

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

PHA Plans for the Housing Authority of the County of Mifflin

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

Version 02

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

**PHA Plan
Agency Identification**

PHA Name: *Housing Authority of County of Mifflin*

PHA Number: PA041

PHA Fiscal Year Beginning: (mm/yyyy) 01/2005

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2005 - 2009
[24 CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

It is the mission of the Housing Authority of the County of Mifflin to (1) increase the availability of decent, safe and affordable housing in meeting the area housing needs with or without reasonable accommodations; (2) ensure equal opportunity in housing for all; (3) promote self-sufficiency and asset development of families and individuals; and (4) improve community quality of life and economic viability. In order to achieve this mission the Housing Authority will:

- *Recognize the residents as our ultimate customer;*
- *Improve PHA management and service delivery efforts through continual training of staff;*
- *Strive to eliminate drugs and alcohol from our housing communities;*
- *Seek problem-solving partnerships with residents, community agencies and Government; and*
- *Act as an agent for change, when determined necessary, for meeting the areas housing needs.*

PROGRESS IN ACHIEVING MISSION DURING FYB 2004

The Housing Authority of the County of Mifflin has achieved its mission during FYB 2004 as reflected below.

- *Continued to achieve High Performer Status under PHAS, with a score of 98 out of 100 for FY 2003.*
- *Received a score of 9 out of 10 on PHAS Resident Satisfaction Survey.*
- *Provided in-house staff training and sent administrative and maintenance staff to training seminars to increase knowledge of program rules and regulations.*
- *Continued to contract with Mifflin County Regional Police Department for purchase of 10 hours of service per week. This includes being provided with monthly reports of incidents and activities of residents throughout each PHA development.*
- *Resident crime watch groups established at three of the four PHA developments (Lawler Place, Burgard Apartments and Coleman House.*
- *Entered into a cooperative Agreement with the Mifflin County Assistance Office*

- to share information and promote self-sufficiency for residents.*
- *Hired Spanish speaking interpreter to assist applicants and residents with communication with PHA staff.*
 - *Recognized residents of state licensed group homes as eligible participants for the Section 8 Housing Choice Voucher Program to expand opportunities for rental assistance for persons with physical and mental disabilities.*

Continued collaboration with PA Career Link, Family Literacy, Summer Reading Program, SUM Child Development, Area Agency on Aging, Keystone Services Systems, MHMR, Mifflin County Library, Mifflin-Juniata United Way, Salvation Army, and Shelter Services.

Progress Statement: The Housing Authority continued to achieve High Performer Status with a score of 93 out of 100 for Fiscal Year 2003 and achieved a score of 9 out of 10 on PHA's resident survey. The HA will continue to strive to maintain High Performer Status during fiscal years 2005-2009.

Several staff member attended "Conversational Spanish" classes during 2004.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA's 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.) PHA's should identify these measures in the spaces to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below) ***None***

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
Maintain passing score
 - Improve voucher management: (SEMAP score)
Maintain passing score
 - Increase customer satisfaction:

- *Maintained passing PHAS score and high performer status*
- *Achieved high performer status in SEMAP. SEMAP score was 100*
- *Increased utilization to 100%. **HA will strive to maintain 98-100% utilization annually.***
- *PHA expanded collaboration with local agencies to address community needs by partnering with Mifflin County Library & Mifflin-Juaniata United way to establish on-site computer labs for residents and renewed a 10 year lease agreement with SUM child development to provide space at Coleman House for onsite day care and head start programs.*
- ***Continued** an Early Bird rent payment program in the fall of 2001 to reward prompt rent payers. Monthly drawing with 2(two) \$25 cash winners and an annual drawing with a \$300 Grand Prize and 2 (two) \$100 prizes.*
- *Established a Bucket of Cheer program where cleaning supplies and equipment are provided to new tenant at time of Move-In.*
- *PHA sponsors an annual resident pool party and bus trip.*

- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - *Provide PHA staff training and Management improvements are on-going;*
- Renovate or modernize public housing units: **Convert 4 efficiency units to create 2 one-bedroom units by 2009** *The achievement date has been re-established to reflect Capital Fund FYB 2005-2009 five year plan.*
- 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: *This is an on-going activity.*
 - Conduct outreach efforts to potential voucher landlords: **PHA will continue to recruit new landlords annually.**
 - Increase voucher payment standards. **HA will retain payment standard at 110% of FMR to maintain improved program utilization.**
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs: **By 12/31/2002 will recruit 5 residents to be prepared to be homeowners. Achievement date re-established to 12-31-06.** *Lack of staff capacity in 2002. Initial assessment indicates poor credit history of potential participants will delay achievement of this goal. The PHA may form a partnership with Shelter Services, Adult Education and other local agencies to establish a credit report/counseling program*
 - Implement public housing site-based waiting lists:

- Convert public housing to vouchers:
- Other: (list below)

Progress Statement: *During 2004, PHA recruited 24 new landlords. Payment standards were increased to 110% of FMR. By 12/31/2006 the HA will recruit 5 residents to be prepared to be homeowners and will strive to add five new landlords to the program.*

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: *This is an on going activity. This is being accomplished through the Tenant Selection process.*
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: *This is an on going activity. This is being accomplished through the Tenant Selection process*
 - Implement public housing security improvements: ***This is an on-going activity and is accomplished by Capital Improvements set forth in the 2005-2009 Capital Fund Annual Statement and Five Year Plan. The Authority continues to contract with the Regional Police for supplemental services, including on-site patrols at all developments at 10 hours per week. Future goals are to expand the number of hours police officers are on site, if funding permits and complete the following Capital Fund improvements identified in the 2005-2009 plan: improve site lighting at developments, up-grade the security entry system, and install a security camera system at Coleman House by 2007. In 2004, the HA completed installation of a Security Camera System at Burgard Apartments.***
Neighborhood Crime Watch monthly meetings with residents at Lawler Place and Burgard Apartments and a representative of the Mifflin County Regional Police Department and a featured guest speaker continues. A Neighborhood Crime Watch was established at the Coleman Housing.
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

Progress Statement: *The PHA installed a security camera system at Burgard Apartments throughout the building interior and at each entrance. The PHA also installed a security alarm system at the PHA administration building. In addition, we Improved site lighting at Lawler Place and Burgard Apartments. An Emergency pull alarm will be installed in the laundry room at Coleman House. The PHA Board adopted a Limited Access and Barring Policy on 03/10/2004. The HA will continue to enforce this policy and issue Barrment Notices as violators are identified.*

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: *By the adoption and implementation of Flat Rents the Authority has increased the number of employed persons in assisted families that it can attract and retain. The number of working families continues to increase annually, with a total of 28% of the PHA's families employed in 2003. This goal has been achieved and the PHA will continue to increase the number of working families each year.*
 - Provide or attract supportive services to improve assistance recipients' employability:
 - *Established on site computer lab at Coleman House and retained local trainers to conduct computer classes for interested residents. A second computer lab is planned to open at Burgard Apartments and additional computer classes will be scheduled during 2005.*
 - *Renewed 10-year lease agreement with Snyder Union Mifflin (SUM) Child Development to continue Head Start and Day Care programs on-site at Coleman House.*
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)

Progress Statement: *Currently 28% of PHA families are employed. A computer Lab was established at Coleman House and a series of computer classes were made available to residents with instruction provided by CAREERLINK. A second computer lab is planned at Burgard Apartments following relocation of an existing inactive file storage room in 2005. The Authority continues to collaborate with Snyder Union Mifflin (SUN) Child Development to maintain HEADSTART and Daycare programs on-site at Coleman House.*

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: *This is an on-gong activity. The HA refers residents to the appropriate agency for assistance when this matter is brought to our attention. Local Legal Service agencies have conducted on-site fair housing seminars for PHA residents and the Authority staff continues to attend seminars and training with respect to Fair Housing Issues. In*

addition, the Authority will continue to maintain a subscription to the Fair Housing Newsletter to provide awareness and guidance for staff. The HA also adopted a Resident Sexual Harassment and Discrimination Policy and will continue to attend fair housing training seminars annually.

- 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:
*H.A. makes reasonable accommodations requested and will continue to upgrade units. **By 2009**, the PHA will begin to upgrade 6 more units to be accessible. **A section of sidewalk with stairs was removed at McCoy Manor to eliminate a barrier to provide greater accessibility in the neighborhood of units 5-26 McCoy Manor.***
- Other: (list below)

Progress Statement: *PHA staff attended a Fair Housing and Accessibility Seminar Preventing Discrimination in Multi-Family Housing sponsored by the Pennsylvania Council for Affordable and Rural Housing (PACARH) in August, 2004. In **2005**, a ramp will be installed at the sidewalk adjacent to A-1 Lawler Place to **improve** accessibility to Chestnut Street and the surrounding neighborhood.*

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2005
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Housing Authority of the County of Mifflin, Pennsylvania has prepared this Annual Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

The purpose of the Annual Plan is to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program and other members of the public may locate basic PHA policies, rules and requirements related to the operations, programs and services of the agency.

The Mission Statement and the Goals and Objectives were based on information contained in our jurisdiction's Consolidated Plan and will assure that our residents will receive the best customer service.

Excellent customer service and fulfillment of the Mission Statement and Goals and Objectives is ensured by implementation of a series of policies that are on display with this Plan. The Admissions and Occupancy Policy and Section 8 Administrative Plan are the two primary policies on display. These important documents cover the public housing tenant selection and assignment plan, rent determination, PHA's responsibility to Section 8 owner/landlords, grievance procedures, etc.

The most important challenges to be met by the Housing Authority of the County of Mifflin during FY 2005:

- *Improvement of community quality and economic viability through the implementation of public housing security efforts;*

- *Involve the public housing residents and the Section 8 participants through the Annual Plan Resident Advisory Board;*
- *Training staff and commissioners to fully understand and take advantage of opportunities in the new law and regulations to better serve our residents and the community; and*
- *Identify, develop and leverage services to enable low-income families to become self-sufficient.*

In closing, this Annual Plan exemplifies the commitment of The Housing Authority of the County of Mifflin, in partnership with agencies from all levels of government, the business community, non-profit community groups, and residents will use this plan as a road map to reach the “higher quality of life” destination for the City of Lewiston and County of Mifflin.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (*pa041a01*)
- FY 2005 Capital Fund Program Annual Statement (*pa041b01*)
- Most recent board-approved operating budget (Required Attachment for PHA's that are troubled or at risk of being designated troubled ONLY)
- Other (List below, providing each attachment name)
 - *Deconcentration and Income Mixing analysis results (pa041c01)*
 - *Community Service Requirements Implementation (pa0471d01)*
 - *Pet Policy(Family) (pa041e01)*
 - *Pet Policy(Elderly/Disabled) pa(041f01)*
 - *Progress in Meeting 5-Year Plan Goals (pa041g01)*
 - *Criteria for Substantial Deviation and Significant Amendment (pa041h01)*

- 2004 Performance and Evaluation Report (*pa041i01*)
- 2003 Performance and Evaluation Report (*pa041j01*)
- 2003 Performance and Evaluation Report (Supplemental) (*pa041k01*)
- 2002 Performance and Evaluation Report (*pa041l01*)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2005 Capital Fund Program 5 Year Action Plan (*pa041m01*)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (*pa041n01*)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program	Annual Plan:

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	<i>Limited Access and Barring Policy</i>	

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	3998	5	5	5	3	5	4
Income >30% but <=50% of AMI	2711	5	5	5	3	5	4
Income >50% but <80% of AMI	3823	3	3	3	3	3	3
Elderly	2030	5	4	5	4	5	4
Families with Disabilities	3219	5	5	5	5	5	5
Caucasian	5119	5	5	5	5	5	5
African American	108	5	5	5	5	5	5
American Indian, Eskimo, Aleut	31	5	5	5	5	5	5
Other	21	5	5	5	5	5	5
Hispanic	132	5	5	5	5	5	5
Asian/Pacific	98	5	5	5	5	5	5

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 1995 to 1999
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)
 - County (Mifflin) – Quality of Life Survey conducted by MCP&D – Sept. 1998

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	60		91
Extremely low income <=30% AMI	55	92	
Very low income (>30% but <=50% AMI)	5	.08	
Low income (>50% but <80% AMI)	0	0	
Families with children	19	32	
Elderly families	16	27	
Families with Disabilities	14	23	
Caucasian	58	97	
African American	1	.02	
Asian Pacific	0	0	
American Indian	1	.02	
Hispanic	5	.08	
Non-Hispanic	55	92	
Characteristics by Bedroom Size (Public Housing Only)			
EFF	25	42	20
1BR	16	27	16
2 BR	12	20	27
3 BR	7	15	25
4 BR	0	0	2
5 BR	0	0	1
5+ BR	0	0	0
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			

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

If used, identify which development/sub-jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	135		
Extremely low income <=30% AMI	87	64	
Very low income (>30% but <=50% AMI)	48	36	
Low income (>50% but <80% AMI)	0	0	
Families with children	64	47	
Elderly families	9	7	
Families with Disabilities	27	20	
Caucasian	130	96	
African American	5	4	
Asian Pacific Islander	0	0	
American Indian	0	0	
Hispanic	7	5	
Non-Hispanic	128	95	

**Characteristics by
Bedroom Size (Public
Housing Only)**

1BR	N/A	N/A	N/A
2 BR	N/A	N/A	N/A
3 BR	N/A	N/A	N/A
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A
5+ BR	N/A	N/A	N/A

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

If yes:

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

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

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

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 *N/A*

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	506,000.00	
b) Public Housing Capital Fund	429,008.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	771,804.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)	822,505.00	Public housing capital improvements
2003 Capital Funds 370,441.00		
2004 Capital Funds 429,008.00		
3. Public Housing Dwelling Rental Income	656,000.00	Public housing operations
4. Other income (list below)	37,230.00	Public housing operations
- Non-dwelling rent: 600.00		
- Excess utilities 13,130.00		
- Interest in General Funds Investments 8,000.00		
- Legal fees, maintenance charges to tenants, late fees, NSF check charges, etc. 15,500.00		
5. Non-federal sources (list below)		
Total resources	3,222,547.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHA's 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) *When application is submitted and name is reached on waiting list.*

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe) *Credit check, sex-offender check, citizenship/legal status check, prior violations and/or moneys due any PHA*

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

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

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

(2) Waiting List Organization

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

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

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

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

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

Not applicable – PHA does not plan to operate site-based waiting lists.

1. How many site-based waiting lists will the PHA operate in the coming year? 0

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: N/A

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

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

2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements. *If pool of applicants not sufficient to ensure income targeting requirements, PHA will apply preferences within income tiers.*

(5) Occupancy

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

- The PHA-resident lease
- The PHA’s Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

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

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

(6) Deconcentration and Income Mixing

- a. Yes No: Did the PHA’s analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
- c. If the answer to b was yes, what changes were adopted? (select all that apply) *N/A*
- Adoption of site based waiting lists
If selected, list targeted developments below:
 - Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
 - Employing new admission preferences at targeted developments
If selected, list targeted developments below:
 - Other (list policies and developments targeted below)
- d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply) *N/A*
- Additional affirmative marketing
 - Actions to improve the marketability of certain developments
 - Adoption or adjustment of ceiling rents for certain developments
 - Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
 - Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
 - List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
 - List (any applicable) developments below:

B. Section 8

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes? (*changed*)
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? (*changed*)
- 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)
 - *Current address of participant, name and address of current and prior landlord(s), if public housing tenant, will provide additional information if release of information has been signed. Information will not be released if applicant is in an abusive situation.*

(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:

- *Maximum extension granted to all persons with disabilities. 30 day extensions are granted to all, if extension is requested prior to original deadline date.*

(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.

2 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 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) *N/A*

- 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. *If pool of applicants is not sufficient to ensure income-targeting requirements, PHA will apply preferences within income tiers.*

(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 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

- *Board amended ACOP and Admin Plan by adopting resolution #416 dated 3-21-01.
Exemption of payment of rent for hardship circumstances.*

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

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

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

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)

N/A

- 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) – *N/A*

- Market comparability study
- Fair market rents (FMR)
- 95th 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)
 - *Within 10 days of occurrence; anytime there is a change*

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

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)
 - *Fair Market Rents*

B. Section 8 Tenant-Based Assistance

Exemptions: PHA's 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) *N/A*

- 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 (*changed*)
- 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)

- *Board amended ACOP and Admin Plan by adopting resolution #416 dated 3-21-01
Exemption of payment of rent for hardship circumstances.*

5. Operations and Management

Not Applicable – High Performer

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

6. PHA Grievance Procedures *Not Applicable – High Performer*

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment *pa041b01*

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name *pa041k01*)

-or-

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

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

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

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

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

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

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description *N/A*

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description – *N/A*

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description *N/A*

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

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application

(date submitted or approved:)

Units addressed in a pending or approved HOPE VI Revitalization Plan
(date submitted or approved:)

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description – *N/A*

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description: - *N/A*

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

Not applicable – High Performer

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

C. Welfare Benefit Reductions

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

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

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

Community Service Requirements Implementation – Attachment pa047d01

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Not applicable – High Performer

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design

- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan *Not Required*

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Pet Policy (Family) – attachment pa041e01

Pet Policy (Elderly/Handicapped) – attachment pa041f01

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

Not Applicable – High Performe

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (File name)

Provided below:

Question/Comment: *Utility reimbursement payments, should they paid directly to the utility company or the tenant as it is now?*

PHA Response: *Remain as is however, if the tenant is paid more than \$100 in arrears then the payment will go the utility company.*

Question/Comment: *Should time standards on repairs be extended if there is a legitimate reason? i.e. health of an owner who does his/her own repairs.*

PHA Response: *Committee agreed this should be granted.*

Question/Comment: *Should the PHA approve Section 8 assistance if lease is executed between relatives?*

PHA Response: *Define the term "relative" in the new plan.*

Question/Comment: *Should requirements be added to family composition?*

PHA Response: *Committee agreed that it should be added to require prior approval from the landlord.*

Question/Comment: *Portability policy.*

PHA Response: *Committee agreed to add new policy on portability resolution #445 dated August 18, 2004.*

Question/Comment: *Informal hearings and reviews.*

PHA Response: *Committee agreed the housing authority to provide an interpreter to act on their behalf and may assist the participant at no expense.*

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

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) *State of Pennsylvania*
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - *Member of Regional Housing Advisory Committee*
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - *Rehabilitation of the existing public housing stock in a manner that is sensitive to the need for accessibility to/and visibility by persons with disabilities.*
 - *Conversion of underutilized and less marketable public housing units into unit configurations which are more marketable.*
 - *Resident initiatives, especially those aimed at promoting the economic self sufficiency of public housing residents.*
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
- *Housing rehabilitation assistance for extremely low, low and Moderate- income households. Activities will be undertaken consortium-wide to maintain existing housing stock.*
 - *New construction of rental housing for extremely low and low income senior citizens and families. Mifflin County will support the development of rental housing by providing HOME funds to assist with funding the construction of rental housing units.*
 - *Rehabilitation of the existing Public Housing stock in a manner that is sensitive to the need for accessibility to/and visitability by persons with disabilities.*
 - *Conversion of under utilized and less marketable public housing units into unit configuration which are more marketable.*
 - *Homeownership incentive for Public housing residents.*
 - *Resident initiatives, especially those aimed at promoting the economic self-sufficiency of public housing residents.*

D. Other Information Required by HUD

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

Attachments

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

PHA Plan Table Library

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

Annual Statement *See attachment: pa041b01*
Capital Fund Program (CFP) Part I: Summary

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

Original Annual Statement

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

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

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

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

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

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<i>See attachment: pa041k01</i>				
Total estimated cost over next 5 years				

Attachment: pa041a02
DE-CONCENTRATION AND INCOME TARGETING POLICY
FOR THE
HOUSING AUTHORITY OF THE
COUNTY OF MIFFLIN, PENNSYLVANIA

Adopted by Board of Commissioners

Resolution No.: _____

Date of Adoption: _____

DE-CONCENTRATION AND INCOME TARGETING POLICY
(of the Public Housing Admissions and Occupancy Policy)

Sub-Title A, Section 513 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic De-concentration of public housing developments and (2) Income Targeting to assure that families in the “extremely low” income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.

Therefore, the Housing Authority of the County of Mifflin, Pennsylvania (hereinafter referred to as PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:

A. Economic De-concentration:

Admission and Continued Occupancy Policies are revised to include the PHA’s policy of promoting economic de-concentration. Implementation of this program may require the PHA to determine the median income of residents in each development, determine the average income of residents in all developments, compute the Established Income Range (EIR), determine developments outside the EIR, and provide adequate explanations and/or policies as needed to promote economic de-concentration.

Implementation may include one or more of the following options:

- Skipping families on the waiting list based on income;
- Establishing preferences for working families;
- Establish preferences for families in job training programs;
- Establish preferences for families in education or training programs;
- Marketing campaign geared toward targeting income groups for specific developments;
- Additional supportive services;
- Additional amenities for all units;
- Flat rents for developments and unit sizes;
- Different tenant rent percentages per development;
- Different tenant rent percentages per bedroom size;
- Saturday and evening office hours;
- Security Deposit waivers;
- Revised transfer policies;
- Site-based waiting lists;
- Mass Media advertising/Public service announcements; and
- Giveaways.

B. Income Targeting

As public housing dwelling units become available for occupancy, responsible PHA employees will offer units to applicants on the waiting list. In accordance with the Quality Housing and Work Responsibility Act of 1998, the PHA encourages occupancy of its developments by a broad range of families with incomes up to eighty percent (80%) of the median income for the jurisdiction in which the PHA operates. Depending on the availability of applicants with proper demographics, at a minimum, 40% of all new admissions to public housing **on an annual basis** may be families with incomes at or below thirty percent (30%)(extremely low-income) of the area median income. The offer of assistance will be made without discrimination because of race, color, religion, sex, national origin, age, handicap or familial status.

In order to implement the income targeting program, the following policy is adopted:

- ▶ The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the lower/very low-income category alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).
- ▶ After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.
- ▶ To the maximum extent possible, the offers will also be made to effect the PHA's policy of economic de-concentration.
- ▶ The PHA reserves the option, at any time, to reduce the targeting requirement for public housing by no more than ten percent (10%), if it increases the target figure for its Section 8 program from the required level of seventy-five percent (75%) of annual new admissions to no more than eighty-five percent (85%) of its annual new admissions. (Optional for PHAs with both Section 8 and Public Housing programs)

CAPITAL FUND PROGRAM TABLES START HERE

Attachment pa041b02

Annual Statement /Performance and Evaluation Report 10/11/2004
Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of the County of Mifflin	Grant Type and Number: Capital Fund Program No: PA26PO4150105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number _____
 Performance and Evaluation Report for Program Year Ending _____
 Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	0.00			
3	1408 Management Improvements	45,500.00			
4	1410 Administration	42,900.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	30,000.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	85,325.00			
10	1460 Dwelling Structures	205,623.00			
11	1465.1 Dwelling Equipment-Nonexpendable	2,160.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	17,500.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	0.00			
18	1499 Development Activities	0.00			
19	1501 Collateralization or Debt Service	0.00			
20	1502 Contingency	0.00			
21	Amount of Annual Grant (sums of lines 2-20)	\$429,008.00			
22	Amount of line 21 Related to LBP Activities	0.00			
23	Amount of Line 21 Related to Section 504 Compliance	7,500.00			
24	Amount of Line 21 Related to Security - Soft Costs	25,000.00			
25	Amount of Line 21 Related to Security - Hard Costs	0.00			
26	Amount of Line 21 Related to Energy Conservation Measures	0.00			

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

10/11/2004

Part II: Supporting Pages

PHA Name: Housing Authority of the County of Mifflin		Grant Type and Number: Capital Fund Program No: PA26PO4150105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
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	Management Improvements:							
	Protective Services	1408		25,000.00				
	Agency Plan Annual Update, Technical Assistance	1408		5,000.00				
	Policy Revisions	1408		2,500.00				
	Staff Training	1408		10,000.00				
	Upgrade computer software	1408		1,500.00				
	Computer lab/resident training	1408		1,500.00				
	Total 1408			45,500.00				
	Administration: (limited to 10% of total grant)			42,900.00				
	Salaries, benefits, sundry	1410		42,900.00				
	Total 1410							
	Fees & Costs:			30,000.00				
	Planning fees & costs, A/E	1430		30,000.00				
	Total 1430							
	Site Improvement:							
HA - Wide	Concrete Work (all sites) - As Needed	1450		15,000.00				
HA - Wide	Misc.Improvements - Lighting, Fencing, Clothes-Drying areas	1450		11,825.00				
41-1	Paving and Lighting, Employee Parking Lot	1450		7,500.00				
41-1	Water, Sewer, Gas Line Replacement	1450		5,000.00				
41-2	Burgard Parking and Patio Areas	1450		26,000.00				
41-9	Ltn Boro S/S Improvements	1450		10,000.00				
41-10	Derry Twp S/S Improvements	1450		10,000.00				
	Total 1450			85,325.00				
	SUBTOTAL			203,725.00				

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

10/11/2004

Part II: Supporting Pages

PHA Name: Housing Authority of the County of Mifflin		Grant Type and Number: Capital Fund Program No: PA26PO4150105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
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	
	Dwelling Structures:							
HA - Wide	ADA Modifications	1460		7,500.00				
HA - Wide	Kitchen Countertops	1460	42	5,621.00				
HA - Wide	Carpet Replacement	1460	22	24,350.00				
HA - Wide	Bathtub Repair/Refinish	1460	14	6,856.00				
HA - Wide	Kitchen Faucet Replacement	1460	40	2,500.00				
HA - Wide	Window Blind Replacement	1460	500	5,826.00				
HA - Wide	Lockset Replacement	1460	280	12,109.00				
41-1	Floor Repair/Replacement	1460	5	45,919.00				
41-1	Rangehood with Light and Fan	1460	120	8,091.00				
41-1	Kitchen Sink Light	1460	120	10,120.00				
41-1 & 41-2	Boiler Replacement	1460	20	37,800.00				
41-1 & 41-2	Storm Door Replacement	1460	43	15,050.00				
41-1 & 41-2	Fire Extinguishers	1460	240	6,550.00				
41-1 & 41-2	Bathroom Exhaust Fans	1460	220	8,331.00				
41-2	Shower Surround Installation	1460	6	9,000.00				
	Total 1460			205,623.00				
HA - Wide	Dwelling Equipment:							
	Refrigerator Replacement	1465	6	2,160.00				
	Total 1465			2,160.00				
	Non-Dwelling Equipment:							
HA Wide	Administrative Computer Hardware Upgrades	1475	6	7,500.00				
41-2	Burgard Interior Furniture Replacement	1460		10,000.00				
	Total 1475			17,500.00				
	ESTIMATED CAPITAL FUNDS FOR 2005			\$429,008.00				

p041c02
Attachment:
Mifflin County Housing Authority

Component 3, (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 as follows:

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)]
Lawler Place	84	d. The income characteristics of the Covered Development or Developments are sufficiently explained by other circumstances.	
McCoy Manor	76	d. The income characteristics of the Covered Development or Developments are sufficiently explained by other circumstances.	
Lewiston Borough Scattered Sites	12	c. The Covered Development's or Development's size, location, and/or configuration promote income deconcentration, such as scattered site or small developments.	
Derry Township	8	c. The Covered Development's or Development's size, location, and/or configuration promote income deconcentration, such as scattered site or small developments.	

Attachment: pa041d02
Community Service Requirements Implementation
Documentation of Compliance

- 1) Community Service Policy
- 2) Copy of Notice to all eligible or exempt residents
- 3) Copy of letter on Non-Compliance
- 4) PHA written process for verifying eligibility and informing residents of their status

**COMMUNITY SERVICE POLICY
FOR THE
HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN
LEWISTOWN, PENNSYLVANIA**

Adopted by Board of Commissioners

Resolution No.: _____

Date of Adoption: _____

COMMUNITY SERVICE POLICY

Section 512 of the Quality Housing and Work Responsibility Act of 1998, which amends Section 12 of the Housing Act of 1937, established a new requirement for non-exempt residents of public housing to contribute eight (8) hours of community service each month or to participate in a self-sufficiency program for eight (8) hours each month. (24 CFR Subpart F §960.600-609) The Fiscal Year (FY) 2002 HUD/VA Appropriations Act temporarily suspended the community service and self-sufficiency requirement, except for residents of HOPE VI developments. The FY 2003 HUD/VA Appropriations Act reinstated this provision.

The Housing Authority of the County of Mifflin (hereinafter referred to as PHA) believes that the community service requirement should not be perceived by the resident to be a punitive or demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community. Community service offers public housing residents an opportunity to contribute to the communities that support them while gaining work experience.

In order to effectively implement this new requirement, the PHA establishes the following policy.

A. Community Service

The PHA will provide residents, identified as required to participate in community service, a variety of voluntary activities and locations where the activities can be performed. The PHA does not claim these activities to be appropriate for all participating tenants. Each tenant is responsible to determine the appropriateness of the voluntary service within guidelines in this policy. The activities may include, but are not limited to:

- Unpaid services at the PHA to help improve physicals condition, including building clean-ups, neighborhood clean-ups, gardening and landscape work;
- Unpaid office related services in the development or Administrative Office;
- Assisting other residents through the resident organization;
- Unpaid services in local schools, day care centers, hospitals, nursing homes, youth or senior organizations, drug/alcohol treatment centers, recreation centers, etc.;
- Active participation in neighborhood group special projects;
- Assisting in after-school youth programs or literacy programs;

- Unpaid tutoring of elementary or high school age residents;
- Assisting in on-site computer training centers;

- Any other community service which includes the “performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community”.

Note: Voluntary political activities are prohibited from being considered to meet the Community Service requirement.

B. Program Administration

The PHA may administer its own community service program in conjunction with the formation of cooperative relationships with other community based entities such as TANF, Social Services Agencies or other organizations which have as their goal, the improvement and advancement of disadvantaged families. The PHA may seek to contract its community service program out to a third-party.

The PHA may directly supervise community service activities and may develop and provide a directory of opportunities from which residents may select. When services are provided through partnering agencies, the PHA will confirm the resident’s participation. Should contracting out the community service function be determined to be the most efficient method for the PHA to accomplish this requirement, the PHA will monitor the agency for contract compliance.

The PHA will assure that the service is not labor that would normally be performed by PHA employees responsible for the essential maintenance and property services.

In conjunction with its own or partnership program, the PHA will provide reasonable accommodations for accessibility to persons with disabilities.

C. Self-Sufficiency

The PHA will inform residents that participation in self-sufficiency activities for eight (8) hours each month can satisfy the community service requirement and encourage non-exempt residents to select such activities to satisfy the requirement. It should be noted that an individual may satisfy this requirement through a combination of community service and self-sufficiency activities totaling at least eight (8) hours per month. Such activities can include, but are not limited to:

- Apprenticeships and job readiness training;
- Voluntary substance abuse and mental health counseling and treatment;

- English proficiency classes, GED classes, adult education, college, technical schools or other formal education
- Household management, budget and credit counseling, or employment counseling
- Work placement program required by the TANF program
- Training to assist in operating a small business

The PHA may sponsor its own economic self-sufficiency program or coordinate with local social services, volunteer organizations and TANF agencies.

D. Geographic Location

The intent of this requirement is to have residents provide service to their own communities, either in the PHA's developments or in the broader community in which the PHA operates.

E. Exemptions

The following adult individuals, age 18 or older, of a household may claim an exemption from this requirement if the individual:

- Is age 62 years or older;
- Is blind or disabled (as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c) and who certify that because of this disability they are unable to comply with the service provisions; or primary caretakers of such individuals;
- Is engaged in work activities (at least 30 hours per week) as defined in section 407(d) of the Social Security Act (42 U.S.C. 607(d)), specified below:
 1. Subsidized employment;
 2. Subsidized private-sector employment;
 3. Subsidized public-sector employment;
 4. Work experience (including work associated with the refurbishing of publicly assisted housing) only if sufficient private sector employment is not available;
 5. On-the-job-training;
 6. Job-search and job-readiness assistance;
 7. Community service programs;
 8. Vocational educational training (not to exceed 12 months with respect to any individual);

9. Job-skills training directly related to employment;
 10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
 11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and
 12. The provision of childcare services to an individual who is participating in a community service program.
- Meets the requirements for being exempt from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 *et seq.*) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program.
 - Is a member of a family receiving TANF assistance, benefits, or service under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 *et seq.*); or under any other welfare program of the State in which the PHA is located, including a State administered welfare-to-work program and has not been found by the State or other administering entity to be in non-compliance with such program.

F. Family Obligations

At the time of annual recertification, all public housing household members age eighteen (18) or older must:

- Receive a written description of the community service requirement, information on the process for verifying exemption status and the affect of noncompliance on their tenancy.
- Complete certification forms regarding their exempt or non-exempt status from the community service requirement and submit the executed forms within ten (10) days of their recertification appointment. If a household member claims an exemption from the requirement, he/she must submit written verification of the exemption or provide information for obtaining third-party verification along with their completed exemption form.

At the time of the annual recertification appointment, each non-exempt adult household member must present their completed monthly record and certification form (blank form to be provided by the PHA at time of certification or recertification) of activities performed over the past twelve (12) months.

If a family member is found to be noncompliant, either for failure to provide documentation of community service or for failure to perform community service, he/she and the head of household will sign an agreement with the PHA to make up the deficient hours over the next twelve (12)-month period. The entire household will be allowed to enter into such an agreement only once during the household's entire tenancy with the PHA.

If, during the twelve (12)-month period, a non-exempt person becomes exempt, it is his or her responsibility to report this to the PHA and to provide documentation within ten (10) calendar days of the occurrence. The community service requirement will remain in effect until such time as the exempt status is reported to the PHA and verified.

If, during the twelve (12)-month period, an exempt person becomes non-exempt, it is his or her responsibility to report this to the PHA within ten (10) calendar days of the change in status. He/she will be provided with appropriate forms and information for fulfilling the community service requirement. A household member who fails to report a change from exempt to non-exempt status will be required to enter into an agreement to complete an equivalent of eight (8) hours per month of community service for each month of unreported non-exempt status within ninety (90) days of discovery or the household's lease will be subject to termination.

Each household member must supply the PHA with accurate written information regarding exemption status. Failure to supply such information and/or misrepresentation of information is a serious violation of the terms of the lease and may result in termination of the lease.

G. PHA Obligations

To the greatest extent possible and practicable, the PHA will provide names and contacts at agencies that can provide opportunities for residents to fulfill their community service obligation.

The PHA will provide the household a written description of the community service requirement, the process for claiming status as an exempt person for PHA verification of such status in the notice of annual recertification. The PHA will provide the household with appropriate forms on which to claim exempt or non-exempt status and for tracking the community service hours.

The PHA will make the final determination as to whether or not a household

member is exempt and/or is compliance with the community service requirement.

As failure to complete the community service requirement constitutes noncompliance with the terms of the Lease, the family may use the PHA's Grievance Procedures if they disagree with the determination of exemption status or noncompliance.

The PHA will assure that procedures are in place and residents the opportunity to change status with respect to the community service requirement. Such changes include, but are not limited to:

- Going from unemployment to employment;
- Entering a self-sufficiency program;
- Entering a classroom educational program which exceeds eight (8) hours monthly.

All exemptions to the community service requirement will be verified and documented in the resident file. Required verifications may include, but not be limited to:

- Third-party verification of employment, enrollment in a training or education program, welfare to work program or other economic self sufficiency activities;
- Birth certificates to verify age 62 or older; or
- Third-party verification of disabilities preventing performance of community service.

Families who pay flat rents and live in public housing units or families who income was over income limits when they initially occupied such a public housing unit will not receive an automatic exception.

H. Cooperative Relationships with Welfare Agencies

The PHA may initiate cooperative relationships with local service agencies that provide assistance to its families to facilitate information exchange, expansion of community service/self-sufficiency program options and aid in the coordination of those activities.

I. Lease Requirements and Documentation

The PHA's lease has a twelve (12)-month term and is automatically renewable except for non-compliance with the community service requirement. The lease

also provides for termination and eviction of the entire household for such non-compliance. The lease provisions will be implemented for current residents at the next regularly scheduled reexamination and for all new residents effective upon occupancy. The PHA will not renew or extend the lease if the household contains a non-exempt member who has failed to comply with the community service requirement.

Documentation of compliance or non-compliance will be placed in each resident file.

J. Noncompliance

A resident who was delinquent in community service hours under the lease in effect at the time of the suspension will still be obligated to fulfill his/her community service and self-sufficiency requirements for FY 2001, provided that the resident was given notice of noncompliance prior to the expiration of the lease in effect at that time.

A copy of that notice of noncompliance should be included with the written notice to residents about the reinstatement of the community service and self-sufficiency requirement. In order to obtain a lease renewal on the expiration of the current lease, residents must be in compliance both with any delinquent community service requirements and current requirements.

If the PHA determines that a resident who is not an "exempt individual" has not complied with the community service requirement, the PHA will notify the resident:

1. of the noncompliance;
2. that the determination is subject to the PHA's administrative grievance procedure;
3. that unless the resident enters into an agreement under paragraph 4. of this section, the lease of the family of which the non-compliant adult is a member may not be renewed. However, if the noncompliant adult moves from the unit, the lease may be renewed;
4. that before the expiration of the lease term, the PHA must offer the resident an opportunity to cure the noncompliance during the next twelve (12)-month period; such a cure includes a written agreement by the non-compliant adult and the head of household (as applicable) to complete as many additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve (12)-month term of the lease.

NOTICE TO RESIDENTS

COMMUNITY SERVICE REQUIREMENT

The Community Service requirement for residents of Public Housing has been reinstated.

All non-exempt residents of Public Housing, age 18 or older, are required to contribute eight (8) hours of community service each month or participate in a self-sufficiency program for eight (8) hours each month. This community service work is not a service for which the resident is paid; it is strictly volunteer work.

The Community Service Policy is available in the PHA office and describes in detail:

1. which household members may qualify for an exemption from the requirement to perform community service;
2. the types of activities that can be performed to meet the requirement;
3. the family's obligations;
4. the PHA's obligations; and
5. the penalties for non-compliance.

Resident Requirements:

1. If any household adult member is not elderly, disabled, or participating in a work activity for at least 30 hours per week you **must** contact your Community Service Contact listed below no later than:_____.
2. The PHA will inform you of all verifications needed.
3. The PHA will make the final determinations.

Community Service Contact:_____

Address of Contact:_____

Telephone:_____

Resident Community Service Compliance Certification

I/We have received a copy of and have read and understand the contents of the PHA's Community Service/Self Sufficiency Policy.

I/We understand that this is a requirement of the Quality Housing and Work Responsibility Act of 1998 and that if any non-exempt adult member of the household does not comply with this requirement, our lease will not be renewed and we may receive a 30-day notice of lease termination.

I/We have been given the opportunity to claim an exemption to the requirement for performance of community service and the following adult household members do not claim such exemption.

List name of each adult household member who does not claim an exemption below

I/We have been given the opportunity to claim an exemption and one or more adult household members will separately certify to his/her eligibility for an exemption.

List name of each adult household member who will separately certify to his/her eligibility for an exemption below

Signature Head of Household

Date

Signature Other Adult Household Member

Date

Signature Other Adult Household Member

Date

COMMUNITY SERVICE SELF-SUFFICIENCY PROGRAM EXEMPTION CERTIFICATION

I certify that I am eligible for an exemption from the Community Service requirement for the following reason:

- I am 62 or older.
- I am blind or disabled, and as a result I cannot comply with the community service requirements. I am verifying my disability by:
 - My receipt of Supplemental Security Income (SSI) or Social Security Disability (SSDI) benefits for a disability recognized by the Social Security Administration (SSA).
 - My receipt of Transitional Assistance Disability benefits (have applied for SSI disability benefits and has been found by DHS to meet the SSI disability standards).
 - My receipt of Aid for Aged, Blind, or Disabled (AABD) benefits.
 - My receipt of worker's compensation for my disability with documentation provided by a medical provider.
 - I am providing documentation provided by a medical provider demonstrating that I meet the disability requirement.
 - I am providing documentation of medical assistance or interim SSDI benefits.
 - I am receiving no benefits but am able to submit documentation from a medical provider that my blindness or disability, as defined by the Social Security Act, prevents them from meeting the community or economic self-sufficiency requirement.
- I am the primary care provider of a (temporarily or permanently) blind or disabled person who meets the disability definition (as described above) and I am submitting the Community Service Exception Certification for verification;
- I am temporarily or chronically ill and am able to submit documentation from my medical provider.
- I am responsible for the full-time care to another household member due to that member's medical condition and am able to submit documentation from a medial provider.
- I am a student enrolled in a recognized school, training program, or school of higher education.
- I am working at least 30 hours per week (*Employment Verification form will serve as documentation*).
- I am a participant of a State welfare program and am in compliance with all economic sufficiency or work activity requirements or am exempt from program

**COMMUNITY SERVICE EXEMPTION
CARE PROVIDER VERIFICATION**

I, _____, certify that I am the primary care provider for
_____, a resident of the Housing Authority, who lives
at _____.
Address of Primary Care Provider

Signature Date

I certify that _____ is my primary care provider.

I certify that I receive:

- Supplemental Security Income (SSI) disability benefits;
- Social Security Disability Insurance (SSDI) disability benefits;
- Transitional Assistance Disability benefits (individual has applied for SSI disability benefits and has been found by DHS to meet the SSI disability standards);
- Aid for Aged, Blind, or Disabled (AABD) benefits; or
- No benefits but am able to submit documentation from a medical provider that my blindness or disability, as defined by the Social Security Act, prevents me from meeting the community or economic self-sufficiency requirement.
- Because of such disability, I cannot perform voluntary work or duties that are a public benefit, and serve to improve the quality of life, enhance resident self-sufficiency or increase resident self-responsibility in the community.

Signature of Resident Date

Address

NOTICE of NON-COMPLIANCE
COMMUNITY SERVICE/SELF-SUFFICIENCY REQUIREMENT

Name _____ Date _____

Address _____

Please be advised that the Housing Authority has not received verification or evidence of completion or exemption from the 96 hours of community service during the past 12 months for the following adult members of your household:

All non-exempt adult members of the household must complete the community service hours as a part of the annual recertification process. If you feel one or more of the above listed household members may be eligible for an exemption, please provide immediate verification to the management office.

If you or any household member were required to perform community service but failed to provide verification of the completion, then this action can be corrected by providing the verification information immediately to the management office. Complete and return the enclosed Exemption Certification with verification.

If you or any household member must fulfill the requirement and have failed to perform 8 hours of community service/self sufficiency per month, this action can be corrected by bringing your requirement current before the end of your lease year. You may be eligible to enter into an agreement to complete deficient service hours.

In the event service hours have not been completed for all non-exempt adult household members, your lease will not be renewed. If your lease is not renewed, you will be issued a 30-day notice to vacate. In accordance with community service policy, you may request a grievance for disputes arising under noncompliance with the community service requirements. You must file a grievance in the management office as stipulated in the PHA's Grievance Policy.

Your cooperation in this matter is needed to assist in preserving your housing opportunity.

Sincerely,

COMPLIANCE AGREEMENT

COMMUNITY SERVICE/SELF-SUFFICIENCY REQUIREMENT

A Compliance Agreement must be executed by each non-compliant household member. Each agreement must be signed by the Head of Household, the non-compliant household member and the PHA designee.

In accordance with the provisions of the PHA's Community Service/Self-Sufficiency policy:

- [] I/We, _____ (*name(s)*), agree to complete all deficient community service hours. The number of deficient service hours for the review year, _____ will be completed by _____.
(*insert #*)
- [] I/We, _____ (*name(s)*), further assure that all members of the family who are subject to the service requirement are currently complying with the service requirement.
- [] I/We, _____ (*name(s)*), understand that the PHA may issue a 30-day notice of lease termination if the service hour requirements of our lease are not brought into compliance by _____. I/We understand what types of volunteer work qualify as community service and what types of programs qualify for self-sufficiency participation.
- [] The non-compliant member of the household, _____, is no longer living in the unit and will duly be removed from the lease. I/We understand that a member of the household who is removed from the lease after failure to fulfill his/her community service/self-sufficiency requirements may not be added back to the lease in the future.

Signature Head of Household

Date

Signature Other Adult Household Member

Date

Signature Authorized PHA Representative

Date

Attachment: pa041e02

PET OWNERSHIP

(FAMILY)

FOR

**THE HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN
LEWISTOWN, PENNSYLVANIA**

PET OWNERSHIP

OVERVIEW

Section 526 of the Quality Housing and Work Responsibility Act of 1998 added a new Section 31 (“Pet Ownership in Public Housing”) to the United States Housing Act of 1937. Section 31 establishes pet ownership requirements for residents of public housing other than Federally assisted rental housing for the elderly or persons with disabilities. In brief, this section states that: A resident of a dwelling unit in public housing may own one (1) or more common household pets or have such pets present in the dwelling unit. Allowance of pets is subject to reasonable requirements of the PHA. A proposed rule to implement Section 31 was published in the June 23, 1999, Federal Register. On July 10, 2000, a final rule incorporating comments received, was published in the Federal Register. This policy reflects the final rule requirements.

The Housing Authority of the County of Mifflin (herein referred to as PHA) will notify eligible new and current residents of their right to own pets subject to the PHA’s rules and will provide them copies of the Pet Ownership Rules. All pet owners must register their pet(s) with the Housing Authority. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the PHA's developments, the PHA will develop appropriate pet ownership rules, include those rules in their Agency Plan and notify all such residents that:

- A. all residents are permitted to own and keep common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;
- B. a refundable nominal pet deposit of \$175.00 will be charged and is intended to cover the reasonable operating costs to the development directly attributable to a pet or pets in the unit (i.e., fumigation of a unit, damages to the unit, yard, etc.);
- C. animals that are used to assist the handicapped are excluded from the size, weight, type and non-refundable fee requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. in accordance with State or local law are observed;
- D. residents may request a copy of the PHA’s pet ownership rules or proposed amendments to the rules at any time;
- E. rent and other charges must be paid current or resident will not be permitted to have a pet in their unit;
- F. if the dwelling lease of a resident prohibits pet ownership, the resident may request that the lease be amended to permit pet ownership, in accordance with the PHA's pet ownership rules shown below;

- G. the authorization for a common household *pet* may be revoked at any time subject to the PHA's grievance procedures if the pet become destructive or a nuisance to others, or if the resident fails to comply with this pet ownership policy;
- H. only those residents who pass a housekeeping inspection based on the current condition of the unit and findings of the last 2 annual inspections will be permitted to have a pet;
- II. Section 31 does not alter, in any way, the regulations applicable to Federally assisted housing for the elderly and persons with disabilities found at Section 227 of the Housing and Urban-Rural Recovery Act of 1983 and located in 24 CFR part 5, subpart C.
- J. **New Section 960.705 of 24 CFR clarifies that the regulations added in Section 31 do not apply to service animals that assist persons with disabilities. This exclusion applies to both service animals that reside in public housing and service animals that visit PHA developments. Nothing in this rule limits or impairs the rights of persons with disabilities, authorizes PHAs to limit or impair the rights of persons with disabilities, or affects any authority PHAs may have to regulate service animals that assist persons with disabilities.**

HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN

Pet Ownership Rules for Families

1. Common household pet means a domesticated cat, dog, bird, and fish in aquariums. Rodents and reptiles of any kind, including mice, rats, gerbils, hamsters, guinea pigs, turtles, lizards, snakes, spiders or other insects, bird of prey, poisonous or dangerous fish, crustaceans, or any farm animals are prohibited.
2. Each household shall have only one pet (except fish or birds). Each household shall be limited to a maximum of two (2) fish aquariums. Fish aquariums may not exceed *twenty (20) gallons*. Domesticated caged small birds are permitted with a limit of two (2) birds.
3. The pet owner shall have only a small cat or a dog. The animal's weight shall not exceed *twenty-five (25) pounds* when fully grown. The animal's height shall not exceed *fifteen (15) inches*. Dogs will be prohibited at developments with no green space, such as Coleman House. Such limitations do not apply to a *service animal* used to assist a handicapped or disabled resident.
4. Pet owners shall license/register their pets yearly with the County of Mifflin, Pennsylvania. For lifetime licensing there must be evidence by tattoo. Registration includes a certificate signed by a licensed veterinarian stating that the common household pet has received all inoculations currently required by state and local law, and this Pet Ownership Policy.
5. No pet owner shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
6. The pet owner shall have his or her cat or dog spayed or neutered within thirty (30) days after the pet reaches six (6) months of age; or in the case of an older pet, the pet owner will be required to have the pet spayed or neutered within thirty (30) days after the pet is brought into the household. The pet owner shall be responsible for the cost of spaying or neutering. Written verification from a veterinarian is required as proof that the spaying or neutering has been accomplished. Exceptions to this requirement shall be granted only upon certification from a veterinarian that permanent harm may result from this procedure due to the pet's age or illness.
7. All cats shall be declawed. The pet owner shall have his or her cat declawed within thirty (30) days after the pet reaches six (6) months of age; or in the case of an older pet, the pet owner will be required to have the cat declawed within thirty (30) days after the pet is brought into the household. Proof of compliance shall be furnished to management.

8. The pet owner shall house the pet inside the pet owner's dwelling unit. All pets are to be fed inside the unit. Feeding is NOT allowed on porches, sidewalks, patios or other outside areas. The pet owner shall keep a cat or a dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them to a cage at all times. No pet owner shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.
9. No pet shall be permitted in any common area except those designated for pet exercise and waste elimination in paragraph 35 below and as necessary to directly enter and exit the building. This restriction is not applicable to service animals. Pets must be effectively restrained and under the control of a responsible person when passing through a common area. Some areas are designated "no pets allowed". These areas include all common areas such as Community space, waiting/lobby areas, laundry rooms located in Burgard Apartments and Coleman House and the PHA's administration building.
10. A pet sitter shall be required to check on dogs twice a day and cats once a day when the resident is away. No pet (other than birds or fish) shall be permitted to remain in an apartment overnight while the resident is away.
11. Management shall furnish to the household a pet sticker if the pet is a dog or cat which must be displayed on the front entrance door of the unit.
12. Resident shall provide the PHA with two (2) color photographs of each common household pet at the time of registration with the PHA. One photograph shall be kept in the resident's file and the other photograph will be placed in a "pet" binder to assist in identifying loose animals.
13. All dogs and cats shall wear a collar at all times. Attached to the collar shall be an ID tag listing the pet owner's name and address.

No pets may be kept temporarily on the premises or in a unit - this means no visiting or unauthorized pets. Only pets properly registered with the Housing Authority are permitted on the premises or in a unit.
14. Any resident having a dog or cat shall obtain some type of "scooper" to immediately clean up after the pet outdoors. The resident is responsible for placing all waste in sealable twist tie plastic bags and disposing of such material in an appropriate outside trash container.
15. Pet owners shall treat a dog or cat for fleas and ticks monthly from April thru October with a product prescribed or purchased from a veterinarian. The resident's apartment shall be decontaminated whenever necessary, beyond the annual professional treatment required in summer. The resident is responsible for the cost of flea/tick extermination.

Pet owners of dogs and cats shall be required annually to have their unit professionally treated with insect growth regulators between July 1 and August 15 and must provide written evidence of said treatment to the PHA office by no later than August 31. Specific instructions for preparation requirements for the application of the insect growth regulator shall be followed by each pet owner. If the pet owner fails to properly prepare for application of the insect growth regulator, the PHA staff will complete all preparations and will charge the pet owner accordingly at the applicable labor rate. Failure to comply with these preparation requirements shall also be considered a violation of the pet ownership agreement.

16. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.
17. No pet owner shall keep a vicious, dangerous or intimidating pet on the premises (i.e. pit bulls, Dobermans, Rotweillers, wolf/dog breeds or any other vicious or intimidating breeds), as defined by the Pennsylvania Dog Law. The law requires that dangerous dog determination under the Dog Law be made upon evidence of dog's "history or propensity to attack without provocation based upon an incident(s) in which the dog inflicted severe injury or attacked without provocation." If the pet owner declines, delays or refuses to remove the pet immediately from the premises, the PHA shall do so, in order to safeguard the health and welfare of other residents.

Note that service animals are not subject to these restrictions provided the service animal is properly trained by a recognized, certified training facility, organization or program.

18. Pet owners of mixed breed animals are required to provide verification from a Veterinarian as to the breed of said animal. (This is to identify mixed breeds that may contain a vicious, dangerous and/or intimidating breed of dog.)
19. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet immediately from the premises, the PHA shall do so.
20. Pet owners of birds or fish shall be required to periodically clean bird cages to remove droppings and fish tanks to keep odor causing algae growth and scum under control.
21. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least once every day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings immediately by placing them in a twist tie sack

and depositing that sack in a designated container outside the building where the pet owner lives.

All authorized cats outside of the dwelling unit must be properly leashed and under control at all times. The pet owner must immediately remove animal droppings and shall dispose of such droppings immediately by placing them in a twist tie sack and depositing that sack in a designated container outside the building where the pet owner lives.

22. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animal's droppings immediately; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a twist tie sack and depositing that sack in a designated container outside the building where the pet owner lives.
23. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.
24. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
25. Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and resident refuses to do so immediately, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days. Pets "left alone" will be removed by the PHA staff. A dog left unattended for twenty four (24) hours will be removed. Cats and birds will be removed if left alone for (48) hours. "Left alone" is defined as the resident is away and no one is responsible for pet sitting. The pet would then be transferred to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.
26. Each pet owner shall pay a refundable pet deposit of \$175.00. There is no pet deposit for birds or fish aquariums. Initial payment of \$50.00 with \$15.00 per month installment payments is acceptable. If the pet owner fails to make a monthly payment on the pet deposit, the pet owner will be given ten (10) days notice to correct by making the monthly installment payment. If the pet owner fails to make said payment within the ten (10)-day period, the pet owner will be considered to be in violation of the pet ownership agreement and will be notified to remove the pet from the premises within thirty (30) days. The pet deposit is not part of the rent payable by the pet owner, and is in addition to any other

financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the refundable pet deposit to pay reasonable expenses directly attributable to the presence of the pet in the development, including but not limited to, the cost of repairs and replacements to, and the fumigation of, the pet owner's dwelling unit. The refundable deposit will be used, if appropriate, to correct damages directly attributable to the presence of the pet.

27. The refundable pet deposit will be placed in an escrow account and the PHA will refund the unused portion to the resident within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit.
Should State or local law require that the pet deposit be placed in an interest bearing account, the PHA will provide for such deposit and will account for all interest individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the PHA shall determine payment or non-payment of interest based on State or local law with respect to rental security deposit requirements.
28. All residents, including the elderly, handicapped and disabled, are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the PHA.
29. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.
30. Should any dog or cat housed in the PHA's facilities give birth to a litter, the residents shall remove from the premises all of said pets except one as soon as the baby's are able to survive on their own (a maximum of 6 weeks).
31. If the pet's health is threatened because of resident's inability to care for the pet due to illness, absence from the unit, or because of mistreatment of the pet, the PHA will notify the responsible party under paragraph 28. If the individual is either unwilling or unable to care for the pet, or if the PHA is unable to contact the responsible party, the PHA will place the pet in a shelter for a maximum of thirty (30) days at the expense of the pet owner. If no responsible party is found, state or local authorities will be contacted.
32. The resident shall be responsible for arranging for burial or other disposal, off the premises, of pets in the event of the death of the pet.
33. The resident agrees to assume all personal financial responsibility for damages to any personal or PHA property caused by the pet and assumes personal responsibility for personal injury to any party caused by the pet.
34. Upon vacating the unit, each pet owner of a dog and/or cat shall be charged the actual cost for professional extermination for fleas and ticks.

35. Pet Violation Procedures: Resident agrees to comply with the following:
- a. Notice of Pet Rule Violation: If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:
 - (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated.
 - (2) State that the pet owner has ten (10) business days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation.
 - (3) State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.
 - (4) State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to have the pet removed and/or terminate the pet owner's lease or both.
 - b. Pet Rule Violation Meeting: If the pet owner makes a request, within five (5) business days of the notice of pet rule violation, for a meeting to discuss the alleged violation, the PHA will establish a mutually agreeable time and place for the meeting within fifteen (15) business days from the effective date of service of the notice of pet rule violation. At the pet rule violation meeting, the pet owner and PHA shall discuss any alleged pet rule violation and attempt to correct it. The PHA, may as a result of the meeting, give the pet owner additional time to correct the violation.
 - c. Notice for Pet Removal: If the PHA determines that the pet owner has failed to correct the pet rule violation within the time permitted by Paragraph B. of this section (including any additional time permitted by the PHA), or if the parties are unable to resolve the problem, the PHA may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will:
 - (30) Contain a brief statement of the factual basis for the determination and the pet rule or rules that has been violated;
 - (31) State that the pet owner must remove the pet within ten (10) business days of the effective date of the notice of pet removal (or the meeting, if notice is served at the meeting);
 - (32) State that failure to remove the pet may result in initiation of the procedures to have the pet removed or terminate the pet owner's lease or both.
 - d. The procedure does not apply in cases where the pet in question presents an immediate threat to the health, safety, of others or if the pet is being treated in an inhumane manner. In such cases paragraph 24 shall apply.

36. Sanitary Standards of Pet Care and Handling:
 - a. The PHA shall designate areas on development premises for pet exercise and disposal of pet waste.
 - b. Pet owners shall be forbidden from exercising pets or permitting pets to deposit waste on development premises outside the designated areas.
 - c. Pet owners shall be required to remove and properly dispose of all removable pet waste.
 - d. Pet owners shall be required to remove pets from premises to permit pet to exercise or deposit waste if no designated area on development premises.

37. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.

AGREEMENT for CARE OF PET

In accordance with the Pet Policy of the Housing Authority of the County of Mifflin and the Addendum to the Residential Dwelling Lease Agreement dated between:

THE HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN
141 S. Pine Street
Lewistown, Pennsylvania 17044

AND,

_____ (Tenant Name)

_____ (Tenant Address)

I hereby agree that should _____ become
incapable of caring for _____ a _____
(Name of Pet) (Type of Pet)

for any reason whatsoever, I will assume full responsibility for removal of the pet from the premises and for the care and well being of the animal.

Further, the pet shall not be permitted to return to the premises until approval is given by the Housing Authority of the County of Mifflin.

A copy of the Addendum to the Residential Dwelling Lease Agreement is attached.

Signature

Sworn and subscribed before
me this _____ day of
_____, _____.

Notary of Public

My Commission Expires:

PET POLICY ADDENDUM

I have read and understand the above pet ownership rules and agree to abide by them.

Resident's Signature

PHA Staff member's Signature

Date

Date

Type of Animal and Breed

Name of Pet

Description of Pet (color, size, weight, sex, etc.)

The alternate custodian for my pet is:

Custodian's first, middle and last name; post office box; street address; zip code; area telephone code and telephone number: _____

Resident's Signature

Date

Refundable Damage Deposit _____
Amount Paid Date

Attachment: pa041f02

PET OWNERSHIP

(ELDERLY/DISABLED RESIDENTS)

FOR

**THE HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN
LEWISTOWN, PENNSYLVANIA**

PET OWNERSHIP

OVERVIEW

Housing Authority residents who reside in developments specifically designated for elderly and/or handicapped/disabled are permitted to own and keep pets in their dwelling units. The Housing Authority of the County of Mifflin (herein referred to as PHA) will notify eligible new and current residents of that right and provides them copies of the PHA's Pet Ownership Rules. All pet owners must register their pet(s) with the Housing Authority. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the PHA's developments for the elderly or disabled, the PHA will notify all such residents that:

- A. elderly or disabled residents are permitted to own and keep common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;
- B. animals that are used to assist the disabled are excluded from the size, weight, and type requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. in accordance with State or local law are observed;
- C. residents may request a copy of the PHA's pet ownership rules or proposed amendments to the rules at any time;
- D. rent and other charges must be paid current or resident will not be permitted to have a pet in their unit;
- E. the authorization for a common household *pet* may be revoked at any time subject to the PHA's grievance procedures if the pet become destructive or a nuisance to others, or if the resident fails to comply with this pet ownership policy;
- F. only those residents who pass a housekeeping inspection based on the current condition of the unit and findings of the last 2 annual inspections will be permitted to have a pet;
- G. if the dwelling lease of an elderly or disabled resident prohibits pet ownership, the resident may request that the lease be amended to permit pet ownership, in accordance with the PHA's pet ownership rules shown below.

HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN

Pet Ownership Rules for Elderly/Disabled Residents

1. Common household pet means a domesticated cat, dog, bird, and fish in aquariums. Rodents and reptiles of any kind, including mice, rats, gerbils, hamsters, guinea pigs, turtles, lizards, snakes, spiders or other insects, bird of prey, poisonous or dangerous fish, crustaceans, or any farm animals are prohibited.
2. Each household shall have only one pet (except fish or birds). Each household shall be limited to a maximum of two (2) fish aquariums. Fish aquariums may not exceed *twenty (20) gallons*. Domesticated caged small birds are permitted with a limit of two (2) birds.
3. The pet owner shall have only a small cat or a dog. The animal's weight shall not exceed *twenty-five (25) pounds* when fully grown. The animal's height shall not exceed *fifteen (15) inches*. Dogs will be prohibited at developments with no green space, such as Coleman House. Such limitations do not apply to a *service animal* used to assist a handicapped or disabled resident.
4. Pet owners shall license/register their pets yearly with the County of Mifflin, Pennsylvania. For lifetime licensing there must be evidence by tattoo. Registration includes a certificate signed by a licensed veterinarian stating that the common household pet has received all inoculations currently required by state and local law, and this Pet Ownership Policy.
5. No pet owner shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
6. The pet owner shall have his or her cat or dog spayed or neutered within thirty (30) days after the pet reaches six (6) months of age; or in the case of an older pet, the pet owner will be required to have the pet spayed or neutered within thirty (30) days after the pet is brought into the household. The pet owner shall be responsible for the cost of spaying or neutering. Written verification from a veterinarian is required as proof that the spaying or neutering has been accomplished. Exceptions to this requirement shall be granted only upon certification from a veterinarian that permanent harm may result from this procedure due to the pet's age or illness.
7. All cats shall be declawed. The pet owner shall have his or her cat declawed within thirty (30) days after the pet reaches six (6) months of age; or in the case of an older pet, the pet owner will be required to have the cat declawed within thirty (30) days after the pet is brought into the household. Proof of compliance shall be furnished to management.

8. The pet owner shall house the pet inside the pet owner's dwelling unit. All pets are to be fed inside the unit. Feeding is NOT allowed on porches, sidewalks, patios or other outside areas. The pet owner shall keep a cat or a dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them to a cage at all times. No pet owner shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.
9. No pet shall be permitted in any common area except those designated for pet exercise and waste elimination in paragraph 35 below and as necessary to directly enter and exit the building. This restriction is not applicable to service animals. Pets must be effectively restrained and under the control of a responsible person when passing through a common area. Some areas are designated "no pets allowed". These areas include all common areas such as Community space, waiting/lobby areas, laundry rooms located in Burgard Apartments and Coleman House and the PHA's administration building.
10. A pet sitter shall be required to check on dogs twice a day and cats once a day when the resident is away. No pet (other than birds or fish) shall be permitted to remain in an apartment overnight while the resident is away.
11. Management shall furnish to the household a pet sticker if the pet is a dog or cat which must be displayed on the front entrance door of the unit.
12. Resident shall provide the PHA with two (2) color photographs of each common household pet at the time of registration with the PHA. One photograph shall be kept in the resident's file and the other photograph will be placed in a "pet" binder to assist in identifying loose animals.
13. All dogs and cats shall wear a collar at all times. Attached to the collar shall be an ID tag listing the pet owner's name and address.

No pets may be kept temporarily on the premises or in a unit - this means no visiting or unauthorized pets. Only pets properly registered with the Housing Authority are permitted on the premises or in a unit.
14. Any resident having a dog or cat shall obtain some type of "scooper" to immediately clean up after the pet outdoors. The resident is responsible for placing all waste in sealed twist tie plastic bags and disposing of such material in an appropriate outside trash container.
15. Pet owners shall treat a dog or cat for fleas and ticks monthly from April thru October with a product prescribed or purchased from a veterinarian. The resident's apartment shall be decontaminated whenever necessary, beyond the annual professional treatment required in summer. The resident is responsible for the cost of flea/tick extermination.

Pet owners of dogs and cats shall be required annually to have their unit professionally treated with insect growth regulators between July 1 and August 15 and must provide written evidence of said treatment to the PHA office by no later than August 31. Specific instructions for preparation requirements for the application of the insect growth regulator shall be followed by each pet owner. If the pet owner fails to properly prepare for application of the insect growth regulator, the PHA staff will complete all preparations and will charge the pet owner accordingly at the applicable labor rate. Failure to comply with these preparation requirements shall also be considered a violation of the pet ownership agreement.

16. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.
17. No pet owner shall keep a vicious, dangerous or intimidating pet on the premises (i.e. pit bulls, Dobermans, Rotweillers, wolf/dog breeds or any other vicious or intimidating breeds), as defined by the Pennsylvania Dog Law. The law requires that dangerous dog determination under the Dog Law be made upon evidence of dog's "history or propensity to attack without provocation based upon an incident(s) in which the dog inflicted severe injury or attacked without provocation." If the pet owner declines, delays or refuses to remove the pet immediately from the premises, the PHA shall do so, in order to safeguard the health and welfare of other residents.

Note that service animals are not subject to these restrictions provided the service animal is properly trained by a recognized, certified training facility, organization or program.

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19. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so.
20. Pet owners of birds or fish shall be required to periodically clean bird cages to remove droppings and fish tanks to keep odor causing algae growth and scum under control.
21. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least once every day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings immediately by placing them in a twist tie sack

and depositing that sack in a designated container outside the building where the pet owner lives.

All authorized cats outside of the dwelling unit must be properly leashed and under control at all times. The pet owner must immediately remove animal droppings and shall dispose of such droppings immediately by placing them in a twist tie sack and depositing that sack in a designated container outside the building where the pet owner lives.

22. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animal's droppings immediately; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a twist tie sack and depositing that sack in a designated container outside the building where the pet owner lives.
23. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.
24. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
25. Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and resident refuses to do so immediately, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days. Pets "left alone" will be removed by the PHA staff. A dog left unattended for twenty four (24) hours will be removed. Cats and birds will be removed if left alone for forty eight (48) hours. "Left alone" is defined as the resident is away from the unit and no one is responsible for pet sitting. The pet would then be transferred to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.
26. Each pet owner shall pay a refundable pet deposit of \$175.00. There is no pet deposit for birds or fish aquariums. Initial payment of \$50.00 with \$15.00 per month installment payments is acceptable. If the pet owner fails to make a monthly payment on the pet deposit, the pet owner will be given ten (10) days notice to correct by making the monthly installment payment. If the pet owner fails to make said payment within the ten (10)-day period, the pet owner will be considered to be in violation of the pet ownership agreement and will be notified to remove the pet from the premises within thirty (30) days. The pet deposit is not part of the rent payable by the pet owner, and is in addition to any other

financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the refundable pet deposit to pay reasonable expenses directly attributable to the presence of the pet in the development, including but not limited to, the cost of repairs and replacements to, and the fumigation of, the pet owner's dwelling unit. The refundable deposit will be used, if appropriate, to correct damages directly attributable to the presence of the pet.

27. The refundable pet deposit will be placed in an escrow account and the PHA will refund the unused portion to the resident within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit.
Should State or local law require that the pet deposit be placed in an interest bearing account, the PHA will provide for such deposit and will account for all interest individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the PHA shall determine payment or non-payment of interest based on State or local law with respect to rental security deposit requirements.
28. All residents, including the elderly, handicapped and disabled, are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the PHA.
29. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.
30. Should any dog or cat housed in the PHA's facilities give birth to a litter, the residents shall remove from the premises all of said pets except one as soon as the baby's are able to survive on their own (a maximum of six (6) weeks).
31. If the pet's health is threatened because of resident's inability to care for the pet due to illness, absence from the unit, or because of mistreatment of the pet, the PHA will notify the responsible party under paragraph 28. If the individual is either unwilling or unable to care for the pet, or if the PHA is unable to contact the responsible party, the PHA will place the pet in a shelter for a maximum of thirty (30) days at the expense of the pet owner. If no responsible party is found, state or local authorities will be contacted.
32. The resident shall be responsible for arranging for burial or other disposal, off the premises, of pets in the event of the death of the pet.
33. The resident agrees to assume all personal financial responsibility for damages to any personal or PHA property caused by the pet and assumes personal responsibility for personal injury to any party caused by the pet.
34. Upon vacating the unit, each pet owner of a dog and/or cat shall be charged the actual cost for professional extermination for fleas and ticks.

35. Pet Violation Procedures: Resident agrees to comply with the following:
- a. Notice of Pet Rule Violation: If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:
 - (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated;
 - (2) State that the pet owner has ten (10) business days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation;
 - (3) State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting;
 - (4) State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to have the pet removed and/or terminate the pet owner's lease or both.
 - b. Pet Rule Violation Meeting: If the pet owner makes a request, within five (5) business days of the notice of pet rule violation, for a meeting to discuss the alleged violation, the PHA will establish a mutually agreeable time and place for the meeting within fifteen (15) business days from the effective date of service of the notice of pet rule violation. At the pet rule violation meeting, the pet owner and the PHA shall discuss any alleged pet rule violation and attempt to correct it. The PHA, may as a result of the meeting, give the pet owner additional time to correct the violation.
 - c. Notice for Pet Removal: If the PHA determines that the pet owner has failed to correct the pet rule violation within the time permitted by Paragraph B. of this section (including any additional time permitted by the PHA), or if the parties are unable to resolve the problem, the PHA may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will:
 - (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules that has been violated;
 - (2) State that the pet owner must remove the pet within ten (10) business days of the effective date of the notice of pet removal (or the meeting, if notice is served at the meeting);
 - (3) State that failure to remove the pet may result in initiation of the procedures to have the pet removed or terminate the pet owner's lease or both.
 - d. The procedure does not apply in cases where the pet in question presents an immediate threat to the health, safety, of others or if the pet is being treated in an inhumane manner. In such cases paragraph 24 shall apply.

36. Sanitary Standards of Pet Care and Handling:
 - a. The PHA shall designate areas on development premises for pet exercise and disposal of pet waste.
 - b. Pet owners shall be forbidden from exercising pets or permitting pets to deposit waste on development premises outside the designated areas.
 - c. Pet owners shall be required to remove and properly dispose of all removable pet waste.
 - d. Pet owners shall be required to remove pets from premises to permit pet to exercise or deposit waste if no designated area on development premises.

37. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.

AGREEMENT for CARE OF PET

In accordance with the Pet Policy of the Housing Authority of the County of Mifflin and the Addendum to the Residential Dwelling Lease Agreement dated between:

THE HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN
141 S. Pine Road
Lewistown, Pennsylvania 17044

AND,

_____ (Tenant Name)

_____ (Tenant Address)

I hereby agree that should _____ become
incapable of caring for _____ a _____
(Name of Pet) (Type of Pet)

for any reason whatsoever, I will assume full responsibility for removal of the pet from the premises and for the care and well being of the animal.

Further, the pet shall not be permitted to return to the premises until approval is given by the Housing Authority of the County of Mifflin.

A copy of the Addendum to the Residential Dwelling Lease Agreement is attached.

Signature

Sworn and subscribed before
me this _____ day of
_____, _____.

Notary of Public

My Commission Expires:

PET POLICY ADDENDUM

I have read and understand the above pet ownership rules and agree to abide by them.

Resident's Signature

PHA Staff member's Signature

Date

Date

Type of Animal and Breed

Name of Pet

Description of Pet (color, size, weight, sex, etc.)

The alternate custodian for my pet is:

Custodian's first, middle and last name; post office box; street address; zip code; area telephone code and telephone number: _____

Resident's Signature

Date

Refundable Damage Deposit _____

Amount Paid

Date

Attachment: pa041g02
Housing Authority of the County of Mifflin

Progress in Meeting 5-Year Plan Goals (2000-2004)

The Housing Authority of has been successful in achieving its mission and goals during the 5-Year Plan period 2000-2004. Goals are either completed or on target for completion by the end of the year.

It is the mission of the Housing Authority of the County of Mifflin to (1) increase the availability of decent, safe and affordable housing in meeting the area housing needs with or without reasonable accommodations; (2) ensure equal opportunity in housing for all; (3) promote self-sufficiency and asset development of families and individuals; and (4) improve community quality of life and economic viability. In order to achieve this mission the Housing Authority will:

- *Recognize the residents as our ultimate customer;*
- *Improve PHA management and service delivery efforts through continual training of staff; Strive to eliminate drugs and alcohol from our housing communities;*
- *Seek problem-solving partnerships with residents, community agencies and Government; and*
- *Act as an agent for change, when determined necessary, for meeting the areas housing needs.*

PROGRESS IN ACHIEVING MISSION

The Housing Authority of the County of Mifflin has achieved its mission as reflected below.

- *Continued to achieve High Performer Status under PHAS, with a score of 98 out of 100 for FY 2002.*
- *Received a score of 9 out of 10 on PHAS Resident Satisfaction Survey.*
- *Provided in-house staff training and sent administrative and maintenance staff to training seminars to increase knowledge of program rules and regulations.*
- *Continued to contract with Mifflin County Regional Police Department for purchase of 10 hours of service per week. This includes being provided with monthly reports of incidents and activities of residents throughout each PHA development.*
- *Resident crime watch groups established at three of the four PHA developments (Lawler Place, Burgard Apartments and Coleman House.*
- *Entered into a cooperative Agreement with the Mifflin County Assistance Office to share information and promote self-sufficiency for residents.*
- *Hired Spanish speaking interpreter to assist applicants and residents with communication with PHA staff.*
- *Recognized residents of state licensed group homes as eligible participants for the Section 8 Housing Choice Voucher Program to expand opportunities for rental assistance for persons with physical and mental disabilities.*

- *Continued collaboration with PA Career Link, Family Literacy, Summer Reading Program, SUM Child Development, Area Agency on Aging, Keystone Services Systems, MHMR, Mifflin County Library, Mifflin-Juniata United Way, Salvation Army, and Shelter Services.*

Progress Statement: *During FYB 2003, the Housing Authority of the County of Mifflin continued to achieve High Performer Status with a score of 93 out of 100 for Fiscal Year 2004. The PHA received a score of 9 out of 10 on PHA's Resident Survey. Several staff members attended "Conventional Spanish" classes at CAREERLINK.*

PHA Goal: Improve the quality of assisted housing

Objectives:

- *Improve public housing management: (PHAS score)*
- *Improve voucher management: (SEMAP score)*
- *Increase customer satisfaction:*
- *Concentrate on efforts to improve specific management functions*
- *Renovate or modernize public housing units*

Goals are either completed or on target for completion by the stated date.

- *Maintained passing PHAS score and high performer status*
- *Achieved high performer status in SEMAP. SEMAP score was 100*
- *Increased utilization to 100%.*
- *PHA expanded collaboration with local agencies to address community needs by partnering with Mifflin County Library & Mifflin-Juniata United way to establish on-site computer labs for residents and renewed a 10 year lease agreement with SUM child development to provide space at Coleman House for onsite day care and head start programs.*
- *Established an Early Bird rent payment program in the fall of 2001 to reward prompt rent payers. Monthly drawing with 2(two) \$25 cash winners and an annual drawing with a \$300 Grand Prize and 2 (two) \$100 prizes.*
- *Established a Bucket of Cheer program where cleaning supplies and equipment are provided to new tenant at time of Move-In.*
- *PHA sponsors an annual resident pool party and bus trip.*
- *Provide PHA staff training and Management improvements are on-going;*
- *Convert 4 efficiency units to create 2 one-bedroom units by 2005. This conversion will be completed in conjunction with accessibility renovations as scheduled in the Capital Fund Plan FY 2005. This objective is on target for the date listed above.*

PHA Goal: Increase assisted housing choices

Objectives:

- *Provide voucher mobility counseling:*
- *Conduct outreach efforts to potential voucher landlords.*
- *Increase voucher payment standards.*
- *Implement public housing or other homeownership programs:*

Goals are either completed or on target for completion by the stated date.

- *Voucher mobility counseling provided as an ongoing activity.*
- *During FY 2002, the PHA recruited 12 new landlords*
- *Payment standards were increased to 110% of FMR effective 10/1/02*
- *PHA has re-established date to 12/31/2006 for recruiting 5 residents to be prepared to be homeowners. Achievement date re-established to 12-31-06. Lack of staff capacity in 2002. Initial assessment indicates poor credit history of potential participants will delay achievement of this goal. The PHA may form a partnership with Shelter Services, Adult Education and other local agencies to establish a credit report/counseling program*

Progress Statement: *During 2004, PHA has recruited 24 new Landlords. To date, 7 new Landlords have been added. Payment standards were increased to 110% of FMR. By 12/31/2006 will recruit 5 residents to be prepared to be homeowners.*

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:*

Goals are either completed or on target for completion by the stated date

- *The first two objectives are ongoing activities and are accomplished through the Tenant Selection process.*
- *The PHA has implemented public housing security improvements as reflected by the following::*
 - *Contracted with the regional police for supplemental services, including on-site patrols at all developments at 10 hours per week.*
 - *Established future goals to expand on hours that police officers are on site, to continue to improve site lighting at developments, and to improve security doors at Coleman House by installing CORBY entry system to access all entrances.*
 - *Completed installation of CORBY entry system to access all entrances of Burgard Apartments during FY 2002.*
 - *Continued Neighborhood Crime Watch monthly meetings with residents at Lawler Place and Burgard Apartments and a representative of the Mifflin County Regional Police Department to include a featured guest speaker.*
 - *A Neighborhood Crime Watch was established at the Coleman Housing.*
 - *Wiring completed at Burgard for installation of security cameras.*
 - *Future year CFP will be used to install cameras and Corby key entry system at Coleman House.*

Progress Statement: The PHA installed a security camera system at Burgard Apartments throughout the building interior and at each entrance. The PHA also installed a security alarm system at the PHA administration building. In addition, we Improved site lighting at Lawler Place and Burgard Apartments. An Emergency pull alarm will be installed in the laundry room at Coleman House. The PHA Board adopted a Limited Access and Barring Policy on 03/10/2004.

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:*

Goals are either completed or on target for completion by the stated date.

- *This goal has been achieved by the adoption and implementation of Flat Rents and as funding permits, the PHA hopes to increase by 2% from 12/31/99 to 12/31/02 the number of employed persons in assisted families that it can attract and retain. From 9/30/00 to 9/30/01 we have increased the number of working families by 4%. Currently 28% of PHA's families are employed.*
- *This goal has been achieved by coordinated efforts to attract local trainers to tutor residents on computers located on site. Recruited local business schools and education providers to assist residents with employment and education*
- *During FY 2002, the PHA partnered with the Mifflin-Juniata United Way, Mifflin County Library and Mifflin County Mapping Dept. to expand computer labs available to low-income families.*
- *On-site training and supervision to be provided by the "Digital Divide" program staff also trained volunteers to become future instructors and volunteers. Implementation of the "Digital Divide" program is contingent upon state funding.*
- *Computer technicians also provided from the Grant.*
- *Renewed 10-year lease agreement with Snyder Union Mifflin (SUM) Child Development to continue Head Start and Day Care programs on-site at Coleman House.*

Progress Statement: Currently 26% of PHA families are employed. A computer Lab was established during 2003 at Coleman House and a series of computer classes were made available to residents with instruction provided by CAREERLINK. Additional classes are planned for FY 2004 and a second computer lab is planned at Burgard Apartments following relocation of an existing inactive file storage room. The PHA has continued collaboration with Snyder Union Mifflin (SUN) Child Development to maintain HEADSTART and Daycare programs on-site at Coleman House.

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 ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:*

Goals are either completed or on target for completion by the stated date.

- *The first objective has been achieved and is an on going activity. The H. A. refers residents to the appropriate agency for assistance. Educational seminar to discuss fair housing issues with residents were developed by 12/31/2003. Local Legal Services conducted seminar in at PHA site during 1999 and PHA sent staff to HUD seminar during 2000. PHA subscribes to Fair Housing Newsletter. The project managers attended a Fair Housing discrimination/accessibility and sexual harassment seminar in June 2002. As a result, a Resident Sexual Harassment and Discrimination Policy has been adopted.*
- *The second objective has been achieved and is an ongoing activity. The H.A. makes reasonable accommodations as requested and will continue to upgrade units. In year 2005, the HA will begin to upgrade 6 more units to be accessible. PHA will continue to make reasonable accommodations at resident's request. In August 2002, a 2 step section of sidewalk was removed to eliminate barriers to provide greater accessibility in the neighborhood of units 5-26 McCoy Manor.*

Progress Statement: *PHA staff attended a Fair Housing and Accessibility Seminar Preventing Discrimination in Multi-Family Housing sponsored by the Pennsylvania Council for Affordable and Rural Housing (PACARH) in August, 2004. In 2004, a ramp was installed at the sidewalk adjacent to A-1 Lawler Place to provide accessibility to Chestnut Street and the surrounding neighborhood*

Attachment: pa041h02
Housing Authority of the County of Mifflin
Substantial Deviation and Significant Amendment or Modification Definition

a. Substantial Deviation from the 5-Year Plan:

- Any change to the Mission Statement;
- 50% deletion from or addition to the goals and objectives as a whole; and
- 50% or more decrease in the quantifiable measurement of any individual goal or objective.

b. Significant Amendment or Modification to the Annual Plan:

- Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or the Capital Fund Program Annual Statement;
- Any change being submitted to HUD that requires a separate notification to residents, such as changes in the Hope VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or Public Housing Homeownership programs; and
- Any change in policy or operation that is inconsistent with the applicable Consolidated Plan.

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

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN		Grant Type and Number Capital Fund Program Grant No. PA26P04150103 Replacement Housing Factor Grant No:		Federal FY of Grant: 2003	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no:)	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:		JUNE 30, 2004		<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				
3	1408 Management Improvements	41,500.00	32,590.00	20,433.00	16,915.00
4	1410 Administration	40,000.00	18,000.00	18,000.00	12,440.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,000.00	15,407.00	15,407.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	74,661.00	138,773.00	1,674.00	1,674.00
10	1460 Dwelling Structures	171,280.00	124,674.00	124,674.00	10,650.00
11	1465.1 Dwelling Equipment-Nonexpendable	18,000.00	39,947.00	39,947.00	0.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	5,000.00	1,050.00	0.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Cost				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	\$370,441.00	\$370,441.00	\$220,135.00	\$41,679.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance				
24	Amount of line 21 Related to Security -- Soft Costs				
25	Amount of line 21 Related to Security -- Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

Part II: Supporting Pages

PHA Name:		Grant Type and Number			Federal FY of Grant:			
HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN		Capital Fund Program Grant N PA26P04150103 Replacement Housing Factor Grant No:			2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	MANAGEMENT IMPROVEMENTS:	1408						
	1. Protective Services	"		20,000.00	14,896.00	14,896.00	11,378.00	Ongoing
	2. Computer Software Upgrades	"		1,500.00	760.00	370.00	370.00	Ongoing
	3. Agency Plan Annual Update	"		5,000.00	3,000.00	1,483.00	1,483.00	Ongoing
	4. Policy Revisions	"		5,000.00	5,934.00	0.00	0.00	Summer/Fall 2004
	5. Staff Training	"		10,000.00	8,000.00	3,684.00	3,684.00	Ongoing
HA-Wide	ADMINISTRATION	1410		40,000.00	18,000.00	18,000.00	12,440.00	Ongoing
HA-Wide	FEES & COSTS - A&E	1430		20,000.00	15,407.00	15,407.00	0.00	Ongoing
HA-Wide	NON DWELLING EQUIPMENT	1475						
	1. Computer Hdwe Upgrades	"		5,000.00	0.00	0.00	0.00	Allocated to 1460
HA-Wide	2. Install A/Cs Laundry Rooms	"		0.00	1,050.00	0.00	0.00	Fall 2004
HA-Wide	SITE IMPROVEMENTS:	1450						
	1. Concrete Replacement	"		22,361.00	15,000.00	0.00	0.00	Summer 2005
PA 41-1	2. Water,Sewer,Gas Line Replacement	"		10,000.00	5,000.00	0.00	0.00	
PA 41-2	3. Burgard Parking Lot Expand	"		36,800.00	102,030.00	0.00	0.00	Summer 2005
PA 41-9& 10	4. Scattered Site Improvements	"		5,500.00	6,743.00	1,674.00	1,674.00	Ongoing
HA-Wide	5. Improve Site Lighting	"		0.00	10,000.00	0.00	0.00	Summer 2005
PA 41-1 & 2	DWELLING STRUCTURES:	1460						
	1. Roof Replacement	"	8	93,280.00	36,077.00	36,077.00	0.00	In Progress
PA 41-2	2. Burgard Window Replacement	"	123	53,000.00	32,296.00	32,296.00	0.00	Fall 2004
PA 41-2	3. Burgard Security Camera System	"	1	25,000.00	36,301.00	36,301.00	0.00	In Progress
PA 41-1 & 2	4. Floor Replacement	"	2	0.00	20,000.00	20,000.00	10,650.00	Ongoing
PA 41-2	DWELLING EQUIPMENT:	1465						
	Burgard A/C Replacement	"	60	18,000.00	39,947.00	39,947.00	0.00	Fall 2004
TOTAL:				\$370,441.00	\$370,441.00	\$220,135.00	\$41,679.00	

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

PHA Name: <p style="text-align: center;">HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN</p>	Grant Type and Number Capital Fund Program Grant No.: PA26P04150103 Replacement Housing Factor Grant No:	Federal FY of Grant: <p style="text-align: center;">2003</p>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	

HA Wide - All Activities	09/16/05			09/16/07			
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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

10/11/2004

PHA Name:		Grant Type and Number			Federal FY of Grant:			
HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN		Capital Fund Program Grant No PA26P04150203 Replacement Housing Factor Grant No:			2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	MANAGEMENT IMPROVEMENTS Relocate File Room *	1408		15,177.00	0.00	0.00	0.00	* Reclassified to 1475 & 1490
HA-Wide	ADMINISTRATION	1410		7,300.00	7,300.00	7,300.00	0.00	
HA-Wide	FEES AND COSTS - A&E	1430		5,150.00	5,150.00	5,150.00	0.00	Ongoing
PA 41-1	SITE IMPROVEMENT 1. Paving & Lighting Employee Parking Lot	1450 "		36,750.00	0.00	0.00	0.00	Deferred to CFP 2005
PA 41-9 & 10	2. Scattered Site Improvements	"		0.00	5,000.00	0.00	0.00	Ongoing
HA-Wide	3. Concrete Replacement	"		0.00	10,000.00	0.00	0.00	Summer 2005
HA-Wide	4. Improve Site Lighting	"		0.00	10,750.00	0.00	0.00	Summer 2005
PA 41-1 & 2	DWELLING STRUCTURES Boiler Replacement	1460		9,450.00	9,450.00	0.00	0.00	As Needed
HA-Wide	NON DWELLING EQUIPMENT 1. New File Room Equipment	1475 "		0.00	20,000.00	10,987.00	10,987.00	In Progress
HA-Wide	2. Computer Hardware Upgrades	"		0.00	1,000.00	123.00	123.00	As Needed
HA-Wide	RELOCATION COST Relocate File Room	1495 "		0.00	5,177.00	5,177.00	734.00	In Progress
TOTAL:				\$73,827.00	\$73,827.00	\$28,737.00	\$11,844.00	

Annual Statement/Performance and Evaluation Report

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

10/11/2004

Part III: Implementation Schedule

PHA Name: Housing Authority of the County of Mifflin			Grant Type and Number: Capital Fund Program Grant No. PA26P04150203 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA - Wide 41-1 41-2 41-7	3/30/2006	2/12/2006		3/30/2008	2/12/2008		Changed to match dates on eLOCCS website

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

PHA Name: <p style="text-align: center;">MIFFLIN COUNTY HOUSING AUTHORITY</p>	Grant Type and Number Capital Fund Program Grant No. PA26PO4150102 Replacement Housing Factor Grant No:	Federal FY of Grant: <p style="text-align: center;">2002</p>
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<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input checked="" type="checkbox"/> Revised Annual Statement (revision no:)
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:	JUNE 30, 2004	<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				
3	1408 Management Improvements	41,500.00	35,450.00	35,450.00	35,450.00
4	1410 Administration	35,000.00	36,447.00	36,447.00	36,447.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	14,000.00	16,000.00	16,000.00	14,407.00
8	1440 Site Acquisition				
9	1450 Site Improvement	109,170.00	14,646.00	14,646.00	997.00
10	1460 Dwelling Structures	235,955.00	342,513.00	342,513.00	27,887.00
11	1465.1 Dwelling Equipment-Nonexpendable	6,000.00	1,620.00	1,620.00	1,620.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	8,600.00	3,549.00	3,549.00	3,549.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Cost				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	\$450,225.00	\$450,225.00	\$450,225.00	\$120,357.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance	\$0.00	\$1,773.00	\$1,773.00	\$1,773.00
24	Amount of line 21 Related to Security -- Soft Costs	\$20,000.00	\$23,484.00	\$23,484.00	\$23,484.00
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:		Grant Type and Number			Federal FY of Grant:			
MIFFLIN COUNTY HOUSING AUTHORITY		Capital Fund Program Grant No. PA26PO4150102 Replacement Housing Factor Grant No:			2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA WIDE	MANAGEMENT IMPROVEMENTS	1408						
	1. Protective Service	"		20,000.00	23,484.00	23,484.00	23,484.00	Ongoing
	2. Computer Software Upgrades	"		1,500.00	68.00	68.00	68.00	Phase Completed
	3. Agency Plan-Annual Update	"		5,000.00	4,620.00	4,620.00	4,620.00	Ongoing
	4. Policy Revisions	"		5,000.00	0.00	0.00	0.00	Ongoing
	5. Staff Training	"		10,000.00	7,278.00	7,278.00	7,278.00	Ongoing
HA WIDE	ADMINISTRATIVE	1410		35,000.00	36,447.00	36,447.00	36,447.00	Ongoing
HA WIDE	FEES & COSTS: A&E Services	1430		14,000.00	16,000.00	16,000.00	14,407.00	Ongoing
HA WIDE	SITE IMPROVEMENTS:							
	1. Concrete Replacement	1450		37,200.00	997.00	997.00	997.00	Phase Completed
HA WIDE	2. Improve Site Lighting	"		13,200.00	0.00	0.00	0.00	Deferred to 2003
41-2	3. Burgard paving & lighting	"		53,200.00	0.00	0.00	0.00	Deferred to 2003
41-9,10	4. Scattered Sites Improvements	"		5,570.00	0.00	0.00	0.00	Deferred to 2003
41-2	5. McCoy Manor trees	"		0.00	13,649.00	13,649.00	0.00	Summer 2004
41-1	DWELLING STRUCTURES:							
	1. Roof Replacement	1460	9	149,360.00	238,522.00	238,522.00	383.00	Summer/Fall 2004
41-1	2. Floor Repair/Replacement	"	5	47,595.00	25,713.00	25,713.00	25,713.00	Ongoing
41-2	3. Burgard Window Replacement	"	60	39,000.00	76,505.00	76,505.00	18.00	Summer/Fall 2004
HA WIDE	4. ADA Modifications	"		0.00	1,773.00	1,773.00	1,773.00	Phase Completed
41-2	DWELLING EQUIPMENT:							
	1. Burgard A/C Replacement	1465	60	6,000.00	1,620.00	1,620.00	1,620.00	Phase Completed
HA WIDE	NON-DWELLING EQUIPMENT:							
	1. Computer Hardware Upgrades	1475	5	5,000.00	2,553.00	2,553.00	2,553.00	Phase Completed
	2. Air Conditioners-Laundry Areas	"	3	3,600.00	996.00	996.00	996.00	Phase Completed
TOTAL				\$450,225.00	\$450,225.00	\$450,225.00	\$120,357.00	

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

PHA Name: MIFFLIN COUNTY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No.: PA26PO4150102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PA 41-1 LAWLER PLACE & MCCOY I	05/30/04		05/30/04	05/30/06			
PA 41-2 MCCOY II & BURGARD APTS	05/30/04		05/30/04	05/30/06			
PA 41-7 COLEMAN HOUSE	05/30/04		05/30/04	05/30/06			
PA 41-9 LEWISTOWN BOROUGH	05/30/04		05/30/04	05/30/06			
PA 41-10 DERRY TOWNSHIP	05/30/04		05/30/04	05/30/06			

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

PHA Name: <p style="text-align: center;">MIFFLIN COUNTY HOUSING AUTHORITY</p>	Grant Type and Number Capital Fund Program Grant No. PA26P04115001 Replacement Housing Factor Grant No:	Federal FY of Grant: <p style="text-align: center;">2001</p>
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<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:	JUNE 30, 2004	<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				
3	1408 Management Improvements	78,500.00	62,126.00	62,126.00	62,126.00
4	1410 Administration	41,000.00	46,000.00	46,000.00	46,000.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,000.00	25,400.00	25,400.00	25,400.00
8	1440 Site Acquisition				
9	1450 Site Improvement	81,697.00	79,561.00	79,561.00	63,596.00
10	1460 Dwelling Structures	227,003.00	237,364.00	237,364.00	234,023.00
11	1465.1 Dwelling Equipment-Nonexpendable	6,000.00	2,739.00	2,739.00	2,739.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	7,500.00	8,510.00	8,510.00	8,510.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Cost				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	\$461,700.00	\$461,700.00	\$461,700.00	\$442,394.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance	\$10,397.00	\$215.00	\$215.00	\$215.00
24	Amount of line 21 Related to Security -- Soft Costs				
25	Amount of line 21 Related to Security -- Hard Costs				
26	Amount of line 21 Related to Energy 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: MIFFLIN COUNTY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant Nr PA26P04115001 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Mgmt. Imprvmts.	MANAGEMENT IMPROVEMENTS: 1. Protective Services 2. Inspection hardware & software 3. Computer lab/resident training 4. Land Survey-136 Chestnut St 5. Agency Plan annual update 6. Policy Revisions 7. Staff Training 8. Expand internet access 9. Land Surveys (scattered sites)	1408 " " " " " " " "		20,000.00 7,500.00 0.00 15,000.00 5,000.00 5,000.00 5,000.00 1,000.00 20,000.00	29,603.00 3,278.00 10,000.00 1,000.00 5,727.00 3,968.00 5,150.00 0.00 3,400.00	29,603.00 3,278.00 10,000.00 1,000.00 5,727.00 3,968.00 5,150.00 0.00 3,400.00	29,603.00 3,278.00 10,000.00 1,000.00 5,727.00 3,968.00 5,150.00 0.00 3,400.00	Completed Completed Completed Ongoing Ongoing Ongoing Ongoing Completed
HA-Wide	ADMINISTRATIVE	1410		41,000.00	46,000.00	46,000.00	46,000.00	
HA-Wide	FEES & COSTS: A & E Services	1430		20,000.00	25,400.00	25,400.00	25,400.00	Ongoing
	SITE IMPROVEMENTS:	1450						
41-1	1. Concrete replacement	"		7,500.00	29,000.00	29,000.00	29,000.00	Ongoing
41-1	2. Paving & lighting-136 Chestnut	"		20,000.00	1,005.00	1,005.00	1,005.00	Phase Completed
41-1	3. Replace mailboxes	"	120	0.00	11,743.00	11,743.00	9,743.00	Ongoing
41-1	4. Correct erosion @ McCoy	"		6,300.00	0.00	0.00	0.00	
41-1	5. Expand/resurface parking area	"		17,500.00	0.00	0.00	0.00	
41-1	6. Landscape McCoy banks	"		15,000.00	33,000.00	33,000.00	19,035.00	Ongoing
HA-Wide	7. Improve site lighting	"		0.00	0.00	0.00	0.00	
HA-Wide	8. ADA modifications	"		10,397.00	215.00	215.00	215.00	Ongoing
	9. Scattered site improvements	"		5,000.00	4,598.00	4,598.00	4,598.00	Ongoing
	DWELLING STRUCTURES:	1460						
41-1	1. Roof replacement-Lawler Pl	"	9	157,800.00	131,689.00	131,689.00	131,689.00	Phase completed
41-1	2. Floor repair - McCoy Manor	"		30,040.00	34,810.00	34,810.00	34,810.00	Ongoing
41-7	4. Brick repair - Coleman House	"		10,000.00	11,185.00	11,185.00	11,185.00	Completed
41-2	5. Interior renovations-Burgard	"		14,163.00	49,184.00	49,184.00	45,843.00	Ongoing
41-2	6. Shower surrounds-Burgard	"	40	15,000.00	0.00	0.00	0.00	
41-2	7. Burgard fire alarm upgrade	1460	1	0.00	10,496.00	10,496.00	10,496.00	Completed
	DWELLING EQUIPMENT-non exp	1465						
41-2	Burgard laundry air conditioner	"	1	6,000.00	2,739.00	2,739.00	2,739.00	Completed
	NON-DWELLING EQUIPMENT	1475						
	1. Admin computer upgrades	"	10	7,500.00	8,510.00	8,510.00	8,510.00	Ongoing
				\$461,700.00	\$461,700.00	\$461,700.00	\$442,394.00	

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

PHA Name: TY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No.: PA26P04115001 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PA 41-1 Lawler Place & McCoy Manor	12/08/02	06/30/03	06/30/03	06/08/04	06/30/05		Change in HUD requirements
PA 41-2 McCoy Manor & Burgard Apts	12/08/02	06/30/03	06/30/03	06/08/04	06/30/05		Change in HUD requirements
PA 41-7 Coleman House	12/08/02	06/30/03	06/30/03	06/08/04	06/30/05		Change in HUD requirements
HA-Wide Management Improvements	12/08/02	06/30/03	06/30/03	06/08/04	06/30/05		Change in HUD requirements

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

Activities for Year 1 2005	Activities for Year 2 FFY Grant:2006 PHA FY: 2006			Activities for Year 3 FFY Grant: 2007 PHA FY: 2007			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
See Annual Statement	HA-Wide	MANAGEMENT IMPROVEMENTS			MANAGEMENT IMPROVEMENTS		
		1. Protective Services	25,000.00	HA-Wide	1. Protective Services	25,000.00	
		2. Agency Plan Annual Update	5,000.00	HA-Wide	2. Agency Plan Annual Update	5,000.00	
		3. Policy Revisions	2,500.00	HA-Wide	3. Policy Revisions	2,500.00	
		4. Staff Training	10,000.00	HA-Wide	4. Staff Training	10,000.00	
		5. Computer Software Upgrades	1,500.00	HA-Wide	5. Computer Software Upgrades	1,500.00	
		6. Residents' Computer Lab/Training	1,500.00	HA-Wide	6. Residents' Computer Lab/Training	1,500.00	
		HA-Wide	ADMINISTRATION	46,000.00	HA-Wide	ADMINISTRATION	46,000.00
		HA-Wide	FEES & COSTS - A&E	30,000.00	HA-Wide	FEES & COSTS - A&E	30,000.00
		HA-Wide	NON DWELLING EQUIPMENT			NON DWELLING EQUIPMENT	
			1. Computer Hardware Upgrades	7,500.00	HA-Wide	Computer Hardware Upgrades	7,500.00
		HA-Wide	SITE IMPROVEMENTS			SITE IMPROVEMENTS	
			1. Concrete Replacement	10,000.00	HA-Wide	1. Concrete Replacement	10,000.00
		PA 41-9	2. Ltn Boro S/S Improvements	10,000.00	PA 41-9	2. Ltn Boro S/S Improvements	10,000.00
		PA 41-10	3. Derry Twp S/S Improvements	10,000.00	PA 41-10	3. Derry Twp S/S Improvements	10,000.00
		PA 41-1	4. Water,Sewer,Gas Line Replacement	5,000.00	PA 41-1	4. Water,Sewer,Gas Line Replacement	5,000.00
		PA 41-1	DWELLING STRUCTURES			DWELLING STRUCTURES	
			1. Floor Replacement	46,479.00	PA 41-1	1. Floor Replacement	47,873.00
		HA-Wide	2. ADA Modifications	7,500.00	HA-Wide	2. ADA Modifications	7,500.00
		PA 41-1 & PA 41-2	3. Boiler Replacement	37,800.00	PA 41-1 & PA 41-2	3. Boiler Replacement	38,556.00
	PA 41-1 & PA 41-2	4. Storm Door Replacement	22,050.00	PA 41-1 & PA 41-2	4. Storm Door Replacement	9,800.00	
	HA-Wide	5. Kitchen Counter Replacement	5,903.00	HA-Wide	5. Kitchen Countertop Replacement	6,197.00	
	HA-Wide	6. Carpet Replacement	55,850.00	HA-Wide	6. Carpet Replacement	64,507.00	
	HA-Wide	7. Bathtub Refinishing/Repair	4,687.00	HA-Wide	7. Bathtub Refinishing/Repair	4,827.00	
	HA-Wide	8. Kitchen Faucet Replacement	2,575.00	HA-Wide	8. Kitchen Faucet Replacement	2,652.00	
	HA-Wide	9. Window Blind Replacement	6,000.00	HA-Wide	9. Window Blind Replacement	6,180.00	
	PA 41-1 & PA 41-2	10. Exhaust Fan Replacement	1,869.00	HA-Wide	10. Kitchen Cabinet Replacement	8,400.00	
	PA 41-1 & PA 41-2	11. Medicine Cabinet Replacement	12,450.00	PA 41-2 McCoy Manor	11. Vinyl Siding Replacement	13,826.00	
	PA 41-1 & PA 41-2	12. Replace Bathroom Vanities	11,890.00	PA 41-1	12. Cover Dryvit	17,413.00	
	PA 41-1 & PA 41-2	13. Vinyl Siding Replacement	38,460.00	PA 41-5 Coleman	13. Install Corby Key Entry System	12,536.00	
	PA 41-2 McCoy Manor	14. Install Shower Surrounds	9,270.00	PA 41-5 Coleman	14. Security Camera System	17,675.00	
	PA 41-2 Burgard Apts			Pa 41-2 Burgard	15. Install Shower Surrounds	4,774.00	
	HA-Wide	DWELLING EQUIPMENT			DWELLING EQUIPMENT		
		1. Refrigerator Replacement	2,225.00		Refrigerator Replacement	2,292.00	
		Total CFP Estimated Cost	\$429,008.00		Total CFP Estimated Cost	\$429,008.00	

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

Activities for Year 1 2005	Activities for Year 4 FFY Grant: 2008 PHA FY: 2008			Activities for Year 5 FFY Grant: 2009 PHA FY: 2009		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	HA-Wide	MANAGEMENT IMPROVEMENTS 1. Protective Services	25,000.00	HA-Wide	MANAGEMENT IMPROVEMENTS 1. Protective Services	25,000.00
	HA-Wide	2. Agency Plan Annual Update	5,000.00	HA-Wide	2. Agency Plan Annual Update	5,000.00
	HA-Wide	3. Policy Revisions	2,500.00	HA-Wide	3. Policy Revisions	2,500.00
	HA-Wide	4. Staff Training	10,000.00	HA-Wide	4. Staff Training	10,000.00
	HA-Wide	5. Computer Software Upgrades	1,500.00	HA-Wide	5. Computer Software Upgrades	1,500.00
	HA-Wide	6. Residents' Computer Lab/Training	1,500.00	HA-Wide	6. Resident's Computer Lab/Training	1,500.00
	HA-Wide	ADMINISTRATION	46,000.00	HA-Wide	ADMINISTRATION	46,000.00
	HA-Wide	FEES & COSTS - A&E	30,000.00	HA-Wide	FEES & COSTS - A&E	30,000.00
	HA-Wide	NON DWELLING EQUIPMENT Computer Hardware Upgrades	7,500.00	HA-Wide	NON DWELLING EQUIPMENT Computer Hardware Upgrades	7,500.00
	HA-Wide	SITE IMPROVEMENTS 1. Concrete Replacement	5,000.00	HA-Wide	SITE IMPROVEMENTS 1. Concrete Replacement	5,000.00
	PA 41-9	2. Ltn Boro S/S Improvements	10,000.00	PA 41-9	2. Ltn Boro S/S Improvements	10,000.00
	PA 41-10	3. Derry Twp S/S Improvements	10,000.00	PA 41-10	3. Derry Twp S/S Improvements	10,000.00
	PA 41-1	4. Water,Sewer,Gas Line Replacement	5,000.00	PA 41-10	4. Water,Sewer,Gas Line Replacement	5,000.00
	PA 41-1	DWELLING STRUCTURES 1. Floor Replacement	28,309.00	PA 41-10	DWELLING STRUCTURES 1. Floor Replacement	38,531.00
	HA-Wide	2. ADA Modifications	7,500.00	PA 41-10	2. ADA Modifications	7,500.00
	PA 41-1 & PA 41-2	3. Boiler Replacement	38,556.00	HA-Wide	3. Boiler Replacement	28,342.00
	PA 41-1 & PA 41-2	4. Storm Door Replacement	23,800.00	PA 41-1 & PA 41-2	4. Storm Door Replacement	23,800.00
	HA-Wide	5. Kitchen Counter Replacement	6,507.00	PA 41-1 & PA 41-2	5. Kitchen Counter Replacement	6,832.00
	HA-Wide	6. Carpet Replacement	21,000.00	HA-Wide	6. Carpet Replacement	17,407.00
	HA-Wide	7. Bathtub Refinishing/Repair	4,972.00	HA-Wide	7. Bathtub Refinishing/Repair	5,121.00
	HA-Wide	8. Kitchen Faucet Replacement	2,732.00	HA-Wide	9. Kitchen Faucet Replacement	2,814.00
	HA-Wide	9. Window Blind Replacement	6,366.00	HA-Wide	10. Replace Window Blinds	6,557.00
	HA-Wide	10. Kitchen Cabinet Replacement	21,000.00	HA-Wide	11. Cover Dryvit	18,473.00
	PA 41-2 McCoy Manor	11. Vinyl Siding Replacement	25,770.00	PA 41-1	12. Coleman Interior Renovations	30,301.00
	PA 41-1	12. Cover Dryvit	17,935.00	PA 41-7	13. Convert Eff to 1-Bedroom Unit	43,078.00
	PA 41-7	13. Coleman Interior Renovations	30,301.00	PA 41-1 & PA 41-2		
	PA 41-7	14. Coleman Security Cameras	18,205.00		DWELLING EQUIPMENT 1. Refrigerator Replacement	2,431.00
	PA 41-1 & PA 41-2	NON DWELLING STRUCTURES Storage Sheds for Family Units	14,695.00	HA-Wide	2. Stove/Oven Replacement	1,000.00
				HA-Wide	3. Emergency Generator Replcmnt	10,000.00
				PA 41-2 & PA 41-7		
	HA-Wide	DWELLING EQUIPMENT Refrigerator Replacement	2,360.00	PA 41-1 & PA 41-2	Storage Sheds for Family Units	17,821.00
		Total CFP Estimated Cost	\$429,008.00		Total CFP Estimated Cost	\$429,008.00

Attachment: pa041n02
Housing Authority of the County of Mifflin

FYB 2005 Five Year and Annual PHA Plans
Comments of Resident Advisory Board or Boards

PHA Plan 2005
RAB Meeting
September 22, 2004
11:00a.m.

Present:

Patsy Cavanaugh
Joan Russler
Sherry Haines
Kandy Brittain
Lynn Stricker
Tracy Johns
Cheryl Smeltz
Cindy Mattern
Susan Snyder

Absent;

Shirley Silfies
Ronald Haines
Amanda Evans
Timothy Fultz
Tamra Kuhns
Lily Herrera
Kim Rowe

The ninth meeting, with members of the Resident Advisory Board, was held on Wednesday, September 22, 2004. An agenda and the previous meeting's minutes were mailed to each member prior to the meeting.

The minutes from the previous meeting were reviewed with no additions or corrections made.

The committee continued to review **Part II of the S8 Administrative Plan - Proposed Policy Review**. Each section of the policy was read and explained. Discussion was held on the following sections:

Page 54. **Utility Allowance and Utility Reimbursement Payments.** Discussed whether the utility reimbursement payment, received by some 58 tenants, should be paid directly to the Utility Company or the tenant as it is now. After much discussion, the majority of the committee felt that the policy should remain as it is with the payment going to the tenant. But, if a tenant is more than \$100.00 in arrears with a utility payment, then the HA will pay the Utility Company directly.

Page 72. **C. Time Standards for Repairs.** Discussed granting extension if repairs are delayed for a legitimate reason i.e. medically necessary because of health of an owner who completes his own repairs. Committee agreed this should be added to policy.

Page 77. **D. PHA's Disapproval of Owner/Landlord.** The PHA will not approve S8 assistance if the lease is executed between relatives. That is, the owner/landlord of the unit is

related to any member of the assisted family. Comment: Define “relative” in the new plan.

Page 89. E. **Requirements To Add To Family Composition.** Committee agreed that it should be added to require prior approval from the Landlord, also.

Page 96. XV. **Portability.** Add new policy on portability. Resolution #445 dated 8/18/04.

Page 111 XXI 5B. **Informal Hearings and Reviews.** Committee agreed with COMMENT to add that the HA will provide an interpreter to act on their behalf and may assist the participant at no expense.

This was the last meeting of the RAB for the 2005 Plan. Cindy thanked each participant for their comments, ideas, and contributions to the Plan. Board will now approve suggestions for revisions and changes.

Ms. Haines commented that at the last Crime Watch Meeting, there was a suggestion from the ambulance representative that the I-IA label the “Courts” as they have a hard time finding the different addresses when they are called here in an emergency. Discussed different options. Cindy said administration would evaluate further.

Meeting adjourned at 12:08 p.m.

PHA Plan 2005
RAB Meeting
September 1,2004

Present:

Ronald Haines
Sherry Haines
Lynn Stricker
Patsy Cavanaugh
Joan Russler
Kandy Brittain
Kim Rowe
Cheryl Smeltz
Cindy Mattern

Absent:

Tracy Johns
Amanda Evans
Timothy Fultz
Tamra Kuhns
Lily Herrera
Shirley Silfies

The sixth meeting, with members of the Resident Advisory Board, was held on Wednesday, September 1, 2004. An agenda was mailed to each member prior to the meeting.

Minutes from the previous meeting were reviewed. A question was brought up about the roofs being done at McCoy by the end of the year. Cindy assured the committee again that APM will complete the project by that time.

The 2004 Capital Fund Revised Annual Statement was handed out and reviewed with the Committee. The HA's Total Capital Fund Grant was allocated at \$429,008.00. Cindy reviewed and explained the revised budget. There is a question as to whether the Burgard parking lot can be completed, as originally planned, this year due to the new building codes adopted by the Borough. The committee gave their approval of the budget as presented.

Cindy then reviewed the Capital Fund Five Year Plan for 2005 - 2009. Each year's projected budgeted items were discussed. Cindy explained that as each year gets closer and needs change, the budget can be adjusted accordingly. The categories are broad and not very detailed, so that changes can be made when they are needed. The Committee gave their approval of the budget as presented.

Tenant Patsy Cavanaugh commented that she noticed a tree between units A-2 and A-16 that needs some attention as the trunk has "shoots" coming out of it that look badly. Cindy stated the tree will be looked at and tended to as needed.

Meeting adjourned at 2:30. Next meeting is scheduled for Wednesday, September 8th at 1:30 p.m.

PHA Plan 2005
RAB Meeting
September 15, 2004

Present:

Patsy Cavanaugh
Joan Russler
Shidey SilNes
Lynn S *tricker*
Tracy Johns
Cheryl Smeltz
Cindy Mattern
Susan Snyder

Absent:

Sherry Haines
Ronald Flames
Kandy Brittain
Amanda Evans
Timothy Fultz
Tamra Kuhns
Lily Henera
Kim Rowe

The eighth meeting, with members of the Resident Advisory Board, was held on Wednesday, September 15, 2004. An agenda was mailed to each member prior to the meeting.

Minutes from the previous meeting were reviewed with no additions or corrections made. Cindy listed the items from the minutes that will be going to the Board for approval: including a local preference, Sanctioned from HA programs for 5 years instead of 3 after being terminated from 58, Stable relationship - making the time frame for all qualifications 1 year, including the definition of Emancipated Minor in our policies, Income of persons temporarily absent from household, and the Boarders & Lodgers definition.

The committee received Part H of the S8 Administrative Plan Proposed Policy Review for discussion. Each section of the policy was read and explained. Changes made included:

P. 30.7. MCI-IA requires family's to submit 6 weeks of child support check stubs instead of 3 months, when verifying child support payments received.

PHA Plan 2005
RAB Meeting
September 8, 2004

Present:

Sherry Haines
Patsy Cavanaugh
Joan Russler
Shirley Silfies
Kandy Brittain
Kim Rowe
Cheryl Smeltz
Cindy Mattern
Susan Snyder

Absent:

Ronald Haines
Tracy Johns
Amanda Evans
Timothy Fultz
Tamra Kuhns
Lily Herrera
Lynn Stricker

The seventh meeting, with members of the Resident Advisory **Board**, was held on Wednesday, September 8, 2004. An agenda was mailed to each member prior to the meeting.

Minutes from the previous meeting were reviewed.

The form "Special Reexamination Monthly Expenses" was passed out and discussed. This is the form used for persons who pay the minimum rent. Questions the tenant what they pay for and how they pay it with no income.

The S8 Verifications **For Eligibility, Income, and Rent Calculations** was handed out to each member for discussion and review. Comments and questions follow:

Criminal History is maintained in a separate file same as medical information.

Again questioned if "local preference" is a desire of the committee. This preference would be for living and/or employed in Mifflin County. Committee is in favor of preference. This would pertain to both the S8 and Public Housing programs.

The S8 Administrative Plan - Proposed Policy Review was handed out to each member for discussion and review. Comments and questions follow:

9d. Discussed applicants that were previously sanctioned from the program. Discussed whether the time frame for not being admitted back into our programs should be 3 or 5 years when they have lost their voucher and have been terminated from the program. It is the consensus that members agree with 5 years instead of 3. Applicants always have appeal rights.

15.b. Discussed "stable family relationships" . Cindy read policy. Committee agrees that the time frame on all qualifications needing to be met, i.e. living together, bank accounts, etc. should all be 1 year and not 1 year on some and 6 months on others.

- 15g. Emancipated minors - must meet the test for recognition as head of household. Definition **of what an emancipated minor is should be included.**
- 19.d. Discussed the number of years that must pass, after the date of the most recent conviction for Drug abuse and Criminal Activity, for being banned from program - committee wants to keep **it** as written at 5 years instead of 3.
- 23.8. Add and/or PHA Authorization for Release of Info. Ours covers all agencies where HIJD's is limited.
- 27.b. Income of persons temporarily absent from household. Should read 6 months not 12 months. Required to report in writing any absence of more than 60 days - if not a student, in the military or for medical/health reasons. Also change requirement for reporting any changes in family composition or income to be within 10 days, not 30 days.
- 27.b. Absence of children for Foster Care - should read "expected to return within 12 months".
- 28.b. Caretaker adult must meet all applicant requirements. In case of no family member, leave policy open to include a friend.

Boarders & Lodgers definition - should read "spends more than 51% of non-working time at unit. Note: add this to PH policy also.

Meeting adjourned. Next meeting 9/15/04 @ 1:30 p.m.

PHA Plan 2005
RAE Meeting
August 25, 2004

Present:

Ronald Haines
Sherry Haines
Lynn Stricker
Amanda Evans
Tracy Johns
Shirley Silfies
Patsy Cavanaugh
Joan Russler
Lilly 1-lerrera
Cheryl Simeltz
Cindy Mattern

Absent:

Timothy Fultz
Tamra Kuhns
Kandy Brittain
Kim Rowe

The fifth meeting, with members of the Resident Advisory **Board**, was held on Wednesday, August 25, 2004. An agenda, Resolution No. 445, and the previous meeting's minutes was mailed to each member prior to the meeting.

The 2005 Resident Meetings minutes/comment list were copied and distributed to each in attendance.

The minutes from the August 4, 2004 meeting and the summary of the Resident Meetings were reviewed with no changes made to either.

Cindy reviewed Resolution No. 445 that was approved by the Board of Directors at the last meeting. It limits portability under the Section 8 Voucher Program.

Cindy reviewed the new Flat Rents approved by the Board of Directors on August 18, 2004. The increases reflect a less than 4% increase per unit size.

The members received a copy of the proposed revisions to the Public Housing Admission and Continued Occupancy Policy to review and discuss. Comments were as follows:

- #1. Require all applications for admission to PH and 58 be picked up at the Authority Office - end mailing applications (unless hardship is demonstrated/reasonable accommodation): Tenants understand this will be a case-by case situation, usually a medical reason for mailing out applications. All agree with proposal.
- #2. Consider adding a local residency preference - MC residents (or those employed in MC): All tenants liked this preference and agree with it.

- #3. Increase minimum rent from \$25.00 to \$50.00: Tenants questioned how someone on a minimum or no income can afford to pay more. Cindy explained that they usually are receiving some monies from somewhere. One can be exempt if they prove hardship. All are in favor of increase.
- #4. Establish "reasonable" childcare expenses per child for deduction from gross income (reasonable amounts will be determined by doing a survey of day care centers, in-home childcare providers, etc.). Also put a cap on the hours allowed while looking for a job: Tenants all feel that 15 hrs/week is a fair amount to use while looking for a job.
- #5. Establish maximum number of cumulative days within a 12 month period for adult visitors and guests w/o that individual being considered a member of the household: Tenants feel that 14 cumulative days in a 6 month period rather than 12 month period is reasonable.
- #6. Review and establish flat rent schedule for 2005 - completed.
- #7. Consider making utility allowance payments directly to utility company instead of the tenant: All agree - pay directly to utility co. and not to tenant.
- #8. Establish maximum time period and minimum payment amounts for repayments agreements:

All agree - on a case-by case situation. Amount should be based on ability to pay.
- #9. Review and consider Interim Rent Adjustment: tenants ok with policy as written.

Cindy announced that there is a vacancy on Housing Authority Board of Directors - answered questions as to responsibilities and duties. The HA must put out a notice allowing 30 days for tenants to put their names on the ballot. Ballot mailed out to all tenants to cast a vote. Final approval is given by the Commissioner's Office. Some members present seemed interested in the position.

Tenant Sherry Haines asked if there notices could be put in their milk box. Feels her notices are "blowing away" due to not having a storm door on the front door. Request will be passed on.

Cindy questioned if members could meet next week. Most agreed they could. Will be reviewing the modernization progress to date and the 2004 Capital Fund allocation and revised annual statement.

Meeting dismissed at 2:26 p.m. Next meeting scheduled for 09/01/04 at 1:30p.m.

Meeting Adjourned.

PHA Plan 2005
RAB Meeting
August 4, 2004

Present:

Ronald Haines
Sherry Haines
Kandy Brittain
Lynn Stricker
Tracy Joims
Shirley Silfies
Patsy Cavanaugh
Joan Russler
Kim Rowe
Lilly Herrera
Cheryl Smeltz
Cindy Mattern

Absent:

Timothy Fultz
Amanda Evans
Tamra Kuhns

The fourth meeting with members of the **Resident Advisory Board** was held on Wednesday, August 4, 2004. An agenda was mailed to each member prior to the meeting.

Minutes from the last meeting of July 21st were mailed out before the meeting for review. A lengthy discussion was held concerning the proposed policy change to amend the 58 Administrative Plan to deny/restrict portability of program assistance to another area where payment standard is more than 110% of the local payment standard.

S8 tenant, Kandy Brittain, questioned whether the HA can deny a person from moving and taking their voucher with them - NO, it is a HIJD regulation. But, many Authorities are limiting the amount of payment they will pay over and above what the local payment is. The RAB members are very much in favor of limiting the payment amount paid to other areas. Many commented that they would like our HIJD subsidy to stay in Mifflin County. A suggestion was made that maybe the H.A would want to allow for exceptions to be made if a hardship can be proven i.e. a very ill family member. No other comments/changes from the minutes were made.

- Tenant Patsy Cavanaugh again commented about the problem tenant at A-3 and how upset the neighbors are that live in that area. Tenants questioned why the H.A. moves young tenants in where mostly seniors live. The Director reported the HA is doing everything allowed by the law regarding the actions by this tenant. The Director further explained that we do not and cannot have designated sections in our housing. Tenants questioned if we can restrict housing to over 21 years of age, as current tenants feel 18 is too young. The Director stated we can research this issue and also reported the Authority's plans to eventually convert two efficiency apartments into a one-bedroom handicapped accessible unit. This conversion would meet two needs - an increasing demand for accessible units and eliminate efficiency apartments frequently occupied by young people violating the lease and creating havoc within an elderly development. RAB members expressed their concurrence with this plan.

- Tenants questioned the effectiveness of the “triangles” that are put in by Ehrlich Pest Control. One tenant stated she was told by Ehrlichs that they are just glue on a piece of cardboard. There is no repellent in them and they can’t hurt you if you touch them. Also the triangles are placed in the front of the cupboards and they fall out easily and end up getting pitched. Feel they would be more effective if placed in the back of the cupboard where the roaches tend to be due to being dark. Tenants feel that the “Combat” product would work much better and be more cost efficient. The HA. will look into it.
- Tenants commented they dislike the HA receipt, stating it is hard to understand. Cindy commented we would look to see if easier format is available.
- The Director announced that all of the On-Site Tenant meetings were held. Attendance was minimal at McCoy, but the other areas were fair, with Lawler Place having the largest number in attendance. Comments/suggestions from these meetings will be shared with the Board.
- A question was raised as to whether tenant’s can get a copy of the Defiant Trespass List. The Director commented that it is posted at each location and here at the office. Stated it would be difficult since the list changes frequently. The Director will look into.
- Agenda item #4 (reviewing the modernization progress to date) will be discussed at next meeting due to time constraint.

Meeting dismissed at 2:26 p.m. Next meeting scheduled for 8/25/04 at 1:30 p.m.

Meeting Adjourned.

PHAPlan 2005
RAB Meeting
July21, 2004

Present:

Lynn Stricker
Shirley Silfies
Patsy Cavanaugh
Joan Russler
Cheryl Smeltz
Cindy Mattern
Susan Snyder

Absent:

Sherry Raffles
Ronald Hathes
Lily Herrera
Timothy Fultz
Kim Rowe
Amanda Evans
Tamra Kuhns
Tracy Johns
Kandy Brittain

The third meeting with members of the Resident Advisory Board was held on Wednesday, June 23, 2004. A revised agenda was given to each in attendance.

Minutes from the last meeting of June 23rd were mailed out before the meeting for review. No comments or changes to the minutes were made.

Tenant Patsy Cavanaugh started the meeting with a list of questions/concerns from Lawler Place.

- Questioned if names can be put on new mailboxes. Cindy answered names can be put on as long as they are not permanent.
- Questioned if rumor is true that the Lawler Place Laundry is closing. Cindy answered that there is no truth to the rumor. The Laundry Room will stay closed on weekends and evenings but will remain open, as usual, during office hours.
- Questioned when roofs at Lawler will be done. Cindy answered that the contractors are at McCoy replacing roofs and as soon as they complete that phase of the project, they will come down to Lawler. Will probably be in September.
- Questioned whether there could be a picnic table purchased for A- Court. Cindy answered that the budget is tight right now and purchases are being contained until HIJD funding is paid.
- Mowing contractors hit *flag* holder in flowerbed and bent it. Tenant requests it be replaced.
- Tenants questioned if “dead bush” could be removed *from* B-14. Stated it looks bad. Cindy stated the bush has already been ordered to be removed. The tenants agreed that they just want the facilities to look nice.

Tenants questioned if meeting could be changed back to 1:30 instead of 11:00. After discussion was held, the attendees agreed that 1:30 is better for them.

Cindy announced that the Annual Resident meetings for each site have been scheduled and will start on Friday (July 23). Notices have been posted and each tenant has received a notice of the scheduled meeting times. Tenants can attend any of the scheduled meetings.

Cindy discussed 2 Proposed Policy Changes:

1. Applicants would now be required to come to the Housing Office to pick up a housing application rather than mailing out, as we have done in the past. Applications have been mailed out as far away as Florida and New York.
2. Discussed proposed amendment to Section 8 Administrative Plan to deny/restrict portability of program assistance to another area where payment standard is more than 110% of the local payment standard. Cindy explained that Section 8 tenants can move and take their housing voucher with them to any county, state, etc. , and our Housing Authority pays that tenants rent. Many of the rents are higher than ours and the costs associated with those higher rents paid by our program exceeds up to \$12,000 yearly.

Tenants are in favor of both proposed changes. It was the consensus of the group that portability of program assistance to another area should be denied/restricted where payment standard is more than 100% of the local payment standard. RAB members felt strongly the H.A. should not pay any more for portability than the amount that would have been paid in Mifflin County.

Agenda item #6 will be postponed until next meeting.

Other Comments:

Shirley Silfies stated she feels the family units are more quiet and there is more control of children since the curfew went into effect.

Discussed the benches outside the Coleman and whether there is still a problem with persons hanging around at night. Tenants feel the Police Bike Patrol has helped tremendously in preventing loitering in this area.

Tenants feel the new mailboxes look great. The large numbers on them are an added bonus.

Meeting dismissed at 11:55 a.m. Next meeting scheduled for 8/4/04 at 1:30p.m.

PHA Plan 2005
RAB Meeting
June 23, 2004

Present:

Ronald Haines Patsy Cavanaugh
Sherry Haines Joan Russler
Lynn Stricker Timothy Fultz
Kim Rowe Cindy Mattern
Lily Herrera Cheryl Smeltz
Shirley Silfies

Absent:

Amanda Evans
Tamra Kuhns
Tracy Johns
Kandy Brittain

The second meeting with members of the Resident Advisory Board was held on Wednesday, June 23, 2004.

Minutes from the last meeting of June 1 1 were handed out for review and comments. The minutes were presented to the Board at their last meeting on June 16th Minutes will be given to the HA. Board, on a monthly basis, instead of waiting till the completion of the annual PHA Plan as was done in the past.

Cindy M. reviewed the 5-Year Plan, established last year, highlighting the areas that have been completed and will be completed in the near future. We must prove to HUD that we're taking steps to complete the goals established. Highlighted areas were:

- We are meeting the needs of our Spanish speaking applicants and tenants with the hiring of an interpreter and staff attending a conversational Spanish speaking class. Also, the Maintenance cards that are left behind when they are in units, now includes a Spanish translation also.
- S8 achieved a high performer score of 100/100. They have recruited 24 new landlords to the program in 2003 and 7 *so far* in 2004.
- PH high performer score of 93/100.
- Burgard Apartments security cameras will be installed soon.
- Emergency pull alarm in Coleman Laundry Room will also be completed soon.
- Discussed the computer lab at the Coleman and it's usage. Discussed the viability of installing labs at Lawler and Burgard. Tenants acknowledge there is no place at McCoy to install a lab. Possibility of kids using the lab at Coleman (with adult supervision) after school was discussed. Will do a brief questionnaire to evaluate family units for need.
- Public transportation system in Mifflin County is still being worked on. Currently funding is not available.

- The Limited Access and Barring Policy was handed out. The Board of Directors approved policy on March 10, 2004. Cindy reviewed the policy with the committee. Committee feels it is very thorough and complete. Housing authority has basically been doing what is in the policy, it's just that it is now documented.
- Joan Russler questioned if Maintenance staff still leaves yellow copy of work order behind. Cindy explained that the yellow copy is not left behind at re-exam and only if there are no charges. If there are charges, a yellow copy is mailed for payment.
- Patsy Cavanaugh questioned if rumors of tenants now needing birth certificates is true. 1-RID does now want birth certificates on tenants. HA is requesting at time of interview for new tenants and re-exams for current tenants.
- Tenants questioned age minimum for housing. Cindy stated that it is 18. Anyone under 18 cannot enter into a legal agreement with us. Discussed a young high school student that lives among elderly and her late night parties and noise. Concerns were documented and will be addressed.

Next meeting will be scheduled for 7/7/04 at 11:00a.m.

Meeting Adjourned.

PHA PLAN 2005
RAB MEETING
JUNE 2, 2004

The first meeting *with* members of the Resident Advisory Board was held Wednesday, June 2nd. This year the RA3 membership was expanded to provide representation from each Authority development. Attached is a list of the RAB members who participated in this meeting.

When questioned about housing needs, the following comments were received:

- a. Lynn Stricker, Coleman House representative, reported the laundry room in the basement of the building is very warm and the resident organization planned to purchase a fan to use in the room. He also questioned if the Authority plans to install an air conditioner in the laundry room.
- b. Amanda Evans, McCoy Manor representative, reported the area directly behind her apartment is very dark and she recently had approximately \$400 worth of clothing stolen from the clothes lines.
- c. Tracy Johns, McCoy Manor representative, suggested peep holes be installed in doors at the rear of the apartment.
- d. Joan Russler, Burgard Apartment representative, reported the peep hole in her apartment door does not work, that she cannot see anything even if someone is standing right outside her door.
- e. Sherrie Haines, Lawler Place representative, reported the fiberglass picnic table in the middle of F-Court is broken, that the braces under the table are very loose and wobbly.
- f. Ronald Haines, Lawler Place representative, reported there is also a picnic table located behind the A-Building at Lawler Place in need of repairs.

- g. Shirley Silfies, Lawler Place representative, questioned if the *Authority* has begun enforcing the “quiet time” policy discussed last year. She commented that school will soon be out and it would be a good time to begin enforcement of “quiet time” after 10:00 p.m.
- h. Tim Fultz, McCoy Manor representative, commented persons driving in and out of the parking area in his neighborhood need to slow down. He said there are a lot of young children playing in that area.
- i. Patsy Covanaugh, Lawler Place senior representative, identified the need for a ramp near *A-I* to provide wheelchair accessibility to Chestnut Street and the surrounding neighborhood.
- j. Several members questioned if plans by the County Planning department for public transportation were approved.
- k. Amanda Evans commented there is a need for storage buildings or something cit McCoy Manor for residents to keep their lawn mowers, bicycles arid the like.
- l. Lily Herrera, scattered site representative, questioned if the Authority plans to replace any concrete sidewalks this year. She reported there is a sidewalk behind her house that needs replaced.
- m. Kim owe, scattered site representative reported her deck is covered with a green substance arid questioned how she could remove it.
- n. Amanda Evans, McCoy Manor representative, reported the bank in front of her apartment is a problem arid questioned if a handrail could be placed along the sidewalk.
- o. Sherrie Haines, Lawler Place representative, questioned if residents are permitted to plant trees? She commented that a new tenant in F- Court has planted something along the side arid in front of their apartment.

The Director reported bids were recently received for roof construction at Lawler Place and McCoy Manor. This will be the last phase of roof construction and upon completion of the work this summer; all flat roofs will be eliminated. In addition, new windows and air conditioners and security cameras will be installed at Burgard Apartments.

The Director further reported new mailboxes have been received and will be installed within the next month or two at Lawler Place and McCoy Manor. Tim *Fultz*, McCoy Manor representative, commented he often received mail for another apartment and shared his experience of having a package stolen from his porch.

The Public Housing Admission and Continued Occupancy Policy will also be up-dated and included as a part of the 2005 Annual Plan, as well as the Authority's annual operating budget, and one year/five year plan(s) for modernization activities.

The Agenda for the next meeting will include a review of the Authority's newly adopted Limited Access and Barring policy, which was approved by the Board of Directors on March 10, 2004.

PITA Agency Plan 2005

Resident Meeting Minutes

The required Annual Tenant meetings with each of the Housing Developments were held. The meetings are held to review the Authorities' Annual Plan and to review and update the Goals and Objectives of the Plan. The 5-year plan, for spending Modernization Money, is also reviewed and updated each year. Tenants are given the opportunity to share concerns, and ideas helpful to the HA to assure the needs of the different areas are met. The RAE, Resident Advisory Board, has been meeting regularly to also review and update the policies of the Plan. Any comments/suggestions voiced will be documented and shared with the Board of Directors.

Discussed new components in this year's plan - Revisions to Public Housing Admission and Continued Occupancy Policy (mailing applications) and Revisions to the 58 Administrative Plan (portability for Section 8).

Discussed the new Limited Access and Barring Policy that was adopted this past spring. Will be included in the Agency Plan.

Coleman House - July 23, 2004 @ 10:00 am.

Attended:

Doris Osborn
Gertrude Lynn
Boyd Lynn
Lynn Stricker
Willie Boswell
Mada Graham
Violet Williams
Emory Snyder
Lucy Ross
Olive Copeman
Shirley Bishop
Joyce Stewart

Lynn Stricker - Asked when the Emergency Pull Alarm in Laundry Room will be installed. Has to be installed by outside contractor. Schedule is not known at this time

Tenant - Asked if the Card Key Swipe at the Back Door could be moved to the other side. It is hard to see if someone is coming through the door. Questioned if a door with glass in it would be beneficial.

Willie Boswell - Can the Computer Room be open at times for use? ETA is looking for volunteers to man the labs so there is someone there to oversee the computers. Cindy asked if anyone would be interested in more computer classes, whether a refresher course or more advanced class? - There is interest.

Tenant - questioned whether persons are still congregating outside on the benches. Tenants feel problem has resolved with the Police Bike Patrol being back on duty. Tenants do not see problems with vandalism except for car alarms going off occasionally out back.

Cindy explained new Up-front verification process and the requirement from HUD now wanting

Birth Certificates on everyone. Tenants questioned what other ID is accepted in place of Birth Certificates. Will look at on individual basis.

McCoy Manor- July 23, 2004 @2:00 p.m.

Attended:

Lisa Reish

Tenant feels sight lighting is adequate in the area where she lives. Lighting is not as good further up in the development.

Tenant feels she has a problem with spiders on screens due to lights out back - encouraged to buy spray and spray screens.

Burgard Apartments - July 26, 2004 @ 10:00 a.m.

Attended:

Mary Lukens

Joan Russler

Beverly Liddick

Martha Wagner

Lois Osenga

Jennifer McKnight

H. Joann Johnson

Sometime in August - September, the new Security Cameras will be installed throughout Burgard. Should be up and running by Fall.

In September, contractors will be replacing all windows and Air conditioners in Burgard.

Also in the Fall, the 2 phase of construction will include expanding the parking lot out front at Burgard.

The Director questioned whether tenants would be interested in Computer Lab at Burgard. - tenants feel if instructor and classes were offered, there would be interest. There is also an interest in a copy machine, fax and printer for use. Tenant would like to see a more advanced class.

Tenant questioned when the Hallways will be completed. Will be completed within the next couple of months. Includes border, baseboard and handrail.

Tenant feels trees need trimmed at back parking area.

Tenant stated that back door is propped open frequently. The front door stays open when it is swung open. The left side needs adjusted. (Will notify Maintenance to evaluate). When security cameras are installed, persons will be seen if they prop the doors open.

Tenant questioned when they would be getting another snack machine - Will look into.

Tenants stated 2 dryers don't work - they take too long to dry costing lots of money. Tenants stated they prefer the stack models. Cindy stated we will look at appliance records to see where we are with life of current appliance and where we are with budget.

Lawler Place - July 26, 2004 2:00 p.m.

Attended:

Nancy McVicker	Shirley Lane
Joyce McCartney	Steve Hayes
Nicole Dudick	Nancy Richard
Carole Snyder	Dorothea Hackenberry
Carol Sault	Catherine Gahagan
Shirley Silfies	Jackie Swartzell
Betty Reeder	Katherine Wells
Martha Moore	Pearl Treaster
Ruth Wilt	Bertha Frey
Vickie Bowersox	Darla Johnson
Robert Reichenbach	
Gordon Callahan	
Edith Callahan	

Roof replacement at Lawler will be completed, after they finish at McCoy, sometime in October or November.

There is some interest in a Computer Lab being put in at Burgard for use.

Carole Snyder - leaves in spouting clogs and causes leaks. Should be called in so a Maintenance Order can be completed.

Steve Hayes notes some of the new mailboxes are too high. Short people can't reach. Noted.

Betty Reeder - Door on new **mailbox won't** open the whole way. Maintenance will check.

Steve Hayes - Trees need trimmed. Dead branches hanging down in B Court and A Court. Is a never ending job and we'll do our best to keep up with them.

Nancy McVicker - Mud splashes up all over the place when it rains. Area needs reseeded Between A-5 and A-6.

Tenants suggest identifying Burgard as 120 Chestnut **Street** - persons are always asking where it is. Building is not identified. Building should have numbers on it. Will look into.

Carol - Pavement is loose and chipping between E-4 and E-5.

Tenants commented that Garbage Cans are located at the wrong side of the buildings.

Tenants at A Court and B Court want picnic tables. There are no more picnic tables to put out - funds are not there for this year. Tenant questioned if they could build or buy one for area.

Tenant questioned about having exhaust fans in Lawler - Installation is in 5 year Plan. Tenants state cars pull out of the Trailer Court too fast. Concern for children getting hit.

Tenant questioned if there **is** a rule as to how many washers and dryers one can use at a time. There is no policy. But we would certainly want everyone to use courtesy when in the laundry rooms.

Tenant questioned if tree along Montgomery Avenue can be trimmed so it does not hang over on cars,

PHA PLAN FYB 2005
RECORD OF PUBLIC HEARING

September 10, 2004

2:00 p.m.

No members of the public were present for the public hearing, duly advertised and scheduled for this date. At 2:15 p.m., Cindy Mattern declared the hearing closed.

AGENDA

PHA AGENCY PLAN - FYB 1/1/05

PUBLIC HEARING

SEPTEMBER 10, 2004

2:00 p.m.

1. **Sign-in**
2. Hearing format
3. Approval and submission dates
4. Components of the Plan (Table of Contents)
5. Resident Advisory Board participation
6. Mission Statement
7. HLTD's strategic goals/HA goals & objectives
8. Up-date HA progress in meeting established goals and objectives
9. Discuss new components in this year's plan - if any
10. Review attachments to the Agency Plan
 - a. Public Housing Admission and Continued Occupancy Policy
 - b. Section 8 Administrative Plan
11. Capital Improvement Plan
Status of mod activities, annual statement, and five-year plan.
12. Comments
13. Adjournment