672.00			
11	1465.1 Dwelling Equipment-Nonexpendable					
12	1470 Non-dwelling Structures	50,000.00				
13	1475 Non-dwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Cosats	2,000.00	2,920.00	2,920.00	2,920.00	
18	1499 Development Activities					
19	1501 Collateralization or Debt Services					
20	1502 Contingency	50,000.00				
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 1,063,078.00	\$ 1,063,078.00	\$ 150,000.00	\$ 137,011.19	
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 Compliance					
24	Amount of line 21 Related to Security - Soft Costs					
25	Amount of line 21 Related to Security - Hard Costs					
26	Amount of line 21 Related to Energy Conversation Measures					

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

Attachment Q

PHA NAME		Federal FY of Grant: 2003					
<b>Mercer County Housing Authority</b>		Capital Fund Program Grant No: Pa 28 P0 20 501-03 Replacement Housing Factor Grant No. 1					
Development Number Name/HA-Wide Activities	General Description of Major Work Categories  Frank Fay Terrace & Comm. Ctr.	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised	Funds Obligated	Funds Expended
HA Wide	Management Improvements	1408.00		\$ 8,000.00			
HA Wide	Administration	1410.00		50,000.00	\$ 50,000.00	\$ 48,594.00	\$ 35,605.19
	Fees & Cost	1430.00		60,000.00	98,486.00	98,486.00	98,486.00
20-6 Frank Fay Terrace Federal St. Comm. Ctr.	Design, Engineering, Management HVAC Engineering, Design, Management 504 Modification Design						
Pa 20-6 Frank Fay T.	Site Improvements Drainage, parking lots, sidewalks, landscaping, fencing, play surface, lighting, site clearing	1450.00	14 blds.	100,000.00	500,000.00		
Pa 20-6 Frank Fay T.	Dwelling Structures Roofing, gutters, siding, porches, railings, privacy dividers, shutters, 504 compliance, mailboxes, lighting, cleaning, finish landscaping	1460.00	14 blds.	743,078.00	411,672.00		
PA 20-6 Frank Fay T. Federal St. Comm. Ctr.	Community Center Improvements., Laundry HVAC Improvements/New Boiler & Control	1470.00		50,000.00			
Pa 20-6	Relocation cost 504 Conversions @ 20-6	1495.10		2,000.00	2,920.00	2,920.00	2,920.00
Pa 20-6	Contingency	1502.00		50,000.00			
				\$ 1,063,078.00	\$ 1,063,078.00	\$ 150,000.00	\$ 137,011.19



## **Mercer County Housing Authority Definition of Substantial Deviation**

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

MCHA will not make changes to rent or admissions policies or organization of the waiting list; make additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; or make any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

## Attachment S

### Capital Fund Securitized Revenue Bonds

Mercer County Housing Authority will leverage its annual appropriation of Capital Funds by participating in a state wide issuance of Capital Fund Securitized Revenue Bonds in order to increase the pool of public funds available to rehabilitate, modernize, acquire or create additional housing opportunities. Additional details will be provided in Annual Statements.

### Energy Performance Contracting

MCHA will pursue an energy performance contract. Under this program capital improvements are identified and implemented that will produce utility consumption savings that will offset the cost of implementation over a period not to exceed 12 years. This will consist of a range of energy services and energy-related capital improvements.

Annual Statement/Performance and Evaluation Report					Attachment T
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA/NAME		Capital Fund		Federal FY of Grant: 2005	
Mercer County Housing Authority		Replacement Housing Factor Grant No. Pa 28 P0 20 501-05			
X Original Annual Statement		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no. )	
Performance and Evaluation Report for Program Year Ending			Final Performance and Evaluation Report		
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
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 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities		\$44,624.00		
19	1501 Collateralization or Debt Services				
20	1502 Contingency				
21	Amount of Annual Grant (Sum of lines 2-20)	\$	44,624.00		
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conversation Measures				



