

# PHA Plans

## Streamlined 5-Year/Annual Version

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

OMB No. 2577-0226  
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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## Streamlined 5-Year Plan for Fiscal Years 2006 - 2010 Streamlined Annual Plan for Fiscal Year 2006

### Connellsville Housing Authority Connellsville, Pennsylvania

Carol Staines  
Executive Director

**NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.**

## Streamlined Five-Year PHA Plan Agency Identification

**PHA Name:** Connellsville Housing Authority      **PHA Number:** PA-25

**PHA Fiscal Year Beginning:** 10/2005

**PHA Programs Administered:**

- Public Housing and Section 8**     
  **Section 8 Only**     
  **Public Housing Only**  
 Number of public housing units:     
 Number of S8 units:     
 Number of public housing units: **200**  
 Number of S8 units:

**PHA Consortia: (check box if submitting a joint PHA Plan and complete table)**

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				

**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  
*Connellsville Housing Authority*  
*Riverview Apartments, 315 North Arch Street*  
*PO Box 762*  
*Connellsville, PA 15425      Telephone: 724-628-4501*
- PHA development management offices  
 PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans and attachments (if any) 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 Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA  PHA development management offices

## Streamlined Five-Year PHA Plan

### PHA FISCAL YEARS 2006 - 2010

[24 CFR Part 903.12]

#### 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 Connellsville Housing Authority is committed to providing quality, affordable housing that is decent, safe and sanitary to eligible families in this community. We strive to make the best use of all available resources so that our residents may live in an environment that is clean, well maintained and attractive. Our goal is to manage our public housing units in a manner that is consistent with good, financially sound property management practices and without discrimination. We are committed to serving our residents in a professional, sensitive, caring, and business-like manner.*

#### B. Goals

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

#### **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:  
*Maintain an agency wide vacancy rate no greater than 5%*
- Leverage private or other public funds to create additional housing opportunities:  
*Consider additional assisted housing and improvements to currently managed properties, funded through partnerships with other public bodies.*
- Acquire or build units or developments

Other (list below)

PHA Goal: Improve the quality of assisted housing  
Objectives:

Improve public housing management: (PHAS score) 82  
*The 5 -Year goal is to achieve and maintain a high performer score of 90.*

Improve voucher management: (SEMAP score)

Increase customer satisfaction:  
*Emphasis will be placed on the timely response to tenant requests for routine tenant, preventive maintenance and individual attention to inquiries.*

Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)

Renovate or modernize public housing units:  
*In accordance with the attached 5-Year Capital Fund Program.*

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)

*During the 5-Year Plan period the PHA will assume an active role with those local agencies involved in and/or who impact the lives of public housing residents and other low income families and individuals. This would include partnering with the Connellsville Redevelopment Authority as it relates to assistance for Greenwood Heights and other sites.*

**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:  
*Continue cooperative relationship with the City of Connellsville Police Dept.  
Provide additional security cameras based on availability of funds.*
- 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.  
*Continue intake and referral activities with social service agencies.*
- Other: (list below)  
*Implementation of recently adopted policies that encourage work by not penalizing residents with rent increases, when they become employed.*

**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:  
*Develop and implement a strategy and timetable to meet the requirements of*

*Section 504 of the Rehabilitation Act of 1973 to ensure that at least 5% of all public housing units within each development are accessible to persons with mobility impairments.*



Other: (list below)

*Implement newly adopted Public Housing Fair Housing Policy that appears below.*

### **Connellsville Housing Authority Fair Housing Policy**

It is the policy of the Housing Authority to comply fully with all Federal, State and local nondiscrimination laws and with rules and regulations governing Fair Housing and Equal Opportunity in housing and employment. The PHA will comply with all laws relating to Civil Rights, including:

Title VI of the Civil Rights Act of 1964

Title VIII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988)

Executive Order 11063

Section 504 of the Rehabilitation Act of 1973

The Age Discrimination Act of 1975

Title II of the Americans with Disabilities Act (to the extent that it applies, otherwise Section 504 and the Fair Housing Amendments govern)

Any applicable State laws or local ordinances and any legislation protecting individual rights of tenants, applicants or staff that may subsequently be enacted.

The PHA shall not discriminate because of race, color, sex, religion, familial status, disability, national origin, marital status, or sexual orientation in the leasing, rental, or other disposition of housing or related facilities, including land, that is part of any project or projects under the PHA's jurisdiction covered by a contract for annual contributions under the United States Housing Act of 1937, as amended, or in the use or occupancy thereof.

Posters and housing information are displayed in locations throughout the PHA's office in such a manner as to be easily readable from a wheelchair.

The PHA's two public housing developments (Riverview Apartments and North Manor) are accessible to persons with disabilities. Accessibility for the hearing impaired is provided by the TDD telephone service provider.

The PHA shall not, on account of race, color, sex, religion, familial status, disability, national origin, marital status, or sexual orientation:

Deny to any family the opportunity to apply for housing, nor deny to any qualified applicant the opportunity to lease housing suitable to its needs;

Provide housing that is different from that provided to others;

Subject a person to segregation or disparate treatment;

Restrict a person's access to any benefit enjoyed by others in connection with the housing program;

Treat a person differently in determining eligibility or other requirements for admission;  
or

Deny a person access to the same level of services.

The PHA shall not automatically deny admission to a particular group or category of otherwise qualified applicants (e.g., families with children born to unmarried parents, elderly families with pets).

### **Service and Accommodations Policy**

It is the policy of the Connellsville Housing Authority to provide courteous and efficient service to all applicants for housing assistance. In that regard, the PHA will endeavor to accommodate persons with disabilities, as well as those persons with language and literacy barriers.

This policy is applicable to all situations described in this Admissions and Continued Occupancy Policy when a family initiates contact with the PHA, when the PHA initiates contact with a family including when a family applies, and when the PHA schedules or reschedules appointments of any kind.

It is the policy of this PHA to be service-directed in the administration of our housing programs, and to exercise and demonstrate a high level of professionalism while providing housing services to the families within our jurisdiction.

The PHA's policies and practices will be designed to provide assurances that all persons with disabilities will be provided reasonable accommodation so that they may fully access and utilize the housing program and related services. The availability of specific accommodations will be made known by including notices on PHA forms and letters to all families, and all requests will be verified so that the PHA can properly accommodate the need presented by the disability.

### **Federal Americans with Disabilities Act of 1990**

With respect to an individual, the term "disability," as defined by the 1990 Act means:

A physical or mental impairment that substantially limits one or more of the major life activities of an individual; or

A record of such impairment, or

Being regarded as having such impairment.

Requests for reasonable accommodation from persons with disabilities will be granted upon verification that they meet the need presented by the disability and they do not create an "undue financial and administrative burden" for the PHA, meaning an action requiring "significant difficulty or expense."

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

The Connellsville Housing Authority (PHA) administers/manages 200 units of Federally Assisted Public Housing (a 100 unit family project of North Manor and a 100 unit elderly project of Riverview Apartments). The PHA also manages a 118 unit low income housing development known as Greenwood Heights. Greenwood Heights was built in 1950 with subsidy assistance provided by the Commonwealth of Pennsylvania and is currently self sustaining. The PHA does not administer a Section 8 program.

In addition to the Goals identified above, during the 5-Year Plan period the PHA will continue improvements to the Greenwood Heights development. This includes new kitchens and baths, window flashing, outdoor benches and improvements to the parking area. These improvements will be funded by an equity loan recently provided by a local lender.

## Streamlined Annual PHA Plan PHA Fiscal Year 2006 [24 CFR Part 903.12(b)]

### Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

#### A. ANNUAL STREAMLINED PHA PLAN COMPONENTS

- 1. Housing Needs
- 2. Financial Resources
- 3. Policies on Eligibility, Selection and Admissions
- 4. Rent Determination Policies
- 5. Capital Improvements Needs
- 6. Demolition and Disposition
- 7. Homeownership
- 8. Civil Rights Certifications (included with PHA Certifications of Compliance)
- 9. Additional Information
  - PHA Progress on Meeting 5-Year Mission and Goals
  - Criteria for Substantial Deviations and Significant Amendments
  - Other Information Requested by HUD
    - Resident Advisory Board Membership and Consultation Process  
*See Attachment A*
    - Resident Membership on the PHA Governing Board
    - PHA Statement of Consistency with Consolidated Plan
    - (Reserved)
- 10. Project-Based Voucher Program
- 11. Supporting Documents Available for Review
- 12. FY 2006 Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 13. Capital Fund Program 5-Year Action Plan
- 14. Other (List below, providing name for each item)  
*Attachment B -- Response to Resident Survey*  
*Attachment C -- Grievance Procedure*

- #### B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE
- Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;**  
**Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.**  
For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:  
**Form HUD-50070, Certification for a Drug-Free Workplace;**  
**Form HUD-50071, Certification of Payments to Influence Federal Transactions;**

**Form SF-LLL & SF-LLLa, *Disclosure of Lobbying Activities.***

**Executive Summary (optional)**

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

*The Quality Housing and Work Responsibility Act of 1998 required all federally funded Housing Authorities, irrespective of size, to develop Annual and a 5-year Plans. These Plans have been the subject of annual Public Hearings and presentations before the constituent Resident Advisory Board. Smaller Housing Authorities, those with 250 or fewer federally assisted public housing units, have been permitted to submit abbreviated Plans, after the submission of the first "full" Annual and 5-year Plans. Every 5 years smaller Housing Authorities are required to update their 5 year Plans and submit a full Annual Plan. Fiscal Year 2006 is the year the Connellsville Housing Authority must revise its 5 Year plan and submit the full Annual Plan. The FY 2006 Annual Plan covering the period October 1, 2005 to September 30, 2006 is the sixth Annual Plan that has been developed by the Housing Authority. The Updated Annual Plan provides interested parties with an overview of Housing Authority operations, programs, projected capital budget expenditures and other significant activities anticipated to take place over the upcoming fiscal year. The 5-Year Plan contains a Mission Statement and broad based goals that the Authority anticipates accomplishing over the period.*

*During the 2006 Plan year the Authority anticipates fully implementing its newly adopted Admissions and Continued Occupancy Policy. As stated in the 5-Year Progress report, the Housing Authority's mission will be one of focusing on managing existing facilities, and responding to specific needs as they develop.*

*The issue of compliance with federal guidelines dealing with housing for the disabled will be an important issue during the coming year. Recipients of federal funding including the Connellsville Housing Authority are obligated to comply with federal legislation dealing with housing for the disabled. Specifically, federally assisted housing agencies are required by Section 504 of the Rehabilitation Act of 1973 and 24 CFR Part 8 to ensure that at least 5% of all public housing units within each development are accessible to persons with mobility impairments. In addition units must be available for those with sensory impairments. Although the Authority currently has handicapped accessibility units their adequacy based on newly adopted standards will be assessed.*

*Lastly, the issue of vacancy reduction and achieving higher scores under the various HUD monitoring systems will be addressed. Although the resident services are being provided, the reporting of these activities will be strengthened.*

**1. Statement of Housing Needs** [24 CFR Part 903.12 (b), 903.7(a)]

**A. 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.

<b>Housing Needs of Families on the PHA's Waiting Lists</b>			
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	191		20
Extremely low income <=30% AMI	107	56.0	
Very low income (>30% but <=50% AMI)	80	41.8	
Low income (>50% but <80% AMI)	4	2.0	
Families with children	79	41.3	
Elderly families	25	13.0	
Families with Disabilities	36	18.8	
Race/ethnicity (White)	182	95.2	
Race/ethnicity (Black)	10	5.2	
Race/ethnicity (Hispanic)	0		
Race/ethnicity (Other)	0		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	105	54.9	
2 BR	58	30.3	
3 BR	28	14.6	
4 BR	0		
5 BR	0		

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

**B. Strategy for Addressing Needs**

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **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)  
*Maintain a safe and secure environment. Continue to provide amenities that will attract new applicants and retain current residents.*

**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)  
*Implement Equal Opportunity Policy contained in Admissions and Continued Occupancy Policy*

**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 903.12 (b), 903.7 (c)]

List on the following table 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.

### **Estimates as of April 1, 2005**

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2006 grants)</b>		Public Housing Capital Improvements and Operations
	695,992	
a) Public Housing Operating Fund	426,463	
b) Public Housing Capital Fund	269,529	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		Public Housing Capital Improvements
	300,893	
Fiscal Year 2004 Capital Fund	226,373	Public Housing Capital Improvements
Fiscal Year 2003 Capital Fund	74,520	Public Housing Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>		Public Housing Capital Improvements and Operations
	448,596	
<b>4. Other income (list below)</b>		Public Housing Operations
	6,258	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Laundry	4,785	Public Housing Operations
Investments	1,500	Public Housing Operations
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>	<b>\$1,451,739</b>	Public Housing Capital Improvements and Operations

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

[24 CFR Part 903.12 (b), 903.7 (b)]

#### **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: (state time)
- Other: (describe)  
*Upon receipt of an application*

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)  
*Local preference and previous participation in HUD housing program*

c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes? *The Housing Authority has a contract with the Credit Bureau of Pittsburgh. As part of the report received from the*

*Credit Bureau is a criminal history report prepared from public records obtained through the Bureau's "Amrest system"*

- 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. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to d.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time?

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?

4.  Yes  No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or

complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

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

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

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
- (1)Residents who live 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
- 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: 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.
- b.  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. If yes, list these developments on the following table:

Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

**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).**

*The Connellsville Housing Authority does not administer a Section 8 - Housing Choice Voucher Program*

**(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):
  - 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)

### **(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:

### **(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)

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 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)

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 903.12(b), 903.7(d)]

*The Housing Authority and HUD are concerned that all family income is not being properly reported. Public Housing and Section 8 tenants are reminded that HUD regulations, 24 CFR Parts 960.259 (c) and 982.516 (a) in addition to local Policy require the Housing Authority to obtain and document in the tenant files, independent third party verification of reported family income, the value of assets, expenses related to deductions from income and other factors affecting adjusted income. During the 2005 Plan Year, the Housing Authority instituted new third party verification procedures to ensure that federal income reporting requirements are met. These third party verifications will continue into the foreseeable future.*

#### **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 of the following two)

- 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))
- 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% of 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)

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)  
*Any time there is a change in the family composition.*

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**

a. 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 (*Obtained from the Fayette County Housing Authority*).
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

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

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

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

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

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

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

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

- Annually
- Other (list below)

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

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

### **(2) Minimum Rent**

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

- \$0
- \$1-\$25
- \$26-\$50

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

## **5. Capital Improvement Needs**

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

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

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

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

- a.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability of sub-component 5B: 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.

#### **(1) Hope VI Revitalization**

- a.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below 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)

Development name:

Development (project) number:

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

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

d.  Yes  No: 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:

e.  Yes  No: 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:

**6. Demolition and Disposition**

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

- a.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

*During the 2006 Plan Year the Housing Authority will complete the acquisition of an adjacent parcel of land that has recently come on the market. Following acquisition, the Authority's plans call for the demolition of the buildings and the construction of an Administrative office and additional resident parking on the newly acquired site. A portion of the current Administrative space in Riverview Apartments will be converted to an expanded resident laundry room and a larger area to accommodate larger more customer friendly post office boxes.*

## **7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

- (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 the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

### **(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, what is the maximum number of participants this fiscal year? \_\_\_

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:

- c. What actions will the PHA undertake to implement the program this year (list)?

### **(3) Capacity of the PHA to Administer a Section 8 Homeownership Program**

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

- a.  Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family’s resources.
- b.  Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted

private sector underwriting standards.

c.  Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).

d.  Demonstrating that it has other relevant experience (list experience below).

## **8. Civil Rights Certifications**

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

## **9. Additional Information**

[24 CFR Part 903.12 (b), 903.7 (r)]

### **A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan**

*(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2001 - 2005.*

The Connellsville Housing Authority (PHA) administer/manages 200 units of federally assisted Public Housing; the 100 unit family development of North Manor and the 100 unit elderly development of Riverview Apartments. The PHA also administers a 118 unit low income housing development known as Greenwood Heights. Greenwood Heights was built in 1950 with subsidy assistance provided by the Commonwealth of Pennsylvania and is currently self sustaining. The PHA does not administer a Section 8 program and as such, the goals discussed in the 2001-2006 Plan relate only to federally assisted Public Housing.

In an effort to expand the supply of assisted housing the Authority had hoped to reduce the number of vacant units in Riverview Apartments by 75%. The vacancy rate for Riverview was 6% at the time the goal was established. Over the 5-year period the agency-wide vacancy rate has averaged 3.8% with annual rates of 3% (with the exception of 2004 when the vacancy rate was 7%). Although there are currently 8 vacancies at Riverview the Authority anticipates that the annual vacancy rate will decline to the 3.8% average experienced in the past. For this reason the Authority believes the goal of reducing the vacancy rate has been accomplished.

With the large number of subsidized elderly housing in the vicinity of Riverview, many offering more amenities, the Housing Authority has always, and probably will continue to struggle to keep all units in Riverview occupied.

The Authority's plans to create additional housing opportunities were tempered by limited demand and the inability to attract interested partners. As with many older smaller communities, Connellsville has begun to meet much of the public interest in subsidized housing. With the exception of a continually ageing population, general occupancy low income assisted housing needs are beginning to be met. Because of the current housing market, limited resources and dwindling interest, the Housing Authority's mission will be one of managing their existing facilities, and responding to specific needs as they develop.

The Housing Authority's efforts to become a high performer under HUD's PHAS system were sidetracked as a result of maintenance staff illnesses, most notably during calendar year 2004, and the inability to meet projected unit turnaround times. This has been corrected with the addition of private contractors who are being used to supplement the work of the maintenance staff. These contractors will provide assistance in the areas of painting and floor cleaning. These additions along with improvements identified in the attached response to HUD's Real Estate Assessment Center's-Resident Satisfaction Survey are designed to put the Authority on the correct track toward meeting the high performer status. During the 5-year Plan for the period 2006-2010 the Authority will again attempt to attain high performer status.

Increasing customer satisfaction and renovating and modernizing public housing units are goals and priorities of the Authority and in most cases are mutually inclusive. The Authority believes the goals that were established in this area have been met. Over the 5-year period the Authority will have expended over \$1.2 million for capital improvements and increased preventive and routine maintenance. Despite the continued reduction of federal capital improvement funding, the Authority hopes to be able to continue providing a high level of public housing improvements for the residents of Riverview and North Manor and therefore positively affect customer satisfaction.

In an effort to improve the living environment, the Authority committed to installing new lighting in North Manor and increased cooperation with the Connellsville Police Department. Both of these goals have been accomplished. The new lighting was installed in 2002 in the area near buildings 2, 19 and 20 as well as the adjacent parking lot. This new lighting provides both needed illumination and increased safety. The cooperative relationship with the City Police Department has been excellent. Whether through normal patrol or undercover drug operations the Connellsville Police Department has made our general occupancy development (North Manor) a safer more enjoyable place to live.

Promoting self-sufficiency and improving family assets by assisting with employment opportunities was also an objective established in our 5-year Plan. Specifically, the Authority had hoped to increase the number of employed persons annually by 10% within an 8 person universe or a net increase of 4 family heads over the period. An April 2005 review of household employment indicated that the number of employed heads of households has increased. Following recent reexaminations, Authority staff has identified 5 family heads that are not employed. Following discussions with these individuals, the staff believes that everyone interested and capable of working has a job. It should be noted that the number of employed persons that have a stated disability has increased.

In addition, over the past 5 years over 5 family heads have secured full time employment and moved from public housing. The Housing Authority has adopted occupancy policies that encourage work by not immediately increasing rent when a person becomes employed. Additionally, the flat rent schedule has attempted to encourage work by putting a cap on rent being charged.

Although not having met the exact numeric employment goal that was established, the Authority believes that it has provided the type of support through its intake and referral services that has resulted in a substantial improvement in the overall employment situation. With work requirements tied to welfare benefits, a very active local DPW office, and Authority policies that encourage work, we anticipate the number of residents capable but unemployed will continue to decrease.

With over 50% of the resident population elderly, Housing Authority staff is continually dealing with improving elderly and disabled supportive services especially in the areas of transportation and nutritional needs. The Authority had planned increased cooperation with various providers of these services. The Authority believes this goal has been successfully accomplished. The Authority, working with the newly created Fayette County Transportation Agency has established regular, every half hour, bus service for the residents of Riverview. This allows for shopping, doctors visits and other activities for those without automobiles or family transportation assistance.

Similarly, the Authority continues to cooperate with the Meals on Wheels organization in their providing food services to many of the elderly residents in Riverview and North Manor. In addition, twice monthly the Authority provides space for the distribution of surplus food to area residents, including public housing residents. Cleaning and personal care services made available by the Area Agency on Aging and the privately owned Comfort Keepers continue to be supported by the Authority by making staff resources available when and where needed.

Serving Connellsville's minority population has been and will continue to be an important Authority objective. Currently 6.5 % of the public housing residents are non-white. 2003 Census Bureau estimates indicate 5.5 % of the Connellsville City population of 8,756 is non-white. The Housing Authority is not underrepresented in the number of non-white residents in public housing. The Authority will continue to ensure that public housing policies treat all persons equitably irrespective of their race, color, national origin, sex, familial status or disability. During the following 5 year period the Authority will increase efforts to assure that its housing for the mobility and sensory impaired meets current federal standards.

## **B. Criteria for Substantial Deviations and Significant Amendments**

### **(1) Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

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

#### **a. Substantial Deviation from the 5-year Plan:**

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

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

The PHA has established the following definition for Significant Amendment or Modification". Changes other than those specified below will be undertaken by the PHA staff and reported in the 2007 Annual Plan.

Changes to rent or organization of the waiting list.

Any change with regard to demolition, disposition, designation, homeownership programs or conversion activities (conversion as defined at 24 CFR Part 972.103).

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

**Note:** Any changes permitted or required under specific program instructions or required as a result of a HUD operational review will not be considered a Substantial Deviation or a Significant Amendments.

### **C. Other Information**

[24 CFR Part 903.13, 903.15]

#### **(1) Resident Advisory Board Recommendations**

a.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

If yes, provide the comments below: *The Minutes of the meeting with the Resident Advisory Board appear as Attachment A*

b. 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)

#### **(2) Resident Membership on PHA Governing Board**

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes  No:

*The resident member of the Housing Authority Board of Directors recently died. The Mayor has not yet appointed a replacement. The Authority anticipates a resident replacement in the near future.*

If yes, complete the following:

Name of Resident Member of the PHA Governing Board:

Method of Selection:

Appointment

The term of appointment is (include the date term expires): 5 years

Election by Residents (if checked, complete next section--Description of Resident Election Process)

#### **Description of Resident Election Process**

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  
*Interested residents apply directly to the appointing authority.*
- Other: (describe)  
*Appointment*

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)

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)

b. 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):  
*Ms. Marjorie J. McCormick, the appointed resident member of the Connellsville Housing Authority recently died.*

Date of next term expiration of a governing board member: *January 1, 2006*

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position): *Ms. Judy Reed, Mayor, City of Connellsville*

### **(3) PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

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

**Consolidated Plan jurisdiction: (provide name here)**

a. 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 on its waiting list 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)
- Other: (list below)

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

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

- Rehabilitation of the existing public housing stock in a manner that is sensitive to the needs for accessibility to and visitability by persons with disabilities.
- Demolition of obsolete public housing units.
- Conversion of underutilized and less marketable public housing units into unit configurations that are more marketable.
- Development of new lower density public housing that is conducive to neighborhood revitalization.
- Homeownership initiatives, especially those aimed at promoting the economic self-sufficiency of public housing residents.
- Supportive services, especially those that support the aging in place of senior residents.
- Requests for additional Section 8 vouchers from HUD.

**(4) (Reserved)**

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

*HUD Regulations implementing Section 33 of the 1937 Housing Act are contained in 24 CFR Part 972. These regulations require Housing Authorities to develop Conversion Plans and convert generally occupancy public housing developments to tenant based assistance (Section 8) if specific criteria is evident. That criterion is enumerated at 24CFR Part 972.124. Specifically, required conversion is directed at family public housing developments with 250 or more units (contiguous projects count as a single development). Other criteria including specified vacancy rates over defined periods most also be evident. Following a review of all general occupancy public housing developments the Housing Authority has determined NO development(s) meet the current threshold requirement for the preparation of a Required Conversion Plan.*

## **10. Project-Based Voucher Program**

Yes  No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.

Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:)

Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

### 11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
	Public Housing Admissions and (Continued) Occupancy	Annual Plan:

<b>List of Supporting Documents Available for Review</b>		
Applicable & On Display	Supporting Document	Related Plan Component
X	Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input 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	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Consortium agreement(s).	Annual Plan: Agency

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
		Identification and Operations/ Management
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
X	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Public Housing Community Service Policy/Programs	Annual Plan:

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	<input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Community Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

## **Attachment A**

**Minutes**  
**Meeting With the Connellsville Housing Authority**  
**Resident Advisory Board (RAB)**  
**Five-Year Plan and Streamlined Annual Plan for PHA FY 2006**  
**Conference Room**  
**July 8, 2005**

Attendees: RAB and Residents: Jean Gravatt, Chris Engleka, Emma Shaner, Debra Macey, and Loretta Holland; representing the Housing Authority: James Grimm, Modernization Coordinator; George Pastorius, Maintenance Mechanic; Cathy Truitt, Accountant and Carol Staines, Executive Director.

Mrs. Staines called the meeting to order at 2:00 PM. She stated that the Plans were on public display May 23, thru July 6, 2005, and any resident, citizen or community leader had the opportunity to read and examine the Housing Authorities proposed actions and anticipated activities during the upcoming year.

Mrs. Staines explained the Five- Year Plan, indicating that is was for the period 2006 thru 2010. She explained that the Authority has identified specific Goals they want to accomplish over this period of time and the broad steps that will be taken to meet these Goals. She indicated the Five-Year Plan also contained a newly adopted Fair Housing Policy.

Mrs. Staines then explained the Streamlined Annual Plan. This Plan is more specific than the Five-Year Plan and covers the period October 1, 2005 to September 30, 2006. Mrs. Staines explained that the Plan consists of 14 Components with over 100 specific actions, strategies or operational statements that the Authority plans to follow in meeting the short term objectives. She indicated that this is the 6th Plan that the Authority has prepared and submitted to HUD.

Mrs. Staines asked if there were any comments on the Plans. They're being none; she then

discussed ongoing capital improvements, the 2006 Annual Capital Fund Statement and the Five-Year Capital Fund Plan. This explanation generated the following discussions:

Mrs. Jean Gravatt stated that the residents would like to have new electric stoves. Mrs. Staines reported that replacement of the stoves is in the Five-Year Plan. Mrs. Gravatt also said she believed that many of the bathrooms in Riverview Apartments were in need of repair. Mr. Grimm acknowledged the problem and indicated that many improvements are in the Five-Year Plan. He also stated that the current Architect, Mr. Mark Altman, would provide a checklist to the Housing Authority maintenance staff so they can identify the exact improvements/repairs that must be undertaken in each apartment.

Resident Advisory Board member Mrs. Chris Engleka reported that residents would like more washers and dryers. Mrs. Staines responded that the Authority recognizes and understands the problem. Mrs. Staines made the comment that there are plans for new Administrative space and additional resident parking on an adjacent parcel and a portion of the current Administrative space will be used for an expanded laundry and larger more customer friendly mailboxes. She indicated that Post Office staff as well as the residents have been requesting larger mailboxes and with the availability of additional space, this will now be possible.

These being no additional comments on the Plan, the meeting adjourned at 2:30 P.M.

#### PHA Response to All Comments:

The Connellsville Housing Authority has considered all comments made by the Resident Advisory Board at the July 8, 2005 meeting. No additions or corrections to the proposed 2006-2010 Five-Year Plan or the 2006 Streamlined Annual Plan are necessary.

## **Attachment B**

### **Connellsville Housing Authority Response To Resident Survey (Follow-Up Plan for REAC)**

This document represents the Connellsville Housing Authority's response and follow-up plan to the Resident Service and Satisfaction Survey of the REAC.

Annually, HUD sends directly to public housing residents a survey questionnaire to determine the satisfaction of residents relative to the respective Housing Authorities. Known as the Resident Service and Satisfaction Survey, this questionnaire asks selected residents a series of questions dealing with 5 operational aspects of the Authority. These 5 areas are: Maintenance and Repair, Communication, Safety, Services and Neighborhood Appearance.

The Housing Authority plays no role in handling of the survey. The results, in general categories are shared with the Authority. Areas in which an Authority receives a score of less than 75% must be addressed in the form of a follow up plan. These follow-up plans are to be part of the Annual Plan

Despite the fact that the Authority believes that errors have been made in tabulating the results of the survey, the following represents the required follow-up plan.

The Housing Authority scored less than 75% in 3 of the survey categories: Maintenance and Repair, Communication and Neighborhood Appearance. Therefore, the following response to the Resident Survey focuses on areas of improvement in these 3 areas.

#### **Maintenance and Repair**

The Housing Authority has implemented a quality assurance review process to monitor how well, how timely and how effective its maintenance services are performed. The Project Manager and the Executive Director will conduct periodic quality assurance reviews and interviews with residents to assess how they feel about the Housing Authority's maintenance services. Problems that are identified can be corrected within a short period of time. In addition the Project Manager will spot review completed work orders to determine if required response times are being met. Special attention will be paid to

- Emergency Work Orders being completed within 1 hour of the call or as quickly as maintenance staff can respond if after hours. All Maintenance Staff carry beepers for daytime and nighttime use.
- Non-emergency Work Orders being completed within 48 hours of submission.
- In an effort to decrease the amount of time it takes to clean and repaint an apartment for a new tenant, the Housing Authority has contracted with painting and floor cleaning companies that will be available on a contract basis.

### **Communication**

The Housing Authority will ensure that the Maintenance Staff and the Project Manager adhere to the 48-hour notice requirement when conducting inspections or non-emergency repair to any system. The residents shall always receive prior written notice regarding any system shut-off within their development. In addition, under the Authority's preventive maintenance and inspection plan, the systems at each apartment will be inspected and repaired by an annual schedule that is established and sent by notice to the residents in advance.

The Housing Authority will implement several steps to assist its residents in becoming better informed of their rights and responsibilities under the lease. These steps will include:

- New Lease: During the Housing Authority's 2006 Plan Year a new Lease will be developed and begin to be used.
- Lease Information and Compliance: As part of the annual recertification process, each resident will be given an opportunity to discuss areas of the lease that may not be clear and precise. The Authority will take a more proactive role in explaining those policies that tend to generate the most concerns.

The Housing Authority now organizes and sponsors a weekly "Get to Know Your Neighbor" social at Riverview Apartments. Through these informal regular gatherings the Executive Director and staff are able to address concerns and questions from residents in attendance.

The Administrative Offices of the Housing Authority are located on the first floor of Riverview Apartments. The Executive Director has initiated a "My Door is Always Open" policy to residents that have specific issues that require attention.

Lastly, the Housing Authority will, as an additional step, solicit comments on better communication, operations and management, by providing a "Suggestion Box" for public housing residents.

### **Neighborhood Appearance**

The Housing Authority has implemented several steps to ensure that both public housing developments maintain good curb appeal and are in good repair. Some of these improvements include:

- Additional parking adjacent to Riverview apartments. Resident parking at Riverview has been a problem for many years. The Housing Authority recently purchased and demolished two adjacent single-family homes. The parcels have been paved and 10 parking spaces provided. The facility is an attractive addition to the senior citizen high-rise.
- At North Manor, the Authority will consider the removal of the large trash dumpsters. Originally installed as an effort to reduce costs and a way to eliminate individual garbage cans at each development, the dumpsters have proven to be areas where litter accumulates and outsiders use them. Some of the garbage placed in the dumpsters by residents invariably fall on the ground. Despite the fact that Maintenance Staff regularly undertake litter pick-up details, the dumpster areas are still the cause of blowing litter and debris. During FY 2006 the Authority hopes to eliminate the dumpsters and return to the individual household garbage cans. Based on funding the Authority hopes to construct low 3 sided enclosures to shield the cans from view. Concern will be shown not to create areas where persons can hide from view thereby creating a safety concern.
- Also at North Manor the Authority has plans to seal and recoat the current blacktop parking areas. New parking lines will then be painted on the resealed/recoated areas. This rejuvenation of the parking areas is intended to positively effect the appearance and should increase customer satisfaction.

Riverview Apartments is located approximately 200 yards from a railroad line. Each day twenty plus trains pass through the Connellsville area using these tracks. At a point above Riverview, the trains blow their whistles as they the approach a crossing. New tenants tend to complain about the trains and whistles. The Authority has no reasonable sound abatement method to deal with this problem.

Lastly, newer residents to public housing in Connellsville are for the most part first time apartment dwellers. These residents are generally unfamiliar with living in high-density environments. Although both public housing developments are generally quite, they do experience some background noise associated with apartment dwelling.

## Attachment C

### **Connellsville Housing Authority** (Effective May 2005) **Grievance Procedures**

#### **A. Applicability**

This grievance procedure applies to all individual grievances, except any grievance concerning a termination of tenancy or eviction that involves:

Any activity criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or Connellsville Housing Authority (PHA) employees, or

Any violent or drug-related criminal activity *on* or *off* such premises, or

Any criminal activity that resulted in felony conviction of a household member.

This Grievance Procedure is not applicable to disputes between tenants not involving the PHA or to class grievances. This Grievance Procedure is not intended as a forum for initiating or negotiating policy changes between a group or groups of tenants and the PHA's Board of Commissioners.

*This Grievance Procedure will be incorporated by reference into the Dwelling Lease. Copies of the Grievance Procedure are available upon request.*

#### **B. Definitions**

**Grievance.** Any dispute which a tenant may have with respect to a Housing Authority action or failure to act in accordance with the individual tenant's lease or PHA regulations that adversely affect the individual tenant's rights, duties, welfare, or status.

**Complainant.** Any tenant whose grievance is presented to the PHA or at the site/management office informally or as part of the informal hearing process.

**Hearing Officer/Hearing Panel.** (Selected in accordance with 24 CFR 966.550 or 966.55). A person or persons selected in accordance with this grievance procedure to hear grievances and render a decision with respect thereto.

**Tenant.** A lessee or the remaining head of household of any tenant family residing in housing accommodations owned or leased by the PHA.

**Elements of Due Process.** An eviction action or a termination of tenancy in a State or local court in which the following procedural safeguards are required.

Adequate notice to the tenant of the grounds for terminating the tenancy and for eviction;

Opportunity for the tenant to examine all relevant documents, records, and regulations of the PHA prior to the trial for the purpose of preparing a defense;

Right of the tenant to be represented by counsel;

Opportunity for the tenant to refute the evidence presented by the PHA including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the tenant may have;

A decision on the merits of the case.

### **C. Informal Conference Procedures**

Any grievance shall be presented orally or in writing to the PHA Main Administrative office. Written grievances must be signed by the complainant. The grievance must be presented within five calendar days after the occurrence-giving rise to the grievance/grievable event. It may be simply stated, but shall specify:

The particular grounds upon which it is based,

The action requested; and

The name, address, and telephone number of the complainant, and similar information about the complainant's representative, if any.

The types of grievances that are generally discussed at the informal hearing include but are not limited to:

Maintenance charges;

Rent adjustments; and

Transfers due to family composition.

The purpose of the initial discussion is to discuss and to resolve the grievance without the necessity of a formal hearing. The member or employee of the PHA conducting the informal grievance settlement shall have the power and authority to settle such informal grievance.

The Authority, at the time of presentation or within 5 days after such presentation, shall informally discuss the grievance with the complainant or his/her representative.

Within five days, a summary of this discussion will be given to the complainant by a PHA representative. One copy will be filed in the tenant's file.

The summary will include: names of participants, the date of the meeting, the nature of the proposed disposition, and the specific reasons for the disposition. The summary will also specify the steps by which a formal hearing can be obtained if he/she is not satisfied by the proposed disposition of the grievance.

### **Dissatisfaction with Informal Conference**

Request for Hearing – If the complainant is not satisfied with the results of the informal conference, the complainant shall submit a written request for a hearing to the PHA Main Administrative Office no later than five days after the date the complainant receives the summary of the discussion identified above. The written request shall specify the reasons for the grievance and the action or relief sought.

### **Failure to Request a Formal Hearing**

If the complainant does not request a formal hearing within 5 working days, s/he waives his/her right to a hearing, and the PHA's proposed disposition of the grievance will become final. This section in no way constitutes a waiver of the complainant's right to contest the PHA's disposition in an appropriate judicial proceeding.

### **Right to a Hearing**

After exhausting the informal conference procedures outlined above, a complainant shall be entitled to a hearing before a hearing officer.

The head of household or other adult household member must attend the hearing. If a complainant intends to have an Attorney present or representing him at the hearing, he shall provide written notice of such intention to the Authority at the time he/she requests a hearing, but in no event later than three (3) days before a scheduled hearing.

If the complainant fails to appear within 30 minutes of the scheduled hearing time, the complainant waives their right to a hearing.

The PHA will provide reasonable accommodation for persons with disabilities to participate in the hearing. The PHA must be notified within 5 days of the scheduled time if special accommodations are required.

### **Selection of Hearing Officer**

A grievance hearing shall be conducted by an impartial person or persons appointed by the PHA other than the person who made or approved the PHA action under review, or a subordinate of such person.

The PHA will consult the resident organization before the PHA appointments the hearing officer/panel . Any comments or recommendations submitted by the tenant organizations will be considered by the PHA before the appointment.

#### **D. Procedures to Obtain a Hearing**

##### **Informal Prerequisite**

All grievances must be informally presented as a prerequisite to a formal hearing.

The hearing officer or panel may waive the prerequisite informal conference if, and only if, the complainant can show good cause why s/he failed to proceed informally.

##### **Escrow Deposit**

Before a hearing is scheduled in any grievance involving the amount of rent (as defined in 966.4(b)) that the PHA claims is due, except grievances concerning imputed welfare benefits or use of minimum rent, the family must pay to the PHA an amount equal to the amount of rent the PHA states is due and payable as of the first of the month preceding the month in which the family's act or failure to act took place.

The complainant shall thereafter deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by decision of the hearing officer or hearing panel. The PHA may waive these escrow requirements in extraordinary circumstances.

Grievances concerning imputed welfare benefits and minimum rents are exempt from the escrow deposit requirement.

Unless so waived, failure to make the required escrow payments shall result in termination of the grievance procedure.

Failure to make such payments does not constitute a waiver of any right the complainant may have to contest the PHA's disposition of the grievance in any appropriate judicial proceeding.

##### **Scheduling**

If the complainant complies with the procedures outlined above, a hearing shall be scheduled by the hearing office or hearing panel within 10 working days at a time and place reasonably convenient to the complainant and the PHA.

Written notification, specifying the time, place and procedures governing the hearing shall be delivered to the complainant: an adult member of the tenant's household residing in the dwelling; or sent by prepaid first-class mail properly addressed to the complainant and to the appropriate Authority official.

## **E. Hearing Procedures**

The hearing shall be held before a hearing officer.

The complainant shall be afforded a fair hearing and be provided the basic safeguards of due process to include:

The opportunity to examine and to copy before the hearing, at the expense of the complainant, all documents, records and regulations of the PHA that are relevant to the hearing with at least a 24 hour notice to the legal department prior to the hearing. Any document not so made available after request by the complainant may not be relied upon by the PHA at the hearing.

The PHA shall also have the opportunity to examine and to copy at the expense of the PHA all documents, records and statements that the family plans to submit during the hearing to refute the PHA's inaction or proposed action. Any documents not so made available to the PHA may not be relied upon at the hearing.

The right to a private hearing unless otherwise requested by the complainant.

The right to be represented by counsel or other person chosen as a representative.

The right to present evidence and arguments in support of the complaint, to controvert evidence presented by the PHA, and to confront and cross-examine all witnesses upon whose testimony or information the PHA relies, limited to the issues for which the complainant has received the opportunity for a formal hearing; and

The right to a decision based solely and exclusively upon the facts presented at the hearing.

If the hearing officer/panel determines that the issue has been previously decided in another proceeding, a decision may be rendered without proceeding with the hearing.

If the complainant or PHA fail to appear at the scheduled hearing, the hearing officer/panel may: postpone the hearing for a period not to exceed 5 calendar days or make a determination that the party has waived his/her right to a hearing.

Such a determination in no way waives the complainant's right to appropriate judicial proceedings in another forum.

At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter the PHA must sustain the burden of justifying the PHA action or failure to act against which the complaint is directed.

The hearing shall be conducted by the hearing officer/panel as follows:

Informal: Oral and documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings;

Formal: The hearing officer/panel shall require the PHA, complainant, counsel, and other participants and spectators to conduct themselves in an orderly manner. The failure to comply

with the directions of the hearing official/panel to maintain order will result in the exclusion from the proceedings, or a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.

The complainant or the Authority may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.

### **F. Decisions of the Hearing Officer/Panel**

The decision of the hearing officer/ panel shall be binding on the PHA which shall take all actions, or refrain from any actions, necessary to carry out the decision unless the Authority Solicitor determines within five business days and promptly notifies the complainant of its determination that:

The grievance does not concern Authority action or failure to act in accordance with or involving the complainant's lease or Authority regulations, which adversely affects the complainant's rights, duties, welfare or status; or

The decision of the hearing officer/ panel is contrary to applicable Federal, State or local law, HUD regulations, or requirements of the Annual Contributions Contract between HUD and the Authority.

The hearing officer/panel shall give the PHA and the complainant a written decision, including the reasons for the decision, within 10 calendar days following the hearing. The PHA will place one copy in the tenant files. The written decision will be sent or hand delivered to the address provided at the hearing.

A decision by the hearing officer/panel in favor of the PHA or which denies the relief requested by the complainant in whole or part shall not constitute a waiver of, nor affect in any manner whatever, the rights of the complainant to a trial or judicial review in any proceedings which may thereafter be brought in the matter.

### **Housing Authority Eviction Actions**

If a tenant has requested a hearing in accordance with these duly adopted Grievance Procedures on a complaint involving a PHA notice of termination of tenancy, and the hearing officer/panel upholds the PHA action, the PHA shall not commence an eviction action until it has served a notice to vacate on the tenant.

Hearings pertaining to PHA action to terminate tenancy must be brought before a hearing officer /panel prior to the matter being presented to and disposed of by a District Magistrate. If through either the informal or formal hearing process the claimant's position on the termination is affirmed, PHA eviction proceedings will cease. Eviction proceedings before a District

Magistrate may proceed if the hearing officer/panel upholds the PHA action to terminate the tenancy. The decision by the District Magistrate is final. If the District Magistrate upholds the PHA action, the PHA will serve a written Notice to Vacate on the tenant.

Such Notice to Vacate must be in writing and specify that if the tenant fails to quit the premises within the applicable statutory period, or on the termination date as stated in the notice of vacate, whichever is later, appropriate action will be brought against the complainant. The complainant may be required to pay court costs and attorney fees.

**Insert File Attachment pa025a01 – Capital Fund Program Original Annual Statement, Capital Fund Program 5-Year Action Plan, Performance and Evaluation Reports.**







### **13. Capital Fund Program Five-Year Action Plan**

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: CONNELLSVILLE HOUSING AUTHORITY</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28PO2550102 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>FFY 2002</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/05 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	144,000	1,000	1,000	-0-
3	1408 Management Improvements	5,000	-0-	-0-	-0-
4	1410 Administration	10,000	19,000	19,000	19,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000	25,000	25,000	25,000
8	1440 Site Acquisition				
9	1450 Site Improvement	-0-	70,488.63	70,488.63	70,488.63
10	1460 Dwelling Structures	101,184	174,695.37	174,695.37	166,074.42
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	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	290,184	290,184	290,184	280,563.05
22	Amount of line 21 Related to LBP Activities				

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: CONNELLSVILLE HOUSING AUTHORITY</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28PO2550102 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> <b>FFY 2002</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/05 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: CONNELLSVILLE HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: PA28PO2550102 Replacement Housing Factor Grant No:			Federal FY of Grant: FFY2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	Operations	1406	L.S.	144,000	1,000	1,000		
	Management Improvements	1408	L.S.	5,000	-0-	-0-	-0-	
	Administration	1410	L.S.	10,000	19,000	19,000	19,000	
	Fees & Costs	1430	L.S.	30,000	25,000	25,000	25,000	
PA25-1	1. Power flush all drains	1460	L.S.	5,000	-0-	-0-	-0-	Postponed
	2. Install spray station	1450	L.S.	20,000	39,369.52	39,369.52	39,369.52	Complete
PA25-2	1. Replace carpet in halls & Handrails in hallways	1460	L.S.	70,000	124,814	124,814	116,193.05	Completed
	2. Replace elevator Panels and related	1460	2 cabs	26,184	49,881.37	49,881.37	49,881.37	Complete
	3. Paving of parking lot, landscaping & Construct maintenance building/garage	1450	20%	42,000	31,119.11	31,119.11	31,119.11	Complete



<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: CONNELLSVILLE HOUSING AUTHORITY</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28PO2550103 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>FFY 2003</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/05 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	25,331	5,331		
3	1408 Management Improvements	5,000	5,000		
4	1410 Administration	15,000	15,000	15,000	15,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000	30,000	30,000	21,559.90
8	1440 Site Acquisition				
9	1450 Site Improvement	-0-	43,222	30,094.52	30,094.52
10	1460 Dwelling Structures	155,000	25,000		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures		106,778	106,778	101,364.37
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	230,331	230,331	181,872.52	168,018.79
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				

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: CONNELLSVILLE HOUSING AUTHORITY</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28PO2550103 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> <b>FFY 2003</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/05 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: CONNELLSVILLE HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: PA28PO2550103 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1460	L.S.	25,000	5,331	-0-		
	Management Improvements	1408	L.S.	5,000	5,000	-0-		
	Administration	1410	L.S.	15,000	15,000	15,000	15,000.00	
	Fees & Costs	1430	L.S.	30,000	30,000	30,000	21,559.90	
PA25-1	1. Pointing of masonry	1460	L.S.	40,000	-0-			
	2. Replace front storm doors	1460	91	25,000	25,000			
	3. Repair/replace ele. entrance cable	1460	L.S.	10,000	10,000			
PA25-2	1. Bathroom improve.& fix tubs/showers	1460	L.S.	55,000	-0-			Moved to 04
	2. Garbage disposals	1460	101	25000				Later year
	3. Paving, landscaping & construct	1450	80%	-0-	33,222	30,094.52	30,094.52	
	4. Maintenance building/garage	1470	L.S.	-0-	106,778	106,778.00	101,364.37	

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

PHA Name: CONNELLSVILLE HOUSING AUTHORITY		<b>Grant Type and Number</b> Capital Fund Program No: PA28PO2550103 Replacement Housing Factor No:					<b>Federal FY of Grant: FFY2003</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA-Wide	9/31/05			9/31/06				
PA25-1	9/31/05			9/31/06				
PA25-2	9/31/05			9/31/06				

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: CONNELLSVILLE HOUSING AUTHORITY</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28PO2550203 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>FFY 2003</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	10,000		-0-	
3	1408 Management Improvements				
4	1410 Administration	4,000		4,000	4,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	4,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	30,648			
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	48,648		4,000	4,000
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				

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: CONNELLSVILLE HOUSING AUTHORITY</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28PO2550203 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> <b>FFY 2003</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: CONNELLSVILLE HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: PO28PO2550203 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406	L.S.	10,000				
	Administration	1410	L.S.	4,000		4,000	4,000	
	Fees & Costs	1430	L.S.	4,000				
PA25-1	Replace Rear storm doors	1460	90	25,000				
PA25-2	Install garbage disposals	1460	101	5,648				

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

PHA Name: CONNELLSVILLE HOUSING AUTHORITY		<b>Grant Type and Number</b> Capital Fund Program No: PA28PO2550203 Replacement Housing Factor No:					<b>Federal FY of Grant:</b> FFY2003
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA_Wide	2/13/06			03/30/07			
PA25-1	02/13/06			03/30/07			
PA25-2	02/13/06			03/30/07			

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: CONNELLSVILLE HOUSING AUTHORITY</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28PO2550104 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>FFY 2004</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/2005 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	5,000			
3	1408 Management Improvements	5,000			
4	1410 Administration	20,000		20,000	2,929.02
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000		23,156	
8	1440 Site Acquisition				
9	1450 Site Improvement	30,000			
10	1460 Dwelling Structures	90,331			
11	1465.1 Dwelling Equipment—Nonexpendable	50,000			
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	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	230,331		43,156	
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				

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: CONNELLSVILLE HOUSING AUTHORITY</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28PO2550104 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> <b>FFY 2004</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/2005 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: CONNELLSVILLE HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: PA28PO2550104 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406	L.S.	5,000				
	Management Improvements	1408	L.S.	5,000				
	Administration	1410	L.S.	20,000		20,000	2,929.02	
	Fees & Costs	1430	L.S.	30,000		23,156		
PA25-1	1. Replace refrigerators	1465.1	101	25,000				
	2. Repair masonry on buildings	1460	L.S.	40,000				
	3. Replace entrance lines – water	1450	19 bldg	30,000				
PA25-2	1. Bathroom improve. & fix shower/tubs	1460	100	50,000				
	2. Replace refrigerators	1465.1	101	25,000				

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

PHA Name: CONNELLSVILLE HOUSING AUTHORITY		<b>Grant Type and Number</b> Capital Fund Program No: PA28PO2550104 Replacement Housing Factor No:					<b>Federal FY of Grant:</b> FFY2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA-Wide	9/30/06			9/30/08				
PA25-1	9/30/06			9/30/08				

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: CONNELLSVILLE HOUSING AUTHORITY</b>			<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28PO2550105 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> <b>FFY 2005</b>
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	1,000			
3	1408 Management Improvements	1,000			
4	1410 Administration	25,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	195,176			
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	257,176			
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				

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: CONNELLSVILLE HOUSING AUTHORITY</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28PO2550105 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> <b>FFY 2005</b>	
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: CONNELLSVILLE HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: PA28PO2550105 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406	L.S.	1,000				
	Management Improvements	1408	L.S.	1,000				
	Administration	1410	L.S.	25,000				
	Fees and Costs	1430	L.S.	35,000				
HA-Wide	Construct Administration Bldg.							
	1. General Construction		L.S.	140,176				
	2. Electrical Construction		L.S.	15,000				
	3. Plumbing Construction		L.S.	20,000				
	4. HVAC construction		L.S.	20,000				

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

PHA Name: CONNELLSVILLE HOUSING AUTHORITY		<b>Grant Type and Number</b> Capital Fund Program No: PA28PO2550105 Replacement Housing Factor No:					<b>Federal FY of Grant: FFY2005</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA-WIDE	9/30/07			9/30/09				
HA-WIDE CONST.	9/30/07			9/30/09				

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

**Part I: Summary**

PHA Name		CONNELLSVILLE HOUSING AUTHORITY			<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2008	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2009	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2010	
	Annual Statement					
PA25-1		35,000	70,000	64,529	40,000	
PA25-2		159,529	124,529	130,000	154,529	
HA-WIDE		75,000	75,000	75,000	75,000	
CFP Funds Listed for 5-year planning		269,529	269,529	269,529	269,529	
Replacement Housing Factor Funds						



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

Activities for Year : __4__ FFY Grant: 2008 PHA FY: 2009			Activities for Year: __5_ FFY Grant: 2009 PHA FY: 2010		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PA25-1	Section 504 Compliance	64,529	PA25-1	Site improvements: Pavilion, tot-lot, etc.	40,000
PA25-2	Section 504 Compliance	40,000	PA25-2	Replace sanitary lines	94,000
	Sidewalks & continued Construction of 2 <sup>nd</sup> Floor entrance	60,000		Additional sidewalks & other site Improv.	60,000
HA-Wide	Operations	5,000	HA-Wide	Operations	5,000
	Management Improv.	5,000		Management Improv.	5,000
	Administration	25,000		Administration	25,000
	Fees & Costs	40,000		Fees & Costs	40,000
<b>Total CFP Estimated Cost</b>		\$269,529			\$269,529

