

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

PHA Plans

5 Year Plan for Fiscal Years 2008 - 2012

Annual Plan for Fiscal Year 2008

**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: Altoona Housing Authority **PHA Number:** PA28-P031

PHA Fiscal Year Beginning: (mm/yyyy) 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 2008 - 2012
[24 CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)
The mission of the Altoona Housing Authority is to provide affordable, quality housing that promotes self-sufficiency and other resident opportunities based on sound management which is a valuable asset to the community.

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:**97% Occupancy**
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
 - 1. Increase inventory of homeownership properties.**
 - 2. Increase level of landlord participation in the Section 8 Voucher Program.**
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)

- Improve voucher management: (SEMAP score) 72
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)
1. **Work with City of Altoona and property owner to ensure expiration of Section 8 Project Based Certificates at City Hall Commons do not result in loss of affordable housing opportunity to low income residents.**
 2. **Work with City of Altoona and local landlords to increase participation in the Section 8 Voucher Program.**
 3. **Work with City of Altoona in identifying properties for possible homeownership through renovation projects.**
 4. **Altoona Housing Authority is currently upgrading (in phases) all accessible handicapped public housing apartments including common areas to address ADA compliance issues.**
 5. **Work with HUD to provide an additional 57 Enhanced Section 8 Vouchers at Logan Hills Apartments.**

- 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)
1. **The AHA is evaluating the possibility of a Voucher home-ownership program and Public Housing home-ownership program for the upcoming year. The AHA was funded for the Public Housing FSS grant for 2008.**
 2. **Continue outreach efforts through Section 8 Landlord workshops and community meetings.**
 3. **Achieve 97% occupancy in the Public Housing Program.**
 4. **Achieve 98% occupancy in the Section 8 Voucher Program as funding allows.**

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

- PHA Goal: Provide an improved living environment
Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:**Continue youth prevention activities and continue Altoona Police Department patrols in authority developments.**
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)
 1. **Improve current level of resident satisfaction with living conditions in public housing.**
 2. **Update Maintenance Plan and Preventive Maintenance Procedures.**
 3. **Reduce crime by 5% for 2008-2009.**
 4. **Increase participation in Resident Organizations.**
 5. **Increase participation in Healthy for Life Program.**
 6. **Continue to provide services of Resident Services Coordinator at the Green Avenue & Eleventh Street Towers.**
 7. **The Altoona Housing Authority submitted an application for a full time Resident Services Coordinator at Fairview Hills through the ROSS grant.**
 8. **Establishment of Neighborhood Watch Program at sites.**
 9. **Improve customer service by means of survey.**

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:**5% per year.**
 - Provide or attract supportive services to improve assistance recipients' employability:**Work with service agencies to provide necessary services.**
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.**Continue Resident Services Coordinator at elderly site. Applied for Public Housing ROSS grant.**
 - Other: (list below)

1. **PHA partnered with Penn State Altoona with COPC Grant for public housing residents residing in our family development and elderly developments which expires October 2008 . The AHA also partners with other agencies to provide educational health related workshops to our elderly residents.**
2. **Increase the number of Section 8 recipients who participate in the Family Self Sufficiency Program.**
3. **Work with residents to improve the image of public housing through receipt of Public Housing Self Sufficiency Grant.**
4. **Develop public housing Homeownership Program.**
5. **Conduct workshops to low income residents on homeownership.**

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

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

Other PHA Goals and Objectives: (list below)

1. **To manage the Authority using recognized sound administrative and sound fiscal practices.**
2. **To adopt the highest standards in operating housing developments.**
3. **To promote self-sufficiency and independence of residents.**
4. **To pursue partnerships which promote resident opportunity and quality of life.**
5. **To ensure that the maintenance function is performed efficiently and cost effectively with trained and skilled employees.**
6. **To provide housing that is an asset to the community.**
7. **To market the administrative, management and other skills of the Authority.**
8. **To acquire assets which will support the mission of the Authority.**
9. **Conduct fair housing workshops for staff and residents.**
10. **Provide assistance to resident organizations at all developments promoting a healthy environment for the residents.**
11. **To effectively manage and upgrade all ADA compliance deficiencies.**

- 12. To effectively convert all public housing operations to Project Based Accounting/Asset Management module.**

Annual PHA Plan
PHA Fiscal Year 2008
[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.

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) makes several changes in the way public housing is administered. QHWRA now requires public housing authorities to engage in short and long term planning in an effort to improve operations and make authorities more efficient. The agency's Annual and Five Year Plan incorporate goals and policies to insure an efficient and cost effective operation.

Following is a summary of each component of the Annual Plan:

Housing Needs

This section is a statement of the housing needs of the extremely low (below 30%), very-low (30-50%) and low-income (50-80% of median income) residents of the City of Altoona. We administer 536 Public Housing apartments, 3 home ownership units, 57 Enhanced Section 8 Vouchers and 917 Section 8 Vouchers and Mod Rehab units.

An examination of current occupancy levels and waiting list information shows a majority of families with incomes below 30% of median income. This illustrates a need to maintain quality affordable housing choices for these families.

Financial Resources

Currently, we have sufficient financial resources to maintain the operation of the Housing Authority. We have been able to adjust to the fluctuations in HUD funding regulations and maintain a consistent level of operation. As occupancy levels have increased in the Section 8 program we have become concerned that HUD funding levels are not sufficient to maintain the level of certificates and vouchers previously awarded. Staff will closely monitor this situation in the future.

Policies Governing Eligibility, Selection, Admissions

This section outlines our policies for 1) eligibility of applicants for Public Housing and Section 8 rental assistance; 2) selection process and waiting list maintenance for Public Housing and Section 8 participants, and 3) continued occupancy of Public Housing and Section 8 apartments.

Although the regulations allow the development of site-based waiting lists we do not meet the established criteria, nor would we benefit from site-based waiting lists. Also, a review of local conditions for current residents and applicants do not warrant a de-concentration policy.

Rent Determination

Public Housing residents are now able to choose between income based or flat rate rents, we have determined that ceiling rents are not necessary at this time. The flat rent option should help with our occupancy issues by making our apartments less expensive than comparable subsidized apartments in the community. Our minimum rent will be maintained at the current \$50.

Operations and Management

This section addresses relevant rules, standards and policies governing maintenance and management of the housing owned, assisted or operated by the Authority.

Grievance Procedures

This section outlines the grievance procedures available to residents and applicants. Our grievance procedure has been reviewed and updated.

Capital Improvements

The Altoona Housing Authority has been diligent in maintaining a high standard of quality for all of the properties it owns and manages. This section includes a copy of our Capital Fund Grant Application for 2008. Our funding for 2007 was \$652,474.00. The Capital Fund replaces the Comprehensive Grant Program. The Annual Statement HUD-52837 and 5 year action plan are included.

Demolition and/or Disposition

We are not proposing the demolition or disposition of any of our existing public housing apartments nor will we be applying for Hope VI funding.

Designation of Public Housing

The Green Avenue Tower has been designated as "Elderly Only". This designation has helped to stabilize the resident population in the Green Avenue Tower and we are proposing the continuation of this designation.

Conversion of Public Housing

Analysis of housing stock does not indicate need to convert additional public housing units beyond those units currently approved for conversion from efficiency to one bedroom apartments in the Green Avenue Tower.

Homeownership

The Altoona Housing Authority has been successful in developing home ownership opportunities for our residents through a Section 5(h) Homeownership Plan. Seventy-two houses were developed for home ownership for low-income families. Sales proceeds will be utilized to develop additional housing opportunities. There are three homes remaining to be sold.

Community Service and Self Sufficiency

This section outlines our coordination efforts with the Department of Public Welfare and other agencies providing services and assistance to residents to gain self-sufficiency.

Safety and Crime Prevention

This section outlines our strategy for safety and crime prevention to ensure the safety of our residents.

We are planning to continue our relationship with the Altoona Police Department to expand the police presence in the community and provide prevention activities for the children of the community.

Ownership of Pets in Public Housing

The Altoona Housing Authority has developed a Pet Policy in accordance with the regulations and guidelines proved by HUD. All public housing residents may now own pets, as defined by the policy.

Civil Rights Certification

This section of the plan contains the necessary Civil Rights Certifications indicating that we will carry out our Plan in compliance with all applicable civil rights requirements and that we will affirmatively further fair housing.

Most Recent Fiscal Year Audit

This section of our Plan contains a copy of our most recent fiscal year audit. We received an unqualified opinion for this year's audit.

Asset Management

The Authority previously established policies to effectively manage the Authority's assets.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2008 Capital Fund Program Annual Statement
- 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
- List of Resident Board Member
- Community Service Description of Implementation
- Information on Pet Policy
- Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs, if applicable

Optional Attachments:

- PHA Management Organizational Chart
- FY 2008 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Required Attachments

Attachment 1 – Capital Fund Program Annual Statement - 2008

Attachment 2 – Altoona Housing Authority Pet Policy

Attachment 3 – Performance and Evaluation Reports

CFP501-05, 2005

CFP501-06, 2006

CFP501-07, 2007

Attachment 4 – Section 8 Homeownership Capacity Statement

Attachment 5 – Resident Advisory Board Members

Attachment 6 – Resident Membership of the PHA Governing Board

Attachment 7 – Voluntary Conversion Assessment

Attachment 8 – Deconcentration and Income Mixing

Attachment 9 – Section 8 Project Based

Optional Attachments

Attachment 10 – Altoona Housing Authority Organizational Chart

Attachment 11 – Capital Fund Five Year Plan

Attachment 12 – Residency Preference Policy

Attachment 13 – Reasonable Accommodation Policy

Attachment 14 – Voucher Portability Policy

Attachment 15 – Allocation Plan

Attachment 16 – Section 8 Landlord Screening Policy

Attachment 17 – Violence Against Women Act Policy

Attachment 18 – Community Service Policy

Attachment 19 – Agency Plan Public Hearing Minutes

Attachment 20 – Working Family Preference Policy

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
Yes	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Yes	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Yes	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
Yes	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
Yes	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
Yes	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
Yes	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
Yes	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
Yes	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	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	A & O Policy	
Yes	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
Yes	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Yes	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
Yes	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
Yes	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
Yes	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Yes	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
Yes	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
Yes	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
Yes	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
Yes	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
Yes	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
Yes	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
Yes	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
Yes	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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	1920	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	2060	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	2029	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	710	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	NA	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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)

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 checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	190		
Extremely low income <=30% AMI	144	76%	
Very low income (>30% but <=50% AMI)	31	16%	
Low income (>50% but <80% AMI)	15	8%	
Families with children	169	89%	
Elderly families	3	2%	
Families with Disabilities	8	4%	
Race/ethnicity	39	21%	
Race/ethnicity	143	75%	
Race/ethnicity	8	4%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			

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

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	442		
Extremely low income <=30% AMI	321	73%	
Very low income (>30% but <=50% AMI)	99	22%	
Low income (>50% but <80% AMI)	22	5%	
Families with children	139	31%	
Elderly families	12	3%	
Families with Disabilities	61	14%	
Race/ethnicity	269	61%	
Race/ethnicity	150	34%	
Race/ethnicity	23	5%	
Race/ethnicity			

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	36	8%	
2 BR	260	59%	
3 BR	117	26%	
4 BR	16	4%	
5 BR	6	1%	
5+ BR	7	2%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

The AHA continues to monitor the high number of vacancies at the Green Avenue Tower and the Eleventh Street Tower. The majority of vacancies are due to residents moving to personal care home or death. The AHA works closely with the Office on Aging for assistance for residents to continue to live independently.

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) **Adoption of Working Family Preference Policy.**

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) **Adoption of Working Family Preference Policy.**

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)

The AHA has an Allocation Plan.

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 **Center for Independent Living of South Central PA.**
- Other: (list below)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

Educate residents and staff on fair housing rules and regulations.

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2008 grants)		
a) Public Housing Operating Fund	\$1,082,327	
b) Public Housing Capital Fund	\$ 652,474	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$3,247,992	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	\$0	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)	\$0	Capital Improvements
3. Public Housing Dwelling Rental Income	\$1,310,000	
4. Other income (list below)		
Investment Income	\$61,000	PHA Operations
Other Operating Receipts	\$53,000	PHA Operations
Non Dwelling Rent	\$11,400	PHA Operations
4. Non-federal sources (list below)		
Total resources	\$6,418,193	

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)**20**
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

- Criminal or Drug-related activity
 - Rental history
 - Housekeeping
- Based upon Landlord Screening verification and other factors.**
- Other (describe)

1. Credit history as reported by TRW or similar credit reporting service.

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)

1. Moving to Project Based/Asset Management, the AHA will have two methods to organize its public housing waiting list: 1) Fairview Hills (family) and 2) Green Avenue & Eleventh Street Towers (elderly/disabled). Lists will be maintained at these two sites.

2. Applicants are still eligible to apply at AHA Administrative Office.

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

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

Applications provided to local service providers to provide to clients. Waiting list policy on applications.

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

Residents of PA31-2 (Green Avenue Tower) and PA31-3 (Eleventh Street Tower) currently occupying efficiency units will be given an opportunity to transfer to a one bedroom unit within the same development in accordance with procedures established in the Admissions and Occupancy Policy.

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(**Residency Preference**)
 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)

Elderly Preference at Green Avenue & Eleventh Street Towers.

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list) **Bulletin Boards – All Sites & Resident Handbook**

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)

Local, State & FBI, if necessary.

- 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)

Criminal screening completed by AHA but specific information on applicants is not shared with landlords. Landlords are encouraged to screen possible Section 8 tenants and be consistent with screening procedures.

The AHA conducts annual Landlord workshop to discuss rules and regulations associated with the Section 8 Voucher Program.

(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:

1. **If it is verified that an applicant has been actively looking for an apartment and has met with Altoona Housing Authority staff at 30 and 60 day intervals, an additional 30 days will be granted.**
2. **Reasonable accommodation, if verified.**

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
 Veterans and veterans’ families
 Residents who live and/or work in your jurisdiction(**Residency Preference**)
 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)

Reasonable Accommodations Policy

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:

PHA will exempt income increases of \$100 per month between annual re-examination, per ACOP & Admin Plan.

- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase

- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) **\$100 per month/\$1,200 per year.**
- 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)

The rent hardship exemptions are: lost eligibility/awaiting determination for Federal, State or local assistance program; would be evicted as result of minimum rent; family income decrease because of changed circumstances (i.e. unemployed); death in immediate family.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	536	115
Section 8 Vouchers	826	168
Section 8 Certificates	0	0
Section 8 Mod Rehab	52	12
Special Purpose Section 8 Certificates/Vouchers (list individually)	39	2
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Elderly Service Coord.	366	N/A
ROSS Grant	N/A	N/A
Other Federal Programs(list individually)		
5(h) Homeownership	5	1

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 Policy**
 - Public Housing Lease and Rules and Regulations Rider**
 - Pet Policy**
 - Maintenance Charges**
 - Allocation Policy**
 - Reasonable Accommodations Policy**
 - Banning and Trespass Policy**
 - Collection Policy**
 - Residency Preference Policy**
 - Violence Against Women Act Policy**
 - Working Family Preference Policy**

- (2) Section 8 Management: (list below)
- Section 8 Administrative Plan**
 - Reasonable Accommodations Policy**
 - Portability Policy**
 - Collection Policy**
 - Residency Preference Policy**
 - Section 8 Landlord Screening Policy**
 - Violence Against Women Act Policy**
 - Working Family Preference Policy**

Copies of these documents are available at the Administrative Office, 2700 Pleasant Valley Boulevard, Altoona, PA 16602, between the hours of 8:30 am and 4:30 pm, Monday through Friday.

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)

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

- 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: Green Avenue Tower
1b. Development (project) number: PA031-002
2. Designation type:

Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(08/26/1996)</u> ; <u>Revised & Approved by HUD on 07/07/2006</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan (Board Adopted 08/09/2006) <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 206 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Designation of Public Housing Activity Description
1a. Development name: Eleventh Street Tower 1b. Development (project) number: PA031-003
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:
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?
7. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

B. Voluntary Conversion Initial Assessments

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

Four (4)

- 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)?

Two (2), elderly developments

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

One for each eligible development.

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

None

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

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.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: HOME Choice
1b. Development (project) number: PA031-013, 014, 015 and 017
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" 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 checked="" 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: <u>(09/24/1992)</u> – Revised on 10/29/2004
5. Number of units affected: 72
6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? **01/24/2008**

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) **Client Information System (Application Mailed)**

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Elderly Services Coordinator</i>	<i>366</i>	<i>Residents</i>	<i>Development Office</i>	<i>Public Housing</i>
Family Self Sufficiency Coord.	53	Waiting List	PHA Main Office	Section 8

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: 04/09/07)
Public Housing		
Section 8	53	27

- 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)

The AHA has an approved Banning & Trespass Policy. The AHA also has a contract with the Altoona Police Department for community policing.

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)

Crime statistics provided by the Altoona Police Department.

2. Which developments are most affected? (list below)
PA031-001, 005 and 016 (Fairview Hills)

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)

Altoona Police Department Contract – Community Policing

The AHA hosted a workshop on safety and screening entitled: “Keeping Illegal Activity Out of Rental Properties”.

The AHA hosted a landlord workshop on crime in October 2007.

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

C. Coordination between PHA and the police

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

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

2. Which developments are most affected? (list below)
PA031-001, 005, 016 (Fairview Hills) and PA031-002 (Green Avenue Tower) and PA031-003 (Eleventh Street Tower)

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)]

A copy of the PHA Pet Policy is attached.

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?
Resident Advisory Board Meetings are held throughout the year in January, February, March, July & October.

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at Attachment (File name) Resident Advisory Meeting Minutes
 - Provided below:

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

List changes below:

Other: (list below)

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

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

3. Description of Resident Election Process

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

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

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: **City of Altoona, PA**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

 - Other: (list below)

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

D. Other Information Required by HUD

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

24 CFR 903.7 Requirement that the Housing Authority provide a definition of "substantial" deviation" and "significant amendment or modification".

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the Altoona Housing Authority that fundamentally change the mission, goals, objectives, or plans of our agency and which require formal approval of the Board of Directors.

Attachments

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

Attachment 1 – Capital Fund Program Annual Statement - 2008

Attachment 2 – Altoona Housing Authority Pet Policy

Attachment 3 – Performance and Evaluation Reports

CFP501-05, 2005

CFP501-06, 2006

CFP501-07, 2007

Attachment 4 – Section 8 Homeownership Capacity Statement

Attachment 5 – Resident Advisory Board Members

Attachment 6 – Resident Membership of the PHA Governing Board

Attachment 7 – Voluntary Conversion Assessment

Attachment 8 – Deconcentration and Income Mixing

Attachment 9 – Section 8 Project Based

Optional Attachments

Attachment 10 – Altoona Housing Authority Organizational Chart

Attachment 11 – Capital Fund Five Year Plan

Attachment 12 – Residency Preference Policy

Attachment 13 – Reasonable Accommodation Policy

Attachment 14 – Voucher Portability Policy

Attachment 15 – Allocation Plan

Attachment 16 – Section 8 Landlord Screening Policy

Attachment 17 – Violence Against Women Act Policy

Attachment 18 – Community Service Policy

Attachment 19 – Agency Plan Public Hearing Minutes

Attachment 20 – Working Family Preference Policy

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	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

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

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

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

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

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

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

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

PHA Name: Altoona Housing Authority	Grant Type and Number Capital Fund Program Grant No: CFP 2005 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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- Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no. **3**)
 Performance and Evaluation Report for Program Year Ending
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	-	-	-	-
3	1408 Management Improvements	110,000.00	50,000.00	50,000.00	35,443.18
4	1410 Administration	60,000.00	22,940.99	22,940.99	20,655.42
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	60,000.00	25,000.00	25,000.00	17,784.15
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	220,000.00	401,492.75	401,492.75	225,941.40
10	1460 Dwelling Structures	307,000.00	85,849.26	85,849.26	85,849.46
11	1465.1 Dwelling Equipment - Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	-	-	-	-
13	1475 Nondwelling Equipment	-	59,528.00	59,528.00	-
14	1485 Demolition	-			
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1501 Collateralization or Debt Service	-	-	-	-
20	1502 Contingency	-	-	-	-
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 757,000.00	\$ 644,811.00	\$ 644,811.00	\$ 385,673.61
22	Amount of line 21 Related to LBP Activities	-	-	-	-
23	Amount of line 21 Related to Section 504 Compliance	-	-	-	-
24	Amount of line 21 Related to Security - Soft Costs	-	-	-	-
25	Amount of line 21 Related to Security - Hard Costs	-	-	-	-
26	Amount of line 21 Related to Energy Conversation Measures	-	-	-	-

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

PHA Name:		Grant Type and Number				Federal FY of Grant:		
Altoona Housing Authority		Capital Fund Program Grant No: CFP-2005 Replacement Housing Factor Grant 0				2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Developments 001-005-006-016 are Now all Development PA-031-001								
PA031-001								
Fairview Hills								
	Medicine Cabinet Replace	1460.00	96	22,000.00	-			Oper.Budget
	Roof Replacement	1450.00	25 Bldgs.	220,000.00	-			Moved
	Entrance Lighting	1460.00	96	40,000.00	-			Oper.Budget
	Maint. Building	1460.00	1	180,000.00	0.00			
	ADA Compliance							
	1. Residential Units	1460.00	1		-		-	
	2. Chair Lift Replacement	1460.00	5		56,887.26	56,887.26	56,887.26	
	3. Seal/Stripe Parking Lot	1450.00	1		150,007.75	150,007.75	85,941.40	
	Sidewalk Repairs						-	
	ADA Compliance							
	Parking Spaces -H.Accessibility							
	4. Common Areas	1460.00						
	Stove/Refrigerator Replacement	1475.00	85	-	19,528.00	19,528.00		

Annual Statement / Performance and Evaluation Report

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

PHA Name: Altoona Housing Authority	Grant Type and Number Capital Fund Program Grant No: CFP2006 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no. 2)
 Performance and Evaluation Report for Program Year Ending
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	-	-	-	-
3	1408 Management Improvements	95,000.00	20,000.00	20,000.00	-
4	1410 Administration	40,000.00	63,349.30	63,349.30	63,349.30
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	80,000.00	20,000.00	20,000.00	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	105,000.00	-	-	-
10	1460 Dwelling Structures	490,500.00	530,443.70	530,443.70	-
11	1465.1 Dwelling Equipment - Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	50,000.00	-	-	-
13	1475 Nondwelling Equipment	10,000.00	-	-	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1501 Collateralization or Debt Service	-	-	-	-
20	1502 Contingency	-	-	-	-
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 870,500.00	\$ 633,793.00	\$ 633,793.00	\$ 63,349.30
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

PHA Name: Altoona Housing Authority	Grant Type and Number Capital Fund Program Grant No: CFP2007 Replacement Housing Factor Grant No:	Federal FY of Grant: 2007
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no. 2)
 Performance and Evaluation Report for Program Year Ending
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	-	-	-	-
3	1408 Management Improvements	83,000.00	73,000.00	-	-
4	1410 Administration	40,000.00	40,000.00	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	40,000.00	40,000.00	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	750,000.00	425,474.00	-	-
10	1460 Dwelling Structures	64,000.00	74,000.00	-	-
11	1465.1 Dwelling Equipment - Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	-	-	-	-
13	1475 Nondwelling Equipment	-	-	-	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1501 Collateralization or Debt Service	-	-	-	-
20	1502 Contingency	-	-	-	-
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 977,000.00	\$ 652,474.00	\$ -	\$ -
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**

PHA Name: Altoona Housing Authority	Grant Type and Number Capital Fund Program Grant No: CFP2008 Replacement Housing Factor Grant No:	Federal FY of Grant: 2008
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no.)
 Performance and Evaluation Report for Program Year Ending
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	-	-	-	-
3	1408 Management Improvements	25,000.00		-	-
4	1410 Administration	40,000.00		-	-
5	1411 Audit	-		-	-
6	1415 Liquidated Damages	-		-	-
7	1430 Fees and Costs	60,000.00		-	-
8	1440 Site Acquisition	-		-	-
9	1450 Site Improvement	581,190.00		-	-
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	1499 Development Activities	-		-	-
19	1501 Collateralization or Debt Service	-		-	-
20	1502 Contingency	-		-	-
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 706,190.00		\$ -	\$ -
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	-	-	-	-

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Altoona Housing Authority		<input type="checkbox"/> Original 5-Year <input checked="" type="checkbox"/> Revision No.			
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2009 PHA FY: 7/1/2009	Work Statement for Year 3 FFY Grant: 2010 PHA FY: 7/1/2010	Work Statement for Year 4 FFY Grant: 2011 PHA FY: 7/1/2011	Work Statement for Year 5 FFY Grant: 2012 PHA FY: 7/1/2012
	Annual Statement				
PA031-001 Fairview Hills		280,000.00	476,500.00	520,000.00	345,000.00
PA031-002 Green Avenue Tower		271,500.00	114,500.00	179,000.00	320,000.00
PA031-003 Eleventh Street Tower		517,500.00	250,000.00	139,000.00	224,000.00
Authority Wide		170,000.00	180,000.00	275,000.00	145,000.00
CFP Funds Listed for 5-year planning		1,239,000.00	1,021,000.00	1,113,000.00	1,034,000.00
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages--Work Activities

toona Housing Authority Year 1	Activities for Year: 2009 FFY Grant: 2009 PHA FY: 7/1/2009			Activities for Year: 2010 FFY Grant: 2010 PHA FY: 7/1/2010		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	Developments 001-005-006-016 are ALL NOW 001			Developments 001-005-006-016 are ALL NOW 001		
Annual Statement	Fairview Hills			Fairview Hills		
		ADA Compliance-Office	15,000.00	PA031-001	ADA Compliance	0.00
		R.Accommodation	5,000.00		R.Accommodation	5,000.00
		Entrance Lighting	0.00		Entrance Lighting	0.00
		Site Lighting	0.00		Site Lighting	0.00
		Replace Boilers	0.00		Replace Boilers	0.00
		Water Efficient Commode	75,000.00		Water Efficient Commode	42,500.00
		Sidewalk Replacement	0.00		Sidewalk Replacement	0.00
		Replace Tub Enclosures	0.00		Replace Tub Enclosures	32,000.00
		Refinish Tub Enclosures	5,000.00		Refinish Tub Enclosures	0.00
		Replace Roofs	0.00		Replace Roofs	75,000.00
		Replace Countertops	0.00		Replace Countertops	150,000.00
		Replace Bath Exhaust	30,000.00		Replace Bath Exhaust	0.00
		Replace Clothes Poles	20,000.00		Replace Clothes Poles	0.00
		Mechanical Room Damper	0.00		Mechanical Room Damper	0.00
		Replace Stoves	0.00		Replace Stoves	30,000.00
		Replace Refrigerators	0.00		Replace Refrigerators	25,000.00
		Replace Medicine Cabinets	0.00		Replace Medicine Cabinets	15,000.00
		Landscaping	5,000.00		Landscaping	5,000.00
		Replace Furnances	80,000.00		Replace Furnances	0.00
		Asbestos Abatement	15,000.00		Asbestos Abatement	15,000.00
		Vehicle Replacement	0.00		Vehicle Replacement	20,000.00
		Lawn Equip. Replacement	0.00		Lawn Equip. Replacement	2,000.00
		Replace Hot Water Tanks	0.00		Replace Hot Water Tanks	0.00
		Replace Storm Drains	30,000.00		Replace Storm Drains	0.00
	Siding Replacement	0.00		Siding Replacement	60,000.00	
	Total CFP Estimated Cost		\$ 280,000.00			\$ 476,500.00

Attachment 5

Resident Advisory Board Committee Members - 2008 01/29/08

Section 8

Donald Burgess
2709 Dove Avenue, Altoona, PA 16602
940-1990

Hope Rhodes
2716 7th Avenue, Altoona, PA 16602
941-7976

Green Avenue Tower

Harold (Ukey) Weamer
911 Green Avenue, Apt. #1104, Altoona, PA 16601
942-0486

Robert DeBartolome
911 Green Avenue, Apt. #817, Altoona, PA 16601
942-8805

Kathleen Pfahler
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946-0934

June Brubaker
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943-2579

Edna Mae Booterbaugh
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Floyd Dutton
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Eleventh Street Tower

Edna Yeager
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944-0207

Dan Myers
1100 11th Street, Apt. #418, Altoona, PA 16601
941-7301

Alice Weaver
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949-9113

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942-5258

Trudy Morning
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201-2761

Howard Ermin
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943-8932

Fairview Hills

Pauline Wilson
228 East Beech Court, Altoona, PA 16601
942-2674

Dorothy Miller
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940-1041

Marjorie Snyder
216 East Maple Avenue, Altoona, PA 16601
944-5911

Greg Cook
230 East Cherry Avenue, Altoona, PA 16601
949-9097

Barbara Kurtz
230 East Maple Avenue, Altoona, PA 16601
949-9362

Violence Against Women Act (VAWA) Policy

The Altoona Housing Authority, in accordance with the Violence Against Women Act, has established this policy to provide protection in housing against domestic violence, dating violence, sexual assault and stalking victims. While the title of the Act is Violence Against Women, the Act describes a victim as male or female and protects both sexes.

The purpose of this policy is to reduce domestic violence, dating violence, sexual assault, and stalking; prevent homelessness of the victims of such acts; protect victims who reside in Public Housing and Section 8; and ensure victims have access to the criminal justice system without jeopardizing their housing.

Domestic violence can be a felony or misdemeanor crime of violence committed by a current or former spouse of the victim, or a person similarly situated to a spouse of the victim, or a person with whom the victim shares a child in common.

Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim based on the length of the relationship, the type of relationship and/or the frequency of the interaction between the persons.

Sexual assault includes both assaults committed by strangers or offenders who are known or related by blood or marriage to the victim.

Stalking means to pursue, place under surveillance, or repeatedly commit acts with intent to kill, injure, harass, or intimidate and/or to place a person in reasonable fear of death, serious bodily injury, or emotional harm to that person, their immediate family member(s), or spouse or intimate partner.

The Altoona Housing Authority will evaluate each alleged act of violence on a case by case basis. Any resident alleging they are a victim of any listed form of domestic violence, dating violence, sexual assault or stalking ***must*** provide documentation that substantiates that claim. This documentation must include bona fide incidents of actual or threatened abuse which includes the name of the perpetrator and must be provided within fourteen (14) days of the alleged act of violence.

The documentation provided by the victim of the act of violence may be any of the following:

- A local police or court record
- Documentation signed by a victim service provider, an attorney, or a medical professional that attests under penalty of perjury that the abuse is a bona fide incident and that the victim has approved the documentation.

Any information provided to the Altoona Housing Authority shall be retained in the strictest confidence. It will not be entered into any shared database or provided to any related entity unless the victim consents or requests such sharing, unless it is required for use in an eviction proceeding or unless otherwise required by law.

Once this documentation is provided to the Altoona Housing Authority, the perpetrator of the act of violence will be banned from being on Altoona Housing Authority property or the residential unit of a Section 8 Voucher holder. Should the resident who is the victim of such violence willingly or intentionally violate this banning order, the protection offered under this Act and policy shall become null and void and termination proceedings will begin.

If the Altoona Housing Authority is able to demonstrate there is an actual and imminent threat to other tenants, employees or others providing services to the property, the protection offered under this Act and policy are also null and void and termination proceedings will begin.

All resident will be provided equal opportunities for informal and formal hearings as already defined in all termination procedures through the Altoona Housing Authority.

ALTOONA HOUSING AUTHORITY

COMMUNITY SERVICE POLICY

Revisions to Community Service Policy are underlined.

I. GENERAL

The Quality Housing and Work Responsibility Act of 1998 requires that all public housing residents who are age 18 to 61 are required to perform community service activities or self-sufficiency work activities unless they are exempt from the requirement.

The community service and self-sufficiency requirement is intended to assist adult public housing residents in improving their own economic and social well-being and give these residents a greater stake in their communities. The community service and self-sufficiency requirement allows residents an opportunity to “give something back” to their communities and facilitates upward mobility.

II. SERVICE REQUIREMENT

Each adult resident of public housing, who is not exempt from this requirement, must contribute 8 hours of community service each month or participate in an economic self-sufficiency program for 8 hours each month or a total of 96 hours per year in order to be in compliance with the Community Service Policy.

III. EXEMPTIONS

The following adult residents of public housing are exempt from this requirement if any of the following apply:

1. Individual is 62 years or older;
2. (1) Individual is a blind or disabled individual as defined under 216(i)(1) or 1614 of the Social Security Act (42 USC 416(i)(1); 1382c), and who certifies that because of this disability she or he is unable to comply with the service provisions of this subpart, or
(2) Individual is a primary caretaker of such individual;

3. Individual is engaged in work activities as defined in section 407 (d) of the Social Security Act (42 U.S.C. 607(d)), specified below:
 - Unsubsidized employment;
 - Subsidized private-sector employment;
 - Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
 - On-the job-training program;
 - Job-search and job-readiness assistance;
 - Community service programs;
 - Vocational educational training (not to exceed 12 months with respect to any individual);
 - Job-skills training directly related to employment;
 - Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
 - Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and
 - The provision of childcare services to an individual who is participating in a community service program.
4. Individual meets the requirements of being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 USC 601 et seq.) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program;
5. Individual is a member of a family receiving assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act (42 USC 601 et seq.) or under any other welfare program of the State in which the PHA is located, including a State administered welfare-to-work program, economic self sufficiency program and has not been found by the State or other administering entity to be in noncompliance with such a program.
 - A. An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work.

IV. NOTIFICATION OF THE REQUIREMENT

The Altoona Housing Authority shall provide to all residents written notice about the reinstatement of the community service and self-sufficiency requirement as outlined in 24 CFR 960.605. This notification must alert residents of this requirement, whether or not they are exempt, and what they need to do in order to comply.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after September 1, 2003. For families paying a flat rent, the obligation begins on their lease renewal date. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

V. VOLUNTEER OPPORTUNITIES

Community service includes performing work or duties in the community that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self responsibility of the resident.

The Altoona Housing Authority will coordinate with social service agencies, local schools and the Department of Public Welfare in identifying a list of volunteer community service positions in order that non exempt residents comply with this act.

VI. THE PROCESS

At the first annual reexamination, on or after September 1, 2003 and each annual reexamination thereafter, the Altoona Housing Authority will do the following:

- A. Provide a list of volunteer opportunities to the family members.
- B. Provide a volunteer time sheet and instructions for completing the time sheet to the family members.
- C. Assign family members to our Family Service Coordinator, who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The Family Service Coordinator will track the family member's progress monthly and will meet with the family member as needed to encourage compliance.
- D. Ninety (90) days before the family's next lease anniversary date, the Family Service Coordinator will advise the Altoona Housing Authority whether each applicable adult family member is in compliance with the community service requirement.

VII. NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

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

In order to obtain a lease renewal on the expiration of the current lease, residents must be in compliance both with any delinquent community service requirements and current requirements.

The Altoona Housing Authority will notify any family found to be in noncompliance of the community service policy. The Altoona Housing Authority must offer the resident the opportunity to enter into written agreement to cure the noncompliance with the community service and self-sufficiency requirements either under the current or delinquent lease. This agreement should include:

- The additional number of hours of community service or self-sufficiency work activities needed to make up the required number of hours under the current lease.
- Assurance that all members of the family who are subject to these requirements are in compliance with the requirements.
- Written assurances satisfactory to the Altoona Housing Authority that any noncompliant resident no longer resides in the unit.

The Altoona Housing Authority must inform residents that they may request a grievance hearing on the determination of noncompliance in accordance with Part 966, subpart B and that residents may exercise any available judicial remedy to seek redress from the PHA's non-renewal of the lease because of such determination.

VIII. OPPORTUNITY FOR CURE

The Altoona Housing Authority will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12 month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self sufficiency program or falls behind in their obligation under the agreement to perform community service, the Authority shall take action to terminate the lease.

Altoona Housing Authority
Reasonable Accommodation Policies and Procedures
for the Access and Use of Housing Programs and Services
by Persons With Disabilities

A. POLICY APPROACH AND OBJECTIVES

1. Purpose of the Policy

The Altoona Housing Authority (“AHA”) is committed to compliance with the Fair Housing Act, which, among other things, prohibits discrimination against persons with disabilities. In accordance with its statutory responsibilities and management policies, the AHA will make reasonable accommodations in its rules, policies, practices or services when such accommodations may be necessary to afford persons with disabilities an equal opportunity to use and enjoy its housing communities and programs.

This Reasonable Accommodation Policy (“Policy”) sets forth the guidelines of the AHA in making reasonable accommodations for qualified applicants or residents with disabilities for participation in public housing programs and activities. A copy of this Reasonable Accommodation Policy is posted in the Administrative Office of the Altoona Housing Authority located at 2700 Pleasant Valley Boulevard, Altoona, Pennsylvania and at each AHA Public Housing development.

The AHA ensures that its policies and practices do not discriminate or deny individuals with disabilities the opportunity to participate in, or benefit from, the operation of its housing services or programs. When an individual with a disability requires an accessible feature(s), policy modification, or other reasonable accommodation to accommodate a disability, the AHA may provide the requested accommodation unless doing so would result in a fundamental alteration in the nature of the program or an undue financial and administrative burden to the AHA. A fundamental alteration is a modification that is so significant that it alters the essential nature of the provider’s operations.

2. Overall Policy Objectives

This Policy is intended to:

- a. Communicate the AHA’s position regarding reasonable accommodations for persons with disabilities in connection with the agency’s housing programs, services, and policies;
- b. Establish guidance for implementing such a Policy; and
- c. Comply with applicable federal, state and local laws to ensure accessibility for persons with disabilities to housing programs, benefits and services administered by the AHA.

3. Governing Regulations

The requirements of this Policy are based upon the following statutes or regulations:

- a. Section 504 of the Rehabilitation Act of 1973, as amended (“Section 504”) prohibits discrimination on the basis of disability status and states that “No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance from the Department of Housing and Urban Development”;
- b. The Fair Housing Act (“FHA”) prohibits discrimination in the sale, rental and financing of dwellings. The FHA requires reasonable accommodations in rules, policies, practices, services and reasonable modifications to dwelling units and public common areas; and

- c. Part 8, of 24 CFR, Housing and Urban Development, entitled Non-Discrimination Based On Handicap In Federally Assisted Programs and Activities of the Department of Housing and Urban Development, applies to recipients of federal funds and implements the requirements of the Rehabilitation Act.

4. **General Guidelines for Providing Reasonable Accommodations**

Listed below are the general guidelines that provide a foundation for this Policy and which staff should apply when responding to requests for reasonable accommodations within all housing programs:

- a. It is presumed that the individual with a disability is knowledgeable of the appropriate types and methods of providing reasonable accommodations needed when making a request. However, the AHA reserves the right to investigate and offer equally effective alternatives to the requested accommodation and/or alternative methods for providing the requested accommodation.
- b. The procedure for evaluation and responding to requests for a reasonable accommodation relies on a cooperative relationship between the AHA and the applicant/resident.
- c. The AHA shall inform all applicants and residents of alternative forms of communication. The Request for Reasonable Accommodations Form is designed to assist the AHA and its applicants / residents. If an applicant/resident does not, or cannot, use the Request for Reasonable Accommodations Form, the AHA will still respond to the request for an accommodation. The applicant/resident may also request assistance with completing the Request for Reasonable Accommodations Form, or such applicant/resident may ask that the Request for Reasonable Accommodations Form be provided in an equally effective format or means of communication.

If an applicant or tenant cannot read or sign a consent form because of a disability, the AHA must provide a reasonable accommodation.

Examples of reasonable accommodation:

- Provide forms in large print.
 - Provide readers for persons with visual disabilities.
 - Allow the use of a designated signatory.
 - Visit the person's home if the applicant or tenant cannot travel to the office to complete the forms.
 - Provide a list of accessible properties for rent under the Housing Choice Voucher Program.
 - Provide a larger unit or grant higher utility allowances.
- d. The AHA will grant the request for a reasonable accommodation only to the extent that an undue financial and administrative burden is not created thereby.
 - e. All written documents required by, or resulting from, this Policy must contain plain language and be available in appropriate alternative formats in order to communicate information and decisions to the person requesting the accommodation.
 - f. Any required meetings with a person with a disability will be held in an accessible location.

5. **Monitoring, Enforcement and Training**

The HUD Fair Housing and Equal Opportunity Office ("FHEO Office") is responsible for monitoring compliance with, and enforcing the requirements of, applicable regulations as identified in Part A, Section 3 of this Policy. Questions regarding these regulations should be made by contacting the Pittsburgh FHEO Office in writing, or in person by appointment, at 339 Sixth Avenue, Pittsburgh, PA 15222, or by calling the Office at (412) 644-6965.

The AHA will avail itself of training opportunities that may be offered by the FHEO Office or other such authoritative organizations concerning all applicable Federal, state and local requirements regarding reasonable accommodations.

B. REASONABLE ACCOMMODATION PROCEDURES

1. Communication with Applicants and Residents

- a. At the time of application, all applicants will be provided with the Request for Reasonable Accommodation Form or, upon the applicant's request, the Request Form will be provided in an equally effective format.
- b. Residents seeking accommodations may at any time contact the AHA located at 2700 Pleasant Valley Boulevard, Altoona, Pennsylvania.
- c. To show that a requested accommodation may be necessary, there must be an identifiable relationship, or nexus, between the requested accommodation and the individual's disability.
- d. The AHA will inform all applicants at the time of application, and all residents at their annual or interim re-examination, that a request may be submitted for reasonable accommodations for an individual with a disability. All applicants and residents will be provided the Request for Reasonable Accommodation Form when requesting a reasonable accommodation. However, an applicant or resident may submit the request in writing, orally, or use another equally effective means of communication to request the accommodation.
- e. Upon receiving the request, the AHA will send it to the 3rd party for verification within twenty (20) business days.
- f. If additional information or documentation is required, the AHA will provide a "Request for Information" notice to the applicant or resident specifying the information and/or verification needed. A submission deadline date will be specified in the Request for Information so as not to delay a review of the request.
- g. The AHA will maintain written materials at its Administrative Office which summarize this Policy and highlight the procedures for making a request for reasonable accommodations.

2. Processing Reasonable Accommodation Requests

The AHA will generally utilize the following decision process to determine an individual's qualification for a reasonable accommodation under this Policy and to determine the steps to promptly process a request:

Step #1:

- A. Determine whether the applicant/resident is a qualified "individual with a disability" based upon the information provided. The Fair Housing Act (24 CFR 100.201) and Section 504 of the Rehabilitation Act of 1973 (24 CFR 8.3), and their implementing regulations, define an individual or person with a disability. Based upon these sources an individual with a disability is considered as any person who:
 - Has a physical or mental impairment that substantially limits one or more major life activities.
 - Has a record of such impairment; and
 - Is regarded as having such impairment.

- B. If additional information or documentation is required, the AHA will provide a "Request for Information" notice to the applicant/resident specifying the information and/or verification needed or request a meeting in an accessible environment.
- C. If the person is not qualified as an individual with a disability, the AHA will deny the request to the applicant/resident and issue a standard request denial letter.

Step #2:

- A. Determine whether the requested accommodation is related to the individual's disability and is necessary to allow the individual to make more effective use of his/her housing.
- B. If additional information or documentation is required, the AHA will provide a "Request for Information" notice to the applicant/resident specifying the information and/or verification needed or request a meeting in an accessible environment. The AHA will not inquire about the nature or extent of the individual's disability, rather it will only ask information that is actually necessary for verification.
- C. If the requested accommodation is not related to the individual's disability, the AHA will deny the request by issuing to the applicant/resident a standard request denial letter.

Step #3

- A. Determine whether the requested accommodation is reasonable. This determination will be made by following "Guidelines for Determining Reasonableness" indicated in Section 3 of this Part.

Where the request has been determined by the AHA to be reasonable, a written description of the accommodation will be prepared and included in a standard letter to the applicant/resident approving the request for reasonable accommodations.

- B. If additional information or documentation is required, the AHA will provide a "Request for Information" notice to the applicant/resident specifying the information and/or verification needed or request a meeting in an accessible environment.
- C. If the requested accommodation is not reasonable as determined by Section 3 of this Part, the AHA will deny the request by issuing a denial letter to the applicant/resident, citing the reason(s) for the denial. The applicant/resident will have fifteen (15) calendar days in which to make a written request for an Informal Review to dispute the AHA's decision.

3. Guidelines for Determining "Reasonableness"

- a. In accordance with this Policy, the AHA will consider the requested method for providing reasonable accommodations for an individual with a disability. However, the AHA will evaluate the requested method and may require the individual with a disability to provide further information to demonstrate the need for the requested accommodation to enable access to, and use of, the housing programs and facilities. Additionally, the AHA may offer equally effective alternatives to the requested accommodation and/or alternative methods for providing the requested accommodation.
- b. Requests for reasonable accommodations will be considered on a case-by-case basis. Decisions regarding reasonable accommodations will be made in compliance with all applicable accessibility laws and requirements.

- c. The responsibility for the decision that a proposed reasonable accommodation would result in such alteration or burdens shall rest with the Executive Director or his/her designee after considering all resources available for use in the funding and operation of the service, program, or activity, and must be accompanied by written statement of the reasons for reaching that conclusion. If an action would result in such alteration or burden, the AHA shall propose any other action that will not result in or require an alteration or burden.
- d. In some cases, an individual with a disability may require a lived-in aide. In accordance with the provisions of the AHA Public Housing dwelling lease and Admissions and Occupancy Policy and the Section 8 Administrative Plan, the AHA may permit a live-in to reside in the dwelling unit to assist an individual with a disability.

4. **Limits on Obligations to Provide Reasonable Accommodations**

- a. Fundamental Alteration. The AHA is not required to take any action that would result in a fundamental alteration in the nature of the program. A fundamental alteration is a change so significant that it alters the essential nature of the provider's operations.
- b. Undue Financial and Administrative Burden. The determination of undue financial and administrative burden must be made on a case-by-case basis, involving various factors, such as the cost of the reasonable accommodation, the financial resources of the provider, the benefits the accommodation would provide to the requesting individual, and the availability of alternative accommodations that would adequately meet the requester's disability-related needs.

When a request for a reasonable accommodation will result in an undue financial and administrative burden, the AHA must provide all other needed accommodations up to the point at which further accommodations would result in an undue financial and administrative burden.

5. **Assistance Animals**

- a. Assistance animals are not pets. They are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or animals 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," "assistance animals," "support animals," or "therapy animals", perform many disability-related functions, including but not limited to guiding individuals who are blind or have low vision, alerting individuals who are deaf or hearing impaired to sounds, providing minimal protection or rescue assistance, pulling a wheelchair, fetching items, alerting persons to impending seizures, or providing emotional support to persons with disabilities who have a disability-related need for such support.
- b. The AHA will modify or provide an exception to a specific rule in its Pet Policy to permit a person with a disability to use and live with an assistance animal in accordance with Section 504 of the Rehabilitation Act and the Fair Housing Act unless:
 - The animal poses a direct threat to the health or safety of others that cannot be reduced or eliminated by a reasonable accommodation;
 - The animal would cause substantial physical damage to the property of others;
 - The presence of the assistance animal would pose an undue financial and administrative burden to the provider, or
 - The presence of the assistance animal would fundamentally alter the nature of the provider's services.
- c. The fact that a person has a disability does not automatically entitle him or her to an assistance animal. There must be a relationship between the person's disability and his or her need for the animal.

- d. The AHA will not require an applicant/resident to pay a fee or a security deposit as a condition of allowing the applicant/resident to keep an assistance animal. However, if the assistance animal causes damage to the resident's unit or the common areas of the development, the AHA, at that time, will charge the resident for the cost of repairing the damage in accordance with the AHA's policy and the resident's lease.

6. Additional Fair Housing Act Requirements

- a. A person with disabilities has the right under the Fair Housing Act to make reasonable modifications to any part of his or her unit or the related common areas at this or her own expense, with the written approval of the AHA.
- b. However, permission for a modification can be conditioned on the tenant providing reasonable documented assurances that the work will be completed by an insured licensed contractor, and that the required building permits will be obtained in advance of the construction, with copies provided to the AHA at its administrative offices.

C. DEFINITIONS

- 1. "ADA" shall mean the Americans with Disabilities Act.
- 2. "FHA" shall mean the Fair Housing Act of 1968.
- 3. "AHA" shall mean the Altoona Housing Authority.
- 4. "Individual with disabilities" shall have the same meaning as the term "individual with handicaps" under 24 CFR 8.3 as follows:

"Individual with handicaps" means any person who has a physical or mental impairment that substantially limits one or more major life activity; has a record of such impairment; or is regarded as having such impairment.
- 5. "Reasonable Accommodation" shall mean a change, exception, or adjustment to a program, service, building, dwelling unit, or workplace that will allow a qualified person with a disability to:
 - a. Participate fully in a program;
 - b. Take advantage of a service;
 - c. Live in a dwelling; or
 - d. Perform a job.

Adopted April 14, 2004 (Resolution 04-18)

Working Family Preference:

Applicants will receive preference points for working families where the head of household, spouse or sole member is employed not less than 20 hours per week. An applicant will be given the benefit of the working family preference if the head of household, spouse or sole member is age 62 or older, or is a person with disabilities.

POLICY FOR SCREENING OF SECTION 8 LANDLORDS

PURPOSE:

The Altoona Housing Authority (“AHA”) has consistently applied the regulations promulgated by the Housing and Urban Development (“HUD”) in order to meet its mandated purpose of providing decent, affordable, safe, and secure housing for persons of limited means. In order to meet this obligation, the Authority has entered into Housing Assistance Program contracts with various individuals owning properties within the City of Altoona in order to provide housing meeting the above-mentioned standards.

The Housing Authority has, as well, evaluated tenants for these properties consistent with the HUD regulations promulgated relative to criminal activity and suitability to provide safety and security within the neighborhoods in which these properties are located. The staff and management of the Authority has determined that it is prudent and responsible to evaluate landlords in similar fashion to ascertain that landlords meet a demanding criteria to ensure that they provide a safe, secure and appropriate environment for clients of the AHA.

Therefore, the Authority establishes the following procedures and criteria in order to evaluate landlords in order to permit them to enter into a Housing Assistance Program (“HAP”) contract with the Housing Authority in regard to the Section 8 Program and in order to do so, have established the following screening criteria to which the landlord will be subjected in order for consideration of their entry into the HAP Program. The landlords will be subjected to a background check in order to establish and verify:

1. That the owner/landlord has not violated any previous obligations under any other HAP contract with the Altoona Housing Authority or any other public housing agency.
2. That the owner/landlord has not committed fraud or bribery or any like crime in connection with any Federal Housing Program.
3. That the owner/landlord has not been and is presently not engaged in any drug-related or criminal activity or any other violent criminal activity, whether it be conducted on or about the subject premises of the HAP request, or elsewhere.

4. That the owner/landlord has not had a prior history of failing to terminate tenancy of tenants within their premises under terms and conditions as are prescribed for in the Code of Federal Regulations, HUD regulations and regulations of the AHA.
5. That the owner/landlord has not had a history or consistent practice of renting units that persistently fail to meet state or local housing codes or those housing codes established by the AHA.
6. That the owner/landlord has consistently paid state and/or local real estate taxes, fines or assessments, and has complied with all code enforcement rules and regulations appertaining to the subject premises of the proposed HAP contract.
7. That the owner/landlord has not manifested a history or conduct such as to be detrimental to the health, safety, welfare and well being of proposed tenants.

CRIMINAL SCREENING CRITERIA:

****** New Section**

The Altoona Housing Authority will complete effective criminal background checks on potential Section 8 Landlords and parties entering into a HAP contract with the AHA in order to ensure the quality of programs and safety of the tenants and the community. *******In addition, the Altoona Housing Authority will complete effective criminal background checks on existing Section 8 Landlords effective at the annual renewal of the existing Housing Assistance Payment Contract.*** These background checks may include, but are not limited to, the following:

- NCIC Interstate Identification Index through the Altoona Police Department;
- Pennsylvania State Police Record Checks; and/or
- Submission of fingerprinting for conclusive background checks as may be required by any local, state or federal law enforcement agency.
- Intellicorp

The AHA will review the information received in the background checks or such other investigation as the Housing Authority may determine and any criminal activity of any type or nature committed within the past three (3) years will preclude the entry of a HAP contract. The Housing Authority will, however, exercise its discretion as to any conduct committed beyond three years prior to the date of application and individually consider the seriousness of the information received, the possible

detrimental effects to the community and the tenants and the affect or impact it may have upon the AHA Program generally. The Housing Authority's discretion shall be sole and absolute in these particular matters.

The AHA will automatically deny an owner/landlord admission into the Program if the report provides criminal activity of the following nature as to any owner/landlord:

1. Drug related criminal activity (ex: manufacture/sale/use or distribution).
2. Violent criminal activity (ex: crimes involving use, attempted use/threatened use of physical force against persons or property).
3. Any other criminal activity which, in the sole discretion of the AHA, would affect the health, safety or peaceful enjoyment of the subject premises of the HAP Contract.
4. Criminal activity resulting in the arrest, prosecution, or conviction of manufacturing or producing methamphetamine (speed) by the owner/landlord or any of them.
5. The arrest, prosecution, or conviction of any sexual offense existing under the Crimes Code of the Commonwealth of Pennsylvania or the Crimes Code of any other state in the United States or the United States Code.

OTHER CONSIDERATIONS:

1. The AHA will permanently terminate any HAP contract heretofore entered into should the owner/landlord be found to have been convicted of manufacturing or producing methamphetamine on the premises of the assisted housing. "Premises" is defined as the building or complex in which the dwelling unit is located, including common areas and grounds.
2. The AHA will permanently terminate any HAP contract heretofore entered into should the owner/landlord be found to have been arrested, prosecuted or convicted for sexual offenses as hereinbefore described.
3. The AHA may deny admission if a potential owner has pending criminal charges based upon criminal reports received by the AHA involving any type of criminal activity hereinbefore referred to or such activity as may, in the discretion of the AHA, be detrimental to the health, safety and welfare of the Program.

Owners/Landlords desiring to enter into HAP contracts in connection with the Section 8 Voucher Program will be considered and evaluated on a case-by-case basis focusing on the seriousness and timeliness of the criminal activity and/or unfavorable conduct manifested through the AHA's investigation. The foregoing are general parameters and not designed to be exclusive in nature, but are merely set forth to apprise a potential owner/landlord of the evaluation process done by the AHA in matters appertaining to its Section 8 Voucher Program and advising that the landlord would be required to execute an authorization to allow a criminal background check and/or credit check to be done in connection with their HAP application.

Adopted 12/13/06 – Resolution 06-47
Revised 01/09/08 – Resolution 08-3

Altoona Housing Authority

Pet Policy

Section 1: Definition of Pet and Number Per Unit

A common household pet is defined as a domesticated animal, such as a dog, cat, bird, rodent, fish or turtle, which is traditionally kept in the home for pleasure rather than for commercial purposes. A common household pet does not include reptiles-(except for turtles) or snakes. Any other type of pet will be refused registration. Aquariums may not be larger than 20 gallons. Dogs may not weigh more than 45 pounds. No dangerous or intimidating pets, i.e., pit-bull dogs, rottweilers or doberman pinchers will be permitted. If a dog grows to weigh more than the allowable weight, it must be removed from the household immediately or the entire household will face the possibility of eviction.

Only one four-legged, warm-blooded pet or one aquarium or one bird cage will be permitted in a unit.

Section 2: Pre-Registration Required Prior to Admission

Tenant must deliver a completed Pet Registration Form to the Landlord no less than ten (10) days before a pet is brought into a unit. The registration form must show the type of pet, a recent picture, the name and age of the pet, and if applicable, the license number and current inoculation information for the pet. It must also include the name and address of pet's veterinarian. A Pet Responsibility Form must be completed and submitted along with the Pet Registration Form. The Pet Responsibility Form will be signed by three (3) persons who agree to be responsible for the removal and/or care of the pet in the event of the Tenant's illness or death. Pet registrations must be updated annually.

If a tenant fails to provide complete pet registration information or fails to update the pet registration annually by the designated renewal date, the pet will not be permitted on the Premises. Furthermore, if the Landlord reasonably determines that a person will be unable to fully comply with all of the Pet Regulations, based on the pet application or the Tenant's housekeeping habits and practices, or the Tenant's health, pet will be denied registration admission. A notice in accordance with Section 10 will be sent to the Tenant stating the basis for the Landlord's determination.

Section 3: Required Update of Registration

Each pet's registration must be updated once each year at the time of the annual re-certification. Updated annual registration will include:

- a. Verification that the pet's license is in effect and has been renewed for the current year;
- b. The Dog or Cat must be brought to the management office each year to be photographed;
- c. Proof of any inoculations that are required for such pet, that all shots are current; and
- d. Proof of annual veterinary care.
- e. The Pet Responsibility Form will be reviewed to make sure all information is current.

Section 4: Pet Responsibility Form

Prior to pet admission, the Tenant must complete and sign the Pet Responsibility Form. This form includes the name, address, and phone number of three (3) local persons who agree to care for the pet in the event of the Tenant's illness, vacation, or death. The pet must be removed from the tenant's unit during this time. The responsibility form must be reviewed and updated annually.

Section 5: Security Deposit

Unless otherwise proscribed by the U.S. Department of Housing and Urban Development, a Pet Security Deposit will be required of dog and catowners in the amount of \$100.00 payable as follows: \$100.00 on or before the date when the pet is brought onto the Premises. The Landlord will refund any unused portion of the Pet Security Deposit within a reasonable time after the Tenant moves from the building provided that the Tenant leaves a forwarding address in writing or no longer owns or keeps a pet at the Premises. The tenant must provide written proof that the pet is no longer in the household.

Section 6: Pets – General Conditions

The Tenant must agree to comply with the following rules. Any violation of these rules shall be grounds for removal of the pet or termination of the Tenant's occupancy, or both.

- A. Only one (1) pet is allowed in the elevator at a time. If one pet is already in the elevator car when it stops at a floor, the second pet owner must wait for a car to stop without another pet in it.
- B. Pet owners must use the nearest accessible exit when taking their pet outside.
- C. No pet may be left unattended, whether tied or tethered, outside of the Tenant's unit or building.
- D. No pet is permitted to be taken to a floor other than the first floor or their own apartment floor.
- E. Pets are not to be taken into any other tenant's apartment for any reason.
- F. Pets are not permitted in the building's public rooms such as the offices, laundry room, lounges, or community rooms, unless an appointment has been made for the annual photograph.
- G. Tenants shall not alter their unit, porch, balcony or hallway in any way as to create an enclosure for their pet.
- H. Apartments, patios, balconies and hallways must be kept clean and free of hair, feathers, seeds, droppings, urine, feces and odors at all times.
- I. Cost of extermination from fleas, ticks, or other animal related pests caused by a tenant's pet will be the responsibility of such tenant.
- J. Tenants shall not permit any disturbance by their pet which would interfere with other tenants' quiet enjoyment of their accommodations. This includes disturbances such as loud barking, howling, scratching, whining, loud chirping, yowling, screeching, or other such activities or noises.
- K. Pet Waste must be properly disposed of as specified in the specific pet regulations applying to the type of pet in question. At no time will pet waste of any type be permitted to be placed in any wastebaskets or garbage cans inside the building.

Pet waste of all types, including litter boxes and cage cleaning, must be put in tightly fastened, heavy duty plastic bags and placed outside in the dumpster or placed in a second plastic bag and deposited in the trash chute. A \$5.00 charge will be levied each time the Tenant fails to remove pet waste in accordance with the rules.
- L. Pet owner removing pet from apartment

Whenever a pet is out of the apartment or house for any reason, such pet will be confined in some way so that it does not become loose in the building. Recapture of a loose pet is the sole responsibility of the Tenant. The Landlord will not be involved or take responsibility for such recapture.

Section 7: Visiting Pets

Visiting pets are not permitted without specific written permission from the Landlord, unless they are dogs aiding the handicapped, i.e., seeing eye dogs. If such written permission is granted, all provisions of the Pet Policy will apply to the visiting pet while on the Landlord's premises.

Section 8: Protection of the Pet

If the health or the safety of a pet is threatened by the death or incapacity of the Tenant or by other factors that render the Tenant unable to care for the pet, the Landlord will contact one of the three persons listed on the Pet Responsibility Form. If none of the designated persons are willing or able to care for the pet, or after a reasonable effort, the Landlord has been unable to contact one of the three persons, the Landlord will contact the appropriate state or local agency and request removal of such pet. If there is no state or local agency authorized to remove a pet under these circumstances, the Landlord or its designee will enter the Tenant's unit, remove the pet, and place it in the Blair County Humane Society for permanent disposition.

Section 9: Owner's Absence

If the Tenant will be temporarily absent, such as in the hospital or on vacation, the tenant must tell the Landlord the name of the person who will take total responsibility to regularly care for the pet until the Tenant's return. Pet must be removed from tenant's unit during this absence.

Section 10: Pet Violations

1. **Loose Pets** - If a pet gets loose and away from the Tenant's premises, the Tenant, and not the Landlord is responsible for damages and the recapture of the pet. The Tenant will immediately clean up any waste and pay the cost of any damages incurred within 30 days of presentation of the bill from the Landlord or another tenant if they or their property is involved.

2. **Notice of Pet Rule Violation** – If the Landlord determines on the basis of objective facts, supported by written statements, that the Tenant has violated a rule governing the keeping of a pet, the Landlord will serve a notice to the Tenant of a pet rule violation. The notice of a pet rule violation will be in writing and will:
- a. Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated;
 - b. State that the Tenant has 10 days from the effective date of the service of the notice, to correct the violation (including, in appropriate circumstances, removal of the pet) or to make a written request for a grievance hearing to discuss the violation with the Landlord.
 - c. State that the Tenant's failure to correct the violation, or to request a grievance, or to appear at the grievance hearing shall result in initiation of such procedures to have the pet removed or to terminate the Tenant's tenancy, or both.

Section 11: Pet Removal

If a pet becomes vicious or displays symptoms of severe illness or other behavior that constitutes an immediate threat to the health or safety of the pet or other tenants as a whole, the Landlord or an authorized agency will be permitted to enter the Tenant's unit, remove the pet, and take such action with respect to the pet as may be permissible under state and local law. The Landlord is permitted to enter the Premises in such case as above if any one of the following four situations apply:

- a. The Tenant has refused to remove the pet or if the Landlord is unable to contact the Tenant to make the removal request.
- b. The Tenant is willing to remove the pet, but is unable due to accident or illness.
- c. Should the Tenant decide for any reason they no longer want the pet, it is the Tenant's responsibility to remove it and find somewhere to take it themselves at their expense.
- d. Landlord reasonably believes the pet is being abused or neglected.

1. **Notice for Pet Removal** – If the Landlord determines that the Tenant has failed to correct the pet rule violation, the Landlord may serve a notice to the Tenant requiring the Tenant to remove the pet. The notice will be in writing and will;
 - a. Contain a brief statement of the factual basis for the determination and the pet rule that has been violated;
 - b. State that the Tenant must remove the pet; and
 - c. State that failure to remove the pet shall result in initiation of procedures to have the pet removed or terminate the Tenant's tenancy, or both.

Section 12: Death of Pet

Should a pet die on the Landlord's property, it is the responsibility of the Tenant to dispose of the pet immediately. If this is not done within one day and the Landlord must dispose of such pet, the Tenant will be responsible for all costs incurred by the Landlord. The pet may not be disposed of on the Landlord's property or in a dumpster located thereon.

Section 13: Unit Inspection

The Landlord's personnel will not be permitted to enter a Premises that houses a dog or cat unless the Tenant is at home and has placed the pet on a leash or has the pet under control at all times while the personnel are in the unit. Any problems noticed at an inspection, such as damages to the premises or odors, will be reported to the Landlord who will make the necessary repairs or extermination at the Tenant's expense. The charges are considered to be the same as rent due and owing and must be paid within thirty (30) days of invoice.

Section 14A: Dogs

In addition to the other sections of these rules, the following apply:

- Dogs must be no less than six (6) months old and completely housebroken.
- Proof that the dog is already neutered or spayed must be furnished.
- Each dog must be licensed by the appropriate local government agency and proof of license renewal is required each year by the Landlord. Dogs

must wear a flea collar at all times and must also have a collar that shows a current license, owner's name, and address.

- Annually the Tenant must show proof that the dog has had the proper Parvo shots for distemper and rabies. This proof must be signed by a veterinarian.
- A dog cannot be over 18 inches tall at the top of the shoulder, or weight over 45 pounds at maturity. In the case of a 6 month old dog, a statement from a veterinarian will be required verifying that normally this type of dog will not be over the size requirements as listed.
- A dog must be on a leash at all times when outside of the Tenant's Premises unless it is in an approved locked pet carrier. Small dogs should be held and carried through the building even if on a leash.
- In the case that a pet deposits waste on the Landlord's property, the Tenant must remove such waste immediately. Waste must be placed in a plastic bag, sealed tightly, and put inside an outside dumpster.
- It is the Tenant's responsibility to clean the stairwell if there is any deposit of hair, mud, snow, or animal waste from their pet. Also, if the pet tracks snow, rain and/or mud into an elevator, stairwell or hallway, this must be cleaned up by the Tenant immediately.
- Dogs should be brushed on a regular basis so that their hair does not shed during their trips in and out of the building.
- No dog may stay alone in a unit overnight. It is the responsibility of the tenant if they have to leave suddenly and be away overnight to take the pet elsewhere until they return. If a pet is found alone, it will be removed and disposed of.
- Whenever the Landlord's employees or contractors need to enter the Unit, the Tenant must be present and the dog must be under control.

Section 14B: Cats

In addition to the other sections of these rules, the following apply:

- Cats must be no less than six (6) months old and must be litter box trained before admission. Proof that the cat has been de-clawed and spayed or neutered must be shown before admission approval.

- Cats must wear a fleacollar at all times in addition to a collar showing the owner's name and address.
- Annually the Tenant must show proof that the cat has had the proper FVR-CP and rabies and distemper shots. This proof must be signed by a veterinarian.
- Cats must be on a leash at all times and carried when outside the Tenant's apartment or carried in an approved locked pet carrier.
- The cat must use a cat litter box and waste must be cleaned daily from the litter box. The waste must be placed in a tightly fastened plastic bag, and placed in the outside dumpster, by the cat owner. Litter must be disposed of a minimum of twice a week and replaced with new, clean litter. Soiled litter must be placed in a tightly sealed plastic bag and placed in the outside dumpster. Cat waste and litter are never to be disposed of in the building.
- No cat may stay alone in an apartment overnight. It is the responsibility of the Tenant if they have to leave suddenly and be away overnight to take the pet elsewhere until they return. If a pet is found alone, it will be disposed of.
- In the case that a cat deposits waste on the Landlord's property, the Tenant must immediately remove such waste. The waste must then be placed in a plastic bag, sealed tightly and put in an outside dumpster.
- Whenever the Landlord's employees or contractors need to enter the unit, the Tenant must be present and the cat must be under control at all times.
- In the event that the cat deposits hair, mud, snow, water, or animal waste in the building, in the hall, stairwell, or elevator, this must be cleaned up by the tenant.

Section 15: Insurance

The Tenant shall provide proof of a Renters Insurance Policy with the Pet Registration Form. This policy shall provide liability coverage in an amount not less than \$50,000. The Renters Insurance must remain in effect for the time that the pet is housed with the Tenant. The Tenant must provide proof of insurance each year at their Lease Renewal Date and if proof of insurance is not provided, the pet must be removed from the unit.

Attachment 12

Residency Preference:

Any applicant family who qualifies as a resident of the City of Altoona. A resident is defined as a family or single person who lives in or previously resided in the City of Altoona, or whose head of household or spouse works in, or has been given a bona fide offer of employment in Altoona. Third-party written verification of this preference will be utilized. At the option of the Altoona Housing Authority, leases, utility bills, employer records, school records, driver's licenses, voter registration records or credit reports also may be used to verify residency.

There is no minimum amount of time that the family must have resided in the City of Altoona to qualify for a residency preference. The use of the residency preference will not have the purpose or effect of delaying or otherwise denying admission to the program based upon the race, color, ethnic origin, gender, religion, disability or age of any member of the applicant's family.

AGENCY PLAN PUBLIC HEARING MINUTES

The public hearing was called to order by the Executive Director, Mrs. Cheryl Johns, at 8:05 a.m. on Wednesday, April 9, 2008 in the Boardroom at 2700 Pleasant Valley Boulevard.

Board Members in attendance: Mr. Charles McGrain, Mr. Chris Kirwin and Mr. Floyd Dutton. Mrs. Robin Beck and Mr. Scott Brown were absent.

Legal representation: Attorney William J. Haberstroh was present.

Staff members in attendance: Mrs. Cheryl Johns, Ms. Kathi Ardizzone, Ms. Rebecca Vaughn, Ms. Linda Holsinger and Mrs. Kim Palmer.

Other individuals in attendance: Mr. Howard Ermin, Eleventh Street Tower Resident. The sign-in sheet is attached.

PRESENTATION OF AGENCY PLAN

Mrs. Johns stated that several Resident Advisory Board meetings have been held to discuss the Agency Plan with the residents. She stated that she has a copy of the entire plan if anyone is interested in looking at it.

Mrs. Johns presented a PowerPoint presentation in regard to the FY 2008 PHA Plan, which included the following topics:

1. Overview
2. AHA Mission
3. Resident Advisory Board
4. AHA Goals
5. HUD Programs Under PHA Management
6. Housing Needs Public Housing
7. Public Housing Income Guidelines
8. Housing Needs – Section 8
9. Section 8 Income Guidelines
10. Policies
11. Public Housing Developments
12. Section 8 Voucher Program
13. Questions

Mrs. Johns stated that the biggest change for the Housing Authority has been the conversion to Asset Management, which has consumed a lot of time. She stated that it is a work in progress and staff is doing a great job.

Mrs. Johns stated that the Agency Plan must be submitted electronically to HUD, which will include all of the policies that are currently in place.

There were no questions or comments from the Board of Directors on the Agency Plan.

SUMMARY OF PUBLIC COMMENT

No comments were received during the comment period.

PUBLIC COMMENT

There was no public comment on the Agency Plan

CONCLUSION

There being no further business to be presented at the public hearing, Mr. Kirwin made a motion to adjourn, Mr. McGrain, seconded, all approved. The public hearing was adjourned at 8:11 a.m.

ALTOONA HOUSING AUTHORITY

One Strike Policy

I. INTRODUCTION

The Altoona Housing Authority, as a strategy to improve the quality, safety and well-being of the public housing developments under its jurisdiction, has developed and will implement policies and procedures with respect to Security: "One Strike and You're Out".

II. BASIC PRINCIPLES AND OBJECTIVES

The policies and procedures outlined in this document are guided by the following basic principles:

- (a) All individuals have the right to live in peace and be free from fear, intimidation, and abuse.
- (b) Due to the extraordinary demand for affordable rental housing, public and assisted housing should be awarded to responsible individuals.
- (c) Applicants and current residents of public housing must be protected from discrimination and violation of their right to privacy.
- (d) Active community and governmental involvement in designing and implementing a One Strike policy is fundamental to its success.

The aforementioned principles shall be reflected in specific procedures that are directed by realizing the following objectives:

- (a) Free public housing residents from daily threats to their personal and family safety;
- (b) Build public housing communities that are safer and drug-free;
- (c) Support parents in their efforts to instill the values of hard work, personal responsibility, and good citizenship in their families;
- (d) Create an environment where young people, especially children, can live, learn, and grow up to be productive and responsible citizens;
- (e) Establish a community compact among residents, housing officials, local courts and law enforcement agencies to ensure success of the "One Strike" program.

III. TRACKING AND REPORTING CRIME RELATED PROBLEMS

In order to have an effective crime prevention program, it is necessary for the Authority and the local police department to work together closely. The Authority has maintained a well-developed working relationship with the Altoona Police Department. Since the inception of a contract for additional patrols at our Green Avenue Tower, Eleventh Street Tower, Fairview Hills and Pleasant Village Communities, the exchange of information between the Authority and Police Department has significantly improved.

The Altoona Housing Authority meets with the Police Department on a monthly basis. The Altoona Police Department provides an on-line daily activity report for the Authority's review. This report reflects information for our communities such as: the number of calls received during the month, the number of calls that were non-crime related, the number of calls that were crime related and a specific breakdown of the crime related calls and the nature of the call.

In turn, we at the Authority track crime related problems at our developments and report any incidence of crime to the local police and will continue to do so through the following:

- (a) Investigating any report of crime received via word of mouth, newspaper article, anonymous letter, etc. and maintaining an investigative report on all incidents.
- (b) Continue daily exchange of information between the managers, residents and the City police during their daily visits to the communities.
- (c) Continue monthly meetings between residents and managers.
- (d) Encourage residents to report incidents of crime.

IV. SCREENING OF APPLICANTS

The Altoona Housing Authority will ensure that those who engage in illegal drug use or other criminal activities that endanger the well-being of residents are not allowed to live in public housing developments managed by the Altoona Housing Authority. The Altoona Housing Authority will appropriately screen out and deny admission to a public housing applicant who: (1) has a recent history of criminal activity involving crimes to persons or property and/or other criminal acts that affect the health, safety, or right to peaceful enjoyment of the premises by other residents; (2) was evicted from assisted housing within three years of the projected

date of admission because of drug-related criminal activity; (3) the Housing Authority determines an applicant is illegally using a controlled substance; or (4) the Housing Authority has reasonable cause to believe an applicant illegally uses a controlled substance or abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents; or (5) the Housing Authority shall permanently deny admission to Public Housing units for any individuals convicted of manufacturing or producing methamphetamine (Speed). The Altoona Housing Authority will screen applicants thoroughly by taking the following steps:

- (a) Conduct comprehensive background checks that include screening for criminal activity: the Authority will continue to screen all members of the family 18 and older to ascertain past drug or criminal activity; the Authority will continue to review police and court records; secure landlord references; if previous resident of the Altoona Housing Authority, check history; if indicated that applicant was a resident of another public housing authority, check history; check with probation officers, parole officers, and local social service providers.
- (b) Work with courts and law enforcement agencies to gain access to criminal records: the Authority will continue its well-developed working relationship with the local police department and will continue to obtain criminal records of potential residents from the National Crime Information Center via the local police department; the Authority will continue to attempt to obtain information, when it receives a criminal record that states "disposition unreported", from the appropriate jurisdiction, if possible.
- (c) Establish and implement systems of records management that ensure that records received are maintained confidentially, not misused or improperly disseminated, and destroyed once action is taken.
- (d) Develop criteria to screen for drug-related and other criminal activity: the Authority will consider evidence of criminal activity - including violent crimes and any other crimes that would pose a threat to the life, health, safety, or peaceful enjoyment of residents - in making informed assessments about applicants' suitability for tenancy. The criminal activity of the applicant will be reviewed within a reasonable period of time prior to the decision making process and such review will take into consideration the seriousness of the criminal activity of the applicant or the other household member (if applicable) and all other relevant facts and circumstances as the Altoona Housing Authority may consider appropriate under the regulations and policies applicable thereto; the Authority will consider applications for residence by persons

with such criminal histories on a case-by-case basis, focusing on the evidence of the seriousness and recentness of criminal activity as the best predictors of tenant suitability; the Authority will take into account the extent of criminal activity and any additional factors that might suggest a likelihood of favorable conduct in the future, such as evidence of rehabilitation; or participation in a supervised drug or alcohol rehabilitation program; evidence of the applicant family's participation in or willingness to participate in social service or other appropriate counseling service; or evidence of successful and sustained modification of previous disqualifying behavior; or the circumstance leading to the eviction no longer exists; the Authority will consider evidence of rehabilitation in making the "reasonable cause" determination.

- (e) Protect applicants' due process rights: the Authority has an adopted written admissions and occupancy policy that describes the criteria and standards to be applied regarding admissions; the Authority will continue to post the policy in the office where applications are received and will continue to make copies of the policy available to applicants upon request; when the Housing Authority deems an applicant ineligible for admission, we will continue to promptly notify the applicant of the basis for our decision, and provide the applicant with an opportunity for an informal review on the determination.
- (f) Any applicant deemed ineligible for admission based upon a criminal record received by the Authority from a law enforcement agency will be given the opportunity to view that criminal record and to provide evidence that disputes the charges.
- (g) Consult with AHA solicitor who is familiar with local laws: when making a modification to the Authority's screening policy and procedure we will have the solicitor review the modification to ensure compliance with any applicable state or local laws.

V. LEASE ENFORCEMENT

The Altoona Housing Authority's lease provisions bar drug-related and other criminal activity. Through the inception of this "One Strike" policy, the Housing Authority will maintain a "zero tolerance" with respect to violations of lease terms regarding drug-related or criminal activity. The Altoona Housing Authority will appropriately evict a public housing resident who: (1) engages in any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents; (2) engages in any drug-related criminal activity on or off the Altoona Housing Authority's property; or (3) the Altoona Housing Authority determines a resident is illegally using a controlled substance, or the

resident abuses alcohol or uses a controlled substance in such a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents; or (4) the Housing Authority must immediately and permanently terminate tenancy in public housing, for persons convicted of manufacturing or producing methamphetamine on the premises of the assisted housing. "Premises" is defined as the building or complex in which the dwelling unit is located, including common areas and grounds. The Altoona Housing Authority will strictly enforce the lease provisions pertaining to drug-related and other criminal activity through:

- (a) Modify the lease addendum to specifically state that "the tenant, any member of the tenant's household, or a guest or other person under the tenant's control shall not engage in criminal activity, including drug-related criminal activity on or off Altoona Housing Authority premises, while the resident is a tenant of the Altoona Housing Authority. Any drug-related or criminal activity in violation of this term will be treated as "a serious violation of the material terms of the lease" and such criminal activity shall be "cause for termination of tenancy even in the absence of conviction or arrest." "Alcohol abuse that the Altoona Housing Authority determines interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents shall be cause for termination of tenancy".
- (b) Providing residents with notice and opportunity to comment on the modifications to the lease addendum.
- (c) Requiring all residents to execute the new lease addendum no later than their next reexamination.
- (d) Educating applicants and residents on lease terms: the Altoona Housing Authority will brief applicants, new tenants and current residents about lease terms related to criminal activity and the consequences of single violations of those terms. Briefings will occur before leases are signed or renewed. To the extent practicable, the Altoona Housing Authority will include all appropriate members of households in these briefings, not just the heads of households.
- (e) Implementing the "One Strike" policy uniformly: the same lease will be provided to all residents, and the Altoona Housing Authority will enforce its provisions against all violators in a fair, even handed manner. Similar lease violations will result in similar sanctions.
- (f) Making residents responsible for the conduct of everyone in their household: the Altoona Housing Authority will terminate the lease and evict the entire household when a household member or guest

commits a crime in violation of lease provisions; however, the Authority will handle these situations on an individualized basis and will exercise reasonable discretion in light of all of the relevant circumstances. If the Authority settles an eviction case on the condition that a disruptive household member moves away, the agreement will provide that (1) the individual thereafter will be considered a trespasser if he is found on any real property owned by the Altoona Housing Authority and (2) the household can be subject to eviction if the individual comes back; when the Housing Authority evicts an individual or family from a dwelling unit for engaging in criminal activity, including drug-related criminal activity, the Housing Authority will notify the local post office serving that dwelling unit that such individual or family is no longer residing in the dwelling unit. (So that the post office will terminate delivery of mail for such persons at the unit, and that such persons will not return to the development for pickup of the mail).

- (g) Protecting the due process rights of residents: prior to a hearing, the Altoona Housing Authority will provide the resident with a chance to examine any relevant documents, records, or regulations directly related to the termination or eviction. Since HUD has determined that the state landlord-tenant process provides the necessary pre-eviction hearing and other basic elements of due process, the Altoona Housing Authority has bypassed the grievance procedure in cases involving termination of tenancy for **any activity, not just a criminal or drug-related criminal activity**, that threatens the health, safety, or right to peaceful enjoyment of the premises by other tenants or employees of the Authority;
- (h) Involving AHA solicitor trained in local landlord-tenant law: the Altoona Housing Authority has and will continue to meet with the solicitor on cases involving evictions due to criminal activity and drug-related criminal activity.
- (i) Obtaining full cooperation from the Altoona Police Department: the Altoona Housing Authority maintains a well-developed working relationship with the local police department. The Altoona Police Department will continue a "walk and talk" program and provide undercover surveillance, if necessary. Also, additional patrols will be provided by the City police to our Green Avenue Tower, Eleventh Street Tower, and Fairview Hills sites and will continue the program provided the funding is available. The Police Department and the County Drug Task Force will continue to provide the Authority with relevant incident reports for timely eviction processing; help expedite drug identification in serious cases; and provide police testimony, when necessary, in order to

obtain a drug-related eviction.

VI. POLICY EVALUATION AND AMENDMENT

In order to respond to new developments or unforeseen circumstances, the policies and procedures as outlined in this document may be subject to evaluation and change as conditions warrant. All residents will be notified regarding policy adoption and posted at the various housing developments.

SCREENING CRITERIA FOR CRIMINAL ACTIVITY

The Altoona Housing Authority will perform criminal record checks on all individuals 18 years or older, juveniles convicted as adults, and emancipated minors who apply for Public Housing.

The Altoona Housing Authority will complete effective criminal background checks on applicants for AHA programs to insure the quality of programs and safety of the community. These background checks include but are not limited to the following:

- NCIC Interstate Identification Index through the Altoona Police Department;
- Pennsylvania State Police Check; and/or
- Fingerprinting for prospective current residents of AHA managed programs.

The Authority will review the past three (3) years in determining suitability for tenancy, however, at the discretion of the Altoona Housing Authority, violent criminal activity prior to three (3) years will be considered based on the seriousness of the crime and the possible effects to the community.

The Authority will automatically deny admissions to individuals with criminal activity involving the following:

- 1) Drug related criminal activity (ex: manufacture/sale/use or distribution).
- 2) Violent criminal activity (ex: crimes involving use, attempted use/threatened use of physical force against persons or property).
- 3) Other criminal activity which would affect the health, safety or peaceful enjoyment of the premises.
- 4) The Housing Authority shall permanently deny admission to Public Housing units for any individuals convicted of manufacturing or producing methamphetamine (speed).

- 5) The Housing Authority must immediately and permanently terminate tenancy in Public Housing, for persons convicted of manufacturing or producing methamphetamine on the premises of the assisted housing. "Premises" is defined as the building or complex in which the dwelling unit is located, including common areas and grounds.
- 6) The Housing Authority will permanently deny admission to Public Housing units
f or any individuals convicted of sexual offenses.

The Authority will also deny admission to:

- 1) Any applicant who has been evicted from assisted housing within the past five (5) years for drug related criminal activity.
- 2) Any family member, in the past three (3) years, who has demonstrated a pattern of the abuse of alcohol or a pattern of illegal use of a controlled substance that may interfere with the health, safety or right to peaceful enjoyment of persons residing in the immediate vicinity of the residence (neighbors). If the AHA has reason to believe that a detrimental pattern exists, additional inquiry may be initiated through such resources as police and medical records (if available) to determine if there is a threat to the health, safety, or right to peaceful enjoyment of neighbors.

Indications of "reasonable cause" to believe that an applicant is using a controlled substance in a way that "interferes" may be determined by the following actions/verifications:

- a) Pending criminal charges
- b) Self-admittance
- c) Landlord references
- d) Documentation of reoccurring intoxication and or use of a controlled substance
- e) Any family member who has ever committed fraud, bribery or other corrupt or criminal act in connection with any Federal Housing Program.

Applicants for Public Housing will be considered on a case by case basis, focusing on the seriousness and timeliness of the criminal activity and/or unfavorable conduct as the best predictors of tenant suitability.

Revised: _____