

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

---

# PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2009

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

## PHA Plan Agency Identification

**PHA Name:** Mercer County Housing Authority    **PHA Number:** 020

**PHA Fiscal Year Beginning:** 07/2008

**PHA Programs Administered:**

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

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

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

### 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: (Mercer County Housing Authority is dedicated to enhancing the quality of life for people who need affordable, safe housing choices and supportive services in well-maintained neighborhoods.)

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)  
Provide transitional housing
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)Asset Mgt.

- Renovate or modernize public housing units: Market Street, Vermeire Manor
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing: Market Street, McDowell Manor
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below) Elderly tax credit developments  
Homeless vouchers

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements: security cameras, increased lighting
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:

- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

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

**Goal 1: Effectuate excellence in MCHA property management.**

Objective One: We will become a HUD High Performer

Objective Two: We will improve the physical safety of public housing sights.

Objective Three: We will support resident organizations and resident involvement at all sites.

Objective Four: Improve MCHA's image.

Objective Five: MCHA shall maintain a highly professional staff and board.

Objective Six: Increase our operational efficiency and productivity.

**Goal 2: Develop choices and availability in affordable quality housing while supporting balanced communities.**

Objective One: Develop a plan to reach 1,200 housing assisted units.

Objective Two: Conduct market studies to determine the feasibility of moving into currently underserved areas of the county.

Objective Three: Place major focus on developing accessible units for elderly and disabled, and identify the implications, such as housing design, necessary support services, and costs of assisting with the aging in place under the state's new initiative.

Objective Four: Develop scattered sites for family and special need units.

Objective Five: Identify MCHA properties for Section 8 homeownership, and develop a brochure to help sell those properties.

Objective Six: Assess whether we will dispose of or develop MCHA vacant lots.

**Goal 3: Promote support services for PHA residents through leveraging resources and engaging other institutions.**

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

Objective Two: Reapply for the Ross Grant.

Objective Three: Investigate the feasibility of applying for the multi-family service coordinator grant.

Objective Four: Develop innovative ways to increase resident participation through such methods.

**Goal 4: We will seek funding sources to supplement HUD funding.**

Objective One: Help us identify and market our special skills.

Objective Two: Develop an endowment fund.

Objective Three: Develop more fundraising programs for the endowment.

Objective Four: Consider the feasibility of renting our community centers and revising our board policy about this.

Objective Five: Encourage more gas well exploration on our property.

Objective Six: Review the potential to be cable/satellite TV resellers.

Objective Seven: Explore the feasibility of using our property for wind energy generation.

Objective Eight: Maximize resources by conserving energy.

**Goal 5: To enhance marketability of PHA Neighborhoods by implementing programs that create increased desirability.**

Objective One: Review our competition to compare to our standards and practices and determine how we can bring amenities of our units up to community standards.

Objective Two: Study the impact of paying tenants utilities.

Objective Three: Develop and implement market plan.

**Goal Six: Utilize technology to maximize efficiency and accountability of PHA operations.**

Objective One: To assist MCHA staff in improving MCHA operations.

**Annual PHA Plan**  
**PHA Fiscal Year 2009**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

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

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

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

**Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	
1. Housing Needs	5
2. Financial Resources	13
3. Policies on Eligibility, Selection and Admissions	14
4. Rent Determination Policies	23
5. Operations and Management Policies	27
6. Grievance Procedures	29
7. Capital Improvement Needs	30
8. Demolition and Disposition	32
9. Designation of Housing	33
10. Conversions of Public Housing	34
11. Homeownership	35
12. Community Service Programs	
38	
13. Crime and Safety	40
14. Pets (Inactive for January 1 PHAs)	43
15. Civil Rights Certifications (included with PHA Plan Certifications)	43

16. Audit	43
17. Asset Management	43
18. Other Information	44

### Attachments

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

#### Required Attachments:

- Admissions Policy for Deconcentration (Attachment A)
- FY 2008 Capital Fund Program Annual Statement - (Attachment Y)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members - (Attachment O)
- List of Resident Board Member - (Attachment P)
- Community Service Description of Implementation - (Attachment R)
- Information on Pet Policy (Attachment B)
- Section 8 Homeownership Capacity Statement, if applicable (page 45)
- Description of Homeownership Programs, if applicable (Attachment N)

#### Optional Attachments:

- PHA Management Organizational Chart (Attachment C)
- FY 2008 Capital Fund Program 5 Year Action Plan (Attachment G)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (Attachment D)
- Other (List below, providing each attachment name)
  - Victims of Domestic Violence - (Attachment E)
  - PHAS Resident Survey Follow-up Action Plan - (Attachment F)
  - Site Based Management and Accounting - (Attachment I)
  - Capital Fund Securitized Revenue Bonds - (Attachment L)
  - Energy Performance Contracting - (Attachment L)
  - Definition of Substantial Deviation - (Attachment Q)
  - Voluntary Conversion Insert - (Attachment S)
  - Project-Based Voucher Program - (Attachment U)
  - 2007 P & E Report - Bond Proceeds (Attachment W)
  - 2005 P & E Report - (Attachment H)
  - 2005 P & E Report - Replacement (Attachment J)
  - 2005 P & E Report - (Attachment T)
  - 2006 P & E Report - (Attachment X)
  - 2006 P & E Report - Replacement (Attachment K)
  - 2007 P & E Report - Replacement (Attachment M)

### Supporting Documents Available for Review

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans

X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
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

X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
X	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Pet Policy	

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

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	343	5	5	5	2	4	5
Income >30% but <=50% of AMI	52	3	3	5	2	4	5
Income >50% but <80% of AMI	8	1	2	4	3	5	5
Elderly	106	5	4	5	4	5	5
Families with Disabilities	39	4	4	5	5	5	5
Race/Ethnicity	302	5	5	5	2	5	5
Race/Ethnicity	101	5	5	5	2	5	5
Race/Ethnicity	4	5	5	5	2	5	5
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)  
Tenmast System Information on current housing residents (07/08)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	403		192
Extremely low income <=30% AMI	343	85%	
Very low income (>30% but <=50% AMI)	52	13%	
Low income (>50% but <80% AMI)	8	20%	
Families with children	147	36%	
Elderly families	129	32%	
Families with Disabilities	49	12%	
Race/ethnicity (white)	302	75%	
Race/ethnicity (black)	101	25%	
Race/ethnicity (other)	4	10%	
Race/ethnicity			
Characteristics by			

Housing Needs of Families on the Waiting List			
Bedroom Size (Public Housing Only)			
1BR	239	57%	44
2 BR	134	32%	91
3 BR	40	10%	50
4 BR	5	1%	7
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

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

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

#### Centennial Place

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" 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	225		50
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80%			

Housing Needs of Families on the Waiting List			
AMI)			
Families with children	165		
Elderly families	40		
Families with Disabilities			
Race/ethnicity (white)			
Race/ethnicity (black)			
Race/ethnicity (other)			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	57		
2 BR	89		
3 BR	59		
4 BR	27		
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

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

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

#### Section 8

Housing Needs of Families on the Waiting List
---

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	170		125
Extremely low income <=30% AMI	143	84%	
Very low income (>30% but <=50% AMI)	20	12%	
Low income (>50% but <80% AMI)	7	4%	
Families with children	84	49%	
Elderly families	15	9%	
Families with Disabilities	18	11%	
Race/ethnicity (white)	100	59%	
Race/ethnicity (black)	69	41%	
Race/ethnicity (other)	1	.01%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	74		
2 BR	59		
3 BR	34		
4 BR	3		
5 BR			
5+ BR			

### Housing Needs of Families on the Waiting List

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)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below) Members and participation in housing and Human Service Associations

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance

- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

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

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2005 grants)</b>		
a) Public Housing Operating Fund	1,910,276	
b) Public Housing Capital Fund	2,127,000	
c) HOPE VI Revitalization	140,000	
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	427,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	80,000	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>Shelter Plus Care (SPC)</b>	54,000	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	695,000	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>4. Other income</b> (list below)		
Investment Income	144,000	
<b>Program Income</b>	50,000	
<b>4. Non-federal sources</b> (list below)		
<b>Capital Fund Bond</b>	127,000	
City of Farrell-CDBG	5,000	
<b>Total resources</b>	5,759,276	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (3-4 months)
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (utilities)

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

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

**(2)Waiting List Organization**

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

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

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

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

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

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

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

3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists? 2

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

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

**(3) Assignment**

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

- One  
 Two  
 Three or More

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

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

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

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

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

Other preferences: (select below)

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

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

### 1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

- Adoption of site based waiting lists  
If selected, list targeted developments below:

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

## **B. Section 8**

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

### **(1) Eligibility**

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

- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)
  - Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
  - Other ([describe below](#)) Program information, inspection results and fair market rents

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
  - Federal public housing
  - Federal moderate rehabilitation
  - Federal project-based certificate program
  - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
  - Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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.

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

**(5) Special Purpose Section 8 Assistance Programs**

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

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

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

- Through published notices
- Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

Childcare expenses

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)

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](#))

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

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

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

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

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

## B. HUD Programs Under PHA Management

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	533	220
Section 8 Vouchers	318	35
Section 8 Certificates	NA	
Section 8 Mod Rehab	NA	
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	0
Public Housing Drug Elimination Program (PHDEP)	NA	
Shelter Care Plus	8	3
Elderly/Disabled ROSS	149	15
Other Federal Programs(list individually)	NA	
Capital fund		
HOPE VI Phase I		
HOPE VI Phase II		

## C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (list below)

Admissions and Continued Occupancy

- \*Automobile Policy
- \*Blood Borne Pathogens and Hazardous Materials Policy
- \*Capitalization Policy
- \*Cellular Phone Policy

- \*Check Signing Policy
- Community Room Policy
- \*Criminal Records Management Policy
- \*Disposition Policy
- \*Drug-Free Policy
- \*Equal Housing Opportunity Policy
- \*Executive Limitations Policy
- \*HIPAA and Privacy Policy
- \*Investment Policy
- Maintenance Plan (w/Pest Prevention & Eradication) Policy
- \*Media Policy
- \*Personnel Policy
- Pet Policy
- \*Procurement Policy
- \*Public Records Policy
- \*Records Management Policy
- Rent Collections Policy
- \*Resident Initiatives Policy
- \*Technology Resources
- \*Travel Policy
- Tresspass and Banning Policy

(2) Section 8 Management: (list below)  
Administration Plan for Section 8

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

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
  - PHA development management offices
  - Other (list below)

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

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

If yes, list additions to federal requirements below:

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

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual

Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) pa020z01

-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 (G)

-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: Centennial Place

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:

Gurrera II & III  
 Mesabi Street area  
 Woodland Place

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

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

**Designation of Public Housing Activity Description**

1a. Development name: McDowell Manor
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 checked="" 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: McDowell - 50 Fornelli Manor - 40
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <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: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

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

## B. Section 8 Tenant Based Assistance

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

### Section 8 Homeownership Capacity Statement

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

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

**Criteria for option of participation in this program are:**

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

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

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (1)]

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

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 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) Emergency Administrative Agreement

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Family Savings Account</i>	2	<i>Special criteria</i>	<i>PHA main</i>	<i>Both</i>
ROSS Grant	229	Special criteria	PH site	PH
Keystone SMILES	4	Other	Sharpsville	Both
Resident council	13	Other	At the sites	Both
HOPE VI CSS Endowment		Special	Centennial	PH


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

a. Participation Description

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

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

**C. Welfare Benefit Reductions**

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

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

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

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

[24 CFR Part 903.7 9 (m)]

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

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

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

(select all that apply)

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

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

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

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

Malleable Heights, Mesabi Street, Herbert Garster Homes

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)  
**Hired Security chief (part-time) to be liaison to local police department, and added Trespass and Banning Policy to permit Police to arrest person for loitering (second offense)**

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

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

**C. Coordination between PHA and the police**

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)  
**Hired Security chief (part-time) to be liaison to local police departments, and added Trespass and Banning Policy to permit Police to arrest person for loitering (second offense)**

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

**PA 20-4 malleable Heights, PA 20-7 Mesabi Street Project, PA 20-8 Herbert Garster Homes (Public Housing)**

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

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

- Yes  No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

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

[24 CFR Part 903.7 9 (n)]

See Pet Policy at Attachment B

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

- Attached at Attachment (File name)
- Provided below:

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)  
Met with community listed in comment on changes they requested.

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  - Rehabilitation of existing public housing stock in a manner that is sensitive to the need for accessibility to and visitability for persons with disabilities
  - Conversions of underutilized and less marketable public housing that is conducive to neighborhood revitalization
  - Homeownership incentives for public housing residents

- Resident initiatives, especially those aimed at promoting the economic self-sufficiency of public housing residents
- Supportive services, especially those that support the aging in place of senior citizens
- Request for additional section 8 vouchers from HUD

Other: (list below)

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

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

Need for additional affordable housing

**D. Other Information Required by HUD**

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

**1. Significant Amendment/modification or substantial deviation - See attachment Q**

## **Attachments**

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

# PHA Plan Table Library

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

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

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

Original Annual Statement

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

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

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

**Annual Statement**

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

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

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

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

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



Mercer County Housing Authority

Admissions Policy for Deconcentration (Page 1 of 1)

Component 3, (6) Deconcentration and Income Mixing:

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

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

Mercer County Housing Authority has an admissions policy designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects, and lower income tenants into higher income projects by using Gross Annual Income.

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

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

Incentives to obtain higher income families is: allowing occupancy standards of one child per bedroom.

MCHA will use the following steps for admission:

1) Annually determine average income of all families in all developments.

**PETS**

[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

**INTRODUCTION**

This chapter explains the PHA's policies on the keeping of pets and any criteria or standards pertaining to the policies. The rules adopted are reasonably related to the legitimate interest of the PHA to provide a decent, safe and sanitary living environment for all tenants, and to protect and preserve the physical condition of the property, as well as the financial interest of the PHA.

The chapter is organized as follows:

Part I: Assistance Animals. This part explains the difference between assistance animals and pets and contains policies related to the designation of an assistance animal as well as their care and handling.

Part II: Pet policies for all developments . This part includes pet policies that are common to both elderly/disabled developments and general occupancy developments.

Part III: Pet deposits and fees for elderly/disabled developments. This part contains policies for pet deposits and fees that are applicable to elderly/disabled developments.

Part IV: Pet deposits and fees for general occupancy developments. This part contains policies for pet deposits and fees that are applicable to general occupancy developments.

## **PART I: ASSISTANCE ANIMALS**

[Section 504; Fair Housing Act (42 U.S.C.); 24 CFR 5.303]

### **10-I.A. OVERVIEW**

This part discusses situations under which permission for an assistance animal may be denied, and also establishes standards for the care of assistance animals.

Assistance animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals – often referred to as “service animals,” “assistive animals,” “support animals,” or “therapy animals” – perform many disability-related functions, including but not limited to the following:

- Guiding individuals who are blind or have low vision
- Alerting individuals who are deaf or hearing impaired
- Providing minimal protection or rescue assistance
- Pulling a wheelchair
- Fetching items
- Alerting persons to impending seizures
- Providing emotional support to persons with disabilities who have a disability-related need for such support

Assistance animals that are needed as a reasonable accommodation for persons with disabilities are not considered pets, and thus, are not subject to the PHA's pet policies described in Parts II through IV of this chapter [24 CFR 5.303; 960.705].

## **10-I.B. APPROVAL OF ASSISTANCE ANIMALS**

A person with a disability is not automatically entitled to have an assistance animal. Reasonable accommodation requires that there is a relationship between the person's disability and his or her need for the animal [PH Occ GB, p. 179].

A PHA may not refuse to allow a person with a disability to have an assistance animal merely because the animal does not have formal training. Some, but not all, animals that assist persons with disabilities are professionally trained. Other assistance animals are trained by the owners themselves and, in some cases, no special training is required. The question is whether or not the animal performs the assistance or provides the benefit needed by the person with the disability [PH Occ GB, p. 178].

A PHA's refusal to permit persons with a disability to use and live with an assistance animal that is needed to assist them, would violate Section 504 of the Rehabilitation Act and the Fair Housing Act unless [PH Occ GB, p. 179]:

- There is reliable objective evidence that the animal poses a direct threat to the health or safety of others that cannot be reduced or eliminated by a reasonable accommodation
- There is reliable objective evidence that the animal would cause substantial physical damage to the property of others

PHAs have the authority to regulate assistance animals under applicable federal, state, and local law [24 CFR 5.303(b)(3); 960.705(b)(3)].

### PHA Policy

For an animal to be excluded from the pet policy and be considered an assistance animal, there must be a person with disabilities in the household, and the family must request and the PHA approve a reasonable accommodation in accordance with the policies contained in Chapter 2.

## **10-I.C. CARE AND HANDLING**

HUD regulations do not affect any authority a PHA may have to regulate assistance animals under federal, state, and local law [24 CFR 5.303; 24 CFR 960.705].

### PHA Policy

The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

Residents must care for assistance animals in a manner that complies with state and local laws, including anti-cruelty laws.

Residents must ensure that assistance animals do not pose a direct threat to the health or safety of others, or cause substantial physical damage to the development, dwelling unit, or property of other residents.

When a resident's care or handling of an assistance animal violates these policies, the PHA will consider whether the violation could be reduced or eliminated by a reasonable accommodation. If the PHA determines that no such accommodation can be made, the PHA may withdraw the approval of a particular assistance animal.

## **BACKGROUND**

The Federal Fair Housing Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and the Washington State Law Against Discrimination require that applicants and tenants with disabilities be provided with "reasonable accommodations" as needed, in order for them to have an opportunity for full use and enjoyment of their housing. Allowing tenants and their guests who have disabilities to be accompanied by their service animals is a reasonable accommodation to housing policy and practice.

## **WHO NEEDS SERVICE ANIMALS?**

Some disabled people require the assistance of an animal because of their disabling conditions. Under most federal laws, a person is considered to be disabled if s/he has a sensory, mental or physical condition that substantially limits one or more major life activities (such as walking, seeing, working, etc.).

## **WHAT IS A SERVICE ANIMAL?**

The most common service animals are dogs, but sometimes other species are used (for example, a cat or a bird). Service animals may be any breed, size or weight. Some, but not all, service animals wear special collars and harnesses. Some, but not all, are licensed or "certified" and/or have identification papers. However, there is no legal requirement for service animals to be visibly identified or to have documentation.

The ADA defines a service animal as "any animal that is individually trained to do work or perform tasks for the benefit of a person with a disability." The Fair Housing Act considers "companion" animals to be a type of service animal; however, they are not always trained to perform tasks.

## **WHAT'S THE DIFFERENCE BETWEEN A SERVICE ANIMAL AND A PET?**

Service animals are not considered to be pets. A person with a disability uses a service animal as an auxiliary aid -- similar to the use of a cane, crutches or wheelchair. For this reason, fair housing laws require that housing providers make modifications to "No

Pet” policies to permit the use of a service animal by an individual with a disability. Also, pet fees cannot be charged for service animals (see guidelines below).

## **WHAT DO SERVICE ANIMALS DO?**

Service animals perform many types of services for those with disabilities. Here are some examples:

A guide animal serves as a travel tool by a person who is legally blind.

A hearing animal alerts a person with significant hearing loss or who is deaf when a sound occurs, such as a ringing alarm or a knock on the door.

A service animal helps a person who has a mobility or health disability. Duties may include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after a fall, etc. Service animals sometimes are called assistance animals.

A seizure response animal assists a person with a seizure disorder. The animal’s service depends on the person's needs. The animal may go for help, or may stand guard over the person during a seizure. Some animals have learned to predict a seizure and warn the person.

A companion animal or emotional support animal assists people with psychological disabilities. Emotional support animals can help alleviate symptoms such as depression, anxiety, stress and difficulties regarding social interactions, allowing tenants to live independently and fully use and enjoy their living environment.

Because service animals provide different types of assistance, a person with a disability may require more than one service animal.

### **WHAT ABOUT OTHER TENANTS WHO ARE AFRAID OF OR ALLERGIC TO ANIMALS?**

While some people might have fear of dogs or other animals, this fear does not amount to a disability, so a housing provider need not “accommodate” the fear. For most people with allergies, the presence of an animal will cause only minor discomfort, such as sneezing or sniffing. Because this reaction does not constitute a disability, no accommodation is necessary for the allergic person. Rarely, a tenant’s allergy is so severe that animal contact may cause respiratory distress; in these cases, the allergic tenant may also request an accommodation (for example, to keep the animal and the allergic tenant in separate areas of the building, as much as is possible).

### **GUIDELINES FOR STAFF:**

#### **SERVICE ANIMAL ACCOMMODATION:**

Property management must review all requests a disabled tenant makes for reasonable

accommodations, including requests for a service animal accommodation. You can require the tenant to provide written verification from the tenant's healthcare or mental health provider that the tenant has a disability and needs the service animal (the provider need not be an M.D.). You can require proof that the tenant is disabled, but cannot require the tenant to provide information about the specific disability. The property manager will provide a written response to the tenant (see sample letter).

### **PET RULES AND "NO PETS" RULES:**

If you allow tenants to have common household pets and you place limitations on the size, weight, and type of pets allowed, these rules do not apply to service animals. Service animals may be any type of animal and any breed, size or weight, and an accommodation may involve more than one service animal.

If your housing complex has a "no pets" rule, such rules do not apply to service animals. If property management has documentation that the tenant has a disability and needs the service animal as a result, then the tenant can live with the animal despite the no pets rule.

### **DEPOSITS AND FEES:**

A service animal is not a pet. Regardless of whether your property allows pets, the disabled tenant who uses a service animal is not required to make a pet deposit or pay a pet-related move-in cleaning fee. You may charge a general cleaning or damage deposit charged to all tenants. The tenant is liable for any damage the animal actually

causes.

### **AWARENESS TRAINING:**

Property management will ensure that staff is properly trained in the facility's service animal policies, including the following rules--

- Allow a service animal to accompany the tenant at all times and everywhere on the property except where animals are specifically prohibited.
- Do not pet or touch a service animal. Petting a service animal when it is working distracts the animal from the task at hand.
- Do not feed a service animal. The animal may have specific dietary requirements. Unusual food or food at an unexpected time may cause the animal to become ill.
- Do not deliberately startle a service animal. Avoid making noises at the animal (barking, whistling, etc.).
- Do not separate or attempt to separate a tenant/handler from her or his service animal.
- Avoid initiating conversation about the service animal, the tenant's disabilities or other service animals one has known. If you are curious, you may ask if the tenant/handler would like to discuss it, but be aware that many people with disabilities do not care to share personal details.
- Remember, not all disabilities are visible. The nature of the person's disability is a private matter, and you are not entitled to inquire for details.
- If other tenants complain about the fact that they are not allowed to have a pet

and want to know why you have made an exception, simply state that your company complies with the fair housing laws. You can also refer your tenants to the fair housing laws or your local fair housing agency for further details.

- Service animals do not need to wear any special identifying gear such as tags, harnesses or capes. Service animal owners/handlers are not required to carry any paperwork documenting the animal as a service animal.
- A tenant may train his or her own service animal and is not required to provide any information about training or the specific tasks the animal performs.

#### **ANIMAL CARE AND SUPERVISION:**

The tenant/handler has the responsibility to care for and supervise the animal. The tenant must retain full control of the animal at all times. This generally means that while the animal is in common areas, it is on leash, in a carrier, or otherwise in the direct control of the animal owner/handler. When in the presence of others, the animal is expected to be well behaved (not jumping on or nipping at people, not snarling or barking, etc.).

#### **REMOVAL OF A SERVICE ANIMAL:**

If a service animal is unruly or disruptive (aggressively jumping on people, nipping, or other harmful behavior), the property manager may ask the tenant/handler to remove the animal from the immediate area. If the animal's improper behavior happens repeatedly, the manager may tell the tenant not to bring the animal into any common area, until significant steps have been taken to mitigate the behavior. Mitigation can

include refresher training for both the animal and the tenant.

### **AREAS OFF-LIMITS TO SERVICE ANIMALS:**

Management may designate certain areas off limits to service animals. Such designations should not infringe

upon the right of a person with disabilities to full enjoyment of the amenities of the community.

### **RESOURCES/QUESTIONS**

If you have any questions regarding your rights and responsibilities under the fair housing laws, contact a fair housing agency in your area listed on the attached sheet.

US Department of Housing and Urban Development (HUD)

### **GUIDELINES FOR TENANTS WITH SERVICE ANIMALS**

#### **REQUEST FOR A SERVICE ANIMAL ACCOMMODATION:**

The tenant who needs a service/companion animal should submit a request in writing to the housing provider requesting an accommodation for the tenant's disability. The tenant is not required to disclose the nature of his/her disability.

## **VERIFICATION OF DISABILITY AND NEED FOR A SERVICE ANIMAL:**

The tenant must provide written verification that s/he has a disability and that the accommodation is necessary to give the tenant equal opportunity to use and enjoy the community. The tenant should obtain a signed letter on professional letterhead from his/her healthcare or mental health provider to the housing provider answering the following questions:

- Is the person disabled as defined by the fair housing laws?
- In the health care provider's professional opinion, does the person need the requested accommodation (use of a service animal) to have the same opportunity as a non-disabled person to use and enjoy the housing community?

(Sample letters are attached)

## **ANIMAL CARE AND SUPERVISION:**

The tenant/handler is responsible for the care of his/her service animal. The animal must be supervised and the tenant/handler must retain full control of the animal at all times. This generally means that while the animal is in common areas, it is on leash, in a carrier, or otherwise in the direct control of the animal owner/handler. When in the presence of others, the animal is expected to be well behaved (not jumping on or nipping at people, not snarling or barking, etc.).

The tenant is responsible for the proper disposal of animal waste --

- Never allow the service animal to defecate on any property, public or private (except the tenant's own property), unless the tenant immediately removes the waste.
  - Always carry equipment sufficient to clean up the animal's feces whenever the service animal is in the common areas or off the tenant's property.
  - Properly dispose of waste and/or litter.
  - If you need assistance with cleanup, make arrangements for such help through family, friends or advocates.
- A separate charge will be assessed per incident for violation of pet waste removal rules.

## **PROBLEMS**

- If you believe staff is not handling your request for a service animal properly, contact Mercer County Housing Authority, Main Office, 80 Jefferson Avenue, Sharon, PA 16146 or call (724) 342-4000 or a fair housing agency in your area listed on the attached sheet.

## **RESOURCES/QUESTIONS**

If you have any questions regarding your rights and responsibilities under the fair housing laws, contact a fair housing agency in your area listed on the attached sheet.

Here are some additional resources:

US Department of Housing and Urban Development (HUD)

**SAMPLE LETTER:**

**REQUEST FOR REASONABLE ACCOMMODATION**

This is a sample letter for tenants or prospective tenants to use when requesting a service animal as a reasonable accommodation. This form is not required; however, a tenant should request an accommodation in writing.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

I have a disability as defined by the fair housing laws. I use a service animal to assist me with the functional limitations related to my disability. My service animal also enhances my ability to live independently and to use and enjoy my dwelling fully.

Type of service animal (breed and complete description): \_\_\_\_\_

As an accommodation for my disability/disabilities, I request that you:

waive your “no-pet” policy

waive your pet weight/height restrictions

waive your pet deposit/pet-related fees

other: \_\_\_\_\_

I have attached a letter from my treatment provider verifying that I have a disability and that I have a need for a service animal.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SAMPLE LETTER:**  
**REASONABLE ACCOMMODATION LETTER**  
**FROM SERVICE PROVIDER (ON LETTERHEAD)**

Dear housing provider:

(Name of Tenant) is my client/patient, and has been under my care since (date). I am familiar with his/her history and disability-related functional limitations. S/he meets the definition of disability under the fair housing laws.

To enhance his/her ability to live independently and to use and enjoy his/her dwelling, I am prescribing a service animal that will assist (name of tenant) with the functional limitations relating to his/her disability.

I am available to answer any questions you may have concerning my recommendation that (name of tenant) have a service animal.

Sincerely,

Name of Professional

Title

**SAMPLE LETTER:**

**RESPONSE TO REQUEST FOR REASONABLE ACCOMMODATION**

This is a sample letter for housing provider staff to use when responding to a tenant's request for a service animal as a reasonable accommodation.

Dear (tenant):

We have received your request for a reasonable accommodation, specifically, your use of a service animal in our housing complex. We also received the letter from your service provider confirming your disability status and need for the animal.

We agree to your request to have your animal in your unit. In addition, we agree to:

waive our "no-pet" policy

waive our pet weight/height restrictions

waive our pet deposit/pet-related fees

other: \_\_\_\_\_

Our rules require tenants with animals to follow noise regulations, to dispose of animal waste appropriately, and to ensure that animals do not cause property damage.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **PART II: PET POLICIES FOR ALL DEVELOPMENTS**

[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

### **10-II.A. OVERVIEW**

The purpose of a pet policy is to establish clear guidelines for ownership of pets and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets. This part contains pet policies that apply to all developments.

### **10-II.B. MANAGEMENT APPROVAL OF PETS**

#### **Registration of Pets**

PHAs may require registration of the pet with the PHA [24 CFR 960.707(b)(5)].

##### PHA Policy

##### Registration of Pets

Pets must be registered with the PHA before they are brought onto the premises. Registration includes certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free.

Registration must include the following:

A certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free. Also required is whatever license is mandated by local law.

A picture of the common household pet must be provided at time of registration.

Name, address and phone number of person to be responsible for pet in resident's absence.

Registration must be renewed and will be coordinated with the annual recertification date and proof of license and inoculation will be submitted at least 30 days prior to annual reexamination.

Proof of license and inoculation must be submitted at least 30 days prior to annual reexamination.

Dogs and cats are to be spayed or neutered. If animals are not spayed or neutered and have offspring, the resident household is in violation of this rule.

Each Pet owner must display a "Pet Here" sticker, provided by the PHA, which will be displayed on the front door or front window of the unit at all times.

Execution of a Pet Agreement with the PHA stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet will be required.

Approval for the keeping of a pet shall not be extended pending the completion of these requirements.

No animal or pet may be kept in violation of humane or health laws.

Information to identify the animal or pet and to demonstrate that it is a common household pet of reasonable size and demeanor will be required.

The Housing Authority will notify the owner of the common household pet if registration of the pet is refused and will state the basis for the rejection, as size, disposition, etc.

## **Refusal to Register Pets**

### PHA Policy

The PHA will refuse to register a pet if:

The pet is not *a common household pet* as defined in Section 10-II.C. below

Keeping the pet would violate any pet restrictions listed in this policy

The pet owner fails to provide complete pet registration information, or fails to update the registration annually

The applicant has previously been charged with animal cruelty under state or local law; or has been evicted, had to relinquish a pet or been prohibited from future pet ownership due to pet rule violations or a court order

The PHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

If the PHA refuses to register a pet, a written notification will be sent to the pet owner within 10 business days of the PHA's decision. The notice will state the reason for refusing to register the pet and will inform the family of their right to appeal the decision in accordance with the PHA's grievance procedures.

## **Pet Agreement**

### PHA Policy

Residents who have been approved to have a pet must enter into a pet agreement with the PHA, or the approval of the pet will be withdrawn.

The pet agreement is the resident's certification that he or she has received a copy of the PHA's pet policy and applicable house rules, that he or she has read the policies and/or rules, understands them, and agrees to comply with them.

The resident further certifies by signing the pet agreement that he or she understands that noncompliance with the PHA's pet policy and applicable house rules may result in the withdrawal of PHA approval of the pet or termination of tenancy.

Residents who have been approved to have a pet must enter into a Pet Agreement with the PHA.

The Resident will certify, by signing the Pet Agreement, that the Resident will adhere to the following rules:

Agree that the resident is responsible and liable for all damages caused by their pet(s).

All complaints of cruelty and all dog bites will be referred to animal control or applicable agency for investigation and enforcement.

All common household pets are to be fed inside the apartment. Feeding is not allowed on porches, sidewalks, patios or other outside areas.

Tenants are prohibited from feeding stray animals.

The feeding of stray animals will constitute having a pet without permission of the Housing Authority.

Residents shall not feed any stray animals; doing so, or keeping stray or unregistered animals, will be considered having a pet without permission.

No animals may be tethered or chained outside or inside the dwelling unit.

When outside the dwelling unit, all pets must be on a leash or in an animal transport enclosure and under the control of a responsible individual.

All fecal matter deposited by the pet(s) must be promptly and completely removed from any common area. Failure to do so will result in a Pet Waste Removal charge of \$5 per occurrence. All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash bin. Litter shall not be disposed of by being flushed through a toilet.

Litter boxes shall be stored inside the resident's dwelling unit or in animal enclosures maintained within dwelling units AND must be removed and/or replaced regularly. Failure to do so will result in a Pet Waste Removal charge.

The Resident/Pet Owner shall be responsible for the removal of waste from any animal or pet exercise area by placing it in a sealed plastic bag and disposing of it in an outside trash bin immediately.

Pet owners must take precautions to eliminate pet odors.

The resident/pet owner shall take adequate precautions to eliminate any animal or pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

Mandatory implementation of effective flea control by measures that produce no toxic hazard to children who may come into contact with treated animals.

The right of management to enter dwelling unit when there is evidence that an animal left alone is in danger or distress, or is creating a nuisance.

The right of management to seek impoundment and sheltering of any animal found to be maintained in violation of housing rules, pending resolution of any dispute regarding such violation, at owner's expense. The resident shall be responsible for any impoundment fees, and the PHA accepts no responsibility for pets so removed.

That failure to abide by any animal-related requirement or restriction constitutes a violation of the "Resident Obligations" in the resident's Lease Agreement.

Residents will prevent disturbances by their pets that interfere with the quiet enjoyment of the premises of other residents in their units or in common areas. This includes, but is not limited to, loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

Dogs may only be kept in dwelling units with an enclosed yard space. Pet owners may not alter their unit or patio to accommodate an animal.

Pets must be restrained in a cage/crate when the PHA enters the unit for repair or inspection purposes.

## **Pet Restrictions**

### PHA Policy

The following animals are not permitted:

Any animal not permitted under state or local law or code

## Number of Pets

### PHA Policy

In the case of fish, residents may keep no more than can be maintained in a safe and healthy manner in a tank holding up to 75 gallons. Such a tank or aquarium will be counted as 1 pet.

#### 1. Dogs

Maximum number: 1 dog

Must be housebroken

Must be spayed or neutered. (If dog is under 6 months of age, resident must agree to have dog spayed or neutered when pet is 6 months of age. Within 30 days after that date, Resident must supply MCHA with a Certificate of Spaying/Neutering; or dog must be immediately removed from the household.)

Must have all required inoculations

Must be licensed as specified now or in the future by State law and local ordinance

#### 2. Cats

Maximum number: 1 cat

Must be declawed

Must be spayed or neutered. (If cat is under 6 months of age, resident must agree to have cat spayed or neutered when pet is 6 months of age. Within 30 days after that date, Resident must supply MCHA with a Certificate of Spaying/Neutering; or cat must be immediately removed from the household.)

Must have all required inoculations

Must be trained to use a litter box or other waste receptacle

Must be licensed as specified now or in the future by State law or local ordinance

#### 3. Birds

Maximum number: 2 birds

Must be enclosed in a cage at all times

#### 4. Fish

Maximum aquarium size must not exceed 75 gallon size

Must be maintained on an approved stand

5. Rodents (Rabbit, guinea pig, hamster, or gerbil ONLY)  
Maximum number: 2 only  
Must be enclosed in an acceptable cage at all times  
Must have any or all inoculations as specified now or in the future by State law or local ordinance
  
6. Turtles  
Maximum number: 2 only  
Must be enclosed in an acceptable cage or container at all times.

### **Other Requirements**

#### PHA Policy

Dogs and cats must be spayed or neutered at the time of registration or, in the case of underage animals, within 30 days of the pet reaching 6 months of age. Exceptions may be made upon veterinary certification that subjecting this particular pet to the procedure would be temporarily or permanently medically unsafe or unnecessary.

Pets must be licensed in accordance with state or local law. Residents must provide proof of licensing at the time of registration and annually, in conjunction with the resident's annual reexamination.

## **10-II.C. STANDARDS FOR PETS [24 CFR 5.318; 960.707(b)]**

PHAs may establish reasonable requirements related to pet ownership including, but not limited to:

Requiring pet owners to have their pets spayed or neutered

**Tenants are not permitted to have more than one *type* of pet.**

If an approved pet gives birth to a litter, the resident must remove all pets from the premises except one.

PHA authorization for pet(s) will be given on a year-by year basis.

No pet will be allowed if weight exceeds 25 pounds.

No dangerous animal or pet will be allowed. Dangerous pets or animals include, but are not limited to:

Snakes or other reptiles, exotic pets and spiders.

No pets will be allowed in buildings at which there is no enclosed yard space.

No pets will be allowed in buildings at which there is no green space.

PHA's may not require pet owners to have any pet's vocal cords removed.

### **Definition of "Common Household Pet"**

There is no regulatory definition of common household pet for public housing programs, although the regulations for pet ownership in both elderly/disabled and general occupancy developments use the term. The regulations for pet ownership in elderly/disabled developments expressly authorize PHAs to define the term [24 CFR 5.306(2)].

#### PHA Policy

*Common household pet* means a domesticated animal, such as a dog, cat, bird, or fish that is traditionally recognized as a companion animal and is kept in the home for pleasure rather than commercial purposes.

Insects

Arachnids

Domesticated dogs that exceed 25 pounds. (Animals certified to assist persons with special needs are exempt from this weight limitation).

Vicious or intimidating pets. Dog breeds including pit bull/rottweiler/chow/boxer/Doberman/Dalmatian/German shepherd are considered vicious or intimidating breeds and are not allowed.

Animals who would be allowed to produce offspring for sale.

Any poisonous animals of any kind.

Non-human primates.

Animals whose climatological needs cannot be met in the unaltered environment of the individual dwelling unit.

Pot-bellied pigs.

Ferrets or other animals whose natural protective mechanisms pose a risk of serious bites and/or lacerations to small children.

Hedgehogs or other animals whose protective instincts and natural body armor produce a risk of serious puncture injuries to children.

Chicks or other animals that pose a significant risk of salmonella infection to those who handle them.

Pigeons, doves, mynahs, psittacines, and birds of other species that are hosts to the organisms that cause psittacosis in humans.

Snakes or other kinds of reptiles.

## **10-II.D. PET RULES**

Pet owners must maintain pets responsibly, in accordance with PHA policies, and in compliance with applicable state and local public health, animal control, and animal cruelty laws and regulations [24 CFR 5.315; 24 CFR 960.707(a)].

### **Pet Area Restrictions**

#### PHA Policy

Although the PHA, consistent with statutory intent, generally allows pet ownership in general occupancy (family) developments, upon extensive discussion with residents/resident councils and resident advisory boards, the PHA shall limit pet ownership at certain PHA developments or portions of developments. Specific developments and portions of developments are described in the PHA Annual Plan. Limitations include, but are not limited to, the following:

Dogs may only be kept in dwelling units with an enclosed yard space.

Dogs will not be permitted in units where backyard fencing is inadequate to keep dogs in, and small children out.

Dogs will not be permitted in units where backyard fencing is inadequate to prevent a small child from putting a hand, arm, or leg through the fence.

Animals with fur, such as dogs and cats, will not be permitted in developments or portions of developments where residents have identified a family member with verified asthma exacerbated by fur or allergies to fur.

## **Designated Pet/No-Pet Areas [24 CFR 5.318(g), PH Occ GB, p. 182]**

PHAs may designate buildings, floors of buildings, or sections of buildings as no-pet areas where pets generally may not be permitted. Pet rules may also designate buildings, floors of building, or sections of building for residency by pet-owning tenants.

PHAs may direct initial tenant moves as may be necessary to establish pet and no-pet areas. The PHA may not refuse to admit, or delay admission of, an applicant on the grounds that the applicant's admission would violate a pet or no-pet area. The PHA may adjust the pet and no-pet areas or may direct such additional moves as may be necessary to accommodate such applicants for tenancy or to meet the changing needs of the existing tenants.

PHAs may not designate an entire development as a no-pet area, since regulations permit residents to own pets.

### PHA Policy

All common lawn areas, playgrounds, shelters, community buildings and community centers, and all other common areas of ALL Housing Communities.

Pets must be exercised on lawns immediately in back of the resident's apartment. Cats and dogs must be maintained on a leash at all times when they are not in a resident's apartment.

## **Cleanliness**

### PHA Policy

The pet owner shall be responsible for the removal of waste from the exercise area by placing it in a sealed plastic bag and disposing of it in a container provided by the PHA.

The pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

Litter box requirements:

Pet owners must promptly dispose of waste from litter boxes and must maintain litter boxes in a sanitary manner.

Litter shall not be disposed of by being flushed through a toilet.

Litter boxes shall be kept inside the resident's dwelling unit.

Any unit occupied by a dog, cat, or rodent will be fumigated at the time the unit is vacated.

## **Alterations to Unit**

### PHA Policy

Pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal.

Installation of pet doors is prohibited.

## **Noise**

### PHA Policy

Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

## **Pet Care**

### PHA Policy

Each pet owner shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Each pet owner shall be responsible for appropriately training and caring for his/her pet to ensure that the pet is not a nuisance or danger to other residents and does not damage PHA property.

No animals may be tethered or chained inside or outside the dwelling unit at any time.

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of four (4) hours.

All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

## **Responsible Parties**

### PHA Policy

The pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

A resident who cares for another resident's pet must notify the PHA and sign a statement that they agree to abide by all of the pet rules.

## **Pets Temporarily on the Premises**

### PHA Policy

Pets that are not owned by a tenant are not allowed on the premises except for service animals. Residents are prohibited from feeding or harboring stray animals.

This rule does not apply to visiting pet programs sponsored by a humane society or other non-profit organizations, and approved by the PHA.

## **Pet Rule Violations**

### PHA Policy

All complaints of cruelty and all dog bites will be referred to animal control or an applicable agency for investigation and enforcement.

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the pet rules, written notice will be served.

The notice will contain a brief statement of the factual basis for the determination and the pet rule(s) that were violated. The notice will also state:

That the pet owner has 10 business days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation

That the pet owner is entitled to be accompanied by another person of his or her choice at the meeting

That the pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to remove the pet, or to terminate the pet owner's tenancy

## **Notice for Pet Removal**

### PHA Policy

If the pet owner and the PHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the PHA, the PHA may serve notice to remove the pet.

The notice will contain:

A brief statement of the factual basis for the PHA's determination of the pet rule that has been violated

The requirement that the resident /pet owner must remove the pet within 5 business days of the notice

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures

## **Pet Removal**

### PHA Policy

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the responsible party designated by the pet owner.

If the responsible party is unwilling or unable to care for the pet, or if the PHA after reasonable efforts cannot contact the responsible party, the PHA may contact the appropriate state or local agency and request the removal of the pet.

## **Termination of Tenancy**

### PHA Policy

The PHA may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease

## **Emergencies**

### PHA Policy

The PHA will take all necessary steps to ensure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are immediately removed from the premises by referring the situation to the appropriate state or local entity authorized to remove such animals.

If it is necessary for the PHA to place the pet in a shelter facility, the cost will be the responsibility of the pet owner.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

**PART III: PET DEPOSITS AND FEES IN ELDERLY/DISABLED DEVELOPMENTS**

**10-III.A. OVERVIEW**

This part describes the PHA’s policies for pet deposits and fees in elderly, disabled and mixed population developments. Policies governing deposits and fees in general occupancy developments are described in Part IV.

**10-III.B. PET DEPOSITS**

**Payment of Deposit**

The PHA may require tenants who own or keep pets in their units to pay a refundable pet deposit. This deposit is in addition to any other financial obligation generally imposed on tenants of the project [24 CFR 5.318(d)(1)].

The pet deposit is not part of the rent payable by the resident [24 CFR 5.318(d)(5)].

PHA Policy

Tenants with animals must pay a pet Fee and Deposit.

The tenant/pet owner shall be required to pay a non-refundable fee and a refundable deposit for the purpose of defraying all reasonable costs directly attributable to the presence of a dog or cat.

Fees and Deposit Schedule (A fee and deposit are required for each pet)

(ONLY ONE CAT OR DOG PERMITTED; NOT ONE OF EACH)

<u>Type of Pet</u>	<u>Fee</u>	<u>Deposit</u>
Dog (only one permitted)	\$150	\$200
Cat (only one permitted)	\$100	\$200
Bird (two permitted)	N/C	N/C
Fish (Maximum 30 gallon aquarium)	N/C	N/C
Rodents (two permitted)	N/C	N/C
Turtles (two permitted)	N/C	N/C

The entire Fee must be paid prior to the execution of the Lease Addendum. However, monthly payments of \$50. may be paid until the specified Deposit has been paid.

## **Refund of Deposit [24 CFR 5.318(d)(1)]**

The PHA may use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet, including (but not limited to) the costs of repairs and replacements to, and fumigation of, the tenant's dwelling unit. The PHA must refund the unused portion of the pet deposit to the tenant within a reasonable time after the tenant moves from the project or no longer owns or keeps a pet in the unit.

### PHA Policy

The PHA will refund the pet deposit to the resident, less the costs of any damages caused by the pet to the dwelling unit, within 30 days of move-out or removal of the pet from the unit.

The resident will be billed for any amount that exceeds the pet deposit.

The PHA will provide the resident with a written list of any charges against the pet deposit within 10 business days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, the PHA will provide a meeting to discuss the charges.

The PHA will return the Pet Deposit to the former tenant or to the person designated by the former tenant in the event of the former tenant's incapacitation or death.

All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

- The cost of repairs and replacements to the resident's dwelling unit;

- Fumigation of the dwelling unit;

- Common areas of the project.

The expense of flea deinfestation shall be the responsibility of the resident.

If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current charge.

If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The tenant will be billed for any amount which exceeds the Pet Deposit. Pet Fees and Deposits are not a part of rent payable by the resident.

## **10-III.C. OTHER CHARGES**

### **Pet-Related Damages During Occupancy**

#### PHA Policy

All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

The cost of repairs and replacements to the resident's dwelling unit

Fumigation of the dwelling unit

Repairs to common areas of the project

The expense of flea elimination shall also be the responsibility of the resident.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Section 8-I.G, Maintenance and Damage Charges. Pet deposits will not be applied to the costs of pet related damages during occupancy.

Charges for pet-related damage are not part of rent payable by the resident.

### **Pet Waste Removal Charge**

The regulations do not address the PHA's ability to impose charges for house pet rule violations. However, charges for violation of PHA pet rules may be treated like charges for other violations of the lease and PHA tenancy rules.

#### PHA Policy

A separate pet waste removal charge per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Notices of pet waste removal charges will be in accordance with requirements regarding notices of adverse action. Charges are due and payable 14 calendar days after billing. If the family requests a grievance hearing within the required timeframe, the PHA may not take action for nonpayment of the charge until the conclusion of the grievance process.

Charges for pet waste removal are not part of rent payable by the resident.

**PART IV: PET DEPOSITS AND FEES IN GENERAL OCCUPANCY DEVELOPMENTS**

**10-IV.A. OVERVIEW**

This part describes the PHA’s policies for pet deposits and fees for those who reside in general occupancy developments.

**10-IV.B. PET DEPOSITS**

A PHA may require a refundable pet deposit to cover additional costs attributable to the pet and not otherwise covered [24 CFR 960.707(b)(1)].

**Payment of Deposit**

PHA Policy

Pet owners are required to pay a pet deposit of \$200 in addition to any other required deposits. The deposit must be paid in full before the pet is brought on the premises.

The pet deposit is not part of rent payable by the resident.

Tenants with animals must pay a pet Fee and Deposit.

The tenant/pet owner shall be required to pay a non-refundable fee and a refundable deposit for the purpose of defraying all reasonable costs directly attributable to the presence of a dog or cat.

Fees and Deposit Schedule (A fee and deposit are required for each pet)

(ONLY ONE CAT OR DOG PERMITTED; NOT ONE OF EACH)

<u>Type of Pet</u>	<u>Fee</u>	<u>Deposit</u>
Dog (only one permitted)	\$150	\$200
Cat (only one permitted)	\$100	\$200
Bird (two permitted)	N/C	N/C
Fish (Maximum 30 gallon aquarium)	N/C	N/C
Rodents (two permitted)	N/C	N/C
Turtles (two permitted)	N/C	N/C

The entire Fee must be paid prior to the execution of the Lease Addendum. However, monthly payments of \$50. may be paid until the specified Deposit has been paid.

## **Refund of Deposit**

### PHA Policy

The PHA will refund the pet deposit to the resident, less the costs of any damages caused by the pet to the dwelling unit, within 30 days of move-out or removal of the pet from the unit.

The resident will be billed for any amount that exceeds the pet deposit.

The PHA will provide the resident with a written list of any charges against the pet deposit within 10 business days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, the PHA will provide a meeting to discuss the charges.

All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

- The cost of repairs and replacements to the resident's dwelling unit;

- Fumigation of the dwelling unit;

- Common areas of the project.

The expense of flea deinfestation shall be the responsibility of the resident.

If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current charge.

If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The tenant will be billed for any amount which exceeds the Pet Deposit. Pet Fees and Deposits are not a part of rent payable by the resident.

#### **10-IV.C. NON-REFUNDABLE NOMINAL PET FEE**

PHAs may require payment of a non-refundable nominal pet fee to cover the reasonable operating costs to the development relating to the presence of pets [24 CFR 960.707(b)(1)].

##### PHA Policy

The PHA requires pet owners to pay a non-refundable nominal pet fee.

This fee is intended to cover the reasonable operating costs to the project relating to the presence of pets. Reasonable operating costs to the project relating to the presence of pets include, but are not limited to:

Landscaping costs

Pest control costs

Insurance costs

Clean-up costs

The pet fee of \$10.00 will be billed on a monthly basis, and payment will be due 14 calendar days after billing.

Charges for the non-refundable pet fee are not part of rent payable by the resident.

## **10-IV.D. OTHER CHARGES**

### **Pet-Related Damages During Occupancy**

#### PHA Policy

All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

The cost of repairs and replacements to the resident's dwelling unit

Fumigation of the dwelling unit

Repairs to common areas of the project

The expense of flea elimination shall also be the responsibility of the resident.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Section 8-I.G, Maintenance and Damage Charges. Pet deposits will not be applied to the costs of pet related damages during occupancy.

Charges for pet-related damage are not part of rent payable by the resident.

### **Pet Waste Removal Charge**

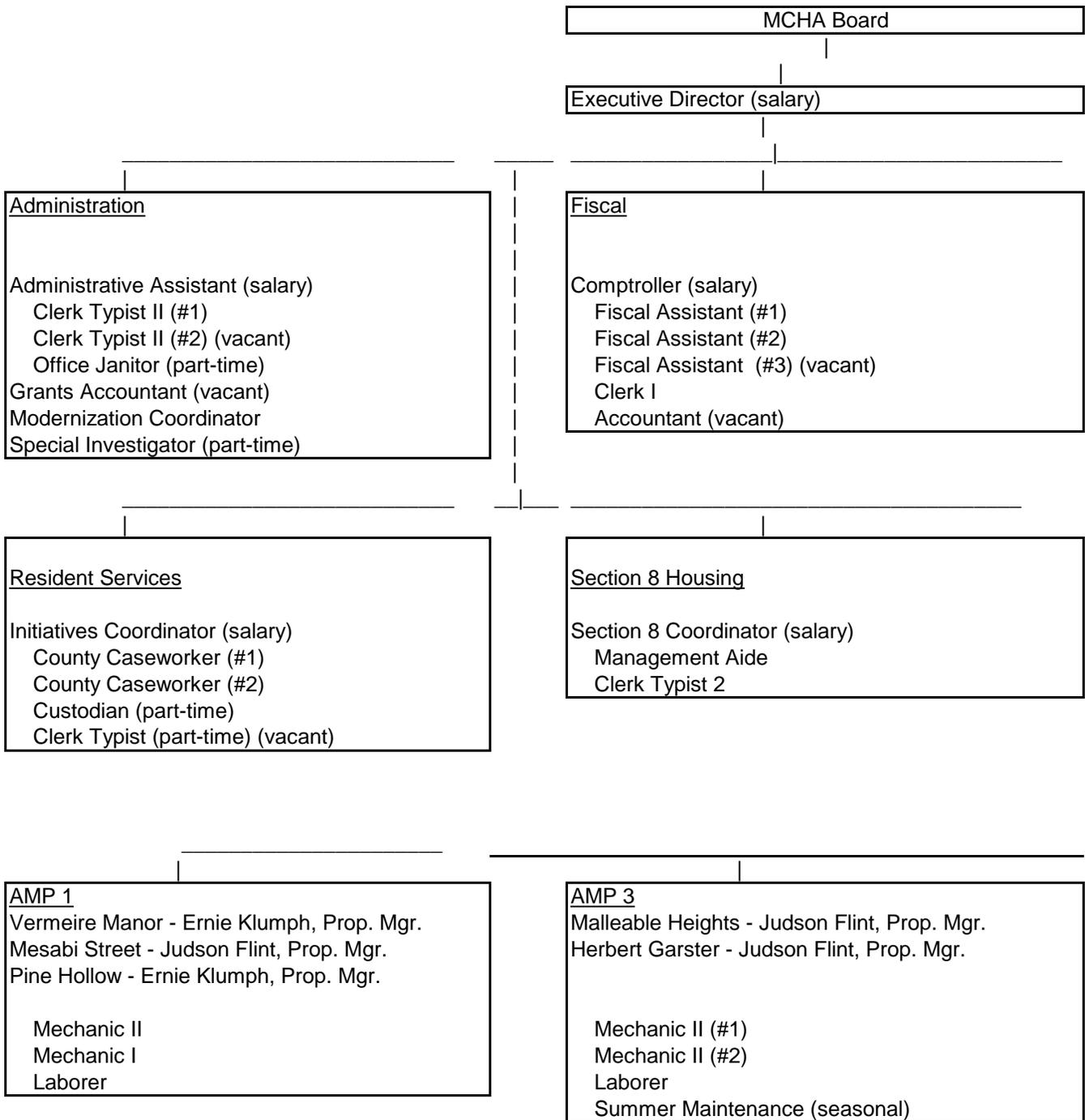
The regulations do not address the PHA's ability to impose charges for house pet rule violations. However, charges for violation of PHA pet rules may be treated like charges for other violations of the lease and PHA tenancy rules.

#### PHA Policy

A separate pet waste removal charge per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Such charges will be due and payable 14 calendar days after billing.

Charges for pet waste removal are not part of rent payable by the resident.



Attachment C

---

Lavigne/Patterson/Landay/  
Heritage I & II, Gurrera Village

Maint. Superv. (salary)

Foreman

Laborer (#1)

Laborer (#2)

Inventory Clerk

Mechanic II

Maintenance Aide (vacant)

---

AMP 2

McDowell Manor - April Redfoot, Prop. Mgr.

N. Sharon/Silver St. - Ernie Klumph, Prop. Mgr.

Sharpsville Gardens - April Redfoot, Prop. Mgr.

Laborer (shared time)

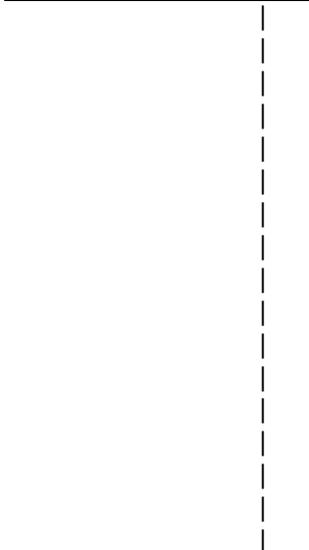
Mechanic II

Mechanic II (shared time)

Summer Maintenance (seasonal)

Occupancy

Tenant Selection Supervisor (salary)  
Assistant Property Manager  
Maintenance Helper (part-time)  
Maintenance Helper (part-time)  
Management Aide



AMP 4

Valley View - April Redfoot, Prop. Mgr.  
Frank Fay Terrace - April Redfoot, Prop. Mgr.  
Fornelli Manor - April Redfoot, Prop. Mgr.

Mechanic I  
Laborer (shared time)  
Mechanic II (shared time)

## Victims of Domestic Violence

MCHA includes sections in the Public Housing Occupancy Plan, Chapters 3 Eligibility, Section III.F. Prohibition Against denial of assistance to victims of domestic violence, dating violence, and stalking. Part III: Termination by PHA-Other Authorized Reasons; III.F. Prohibition against terminating tenancy of victims of domestic violence, dating violence, and stalking.

MCHA provides all tenants at move-in a brochure titled "Violence Against Women Act". A Certification of Domestic Violence, Dating Violence, or Stalking, HUD form 50066 is maintained for victims. AW/ARE (Alternatives for Women/Advocacy Resources and Education) refers applicants to public housing. If needed, residents are referred to AWARE by Housing Caseworker staff. Caseworkers also refer elderly abuse to the Area Agency on Aging, Adult Protective Services hotline.

**Attachment F**

**PHAS Resident Survey Follow-up Action Plan**

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

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

<b>Action to be Taken</b>	<b>Completion</b>	<b>Funding Source</b>
Mail newsletters to all PH residents. Post information on bulletin boards in community centers. Site manager involvement. Resident information events. Share information with Tenant Advisory Group and brainstorm new approaches. Notify residents of site improvements/developments and hold resident meetings.	6/30/08	Tenant Participation Funds, General Fund

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

<b>Action to be Taken</b>	<b>Completion</b>	<b>Funding Source</b>
Monitor the curb appeal on a quarterly basis. Have site managers walk the grounds and enforce personal areas being kept free of trash. Share information with Tenant Advisory Group and brainstorm new approaches. Continue to improve exteriors of communities.	6/30/08	Capital Fund, General Fund

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

Attachment G

PHA Name <b>Mercer County Housing Authority</b>		X Original 5-Year Revision No.			
Development Number/Name/HA- Wide	Year 1 501-08	Work Statement for Year 2 FFY Grant: 501-09 PHA FY: 7/1/09 to 6/30/10	Work Statement for Year 3 FFY Grant: 501-10 PHA FY: 7/1/10 to 6/30/11	Work Statement for Year 4 FFY Grant: 501-11 PHA FY: 7/1/11-6/30/2012	Work Statement for Year 5 FFY Grant: 501-12 PHA FY: 7/1/12-6/30/2013
20-8 Herbert Garster Homes		\$ 879,444.60			
20-13 Fornelli Manor			\$ 262,604.00		
20-9 McDowell Manor			\$ 616,844.83		
20-14 Silver Street Apartments				389,724.42	
20-14 North Sharon Heights				389,724.42	
Chavers Community Center				99,781.90	
20-15 Pine Hollow Village					739,230.74
20-7 Mesabi Street Apartments					70,000.00
20-5 Valley View Homes					70,000.00
Debt Pool Service		109,422.40	109,418.17	109,636.26	109,636.26
Management Improvements					
Administration		117,652.00	117,652.00	117,652.00	117,652.00
Fees & Cost		70,000.00	70,000.00	70,000.00	70,000.00
Contingency					
CFP Funds Listed for 5-year planning		1,176,519.00	1,176,519.00	1,176,519.00	1,176,519.00
Replacement Housing Factor/2nd Increment	RHF-08	RHF 501-09	RHF 501-10	RHF 501-11	RHF 501-12

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

Attachment G

Activities for Year 1	Activities for Year: 2010-2011 FFY Grant: 501-09 PHA FY: 2009-2010 7/1/2009			Activities for Year: 2010-2011 FFY Grant: 501-09 PHA FY: 2009-2010 7/1/2010			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
Herbert Garster Homes 501-08	20-8 Herbert Garster	Exterior renovations	879,444.60	20-13 Fornelli Manor	504 unit renovations	125,000.00	
See Annual Statement		porches, patio divides, drainage, landscaping, lighting, doors, fencing			faces up-grades		
		Childs play area		20-13 Fornelli Manor	parking lot expansion	75,000.00	
		504 reconfiguration to unit 803 tro 2 bdrm.			lanscaping windows		
				20-13 Community Room	Accessible alterations	62,604.00	
					kitchen laundry, entrnc. common areas		
				20-9 McDowell Manor	504 reconfiguration and building upgrades	500,000.00	
					Sidewalk replacement		
					landscaping windows		
				20-9 McDowell Community Ctr.	504 Entrance doors and restroom modifications	116,844.83	
					interior kitchen, laundry		
					Interior Improvements		
		Debt Pool Service	504 New Construction	109,422.40	Debt Pool Service	504 New Construction	109,418.17
		HA Wide	Administration	117,652.00	HA Wide	Administration	117,652.00
		HA Wide Planning	Fees & Cost	70,000.00		Fees & Cost	70,000.00
		HA Wide	Contingency		HA Wide	Contingency	
		Development activities	RHF 501-09/TBD	-	20-14 New construction	RHF 501-10/TBD	
				\$ 1,176,519.00			\$ 1,176,519.00

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

Attachment G

Activities for Year 1	Activities for Year: 2012-2013 FFY Grant: 501-11 PHA FY: 2011-2012			Activities for Year: 2013-2014 FFY Grant: 501-12 PHA FY: 2012-2013		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	20-14 Silver Street	Exterior improvements	\$ 389,724.42	20-15 Pine Hollow	Exterior modernization	\$ 739,230.74
		siding & insulation			porches, patio divides,	
		patio divides, porches,			drainage, landscaping,	
		landscaping, lighting,			lighting, doors, fencing	
		Interior Improvements			Childs play area	
					504 alterations to unit	
	20-14 North Sharon Hgts.	Exterior improvements	389,724.42		#351 bedroom addition	
		siding & insulation				
		patio divides, porches,		20-7 Mesabi Street	Roof Replacement	70,000.00
		landscaping, lighting			seal asphalt, paint lines	
		Interior Improvements			Tree removal, drainage	
					Close off Roadway	
					Interior renovations	
				20-5 Valley View Hms.	504 room add/2 bdrm.	70,000.00
					504 conversion 3 bdrm	
	RHF Funds TBD	20-14 New construction			Roof Replacement	
		Site Acquisition		RHF funds/TBD	New Construction	
		504 duplex			504 duplex	
	Chavers Center	504 compliance and	99,781.90			
		building improvements				
		interior & exterior		Debt Pool Service	504 New Construction	109,636.26
		window replacement,				
		doors, entrance, interior		HA Wide	Administration	117,652.00
	finishes and gym					
			20-4, 20-3, HA Wide	Fees & Cost	70,000.00	
Debt Pool Service	504 New Construction	109,636.26				
HA Wide	Administration	117,652.00	HA Wide	Contingency		
HA Wide/Planning	Fees & Cost	70,000.00	New constr. 20-5	RHF 501-12/TBD		
HA Wide	Contingency					
Development Activities	RHF 501-11/TBD					
		\$ 1,176,519.00			\$ 1,176,519.00	

Signature

Date

Annual Statement/Performance and Evaluation Report				Attachment H	
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA/NAME		Grant Type and Number CFFP Joint Bond Proceeds			Federal FY of Grant:
Mercer County Housing Authority		Replacement Housing Factor Grant No.			2005
Original Annual Statement		Reserve for Disasters/Emergencies		Revised Annual Statement	
X Performance and Evaluation Report for Program Year Ending 12/31/07		Final Performance and Evaluation Report			
Line No.	Summary by Department Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised - 2nd	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	50,000.00	46,000.00	46,000.00	45,158.95
8	1440 Site Acquisition				
9	1450 Site Improvement	250,000.00			
10	1460 Dwelling Structures	850,000.00	68,318.95	68,318.95	42,296.00
11	1465.1 Dwelling Equipment-Nonexpendable	50,000.00			
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs		800.00	800.00	650.00
18	1499 Development Activities		1,230,000.00	1,230,000.00	1,185,399.72
19	1501 Collateralization or Debt Services	113,321.00	34,247.18	34,247.18	34,224.78
20	1502 Contingency				
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 100,000.00			
22	Amount of line 21 Related to LBP Activities	1,413,321.00	1,379,366.13	1,379,366.13	1,307,729,729.45
23	Amount of line 21 Related to Section 504 Compliance				
24	Amount of line 21 Related to Security - Soft Costs	1,413,321.00	1,379,366.13		
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conversation Measures				

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

Attachment H

**Part II: Supporting Pages**

PHA/NAME		Federal FY of Grant:					
<b>Mercer County Housing Authority</b>		Capital Fund Program Grant No: CFFP Joint Bond Proceeds			2005		
		Replacement Housing Factor Grant No.					
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised 2nd	Funds Obligated	Funds Expended
	1406 Operations	1406.00					
	1408 Management Improvements	1408.00					
	1410 Admistration	1410.00					
	1411 Audits	1411.00					
	1415 Liquidated Damages	1415.00					
20-3 & 20-4	1430 Fees and Cost	1430.00		50,000.00			
20-3 & 20-4	Bond Issuance Cost	1430.00			45,118.95	45,118.95	45,118.95
20-4 Malleable Heights	1430 Fees & Cost - unit 829 Spearman Ave.	1430.00			881.05	881.05	40.00
	1440 Site Acquisition	1450.00					
20-3 & 20-4	1450 Site Improvements	1460.00		250,000.00			
20-3 & 20-4	1460 Dwelling Structures	1460.00		850,000.00			
20-4 Malleable Heights	Accessible alterations to unit 829 Spearman Ve.	1460			42,366.00	42,366.00	42,296.00
20-7	504 alterations	1460			25,952.95	25,952.95	
	1465.1 Dwelling Equipemnt	1465		50,000.00			
	1470 Non-Dwell Structures	1470					
	1475 Non-Dwelling Equipment	1475.00					
	1485 Demolition Cost	1485.00					
	1490 Replacement Reserves	1490.00					
	1492 Moving to work Demonstration	1492.00					
20-4 malleable Heights	1495.1 Relocation Cost from unit 829 @ 20-4	1495.10			800.00	800.00	650.00
20-3 & 20-4	1499 Mod. Used for Development Activities	1499.00			1,189,000.00	1,189,000.00	1,185,399.72
20-3 Sharpsville	20-3 new construction of one duplex building						
20-4 Malleable Heights	20-4 new construction of two duplex buildings						
	20-3 & 20-4 al duplexes are accessible dwellings for 504 compliance effort						
20-8	New construction - 504 compliance	1499.00			41,000.00	41,000.00	
20-3 & 20-4	1501 debt service	1501.00		113,321.00	34,247.18	34,247.18	34,224.78
	1502 Contingency (May not exceed 8% of line)	1502.00		100,000.00			
	Subtotal			\$ 1,413,321.00	\$ 1,379,366.13	\$ 1,379,366.13	\$ 1,307,729.45



Site Based Management and Accounting

In response to the final rule issued by HUD on September 19, 2005 and MCHA's commitment to effective, efficient management of its public housing portfolio the authority will be moving from the traditional centralized management system to a site-based management model. Site-based management places more emphasis on individual properties and gives site managers a significantly greater role. The site managers will do more of the direct work that affects their properties, including budgeting, lease enforcement, and management of vacancies. Maintenance functions will also be site-based. Considerable emphasis will be placed on site operations and customer service.

Annual Statement/Performance and Evaluation Report				Attachment J	
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA/NAME		Grant Type and Number			Federal FY of Grant:
Mercer County Housing Authority		Replacement Housing Factor Grant No. PA 28 R0 20 501-05			2005
Original Annual Statement		Reserve for Disasters/Emergencies		Revised Annual Statement	
X Performance and Evaluation Report for Program Year Ending 12/31/07		Final Performance and Evaluation Report			
Line No.	Summary by Department Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	\$ 81,733.00		\$ 27,452.00	\$ 1,224.00
19	1501 Collateralization or Debt Services				
20	1502 Contingency				
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 81,733.00		\$ 27,452.00	\$ 1,224.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conversation Measures				





Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary				Attachment K	
PHA/NAME		Capital fund Grant No.		Federal FY of Grant:	
Mercer County Housing Authority		Replacement Housing Factor Grant No. PA 28 R0 20 501-06		2006	
Original Annual Statement		Reserve for Disasters/Emergencies		Revised Annual Statement	
X Performance and Evaluation Report for Program Year Ending 12/31/07		Final Performance and Evaluation Report			
Line No.	Summary by Department Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	\$ 99,358.00		2,981.00	1,488.00
19	1501 Collateralization or Debt Services				
20	1502 Contingency				
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 99,358.00		2,981.00	1,488.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conversation Measures				





## Attachment L

### Capital Fund Securitized Revenue Bonds

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

### Energy Performance Contracting

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

Annual Statement/Performance and Evaluation Report				Attachment M		
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHA/NAME		Grant Type and Number			Federal FY of Grant:	
Mercer County Housing Authority		Replacement Housing Factor Grant No. PA 28 R0 20 501-07			2007	
Original Annual Statement		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no. )		
X Performance and Evaluation Report for Program Year Ending 12/31/07		Final Performance and Evaluation Report				
Line No.	Summary by Department Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total Non-CGP Funds					
2	1406 Operations					
3	1408 Management Improvements					
4	1410 Administration					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures					
11	1465.1 Dwelling Equipment-Nonexpendable					
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities	\$ 94,986.00		\$ 2,850.00	\$ 948.00	
19	1501 Collateralization or Debt Services					
20	1502 Contingency					
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 94,986.00		\$ 2,850.00	\$ 948.00	
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 Compliance					
24	Amount of line 21 Related to Security - Soft Costs					
25	Amount of line 21 Related to Security - Hard Costs					
26	Amount of line 21 Related to Energy Conversation Measures					





**MERCER COUNTY HOUSING AUTHORITY  
ASSESSMENT OF SITE-BASED WAITING LIST DEVELOPMENT  
DEMOGRAPHIC CHARACTERISTICS AT CENTENNIAL PLACE HOPE VI**

<b>Development</b>	<b>Date Initiated</b>	<b>Initial Demographic Mix of Households</b>	<b>Demographic Mix as of May 2007</b>
PA 20-18	May 2003	5 black, 1 disabled	31 black, 5 white, 13 disabled
			<b>Demographic Mix as of January 2007</b>
PA 20-19	January 2005	3 black, 1 white 0 disabled	27 black, 3 white 12 disabled

Notes:

1. This table pertains only to waiting list information for the public housing (Annual Contributions Contract) units at Centennial Place. There are 40 such units in Phase I Rental (PA 20-18), which has completed construction. There are 34 such units in Phase IIA Rental (PA 20-19), which completed construction in June 2005. Since both phases are in the same development area, and are all marketed under the name Centennial Place, there is only one waiting list for both developments.
2. The Initial Demographic Mix for PA 20-18 reflects the first 5 households that actually moved into the first 5 available apartments, which were ready for occupancy in May 2003. All 5 have heads of household who are black, with one of the five having mental disabilities.
3. The Projected Demographic Mix as of February 2007 for PA 20-18 includes all occupant households of Centennial Place, which completed construction in December 2003.
4. The Initial Demographic Mix for PA 20-19 consists of 31 total applicants, left over from the lease-up of PA 20-18.
5. The Projected Demographic Mix as of February 2007 for PA 20-19 as shown above.

**Required Attachment     O    : Membership of the Resident Advisory Board or Boards**

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

Tenant Advisory Group (TAG)

Monica Williams  
Paula Hampton  
Belinda Hailey  
Geri McConahy  
Joyce Williams  
Kim Anthony

Senior Advisory Council (SAC) - for ROSS Grant

Callie Pope  
Jean Marosy  
Gerri McConahy  
Eileen Rudolph  
Barb Phillips  
Dee Orlandi  
Joyce Barger

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

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

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

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

- Elected  
 Appointed

C. The term of appointment is (include the date term expires): 8/31/10

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

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

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

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

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

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

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

Mercer County Housing Authority

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

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

EACH ADULT MCHA RESIDENT, UNLESS EXEMPTED, SHALL:

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

EXEMPTIONS FROM THIS REQUIREMENT: Individuals who are:

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

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

Definition of Economic Self-Sufficiency Program:

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

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

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

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

Attachment S

- a. How many of the PHA's developments are subject to the Required Initial Assessments? 8
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? 4
- c. How many Assessments were conducted for the PHA's covered developments? 8
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

<b>Development Name</b>	<b>Number of Units</b>
Sharpsville Gardens	62
Malleable Heights	86
Valley View Homes	31
Frank Fay Terrace	76
Mesabi Street	50
Market Street	50
North/Silver	12
Pine Hollow	38

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

Annual Statement/Performance and Evaluation Report					Attachment T	
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHA/NAME		Grant Type and Number : PA28PO20501-05			Federal FY of Grant:	
Mercer County Housing Authority		Replacement Housing Factor Grant No.			2005	
Original Annual Statement		Reserve for Disasters/Emergencies		Revised Annual Statement		
X Performance and Evaluation Report for Program Year Ending 12/31/2007		X Final Performance and Evaluation Report				
Line No.	Summary by Department Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised #1	Obligated	Expended	
1	Total Non-CGP Funds					
2	1406 Operations					
3	1408 Management Improvements					
4	1410 Administration	65,000.00	65,000.00	65,000.00	65,000.00	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	90,000.00	96,184.00	97,132.00	97,132.00	
8	1440 Site Acquisition					
9	1450 Site Improvement	20,000.00	45,000.00	55,738.30	55,738.30	
10	1460 Dwelling Structures	260,654.00	398,209.94	386,149.14	386,149.14	
11	1465.1 Dwelling Equipment-Nonexpendable					
12	1470 Non-dwelling Structures	400,000.00	365,000.00	365,637.00	365,637.00	
13	1475 Non-dwelling Equipment					
14	1485 Demolition	10,000.00	11,000.00	10,990.00	10,990.00	
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs	2,000.00	2,000.00	1,747.50	1,747.50	
18	1499 Development Activities					
19	1501 Collateralization or Debt Services	110,000.00	75,260.06	75,260.06	75,260.06	
20	1502 Contingency	100,000.00				
21	Amount of Annual Grant (Sum of lines 2-20)	1,057,654.00	1,057,654.00	1,057,654.00	1,057,654.00	
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 Compliance		150,000.00			
24	Amount of line 21 Related to Security - Soft Costs					
25	Amount of line 21 Related to Security - Hard Costs					
26	Amount of line 21 Related to Energy Conversation Measures					

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

Attachment T

PHA/NAME		Federal FY of Grant: 2005					
<b>Mercer County Housing Authority</b>		Capital Fund Program Grant No: PA28PO20501-05 Replacement Housing Factor Grant No.					
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised	Funds Obligated	Funds Expended
	Management Improvements						
HA Wide	training	1408		-	-		
	Administration						
HA Wide	Salaries, Benefits, office exp.	1410		65,000.00	65,000.00	65,000.00	65,000.00
	Fees & Cost						
20-7 & HA Wide	Design, Specs, 504	1430		90,000.00	96,184.00	60,198.00	60,198.00
20-6 Frank Fay	Design Colmm. Center	1430				36,934.00	36,934.00
	Site Acquisition						
	Site Improvements						
20-6 Frank Fay	Community Center	1450		20,000.00	45,000.00	43,615.30	43,615.30
	lighting, landscaping, parking						
20-7 Mesabi Street	Sidewalks, lighting, fencing, landscaping	1450		-		12,123.00	12,123.00
	Dwelling Structures						
20-7 Mesabi Street	Exterior Modernization	1460	13 bldgs.		218,209.94	211,662.14	211,662.14
	porches, façade, divides, entrance						
20-6 Frank Fay	Exterior Modernization	1460		-	60,000.00	60,000.00	60,000.00
HA Wide	improvements & accessibility						
		1460					
20-10 Vermeire Manor	Concrete balcony repair	1460		70,000.00	25,000.00	25,000.00	25,000.00
20-13 Frnelli Manor	Furnace Replacement	1460		190,654.00	95,000.00	89,487.00	89,487.00
	Nondwelling Structures						
20-6 Frank Fay	Build Landry Area	1470		40,000.00	40,000.00		
20-6 Frank Fay	504 Alt. & Impr. To Comm. Ctr.	1470		360,000.00	325,000.00	365,637.00	365,637.00
	Nondwelling Equipment						
	Demolition Cost						
20-7 Mesabi Street	Abatement/Gen. & 504 Alts.	1485					
20-6 Frank Fay	Mediation	1485		10,000.00	11,000.00	10,990.00	10,990.00
20-7 Mesabi Street	Relocation cost	1495		2,000.00	2,000.00	1,747.50	1,747.50
PA 20-4, 3	Bond Debt. Service	1501		110,000.00	75,260.06	75,260.06	75,260.06
HA Wide	Contingency	1502		100,000.00	-		
				1,057,654.00	1,057,654.00	1,057,654.00	1,057,654.00



## Attachment U

### Project-Based Voucher Program

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

The non-impacted jurisdiction of the Mercer County Housing Authority

This action is consistent with the FY 2006 Agency Plan in the following ways:

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

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

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

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

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

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

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

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

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

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

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

Annual Statement/Performance and Evaluation Report					Attachment W
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA/NAME		Grant Type and Number PA28PO20501-07		Federal FY of Grant:	
Mercer County Housing Authority		Replacement Housing Factor Grant No.		2007	
Original Annual Statement		Reserve for Disasters/Emergencies		X Revised Annual Statement (revision no. 1 )	
X Performance and Evaluation Report for Program Year Ending 12/31/07		Final Performance and Evaluation Report			
Line No.	Summary by Department Account	Total Estimated Cost		Total Actual Cost	
	Proposed Funding	Original	Revised #1	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	110,000.00	117,651.00	110,000.00	36,668.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	70,000.00	70,000.00	70,000.00	
8	1440 Site Acquisition				
9	1450 Site Improvement	20,000.00	51,675.00		
10	1460 Dwelling Structures	834,864.00	800,000.00		
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Non-dwelling Structures	15,000.00	12,538.00		
13	1475 Non-dwelling Equipment		1,000.00		
14	1485 Demolition	10,000.00	10,000.00		
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	4,190.61	4,190.61		
18	1499 Development Activities				
19	1501 Collateralization or Debt Services	109,464.39	109,464.39	109,464.39	
20	1502 Contingency	3,000.00			
21	Amount of Annual Grant (Sum of lines 2-20)	1,176,519.00	1,176,519.00	289,464.39	36,668.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance	280,000.00			
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conversation Measures				





Annual Statement/Performance and Evaluation Report				Attachment X	
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA/NAME		Grant Type and Number PA28PO20501-06		Federal FY of Grant:	
Mercer County Housing Authority		Replacement Housing Factor Grant No.		2006	
Original Annual Statement		Reserve for Disasters/Emergencies		X Revised Annual Statement (revision no. 2)	
X Performance and Evaluation Report for Program Year Ending 12/31/07		Final Performance and Evaluation Report			
Line No.	Summary by Department Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised #2	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	69,000.00	113,623.00	113,623.00	91,149.39
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	70,000.00	72,827.79	72,827.79	44,160.93
8	1440 Site Acquisition				
9	1450 Site Improvement	150,000.00	254,570.28	254,570.28	232,820.28
10	1460 Dwelling Structures	600,000.00	549,501.11	549,501.11	417,172.96
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Non-dwelling Structures	5,000.00			
13	1475 Non-dwelling Equipment	25,000.00	24,557.00	24,557.00	17,939.00
14	1485 Demolition	7,000.00	11,626.75	11,626.75	11,626.75
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,000.00			
18	1499 Development Activities				
19	1501 Collateralization or Debt Services	109,532.07	109,532.07	109,532.07	109,532.07
20	1502 Contingency	10,071.93	-		
21	Amount of Annual Grant (Sum of lines 2-20)	1,047,604.00	1,136,238.00	1,136,238.00	924,401.38
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance	320,000.00			
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conversation Measures				

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

Attachment X

PHA/NAME		Federal FY of Grant: 2006					
<b>Mercer County Housing Authority</b>		Capital Fund Program Grant No: PA28PO20501-06 Replacement Housing Factor Grant No.					
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised #2	Funds Obligated	Funds Expended
	Administration						
HA Wide	Salaries, benefits, operations	1410.00		69,000.00	113,623.00	113,623.00	91,149.39
	Fees & Cost						
20-7 Mesabi Street	Architectural design development,	1430.00		70,000.00	72,827.79	72,827.79	44,160.93
20-10 Vermeire Manor	accessibility compliance design						
HA Wide	accessibility compliance design						
	Site Improvement						
20-7 Mesabi Street	Drainage, lighting, asphalt,	1450.00		150,000.00	254,570.28	254,570.28	232,820.28
	landscaping, street barricade						
	Dwelling Structures						
20-7 Mesabi Street	Exterior modernization	1460.00		600,000.00	549,501.11	549,501.11	417,172.96
	Doors, façade, landscaping,						
	Drainage, privatization, security						
20-7 Mesabi Street	504 conversions & alterations						
	Nondwelling Structures						
20-7 Mesabi Street	Site maintenance storage area	1470.00		5,000.00			
	Nondwelling Equipment						
20-7 Mesabi Street	Childrens play equipment	1475.00		25,000.00	24,557.00	24,557.00	17,939.00
	Demolition						
20-7 Mesabi Street	Abatement & Mediation	1485.00		7,000.00	11,626.75	11,626.75	11,626.75
	Relocation Cost						
20-7 Mesabi Street	Tenant relocation for 504 work	1495.00		2,000.00			
	Debt Service						
PA 20-3 & 4	Bond pool service/504 new const.	1501.00		109,532.07	109,532.07	109,532.07	109,532.07
	Contingency						
PA 20-7	Unforseens, change orders	1502.00		10,071.93	-		
				\$ 1,047,604.00	\$ 1,136,238.00	\$ 1,136,238.00	\$ 924,401.38



Annual Statement/Performance and Evaluation Report					Attachment Y
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA/NAME		Capital fund Grant No. PA28P020501-08		Federal FY of Grant:	
Mercer County Housing Authority		Replacement Housing Factor Grant No.		2008	
X Original Annual Statement		Reserve for Disasters/Emergencies		Revised Annual Statement	
Performance and Evaluation Report for Program Year Ending			Final Performance and Evaluation Report		
Line No.	Summary by Department Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	117,652.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	70,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	60,235.91	-	-	-
10	1460 Dwelling Structures	804,000.00			
11	1465.1 Dwelling Equipment-Nonexpendable			-	-
12	1470 Non-dwelling Structures	6,000.00			
13	1475 Non-dwelling Equipment				
14	1485 Demolition	4,000.00			
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	5,000.00			
18	1499 Development Activities	-			
19	1501 Collateralization or Debt Services	109,631.09			
20	1502 Contingency			-	-
21	Amount of Annual Grant (Sum of lines 2-20)	1,176,519.00		-	-
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conversation Measures				

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

Attachment Y

**Part II: Supporting Pages**

PHA/NAME		Capital Fund Program Grant No: PA28P020501-08 Replacement Housing Factor Grant No.					
<b>Mercer County Housing Authority</b>							
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised	Funds Obligated	Funds Expended
				-	-	-	-
				-	-	-	-
	1410 Administration	1410		-	-	-	-
HA Wide	Salaries, benefits operations	1410		117,652.00	-	-	-
				-	-	-	-
	1430 Fees and Cost	1430		70,000.00	-	-	-
20-10 Vermeire	Architectual design development	1430					
20-8 Garster Homes	Architectual design development	1430		-			
HA Wide	Accessible Design	1430					-
	Site Acquisition	1440			-	-	-
	Site Improvement	1450		60,235.91	-	-	-
20-10 Vermeire	Lighting, sdiewalks, curb ramps	1450					
HA Wide							
	Dwelling Structures	1460		804,000.00			
20-4 Malleable Ht.	Basement waterproofing	1460					-
20-10 Vermeire	Efficiency Conversions to 1 brm.	1460			-	-	-
HA Wide							
	Nondwelling Structures	1470		-		-	-
20-10 Vermeire	Community rm., laundry, public space	1470		6,000.00	-	-	-
HA Wide							
	Nondwelling Equipment	1475		-	-	-	-
	Demolition	1485					-
HA Wide	Abatement & Mediation	1485.0		4,000.00			
	Relocation Cost	1495.10		5,000.00			
20-10 Vermeire	Tennant Relocation	1495.10					
HA Wide							
	Debt Service						
PA 20-3 & 4	Bond pool service/504 new const.	1501.00		109,631.09		-	\$ -
	Contingency	1502.00		-		-	-
	Subtotal			1,176,519.00	-	-	-



# Mercer County Housing Authority Capital Fund Program

## Annual Statement & Five-Year Plan Narrative

*March 2008*

The **Annual Statement** describes the budget and activities projected to take place using FFY 2008 Capital Funding. **The Five-Year Action Plan** describes the Capital Fund activities that are projected to take place from 2008 to 2012.

### **Narrative Overview**

For the next five years MCHA will remain focused on exterior improvements and compliance to Section 504 regulations of the Rehabilitation Act of 1973 to existing housing stock and facilities. Other needed improvements are included in the plan such as façade up-grades, preventive measures, site improvements, energy improvements, facility renovations, interior improvements, and asbestos removal. New construction is also projected for several developments. Although all tasks will not likely be completed all listed items will be considered.

This five-year plan reflects the goals of MCHA to improve living conditions, encourage ownership, create defined private areas, and ensure safe neighborhoods to create mixed income communities and improve living environments. Exterior renovations will improve curb appearance creating a more desired community and change the image of housing. Parking and accessible routes shall be incorporated into all modernization work scopes. (A Section 504 review was completed in 2003-2004.) Accessibility compliance measures will be included in all work scopes along with time lines to proceed with the HUD transition plan approved in March of 2005. Any changes to the 504-Transition plan are formally addressed at that time with HUD F.O. engineers.

Note:

*Needs assessments and construction estimations were completed to assist in prioritizing the five-year plan. Other factors such as vacancy, lifecycles, building conditions, criminal activity, location, accessibility and future goals were considered into these projections.*

**Annual Statement Summary:**

**Year #1**

**Grant 501-08**

**FFY 2008-2009**

**Activity Yr. 2009-2010**

- A.** The **Vermerie Manor** apartment building is slated for one-bedroom conversions and building improvements. This would be Phase II continued from 2008-2009 (Phase I). This 70 unit 4 level apartment building is unique in design and inner connected by an elevator. Built in 1970 the building is in good structural condition and warrants renovations. 42 of the apartments are efficiency units. Due to rental market demand, existing amenities, and competition, MCHA plans to continue to convert efficiency units to one-bedroom apartments by adding on to the existing building. Along with the conversions two fully accessible apartments will be created. This is part of the seven-year compliance effort to satisfy Section 504 regulations. Other improvements may include site lighting, landscaping, balcony railings, parking, and accessible routes. These improvements should drastically improve the appearance of the Vermerie Manor complex and provide a more desired one-bedroom unit and community.
  
- B.** MCHA will apply for a second Increment of Replacement Housing Factor (RHF). If approved the increments would be received from 2008 to 2012 and be used for new construction. Funds from the 1st year of 501-08 RHF Funds will be accumulated for future construction activities.

## Five-Year Capital Fund Projections

**Year #2**

**Grant # 501-09**

**FFY 2009-2010**

**Activity Yr. 2010-2011**

- A. Pa. 20-8 Herbert Garster Homes** are projected to receive major exterior improvements. Herbert Garster Homes was constructed in 1962. This development is made up of 14 buildings that house 50 dwellings. Although maintained, the buildings and site have not received major improvements. The buildings exteriors and site shall undergo a design evaluation to arrive at a symmetrical scheme to revitalize this community. The objective is to economically design a facade and color scheme to improve the overall curb appeal and compliment the local area architecture. Some of the improvements will consist of new porches, railings, painting, playground, lighting, landscaping, drainage, paving, entrance doors, defined patio space and private entrances. New gutters, down spouts, brick cleaning and shutters are also projected. Accessible elements will be included in the design. The selected design firm will implement UFAS standards for all 504 alterations. The overall improvements will up-grade Herbert Garster Homes to a feasible attractive development and streetscape. Three new units are planned for this development in 2008-2009 utilizing RHF funds and other non-public housing money. A triplex building will be constructed on existing MCHA land adjacent to the development. The new triplex will consist of two one-bedroom units and a three-bedroom unit. A one bedroom and a three bedroom in the triplex will be fully accessible. This will be part of the MCHA accessibility transition plan for compliance with Section 504 of the Rehabilitation act of 1973.
- B. RHF Funds:** The 2nd increment 501-09 RHF funds would be utilized for Architectural procurement and designing a new duplex at North Sharon Heights. Accessible units would be included in the new construction.

**Year #3**  
**Grant 501-10**  
**FFY 2010-2011**  
**Activity Yr. 2011-2012**

- A. PA.20-13 Fornelli Manor** is a three story high-rise that was constructed in 1984 and houses 44 units. Exterior improvements and alterations for accessible elements are projected. Three fully accessible units are required for compliance. A community room, laundry area and two common restrooms will also need accessible alterations. The building is in good condition but general wear and tear is evident. Needed improvements include window replacement, modifications to the main entrance, apartment doors, exterior lighting, brick cleaning, painting, landscaping, trim replacement and drivitt repair. Expansion of the existing parking lot is planned due to insufficient parking space. A pavilion style shelter will also be considered for the front patio area. Residents use this area to wait for public transportation and visiting. Security measures will also be reviewed for resident safety. These improvements will maintain Fornelli Manor as a desired viable community.
- B. McDowell Manor** is a 50 unit elderly community. This development consists of twelve four-plex buildings, one duplex building and a community center. All units are one bedroom. McDowell Manor was constructed in 1963 and remains a stable desired community. Although well maintained the development is in need of updates and accessible alterations. Three one-bedroom accessible units are required for compliance to Section 504 regulations. Due to the compact size of the units adding on and reconfiguring the interiors with accessible elements would be a favorable option. New construction is also being considered. The actual approach will be determined. Improvements needed include new building trims, windows, doors, storm doors, porch post, privacy fencing, landscaping, lighting, sidewalks and façade details. The community center needs upgrades as well. Windows, painting, and accessible improvements are needed. Accessible renovations included entrance doors, restrooms and the community kitchen. A laundry area accessed from the outside of the community center will also need some accessible alterations. McDowell Manor is a solid viable community that will benefit long term from these improvements.
- C. RHF Funds;** The 3rd increment 501-10 RHF funds would be used for Architectural Design and Construction Activities to construct a new duplex building at the North Sharon Heights Development as stated. The duplex would consist of 2 two-bedroom units. The units would be fully accessible to UFAS regulations. The new building would bring North Sharon Heights (20-14) into compliance with the Section 504 of the Rehabilitation at of 1973. The accumulation of RHF Funds 501-08 & 501-09 would be utilized along with RHF 501-10 to complete the new duplex. MCHA would recapture two units back to their inventory lost from prior demolition.

**Year #4**  
**Grant 501-11**  
**FFY 2011-2012**  
**Activity Yr. 2012-2013**

- A. **Pa. 20-14 Silver Street Apartments & North Sharon Heights** were built in 1984. These two buildings were constructed on separate lots in a residential neighborhood known as development 20-14. Each location has a six-unit two-story building typical to each another. The buildings are stick built on slab with brick veneer on the first level and T111 on the upper level and gables. Exterior renovations are needed due to aging and wear and tear. Renovations will include siding, painting, roofing, porches, privacy dividers, doors, storage sheds, landscaping and lighting. The projected improvements will upgrade the buildings to a modern appearance. The interiors are original and also need upgrades to the kitchens, bathrooms, flooring, doors and walls. A new duplex building is slated for compliance to Section 504 of the Rehabilitation Act of 1973. The duplex units will consist of two bedroom dwellings constructed on land in proximity of the developments. Both of the two bedroom units will be fully UFAS accessible. This development remains stable. These improvements will insure the status and appearance of North Sharon Heights for years to come.
- B. **Chavers Community Center** is slated for accessible improvements and interior up-grades. The center is a unique facility in fair condition and houses several social service programs and offices for MCHA. Interior and exterior building improvements are needed along with accessible alterations. Accessible compliance work would include an interior elevator, restroom alterations, common area accessible elements, parking, and travel routes. Replacement of the front glass extruded entrance system is needed for efficiency and accessibility. New windows and exterior changes are projected for energy savings and updated appearance of the building. Although the center remains active, the long-term investment remains to be determined for viability.
- C. **RHF Funds:** The 4<sup>th</sup> Increment RHF 501-11 funding would be utilized for architectural procurement and design. Construction of a duplex or triplex building at 20-5 Valley View Homes in Mercer, Pa. is projected. The new building would have accessible units for compliance to section 504 regulations.

**Year #5**  
**Grant 501-12**  
**FFY 2012-2013**  
**Activity Yr. 2013-2014**

- A. **Pa. 20-15 Pine Hollow Village** was constructed in 1984 and consists of five buildings that house 38 units. Exterior improvements are projected for this development. The work scope would include storage sheds, rear privacy walls, entrance porches, doors, and drainage; play station area and accessible alterations. One three-bedroom and one two-bedroom accessible unit are required for compliance to Section 504. Compliance work was completed to unit 345, a two-bedroom, in 2003. A room addition is projected for unit 351 creating a three-bedroom accessible dwelling. This work would bring Pine Hollow Village into full compliance with section 504 regulations. This development is in good condition. The renovations will up-grade Pine Hollow with added amenities in line with MCHA's housing goals and remain competitive.
- B. **Pa. 20- 7 Mesabi Street Apartments:** The exteriors and site was renovated in late 2007. Roofing and downspouts were not updated at that time and may need replaced. Drainage lines for storm water need routed to the street. The overhangs and facings need replaced to match the new white trims installed in 2007. Sidewalks will need replaced and several trees need removed. Interior improvements will need assessed at that time for updating. Closing off the street and creating a one-way entrance to the development will be considered. Traffic, criminal activity and safety access will be evaluated. The buildings at Mesabi are stable and in good condition.
- C. **Pa. 20-5 Valley View Homes** was constructed in 1954 and is in good condition. This development received major exterior improvements in 2002-2003. The interiors were last renovated in 1996 and in need of updates. Roofing replacement and accessible compliance will be the main work scope. Two accessible units are required for compliance to Section 504 regulations. A two bedroom and a three-bedroom apartment mix were approved. One option is to build an addition on the existing single level unit 405. This would provide a two-bedroom UFAS apartment. The three-bedroom unit would be developed by over and under conversion construction of units 459 & 462. The favored option is new construction of a triplex or duplex building. The approach remains to be determined.
- D. **RHF Fund:** The 5<sup>th</sup> and final Increment of funding RHF 501-12 would be utilized along with RHF 501-11 to construct a new duplex or triplex at Valley View Homes. Other non-public funding would be utilized for the new construction. The new building would also recapture units back into MCHA inventory.

*This five-year projected report was arrived by actual site assessments and life cycle reports. Work estimations, scopes, and photos are available upon requests.*

Submitted By: Kenneth F. Chuzie

MCHA Planning Department  
Modernization & 504 Coordinator

