

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009
Annual Plan for Fiscal Year 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: Housing Authority of the County of Franklin

PHA Number: PA26-034

PHA Fiscal Year Beginning: 04/2008

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: To provide comprehensive, affordable, decent, safe housing services for the community in a cost efficient and efficient manner.

B. Goals

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

The following goals include progress reports were applicable, and represent the FCHA Report on Progress in meeting the 5-Year Plan Mission and Goals.

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:

- Improve public housing management: (PHAS score) Improve Physical Inspection score of each development to a range within 85 to 95% by 2006. Achieved.
Improve Physical Inspection score of each development to 90% and maintain for three years by 2010.
- Maintain voucher management: (SEMAP score) receive a designation as High performer by 3/08.
- 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)

- PHA Goal: Increase assisted housing choices
Objectives:
 - Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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

- PHA Goal: Provide an improved living environment
Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)
Resident Initiatives Coordinator partnering with local agencies to bring programs to developments.

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)

Resident Initiatives Coordinator will support Resident Councils to: develop duly elected councils, empower councils to take an active role in their respected communities and schedule/organize monthly community events. Along with the Resident Councils, organize the annual National Night Out event as well as encouraging families to enroll their children in the Chambersburg Boys and Girls Club.

Annual PHA Plan
PHA Fiscal Year 2007

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

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 - Attachment A
- FY 2008 Capital Fund Program Annual Statement - Attachment B (pa034b01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- X Community Service Program Description – Attachment D
- X Pet Policy Summary – Attachment E
- X Resident on Board – Attachment G
- X Resident Advisory Board Membership – Attachment H
- X Assessment of Site-Based Waiting List Demographic Changes – Attachment I
- X Component 10 (B) Voluntary Conversion Initial Assessments – Attachment J
- X Definition of Substantial Deviation and Significant Amendment or Modification – Attachment K

Optional Attachments:

- PHA Management Organizational Chart – Attachment G – (pa034g01)
- FY 2008 Capital Fund Program 5 Year Action Plan – Attachment C (pa34c01)
- 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)
 - FY 2005 Capital Fund Program Annual Statement – Attachment D (pa034d01)
 - FY 2006 Capital Fund Program Annual Statement – Attachment E (pa034e01)
 - FY 2007 Capital Fund Program Annual Statement – Attachment F (pa034f01)
 - Violence Against Women Act – Attachment L (pa034l01)

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

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	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	Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable	Annual Plan: Conversion of

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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	2807	5	5	4	5	5	N/A
Income >30% but <=50% of AMI	2825	4	4	3	5	4	N/A
Income >50% but <80% of AMI	3694	2	2	2	5	2	N/A
Elderly	2234	4	3	2	5	3	N/A
Families with Disabilities	Unknown	3	5	5	5	5	N/A
Black Households	1080	4	4	4	5	4	N/A
Hispanic Households	584	5	5	4	5	5	N/A
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year: 2006
- Other sources: (list and indicate year of information) National Low Income

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	415		
Extremely low income <=30% AMI	268	65%	
Very low income (>30% but <=50% AMI)	106	25%	
Low income (>50% but <80% AMI)	33	8%	
(Over income)	8	2%	
Families with children	293	49%	
Elderly families	32	8%	
Families with Disabilities	143	34%	
Hispanic	48	12%	
Black	75	21%	
Multi-racial	18	5%	
Other	8	2%	
Characteristics by Bedroom Size (Public Housing Only)			
Efficiency	201	25%	
1BR	84	20%	

Housing Needs of Families on the Waiting List

2 BR	133	32%	
3 BR	76	18%	
4 BR	15	4%	
5 BR	5	1%	
5+ BR	-	-	

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

If yes:

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

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	227		
Extremely low income <=30% AMI	147	65%	
Very low income (>30% but <=50% AMI)	80	35%	
Low income (>50% but <80% AMI)	0	0	
Families with children	142	63%	
Elderly families	6	3%	
Families with Disabilities	32	14%	
Hispanic	19	8%	
Black	70	31%	
Multi-racial	10	4%	
Other			

Housing Needs of Families on the Waiting List

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
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			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below) Utilize Capital Fund Grant to finance unit renovation to add 2 – 4 Public housing units for larger families as handicapped accessible units.

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints.
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community

- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2007 grants)		
a) Public Housing Operating Fund	836,001	
b) Public Housing Capital Fund	571,811	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,287,545	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CFP 05	28,500	PH Capital Improvements
CFP 06	327,605	PH Capital Improvements
CFP 07	403,630	PH Capital Improvements

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	934,215	PH Operations
4. Other income (list below)		
5. Non-federal sources (list below)		
Total resources	4,389,308	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)As families reach to top of list and units are available. Top ten in each bedroom size or as needed to fill available units.

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)Credit check to determine if past debts to housing or local utilities are owed.

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes? Now have free online access to local, county & statewide.

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

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

(2)Waiting List Organization

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year? 4

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)

Interested applicants may apply at either management office site:

202 Elder Avenue, Waynesboro, PA 17268

436 West Washington Street, Chambersburg, PA 17201

(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)
Documented need for handicapped accessibility

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 - 3
- Substandard housing - 2
- Homelessness- 2
- 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 - 2
- Veterans and veterans' families - 1
- Residents who live and/or work in the jurisdiction - 1
- Those enrolled currently in educational, training, or upward mobility programs - 2
- 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)
 1. All families with children, elderly families and disabled families will have an admission preference over singles.
 2. Elderly families whose head, or spouse, or sole member is at least 62 years of age or disabled are given preference for admission to specific zero and one bedroom units in the Waynesboro (34-3) and Chambersburg (34-1) developments.
 3. Non-suitability of current residence: elderly or disabled applicants whose current Residence is not accessible or applicant is unable to use critical elements necessary.
 4. Graduates of transitional housing programs.

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.

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)
 - 1 Graduates of Transitional Housing Programs
The Franklin County Housing Authority does aggregate points for multiple preferences.

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) Tenant Handbook, Tenant Association Meetings

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 – Adult additions upon approval by HA.
- 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) – MD – Judiciary Case Search – PA – Unified Judicial System - online

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
- Other (describe below)

(2) Waiting List Organization

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

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below)
202 Elder Ave. – Waynesboro Office

(3) Search Time

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

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

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

2 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

3 Graduates of transitional housing

The Franklin County Housing Authority does not aggregate points for multiple preferences. All Preferences are treated with an equal weight.

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

(1) The family has lost eligibility for or is waiting an eligibility determination for a federal, state or local assistance program. (2) The family would be evicted because it is unable to pay the minimum rent. (3) Family income has decreased because of changed family circumstances, including the loss of employment. (4) A death in the family.

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:

<u>Unit Size</u>	<u>Rent Amount</u>
Efficiency	\$275
1 Bedroom	\$320
2 Bedroom	\$360
3 Bedroom	\$475
4 Bedroom	\$500
5 Bedroom	\$555

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

All of uncompensated costs incurred in order to go to work (such as special tools, equipment or clothing).

All of earned income necessary to replace benefits lost because a family member becomes Employed (such as amounts family pays for medical costs or for medical insurance).

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)_____
- Other (list below)

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	365	5 per month
Section 8 Vouchers	311	5-6 per month
Section 8 Certificates	NA	
Section 8 Mod Rehab	NA	
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	
Public Housing Drug Elimination Program (PHDEP)	NA	
Other Federal Programs(list individually)	NA	

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)

1. Admissions and Continued Occupancy Policy
2. Community Room Policy
3. Drug Free Policy
4. Equal Housing Opportunity Policy
5. Maintenance Plan
6. Natural Disaster Response Policy
7. Pet Policy
8. Tenant Handbook

(2) Section 8 Management: (list below)

1. Administrative Plan

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 C – pa034c01

-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: The FCHA will be Investigating opportunities for housing development in the community With the idea of using mixed financing.

- 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?

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

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

[24 CFR Part 903.7 9 (i)]

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

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by

elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD

FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program

<input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

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)
House of Grace		Renter skills Development as needed	Contact Resident Initiatives Coordinator	Public Housing
Financial Counseling		As needed	Section 8 office or Resident Initiatives Coordinator	Public Housing & 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: DD/MM/YY)
Public Housing	NA	
Section 8	12	12

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

- Safety and security survey of residents

- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below) Resident Satisfaction Survey completed as part of the FYE 3-31-06 PHAS.

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

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

- Chambersburg Development
- Waynesboro Family Development

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

- 1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency

will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

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

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

Attached at Attachment (File name)

Provided below:

Public Housing Proposed Changes to the A & O, Tenant Lease, & Handbook
Resident Advisory Board

September 19, 2007

10:00 A.M.

Present:

Staff – Jason Tribue, Patrick Grove

Tenants – Greg Eckenrode, Kimberly Eckenrode, Josephine Thomas, and Betty Naugle

Board went over Chapter 2 – Fair Housing and Equal Opportunity (page 11) In the plan we changed the number of days we will respond to the request for a Reasonable Accommodation for that of 10 days to 30 days. This will allow the Authority’s newly establish Reasonable Accommodations’ Board to assess the request fairly.

Board went over Chapter 3 – Eligibility (pages 13, 14, 33, and 34) In the plan HUD has established income limits that will allow the Authority to better address the financial needs of the development. This can now be accomplished by targeting specific income levels of Low, Very Low, and Extremely Low Income families to make up the entire representation of your development. HUD gives guidance on the amount of extremely low-income families that the

Authority is designated to assist in their development. The Board agreed with the documentation that will be accepted by the Authority as proof of Victim Documentation for applicants and or tenants seeking protection under the VAWA policy. Board also approved the provisions where the perpetrator and the victim already reside with one another. Under this provision the perpetrator will be removed form the household.

Board went over Chapter 4 – Applications, Waiting list and Tenant Selection (pages 9, and 16) In the plan we established a cut off time for the waiting list when it is estimated that the wait time for housing is in excess of 18 months. The Board also agreed upon the notification method of the reopening of the list in the local newspapers. Board approved the HUD language for the approval of Income targeting families on the waiting list.

Board went over Chapter 5 – Occupancy Standards and Unit Offers (pages 5, and 6) In the plan we established that applicants will be given 1 offer . The applicant is also given 3 days to accept or refuse the offer.

Board went over Chapter 6 – Income and Rent Determinations (page 45) In the plan we changed he minimum rent from \$25 to \$50.

Board went over Chapter 8 – Leasing and Inspections - No changes necessary.

Board went over Chapter 9 – Reexaminations – (pages 11 – 13) In the plan the Board agreed not to add any adult member to the household other than by birth, adoption, court awarded custody, or marriage. Consideration will be given to extenuating circumstances. Board addressed the implementation of interim rent increase due to changes in income between recertification that is greater than \$200 monthly. Board approved that tenants are to inform the office of any changes in income within 10 days.

Board went over Chapter 10 - Pets No Changes necessary.

Board went over the public housing lease and approved changes – (pages 3, 4, 6, and 14) In the lease the board agreed with the increase in the minimum rent provision for \$25 to \$50. Also approved on this the acceptance of the 4 times late policy in regards to late payment of rent. Board approved the language that clearly dictates the method of how we apply or refund a security deposit. Board approved the provision of when rent increase will be conducted and what is considered a reasonable increase in income to warrant a interim change in a tenants account.

Board went over the public housing tenant handbook and approved changes – (pages 6, and 7) In the tenant handbook board approved the 4 times late policy, and they approved the time tenants are required to notify the Authority of their income changes.

SECTION 8 HOUSING CHOICE VOUCHER PEROGRAM
RESIDENT ADVISORY BOARD COMMITTEE
NOVEMBER 6, 2007
2:00 P.M.

Present: Dorothy Davis, Lauren Duvall

Dorothy Davis was the only one that showed up for this meeting. Tammy Kibler and Yashi Dubois were informed over the phone on 11/5 what the discussion of the meeting would

entail since they both had to work. The following chapters that were discussed are in our Section 8 Administrative Plan.

Went over Chapter 3 (pages 29, 30 and 31) “Eligibility”, and discussed the new law regarding Victims of Domestic Violence, Dating Violence and Stalking. Since this is a new law that went into effect, all were in favor of it and the Advisory Board felt no changes were needed to this chapter.

Went over Chapter 4 (pages 16 and 17) “applicants, Waiting List and Tenant Selection”. Added to this Chapter, “If the family was pulled to attend two scheduled briefings within a 12 month period and the family declined to attend either briefing without good cause, the family would not be eligible to attend another briefing for 12 months from the date of the last scheduled briefing.” The Advisory Board liked this change in order to keep applicants who need assistance but not at the present time to keep them from holding up other applicants who do need our assistance now. Also went over the Waiting Time for Re-applying for Rental Assistance after Termination from any Federally Subsidized Program. There were no changes that the Advisory Board felt needed to be made to this chapter.

Went over Chapter 5 (pages 11 – 14) “Briefings and Voucher Issuance”, and went over the requirements of the voucher size for a family and the voucher term once a family is issued a voucher. The Advisory Board felt no changes were needed to be made to this chapter.

Went over Chapter 6 (page 8), “Income and Subsidy Determinations”, and Chapter 7 (page 4), “Verification” and discussed the required Up-Front Income Verification and HUD Enterprise Income Verification. The Advisory Board felt no changes were needed to either one of these chapters since this should help tenants from committing fraud in the Section 8 Program.

Went over Chapter 16 (pages 25 and 26), “Program Administration”, and discussed the repayment policy for both owner and family and stressed because of our funding that now any family and/or individual who owes us money in the amount up to \$1,000 has to pay this amount back in full and if the amount exceeds \$1,000, a repayment agreement can be set up as long as the amount owed is paid off in 12 months. The Advisory Board felt this was a good policy to have and no changes were needed to this chapter.

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. Changes were presented to the RAB and accepted.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

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

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

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.

Attachments

Attachment #A:

FRANKLIN COUNTY HOUSING AUTHORITY ADMISSIONS POLICY FOR DECONCENTRATION

A. QUALIFICATION FOR ADMISSION

It is the HA's policy to admit qualified applicants only. An applicant is qualified if he or she meets the following criteria:

Is a family as defined in this chapter;

Heads a household where at least one member of the household is either a citizen or eligible non-citizen. (24 CFR Part 5, Subpart E).

Has an Annual Income at the time of admission that does not exceed the **low** income limit for occupancy established by HUD and posted separately in the HA offices.

The Quality Housing and Work Responsibility Act of 1998 authorizes HAs to admit families whose income does not exceed the low-income limit (80% of median area income) once the HA has met the annual 40% targeted income requirement of extremely low-income families (families whose income does not exceed 30% of median area income).

Provides a Social Security number for all family members, age 6 or older, or will provide written certification that they do not have Social Security numbers;

Meets or exceeds the tenant Selection and Suitability Criteria as set forth in this policy.

B. DECONCENTRATION OF POVERTY AND INCOME-MIXING

The HA'S admission policy is designed to provide for de-concentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Nothing in the de-concentration policy relieves the HA of the obligation to meet the income targeting requirement.

Gross annual income is used for income limits at admission and for income-mixing purposes.

C. DECONCENTRATION OF POVERTY AND INCOME-MIXING

The HA'S de-concentration and income-mixing goal, in conjunction with the requirement to target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low-income families", will be to admit families above the HA'S Established Income Range (EIR) to developments below the EIR, and families below the HA'S EIR to developments above the EIR.

De-concentration applies to transfer families as well as applicant families.

Effective Date: 11/05

ATTACHMENT D

Franklin County Housing Authority

Community Service Requirement: April 08 – March 09

The FCHA has hired a Resident Initiatives Coordinator who will be responsible for implementing the Community Services program to all adults living in Public Housing unless they are determined to be exempt by providing verification of exemption.

Those who are not exempt will be required to perform 8 hours per month Community Service or 8 hours a month in an Economic Self Sufficiency program. The FCHA has contacted the social service agencies and the local Dept. of Public Welfare in an effort to coordinate a cooperative network for referral, verification and monitoring purposes. Negotiations continue with the Department of Public Welfare in creating a cooperation agreement.

The public housing lease was revised to reflect the many changes required by QHWRA and discusses the community service requirement. All tenants will receive the new lease and participate in a discussion, review of the changes during January, 2001. The program began on December 1, 2000. Tenants will be grand-fathered into the program based on their annual re-certification date beginning with those residents who have a January 2001 anniversary date. Tenants with January recertification dates were contacted by the Resident Initiatives Coordinator in November/December 2000 to discuss the program requirements and possible exemptions.

The adult residents will be responsible for providing proof of exemptions and if not exempt, the program participants will be responsible for providing quarterly verification that they are meeting the 8 hour per month community service requirement.

Tenants are provided with lists of activities/agencies where they may participate to fulfill their obligations. These include parent-child programs, women-in-need programs, school parent associations, Big Brothers/Big Sisters, Literacy Council, Head Start, hospital volunteer programs, therapeutic riding program, American Red Cross, Area Agency on Aging, Habitat for Humanity, Special Olympics, community action programs, etc. All participants are provided lists with agency names, phone number, address and contact person.

Tenants who are noncompliant will not have their lease renewed or extended unless the head of household and the noncompliant adult, before the lease expiration date, enter into an agreement to make up the hours within the next twelve (12) month period. If the tenant fails to comply for a second the year the lease will not be renewed and eviction will be initiated if necessary. However, the Resident Initiatives Coordinator will be working closely with the tenants to ensure the tenant has every opportunity to comply.

ATTACHMENT E

FRANKLIN COUNTY HOUSING AUTHORITY PET POLICY

PART I: ASSISTANCE ANIMALS

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

10-1.A. OVERVIEW

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

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

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

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

10-1.B. APPROVAL OF ASSISTANCE ANIMALS

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

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

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

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

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

PHA Policy

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

10-I.C. CARE AND HANDLING

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

PHA Policy

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

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

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

PART II: PET POLICIES FOR ALL DEVELOPMENTS

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

10-II.A. OVERVIEW

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

10-II.B. MANAGEMENT APPROVAL OF PETS

Registration of Pets

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

PHA Policy

Pets must be registered with the PHA before they are brought onto the premises.

Registration includes documentation signed by a licensed veterinarian or state/local authority that the pet has received all inoculations required by state or local law, and that the pet has no communicable disease(s) and is pest-free. This registration must be renewed annually and will be coordinated with the annual reexamination date.

Pets will not be approved to reside in a unit until completion of the registration requirements.

Refusal to Register Pets

PHA Policy

The PHA will refuse to register a pet if:

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

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

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

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

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

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

Pet Agreement

PHA Policy

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

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

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

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

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

- Limitations on the number of animals in a unit, based on unit size
- Prohibitions on types of animals that the PHA classifies as dangerous, provided that such classifications are consistent with applicable state and local law
- Prohibitions on individual animals, based on certain factors, including the size and weight of the animal
- Requiring pet owners to have their pets spayed or neutered

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

Definition of "Common Household Pet"

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

PHA Policy

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

The following animals are not considered common household pets:

Reptiles
Rodents
Insects
Arachnids
Wild animals or feral animals
Pot-bellied pigs
Animals used for commercial breeding

Pet Restrictions

PHA Policy

The following animals are not permitted:

- Any animal whose adult weight will exceed 25 pounds
- Dogs of the pit bull, rottweiler, chow, or boxer breeds
- Ferrets or other animals whose natural protective mechanisms pose a risk to small children of serious bites or lacerations
- Any animal not permitted under state or local law or code

Number of Pets

PHA Policy

Residents may own a maximum of 2 pets, only 1 of which may be a dog.

In the case of fish, residents may keep no more than can be maintained in a safe and healthy manner in a tank holding up to 10 gallons. Such a tank or aquarium will be counted as 1 pet.

Other Requirements

PHA Policy

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

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

10-II.D. PET RULES

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

Pet Area Restrictions

PHA Policy

Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.

Pets other than dogs or cats must be kept in a cage or carrier when outside of the unit.

Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrances to and exits from the building.

Pet owners are not permitted to exercise pets or permit pets to deposit waste on project premises outside of the areas designated for such purposes.

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

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

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

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

PHA Policy

With the exception of common areas as described in the previous policy, the PHA has not designated any buildings, floors of buildings, or sections of buildings as no-pet areas. In addition, the PHA has not designated any buildings, floors of buildings, or sections of buildings for residency of pet-owning tenants.

Cleanliness

PHA Policy

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

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

Litter box requirements:

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

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

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

Alterations to Unit

PHA Policy

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

Installation of pet doors is prohibited.

Noise

PHA Policy

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

Pet Care

PHA Policy

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

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

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

Responsible Parties

PHA Policy

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

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

Pets Temporarily on the Premises

PHA Policy

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

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

Pet Rule Violations

PHA Policy

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

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

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

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

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

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

Notice for Pet Removal

PHA Policy

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

The notice will contain:

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

The requirement that the resident /pet owner must remove the pet within 30 calendar days of the notice

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

Pet Removal

PHA Policy

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

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

Termination of Tenancy

PHA Policy

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

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

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

Emergencies

PHA Policy

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

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

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

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

10-III.A. OVERVIEW

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

10-III.B. PET DEPOSITS

Payment of Deposit

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

The maximum amount of pet deposit that may be charged by a PHA on a per dwelling unit basis, is the higher of the total tenant payment (TTP) or such reasonable fixed amount as the PHA may require. The PHA may permit gradual accumulation of the pet deposit by the pet owner [24 CFR 5.318(d)(3)].

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

PHA Policy

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

An initial payment of \$40.00 for the elderly disabled and \$50.00 for families on or prior to the date the pet is properly registered and brought into the apartment, and;

The HA reserves the right to change or increase the required deposit by amendment to these rules.

No deposit or monthly fee will be applied to residents who are disabled, or who have verified medical need, whose pet is a service or companion animal.

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

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

PHA Policy

The HA will refund the Pet Deposit to the tenant, less any damage caused by the pet to the dwelling unit, upon removal of the pet or the owner from the unit.

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

The HA will provide the tenant or designee identified above with a written list of any charges against the pet deposit. If the tenant disagrees with the amount charged to the pet deposit, the HA will provide a meeting to discuss the charges.

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

10-III.C. OTHER CHARGES

Pet-Related Damages During Occupancy

PHA Policy

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

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

Fumigation of the dwelling unit

Repairs to common areas of the project

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

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

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

Pet Waste Removal Charge

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

PHA Policy

A separate pet waste removal charge of \$10.00 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

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

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

PART IV: PET DEPOSITS AND FEES IN GENERAL OCCUPANCY DEVELOPMENTS

10-IV.A. OVERVIEW

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

10-IV.B. PET DEPOSITS

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

A PHA that requires a resident to pay a pet deposit must place the deposit in an account of the type required under applicable State or local law for pet deposits, or if there are no such requirements, for rental security deposits, if applicable. The PHA must comply with such laws as to retention of the deposit, interest, and return of the deposit to the resident, and any other applicable requirements [24 CFR 960.707(d)].

Payment of Deposit

PHA Policy

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

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

Refund of Deposit

PHA Policy

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

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

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

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

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

PHA Policy

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

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

- Landscaping costs
- Pest control costs
- Insurance costs
- Clean-up costs

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

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

10-IV.D. OTHER CHARGES

Pet-Related Damages During Occupancy

PHA Policy

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

- The cost of repairs and replacements to the resident's dwelling unit
- Fumigation of the dwelling unit
- Repairs to common areas of the project

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

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

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

Pet Waste Removal Charge

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

PHA Policy

A separate pet waste removal charge of \$10.00 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

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

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

ATTACHMENT G

The Franklin County Housing Authority has a 5 member Board of Commissioners who are appointed by the Franklin County Commissioners. When a vacancy occurs on the Board for the tenants representative, all tenants of public housing and residents of Section 8 are notified of the vacancy and the process for applying for Board membership. The County Commissioners review applications and reappointed Linda Midkiff, a Public Housing tenant whose 5-year term began 6-1-03.

ATTACHMENT H

Resident Advisory Board

Annual Plan – Resident Advisory Board

The Franklin County Resident Advisory Board is comprised of two groups – one representing public housing and one representing Section 8.

Public Housing representatives:

Greg Eckenrode
Kim Eckenrode
Betty Naugle
Josephine Thomas

Section 8 Representatives:

Dorothy Davis
Tammy Kibler
Yashi Dubois

ATTACHMENT I

Assessment of Site-Based Waiting List Development Demographic Changes

The FCHA PA-34 has two site-based waiting lists, one for the Chambersburg development (AMP 1 & 2) and one for the Waynesboro Development (AMP 3 & 4). Applicants can choose to be on the waiting list for one or both developments. A review of demographics of the two sites shows minimal changes to the developments. Following is a chart with the demographic information relevant to the developments.

Race – Households where HOH Black/African American

	<u>Statistics from 11/05</u>	<u>Statistics from 11/06</u>	<u>Statistics from 11/07</u>
AMP 1 & 2	46 units	64 units	58 units
AMP 3 & 4	18 units	25 units	28 units

Ethnicity – Households where HOH Hispanic/Latino Ethnicity

	<u>Statistics from 11/05</u>	<u>Statistics from 11/06</u>	<u>Statistics from 11/07</u>
AMP 1 & 2	34 units	37 units	36 units
AMP 3 & 4	7 units	11 units	12 units

Disability – Households with disabled tenant

	<u>Statistics from 11/05</u>	<u>Statistics from 11/06</u>	<u>Statistics from 11/07</u>
AMP 1 & 2	48 units	69 units	83 units
AMP 3 & 4	28 units	50 units	60 units

Note: Franklin County has a small minority population. In particular, Waynesboro Borough statistics as reported in the Pennsylvania County Data Book of 2003 indicate that 2.6% of the populations represent Black or African American and 1.5% represent Hispanic or Latino Ethnicity. The statistics for 2007 show a significant increase in disabled applicants.

ATTACHMENT J

STATEMENT OF THE CONVERSION OF PUBLIC HOUSING TO TENANT-BASED ASSISTANCE

The Franklin County Housing Authority is not required under the 1996 HUD Appropriations Act to convert any public housing units/buildings/developments to tenant based assistance. Upon issuance of the final rule on voluntary conversion, the housing authority may file an application for conversion of public housing units/buildings/developments to tenant based assistance.

A decision to apply for conversion will be made following completion of the conversion assessment and in consultation with public officials and public housing residents as required by the QHWRA 1998, Section 533.

Voluntary Conversion

Public housing authorities may convert any public housing project (or portion thereof) under the authority of Section 22 of Section 533 of the Quality Housing & Work Responsibility Act of 1998.

Conversion Assessment: To convert under the above referenced section, the public housing authority shall conduct an assessment of the public housing as follows:

A cost analysis that demonstrates whether or not the cost (both on a new present value basis and in terms of new budget authority requirements) of providing tenant based assistance under Section 8 for the same families in substantially similar dwellings over the same period of time is less expensive than continuing public housing assistance for the remaining useful life of the project;

An analysis of the market value of the public housing project both before and after rehabilitation and before and after conversion;

An analysis of the rental market conditions with respect to the likely success of the use of tenant based assistance under Section 8 in that market . . .including the availability of dwellings at or below the payment standard

The impact of the conversion to tenant based assistance on the applicable neighborhood

A plan that identifies actions that the PHA would take with regard to converting public housing to tenant based assistance

Conversion assessment will be submitted to the Secretary within two years of the effective date under section 503(a) of the QHWRA 1998.

Criteria for Implementation of Conversion Plan: Each plan will be developed by the PHA in consultation with the appropriate public officials, with significant participation by the residents of the project (or portion thereof); and will be consistent with and a part of the Agency Plan for the PHA.

Review & Approval of Conversion Plans: The Secretary will disapprove a conversion plan only if the plan is inconsistent with the conversion assessment and there is data available that contradicts the assessment or the plan fails to meet the requirements of Section 533 of the QHWRA 1998.

ATTACHMENT K

Franklin County Housing Authority

Definition of Substantial Deviation and Significant Amendment or Modification

The Franklin County Housing Authority defines the terms substantial deviation and significant amendment/modification of the 5 Year and Annual Plan as:

Substantial Deviation from the 5-Year Plan

The FCHA will consider the following as substantial deviations from the 5 Year Plan:

A major discretionary change that affects the mission, goals or objectives of the Housing Authority that require board resolution.

Significant Amendment or Modification of the Annual Plan

The FCHA will consider the following as significant amendments or modifications of the Annual Plan as follows:

Changes in policies that affect the admissions criteria, waiting list organization, local preferences, rent.

Changes with regard to demolition or disposition, designation, homeownership programs or conversion.

An exception to these definitions will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments.

**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 1/9/2008
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Franklin County Housing Authority	Grant Type and Number Capital Fund Program Grant No:PA26PO3450108 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 Number ___
 Performance & Evaluation Report for Program Year End funding Final Performance & Evaluation Report

Line No	Summary by Development Accounts	Total Estimated Cost		Total Actual Cost	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 19)	57181.00	57,181.00	0.00	0.00
3	1408 Management Improvements Soft Costs	130000.00	130000.00	0.00	0.00
	Management Improvements Hard Costs				
4	1410 Administration	57181.00	57181.00	0.00	0.00
5	1411 Audit	1035.00	1035.00	0.00	0.00
6	1415 Liquidated Damages				
7	1430 Fees & Costs	30000.00	30000.00	0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvements	83922.00	83922.00	0.00	0.00
10	1460 Dwelling Structures	187492.00	187492.00	0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	25000.00	25000.00	0.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserves	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				

Annual Statement/Performance and Evaluation Report

1/9/2008

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Franklin County Housing Authority	Grant Type and Number Capital Fund Program Grant No: PA26PO3450108 Replacement Housing Factor Grant No:	Federal FY of Grant: 2008
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 X Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary By Development Account	Total Estimated Cost		Total Actual Cost	
		original	revised	obligated	expended
21	Amount of Annual Grant: (sum of lines...)	571,811.00	571,811.00	0.00	0.00
22	Amount of line XX Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line XX Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line XX Related to Security -Soft Costs	60,000.00	60,000.00	0.00	0.00
25	Amount of Line XX Related to Security-- hard Costs	10,000.00	10,000.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Annual Statement/Performance and Evaluation Report

1/9/2008

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

Part II: Supporting Pages

PHA Name:Franklin County Housing Authority		Grant Type and Number Capital Fund Program Grant No:PA26PO3450108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008			
Development Number/Name HA Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
HA Wide Activities	A. Operations	1406		57,181.00	57,181.00	0.00	0.00	planing
	B. Community Policing	1408		60000.00	60000.00	0.00	0.00	planing
	C. Resident Initatives	1408		50000.00	50000.00	0.00	0.00	planing
	D. Computer Software	1408		5000.00	5000.00	0.00	0.00	planing
	E. Staff Training	1408		15000.00	15000.00	0.00	0.00	planing
	F. Administration	1410		57181.00	57181.00	0.00	0.00	planing
	G. Audit	1411		1035.00	1035.00	0.00	0.00	planing
	H. A/E Fees	1430		30000.00	30000.00	0.00	0.00	planing
	I. Copy Machine	1475		15000.00	15000.00	0.00	0.00	planing
	J. Computers	1475.1	2	10000.00	10000.00	0.00	0.00	planing
	Subtotal			300397.00	300397.00	0.00	0.00	
	Replacement Reserve	1490		0.00	0.00	0.00	0.00	
PA34 - 1	A.Floor Tile Replacement	1460	825sq ft	5000.00	5000.00	0.00	0.00	planing
Elderly C-Burg								
	Subtotal			5000.00	5000.00	0.00	0.00	

Annual Statement/Performance and Evaluation Report

1/9/2008

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

Part II: Supporting Pages

PHA Name: Franklin County Housing Authority Annual Statement/Performance and Evaluation Report		Grant Type and Number Capital Fund Program Grant No: PA26PO3450108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
Development Number/Name HA Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised	Total Actual Cost Obligated	Total Actual Cost Expended	Status of Work
PA 34 - 2	A. Floor Tile Replacement	1460	1650 sq ft	10000.00	10000.00	0.00	0.00	planing
Family C-Burg	B. Roof & Gutter	1460	32400 sq ft	157492.00	157492.00	0.00	0.00	planing
Subtotal				167492.00	167492.00	0.00	0.00	
PA34 - 3	A. Side Walks (Elder)	1450	900 lf	83922.00	83922.00	0.00	0.00	planing
Elderly W-Boro	B. Floor Tile Replacement	1460	825 sq ft	5000.00	5000.00	0.00	0.00	planing
								planing
Subtotal				88922.00	88922.00	0.00	0.00	
PA34 - 4	A. Floor Tile Replacement	1460	1650 sq ft	10000.00	10000.00	0.00	0.00	planing
Family W-Boro								planing
								planing
Subtotal				10000.00	10000.00	0.00	0.00	

Annual Statement/Performance and Evaluation Report

1/9/2008

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

Part III: Implementation Schedule

PHA Name: Franklin County Housing Authority	Grant Type and Number Capital Fund Program Grant No:PA26PO3450107 Replacement Housing Factor Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: 2008
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Development Number/Name HA Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised (1)	Revised (2)	Original	Revised (1)	Revised (2)	
Amp 1 Chambersburg (Elderly)	9/13/2010			9/13/2012			
Amp 2 Chambersburg (Family)	9/13/2010			9/13/2012			
Amp 3 Waynesboro (Elderly)	9/13/2010			9/13/2012			
Amp 4 Waynesboro (Family)	9/13/2010			9/13/2012			



FIVE YEAR ACTION PLAN
Part I Summary

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

OMB Approval No. 2577-0157 (exp 7/21/98)

Comprehensive Grant Program (CGP)

1/9/2008

HA Name: Franklin County Housing Authority		Locality (City/County & State) Chambersburg/Franklin/Pennsylvania			
A. Development Name/Number	Work Statement for Year I FFY 08	Work Statement for Year 2 FFY 09	Work Statement for Year 3 FFY 10	Work Statement for Year 4 FFY 11	Work Statement for Year 5 FFY 12
PA 1 Elderly Chambersburg		162,345	17,500	51,706	5,000
PA 2 Family Chambersburg	SEE	101,410	87,178	0	281,914
PA 3 Elderly Waynesboro	ANNUAL	5,000	176,236	26,508	5,000
PA 4 Family Waynesboro	STATEMENT	25,000	10,500	203,200	10,000
B. Physical Improvements		293,755	291,414	281,414	301,914
C. Management Improvements		163,694	166,035	176,035	155,535
D. HA-Wide Non-dwelling Structures and Equipment					
E. Administration		57,181	57,181	57,181	57,181
F. Other					
G. Operations		57,181	57,181	57,181	57,181
H. Demolition					
I. Replacement Reserve		0	0	0	0
J. Mod Used for Development					
K. Total CGP funds		571,811	571,811	571,811	571,811
L. Total Non-CGP Funds					
M. Grand Total		571,811	571,811	571,811	571,811
Signature of Executive Director & Date:		Signature of P.H. Director/Office of Native American program Admin & Date:			

FIVE YEAR ACTION PLAN
Part II Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (exp 7/21/98)

Work Statement for Year 1 FFY: 2008	Work Statement for Year 2 FFY: 09			Work Statement for Year 3 FFY: 10		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<u>PA -1 Elderly Chambersburg</u>			<u>PA 1 Elderly Chambersburg</u>		
	A. Side Walks	1500 lf	72,000	A. Water Heater Replacement	50 units	17,500
	B. Furnace Replacement	25 units	85,345			
	C. Floor Tile Replacement	825 sqft	5,000			
	Subtotal		162,345	Subtotal		17,500
	<u>PA - 2 Family Chambersburg</u>			<u>PA 2 Family Chambersburg</u>		
	A. Mulching	6 cu yd	3,600	A. Water Heater Replacement	122 units	42,700
	B. Floor Tile Replacemeent	1741 sqft	15,352	B. Side Walk Replacement	7500 lf	44,478
	C. Furnace Replacement	25 units	82,458			
	Subtotal		101,410	Subtotal		87,178
	<u>PA 3 Elderly Waynesboro</u>			<u>PA 3 Elderly Waynesboro</u>		
	A. Floor Tile Replacement	825 sqft	5,000	A. kitchen Renovations	59 units	170,636
				B. Water Heater Replacement	16 units	5,600
Subtotal		5,000	Subtotal		176,236	
<u>PA 4 Family Waynesboro</u>			<u>PA 4 Family Waynesboro</u>			
A. Floor Tile Replacement	1833 sqft	10,000	A. Water Heater Replacement	30 units	10,500	
B. Mulching	14 cu yd	15,000				
Subtotal		25,000	Subtotal		10,500	
	Subtotal of Estimated Cost		Continued	Subtotal of Estimated Cost		Continued

FIVE YEAR ACTION PLAN
Part II Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (exp 7/21/98)

Work Statement for Year 1 FFY: 2008	Work Statement for Year 2 FFY: 09			Work Statement for Year 3 FFY: 10		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	HA Wide			HA Wide		
	A. Administration		57,181	A. Administration		57,181
	Amp 1			Amp 1		
	Operations		11,436	Operations		11,436
	A. Maintenance Equipment		5,665	A. Community Policing		12,000
	B. Community Policing		12,000	B. Resident Initiatives		6,000
	C. Resident Initiatives		6,000	C. Training		3,000
	D. Training		1,000	D. Computer Software		1,000
	E. Computer Software		1,000	E. Computer Hardware	2	2,000
	F. Computer Equipment	2	2,000	F. A&E		3,500
	G. A&E		5,000	G. Audit		207
	H. Audit		207	Subtotal		27,707
	Subtotal		32,872			
	Amp 2			Amp 2		
	Operations		28,018	Operations		28,018
A. Maintenance Equipment	1	5,665	A. Maintenance Equipment		0	
B. Community Policing		29,400	B. Community Policing		29,400	
C. Resident Initiatives		14,700	C. Resident Initiatives		14,700	
D. Resident Initiative (Boys&Girls)		20,000	D. Resident Initiative (Boys&Girls)		20,000	
E. Training		2,450	E. Training		7,350	
F. Computer Software		2,450	F. Computer Software		2,450	
G. Computer Equipment	3	4,900	G. Computer Equipment	3	4,900	
H. A&E		5,000	H. A&E		5,000	
I. Audit		507	I. Audit		507	
Subtotal		85,072	Subtotal		84,307	
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

FIVE YEAR ACTION PLAN
Part II Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

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

Work Statement for Year 1 FFY: 2008	Work Statement for Year 2 FFY: 09			Work Statement for Year 3 FFY: 10		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<u>Amp 3</u> Operations		5719	<u>Amp 3</u> Operations		5719
	A. Maintenance Equipment	1	5,665	A. Maintenance Equipment		0
	B. Community Policing		6,000	B. Community Policing		6,000
	C. Resident Initiatives		3,000	C. Resident Initiatives		3,000
	D. Training		500	D. Training		1,500
	E. Computer Software		500	E. Computer Software		500
	F. Computer Equipment	1	1,000	F. Computer Equipment	1	1,000
	G. A&E		0	G. A&E		14,000
	H. Audit		104	H. Audit		104
	Subtotal		16,769	Subtotal		26,104
	<u>Amp 4</u> Operations		12008	<u>Amp 4</u> Operations		12008
	A. Maintenance Equipment		5,664	A. Maintenance Equipment		0
	B. Community Policing		12,600	B. Community Policing		12,600
	C. Resident Initiatives		6,300	C. Resident Initiatives		6,300
	D. Training		1,050	D. Training		3,150
	E. Computer Software		1,050	E. Computer Software		1,050
	F. Computer Equipment	2	2,100	F. Computer Equipment	2	2,100
	G. A&E		0	G. A&E		2,500
	H. Audit		217	H. Audit		217
	Subtotal		28,981	Subtotal		27,917
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

FIVE YEAR ACTION PLAN
Part II Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (exp 7/21/98)

Work Statement for Year 1 FFY: 2008	Work Statement for Year 4 FFY: 011			Work Statement for Year 5 FFY: 12		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Statement	<u>PA 1 Elderly Chambersburg</u> A. Shower Dividers & Seats	40	51706	<u>Amp -1 Elderly Chambersburg</u> A. Floor Tile Replacement	825sqft	5,000
	SUBTOTAL		51,706	SUBTOTAL		5,000
	<u>PA 2 Family Chambersburg</u>			<u>PA34-2 Family Chambersburg</u> A. Floor Tile	1650sqft	10,000
	SUBTOTAL		0	B. Bathroom Renovations/Bathtubs	98	271,914
				SUBTOTAL		281,914
	<u>PA 3 Elderly Waynesboro</u> A. Shower Dividers & Seats	19	26508	<u>PA 34-3 Elderly Waynesboro</u> A. Floor Tile Replacement	825 sqft	5,000
	SUBTOTAL		26508	SUBTOTAL		5,000
	<u>PA 4 Family Waynesboro</u> A. Roof Replacement (Hawbaker)	30	160,000	<u>PA 34-4 Family Waynesboro</u> A. Floor Tile Replacement	1650sqft	10,000
	B. Side Walk Replacement	900 sqft	43,200	SUBTOTAL		10,000
	SUBTOTAL		203,200			
	Subtotal of Estimated Cost		Continued	Subtotal of Estimated Cost		Continued

FIVE YEAR ACTION PLAN
Part II Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (exp 7/21/98)

Work Statement for Year 1 FFY: 2008	Work Statement for Year 2 FFY: 11			Work Statement for Year 3 FFY: 12		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
	Amp 3 Operations			5719	Amp 3 Operations	
A. Maintenance Equipment	1	2,000	2,000	A. Maintenance Equipment		0
B. Community Policing		6,000	6,000	B. Community Policing		6,000
C. Resident Initiatives		3,000	3,000	C. Resident Initiatives		3,000
D. Training		1,000	1,000	D. Training		800
E. Computer Software		500	500	E. Computer Software		500
F. Computer Equipment	1	1,500	1,500	F. Computer Equipment	1	8,500
G. A&E		7,500	7,500	G. A&E		1,000
H. Audit		104	104	H. Audit		104
Subtotal			21,604	Subtotal		19,904
Amp 4 Operations			12008	Amp 4 Operations		12008
A. Maintenance Equipment		4,200	4,200	A. Maintenance Equipment		0
B. Community Policing		12,600	12,600	B. Community Policing		12,600
C. Resident Initiatives		6,300	6,300	C. Resident Initiatives		6,300
D. Training		2,100	2,100	D. Training		1,680
E. Computer Software		1,050	1,050	E. Computer Software		1,050
F. Computer Equipment	2	3,150	3,150	F. Computer Equipment	2	9,600
G. A&E		0	0	G. A&E		1,000
H. Audit		217	217	H. Audit		217
Subtotal			29,617	Subtotal		32,447
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

Annual Statement/Performance and Evaluation Report 1/9/2008
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Franklin County Housing Authority	Grant Type and Number Capital Fund Program Grant No:PA26PO3450105 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 Number 2
 Performance & Evaluation Report for Program Year End funding Final Performance & Evaluation Report

Line No	Summary by Development Accounts	Total Estimated Cost		Total Actual Cost	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 19)	58920.00	58,920.00	58,920.00	58920.00
3	1408 Management Improvements Soft Costs	117840.60	117840.60	108082.85	101908.60
	Management Improvements Hard Costs				
4	1410 Administration	58920.00	58920.00	58920.00	58920.00
5	1411 Audit	1005.00	1005.00	1005.00	1005.00
6	1415 Liquidated Damages				
7	1430 Fees & Costs	4000.00	4000.00	0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvements	38870.00	38870.00	18870.00	18870.00
10	1460 Dwelling Structures	282636.40	282636.40	274136.40	241236.22
11	1465.1 Dwelling Equipment-Nonexpendable	21011.00	21011.00	21,011.00	21,011.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	6000.00	6000.00	2706.00	2706.00
14	1485 Demolition				
15	1490 Replacement Reserves				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				

Annual Statement/Performance and Evaluation Report

1/9/2008

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Franklin County Housing Authority	Grant Type and Number Capital Fund Program Grant No: PA26PO3450105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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___ Original Annual Statement ___ Reserve for Disasters/ Emergencies X Revised Annual Statement (revision no: 2)
 ___ Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary By Development Account	Total Estimated Cost		Total Actual Cost	
		original	revised	obligated	expended
21	Amount of Annual Grant: (sum of lines...)	589,203.00	589,203.00	543,651.25	504,576.82
22	Amount of line XX Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line XX Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line XX Related to Security -Sofr Costs	40,100.00	40,100.00	30,342.25	30,342.25
25	Amount of Line XX Related to Security-- hard Costs	8,500.00	8,500.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	21,011.00	21,011.00	0.00	0.00

Annual Statement/Performance and Evaluation Report

1/9/2008

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

Part II: Supporting Pages

PHA Name:Franklin County Housing Authority		Grant Type and Number Capital Fund Program Grant No:PA26PO3450105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number/Name HA Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
HA Wide Activities	A. Operations	1406		58,920.00	58,920.00	58,920.00	58,920.00	complete
	B. Community Policing	1408		40100.00	40100.00	30,342.25	30,342.25	inprogress
	C. Resident Initatives	1408		53740.60	53740.60	53740.60	47,566.35	inprogress
	D. Computer Software	1408		2000.00	2000.00	2,000.00	2,000.00	inprogress
	E. Staff Training	1408		22000.00	22000.00	22,000.00	22,000.00	complete
	F. Administration	1410		58920.00	58920.00	58,920.00	58,920.00	complete
	G. Audit	1411		1005.00	1005.00	1,005.00	1,005.00	complete
	H. A/E Fees	1430		4000.00	4000.00	0.00	0.00	planing
	I. Computers	1475.1	6	6000.00	6000.00	2,706.00	2,706.00	inprogress
	Subtotal			246685.60	246685.60	229,633.85	223,459.60	
PA34-1 Chambersburg	A. Landscaping	1450	13cu yd	8524.32	8524.32	8524.32	8524.32	complete
	B. Repair & Seal Parking Areas	1450	13,824 sf	20000.00	20000.00	0.00	0.00	planing
	C. Side Walk Repair	1450	250 lf	0.00	0.00	0.00	0.00	planing
	D. Floor Tile Replacement	1460	4,958 sf	31026.92	31026.92	31026.92	20,060.20	inprogress
	Subtotal			59551.24	59551.24	39,551.24	28,584.52	

Annual Statement/Performance and Evaluation Report

1/9/2008

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

Part II: Supporting Pages

PHA Name:Franklin County Housing Authority Annual Statement/Performance and Evaluation Report		Grant Type and Number Capital Fund Program Grant No:PA26PO3450105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number/Name HA Wide Activities	General Description of Major Work Categories	Development		Total Estimated Cost		Total Actual Cost		Status of Work
		Account Number	Quantity	Original	Revised	Obligated	Expended	
PA 34-2 Waynesboro	A. Landscaping	1450	9.5cu yd	6024.34	6024.34	6024.34	6024.34	complete
	B. Side Walk Repair	1450	250 lf	0.00	0.00	0.00	0.00	planing
	C. Floor Tile Replacement	1460	4,958 sf	31026.93	31026.93	31026.93	20,060.20	inprogress
	D. Cover Exposed Wood (elder)	1460	60units	0.00	0.00	0.00	0.00	planing
	E. Replace Gas Ranges (elder)	1465	67	21011.00	21011.00	21,011.00	21,011.00	complete
Subtotal				58062.27	58062.27	58,062.27	47,095.54	
PA34-3 Chambersburg	A. Landscaping	1450	7.5 cu yd	4321.34	4321.34	4321.34	4321.34	complete
	B. Repair & Seal Parking Areas	1450	21,600 sf	0.00	0.00	0.00	0.00	planing
	C. Floor Tile Replacement	1460	4,958sf	31026.93	31026.93	31026.93	20,060.20	inprogress
	D. Replace Entrance Door Locks (family)	1460	100locks	8500.00	8500.00	0.00	0.00	planing
	E. Kitchen Renovations/Washer Dryer Hook Ups	1460	150units	181,055.62	181,055.62	181,055.62	181,055.62	complete
Subtotal				224903.89	224903.89	216,403.89	205,437.16	

Annual Statement/Performance and Evaluation Report

1/9/2008

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

Part III: Implementation Schedule

PHA Name: Franklin County Housing Authority	Grant Type and Number Capital Fund Program Grant No:PA26PO3450105 Replacement Housing Factor Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Development Number/Name HA Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised (1)	Revised (2)	Original	Revised (1)	Revised (2)	
PA 34-1 Chambersburg	6/30/2007			6/30/2009			
PA 34-2 Waynesboro	6/30/2007			6/30/2009			
PA 34-3 Chambersburg	6/30/2007			6/30/2009			



Annual Statement/Performance and Evaluation Report 1/9/2008
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Franklin County Housing Authority	Grant Type and Number Capital Fund Program Grant No:PA26PO3450106 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 Number 4
 Performance & Evaluation Report for Program Year End funding Final Performance & Evaluation Report

Line No	Summary by Development Accounts	Total Estimated Cost		Total Actual Cost	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 19)	61003.00	61,003.00	56,244.00	56244.00
3	1408 Management Improvements Soft Costs	107000.00	107000.00	48994.12	48994.12
	Management Improvements Hard Costs				
4	1410 Administration	61003.00	61003.00	61003.00	61003.00
5	1411 Audit	1035.00	1035.00	0.00	0.00
6	1415 Liquidated Damages				
7	1430 Fees & Costs	2000.00	2000.00	0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvements	4325.00	4325.00	4325.00	0.00
10	1460 Dwelling Structures	350228.00	350228.00	24172.65	24172.65
11	1465.1 Dwelling Equipment-Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	23438.00	23438.00	20264.01	20264.01
14	1485 Demolition				
15	1490 Replacement Reserves				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				

Annual Statement/Performance and Evaluation Report

1/9/2008

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Franklin County Housing Authority	Grant Type and Number Capital Fund Program Grant No: PA26PO3450106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006
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__ Original Annual Statement __ Reserve for Disasters/ Emergencies __X__ Revised Annual Statement (revision no: 4)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary By Development Account	Total Estimated Cost		Total Actual Cost	
		original	revised	obligated	expended
21	Amount of Annual Grant: (sum of lines...)	610,032.00	610,032.00	215,002.78	210,677.78
22	Amount of line XX Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line XX Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line XX Related to Security -Sofr Costs	60,000.00	60,000.00	3,684.22	3,684.22
25	Amount of Line XX Related to Security-- hard Costs	0.00	4,325.00	4,325.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Annual Statement/Performance and Evaluation Report

1/9/2008

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

Part II: Supporting Pages

PHA Name:Franklin County Housing Authority		Grant Type and Number Capital Fund Program Grant No:PA26PO3450106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
Development Number/Name HA Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
HA Wide Activities	A. Operations	1406		61,003.00	61,003.00	56,244.00	56,244.00	inprogress
	B. Community Policing	1408		60000.00	60,000.00	3,684.22	3,684.22	inprogress
	C. Resident Initatives	1408		40000.00	40,000.00	39,801.69	39,801.69	inprogress
	D. Computer Software	1408		2000.00	2,000.00	508.21	508.21	inprogress
	E. Staff Training	1408		5000.00	5,000.00	5,000.00	5,000.00	complete
	F. Administration	1410		61003.00	61,003.00	61,003.00	61,003.00	complete
	G. Audit	1411		1035.00	1,035.00	0.00	0.00	planing
	H. A/E Fees	1430		2000.00	2,000.00	0.00	0.00	planing
	I. Computers	1475.1	2	2000.00	2,000.00	1,713.26	1,713.26	inprogress
	J. Maintenance Equipment (fg from cf07)	1475	8	21438.00	21438.00	18,550.75	18,550.75	planing
	Subtotal			255479.00	255479.00	186,505.13	186,505.13	
PA34-1 Chambersburg	A.Kitchen Renovatrions	1460	96	285425.00	285425.00	0.00	0.00	planing
	B.Floor Tile Replacement	1460	2579sf	8208.00	8208.00	8,028.00	8,028.00	complete
	C.Bathroom Exhaust Fans	1460	98	24500.00	24500.00	0.00	0.00	planing
	D.Exterior Door Locks (fg to cf07)	1460	192	0.00	0.00	0.00	0.00	planing
								planing
	Subtotal			318133.00	318133.00	8,028.00	8,028.00	

Annual Statement/Performance and Evaluation Report

1/9/2008

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

Part II: Supporting Pages

PHA Name:Franklin County Housing Authority Annual Statement/Performance and Evaluation Report		Grant Type and Number Capital Fund Program Grant No:PA26PO3450106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
Development Number/Name HA Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised	Total Actual Cost Obligated	Total Actual Cost Expended	Status of Work
PA 34-2 Waynesboro	A. Floor Tile Replacement	1460	2579 sf	8208.00	8208.00	8,208.00	8,208.00	complete
Subtotal				8208.00	8208.00	8,208.00	8,208.00	
PA34-3 Chambersburg	A. Bathroom Exhaust Fans	1460	56	15680.00	15,680.00	0.00	0.00	planing
	B. Floor Tile Replacement	1460	2579 sf	8207.00	8,207.00	7,936.65	7,936.65	complete
	C. Fencing (fg from cf07)	1450	240lf	4325.00	4325.00	4,325.00	0.00	complete
Subtotal				28212.00	28212.00	12,261.65	7,936.65	

Annual Statement/Performance and Evaluation Report

1/9/2008

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

Part III: Implementation Schedule

PHA Name: Franklin County Housing Authority	Grant Type and Number Capital Fund Program Grant No:PA26PO3450106 Replacement Housing Factor Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: 2006
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Development Number/Name HA Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised (1)	Revised (2)	Original	Revised (1)	Revised (2)	
PA 34-1 Chambersburg	7/17/2008			7/16/2010			
PA 34-2 Waynesboro	7/17/2008			7/16/2010			
PA 34-3 Chambersburg	7/17/2008			7/16/2010			



Annual Statement/Performance and Evaluation Report 1/9/2008
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Franklin County Housing Authority		Grant Type and Number Capital Fund Program Grant No:PA26PO3450107 Replacement Housing Factor Grant No:		Federal FY of Grant: 2007	
___ Original Annual Statement ___ Reserve for Disasters/ Emergencies		_X_ Revised Annual Statement/Revision Number <u> 2 </u>			
___ Performance & Evaluation Report for Program Year End funding		___ Final Performance & Evaluation Report			
Line No	Summary by Development Accounts	Total Estimated Cost		Total Actual Cost	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 19)	57181.00	57,181.00	0.00	0.00
3	1408 Management Improvements Soft Costs	117000.00	117000.00	40000.00	2756.29
	Management Improvements Hard Costs				
4	1410 Administration	57181.00	57181.00	57181.00	34524.84
5	1411 Audit	1035.00	1035.00	0.00	0.00
6	1415 Liquidated Damages				
7	1430 Fees & Costs	5000.00	5000.00	0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvements	13500.00	13500.00	0.00	0.00
10	1460 Dwelling Structures	311907.00	311907.00	0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	9007.00	9007.00	0.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserves	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				

Annual Statement/Performance and Evaluation Report

1/9/2008

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Franklin County Housing Authority	Grant Type and Number Capital Fund Program Grant No: PA26PO3450107 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 Period Ending: Final Performance and Evaluation Report

Line No.	Summary By Development Account	Total Estimated Cost		Total Actual Cost	
		original	revised	obligated	expended
21	Amount of Annual Grant: (sum of lines...)	571,811.00	571,811.00	97,181.00	37,281.13
22	Amount of line XX Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line XX Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line XX Related to Security -Sofr Costs	60,000.00	60,000.00	0.00	0.00
25	Amount of Line XX Related to Security-- hard Costs	26,438.00	26,438.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	225,469.00	225,469.00	0.00	0.00

Annual Statement/Performance and Evaluation Report

1/9/2008

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

Part II: Supporting Pages

PHA Name:Franklin County Housing Authority		Grant Type and Number Capital Fund Program Grant No:PA26PO3450107 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007			
Development Number/Name HA Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
HA Wide Activities	A. Operations	1406		57,181.00	57,181.00	0.00	0.00	planing
	B. Community Policing	1408		60000.00	60000.00	0.00	0.00	planing
	C. Resident Initatives	1408		40000.00	40000.00	40000.00	2,756.29	inprogress
	D. Computer Software	1408		2000.00	2000.00	0.00	0.00	planing
	E. Staff Training	1408		15000.00	15000.00	0.00	0.00	planing
	F. Administration	1410		57181.00	57181.00	57181.00	34,524.84	inprogress
	G. Audit	1411		1035.00	1035.00	0.00	0.00	planing
	H. A/E Fees	1430		5000.00	5000.00	0.00	0.00	planing
	I. Maintenance Equipment	1475		4007.00	4007.00	0.00	0.00	planing
	J. Computers	1475.1	2	5000.00	5000.00	0.00	0.00	planing
	Subtotal			246404.00	246404.00	0.00	0.00	
	Replacement Reserve	1490		0.00	0.00	0.00	0.00	
PA34 - 1	A.landscaping (Mulching)	1450	3 cu yd	2500.00	2500.00	0.00	0.00	planing
Elderly C-Burg	B.Floortile Replacemet	1460	1926 sq ft	10000.00	10000.00	0.00	0.00	planing
	Subtotal			12500.00	12500.00	0.00	0.00	

Annual Statement/Performance and Evaluation Report

1/9/2008

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

Part II: Supporting Pages

PHA Name:Franklin County Housing Authority Annual Statement/Performance and Evaluation Report		Grant Type and Number Capital Fund Program Grant No:PA26PO3450107 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007		
Development Number/Name HA Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised	Total Actual Cost Obligated	Total Actual Cost Expended	Status of Work
PA 34 - 2	A. Fencing	1450	60 lf	1000.00	1000.00	0.00	0.00	planing
Family C-Burg	B. Floortile Replacement	1460	5394 sqft	28000.00	28000.00	0.00	0.00	planing
	C. Mulching	1460	9 cu yd	5000.00	5000.00	0.00	0.00	planing
	D. Exterior Door Locks (fg from CF06)	1460	192	25438.00	25438.00			
Subtotal				59438.00	59438.00	0.00	0.00	
PA34 - 3	A. Mulching	1450	2 cu yd	1000.00	1000.00	0.00	0.00	planing
Elderly W-Boro	B. Floortile Replacement	1460	1156 sqft	6000.00	6000.00	0.00	0.00	planing
	C. Furnace Replacement	1460	16	78428.48	78428.48	0.00	0.00	planing
Subtotal				85428.48	85428.48	0.00	0.00	
PA34 - 4	A. Mulching	1450	18 cu yd	9000.00	9000.00	0.00	0.00	planing
Family W-Boro	B. Floortile Replacement	1460	1156 sqft	12000.00	12000.00	0.00	0.00	planing
	C. Furnace Replacement	1460	30	147040.52	147040.52	0.00	0.00	planing
Subtotal				168040.52	168040.52	0.00	0.00	

Annual Statement/Performance and Evaluation Report

1/9/2008

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

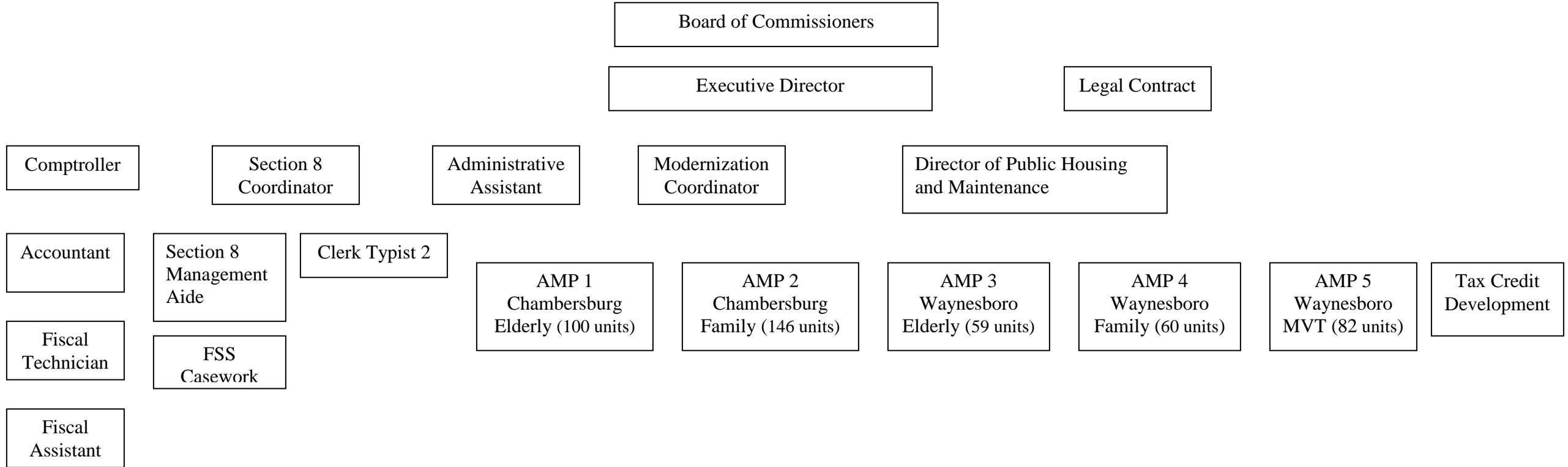
Part III: Implementation Schedule

PHA Name: Franklin County Housing Authority	Grant Type and Number Capital Fund Program Grant No:PA26PO3450107 Replacement Housing Factor Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: 2007
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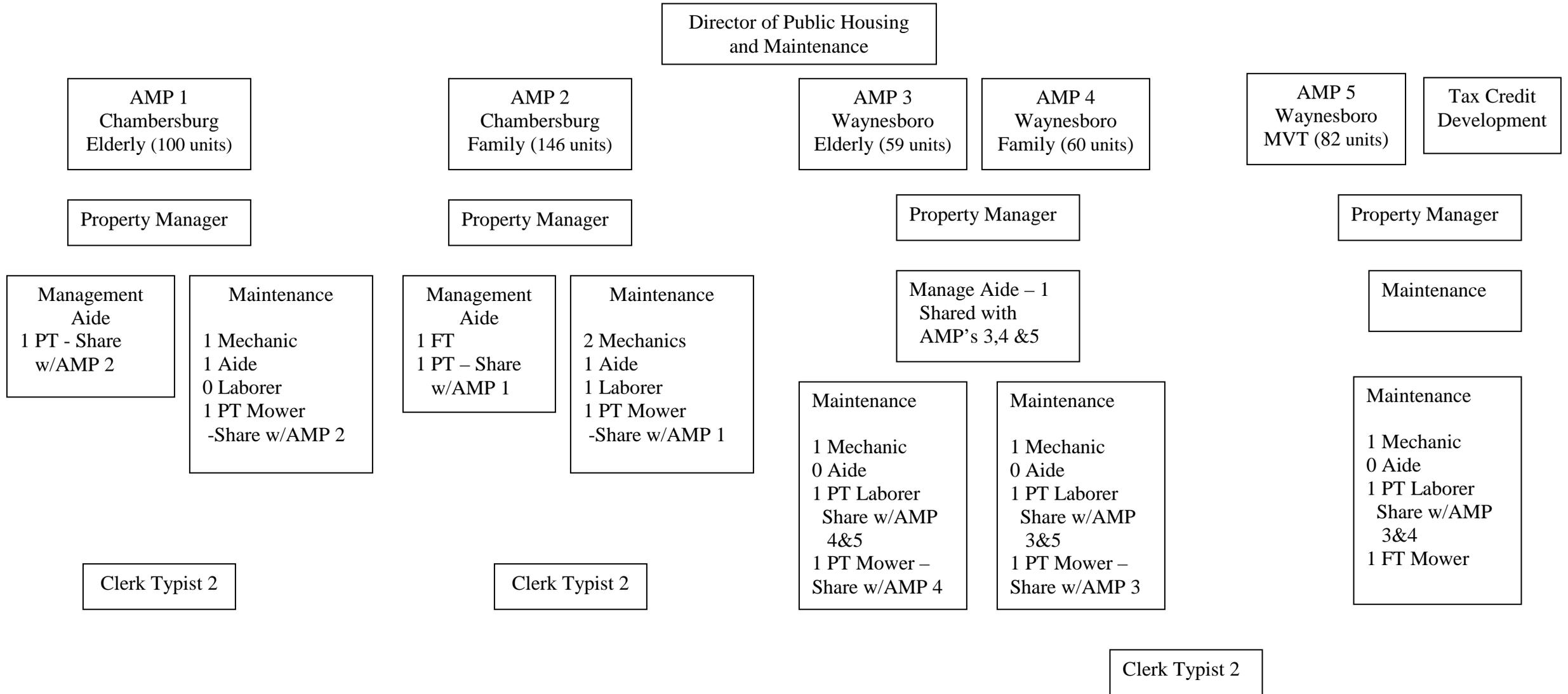
Development Number/Name HA Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised (1)	Revised (2)	Original	Revised (1)	Revised (2)	
PA 34-1 Chambersburg	9/13/2009			9/13/2011			
PA 34-2 Waynesboro	9/13/2009			9/13/2011			
PA 34-3 Chambersburg	9/13/2009			9/13/2011			



**FRANKLIN COUNTY HOUSING AUTHORITY
ORGANIZATIONAL STRUCTURE
11/07**



**FRANKLIN COUNTY HOUSING AUTHORITY
ORGANIZATIONAL STRUCTURE
11/07**



Attachment L

VIOLENCE AGAINST WOMEN ACT

3-III.F. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING [Pub.L. 109-162]

The Violence against Women Reauthorization Act of 2005 (VAWA) prohibits denial of admission to an otherwise qualified applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking. Specifically, Section 607(2) of VAWA adds the following provision to Section 6 of the U.S. Housing Act of 1937, which lists contract provisions and requirements for the public housing program:

Every contract for contributions shall provide that . . . the public housing agency shall not deny admission to the project to any applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking if the applicant otherwise qualifies for assistance or admission, and that nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, or stalking.

Definitions

As used in VAWA:

- The term *domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- The term *dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship
 - The type of relationship
 - The frequency of interaction between the persons involved in the relationship
- The term *stalking* means:
 - To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or
 - To place under surveillance with the intent to kill, injure, harass, or intimidate another person; and

- In the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person.
- The term *immediate family member* means, with respect to a person –
 - A spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in the position or place of a parent; or
 - Any other person living in the household of that person and related to that person by blood and marriage.

Notification and Victim Documentation

PHA Policy

The PHA acknowledges that a victim of domestic violence, dating violence, or stalking may have an unfavorable history that would warrant denial under the PHA's policies. Therefore, if the PHA makes a determination to deny admission to an applicant family on the basis of an unfavorable history, the PHA will include in its notice of denial a statement of the protection against denial provided by VAWA and will offer the applicant the opportunity to provide documentation affirming that the cause of the unfavorable history is that a member of the applicant family is or has been a victim of domestic violence, dating violence, or stalking.

The documentation must include two elements:

A signed statement by the victim that provides the name of the perpetrator and certifies that the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, or stalking

One of the following:

A police or court record documenting the actual or threatened abuse

A statement signed by an employee, agent, or volunteer of a victim service provider; an attorney; a medical professional; or another knowledgeable professional from whom the victim has sought assistance in addressing the actual or threatened abuse. The professional must attest under penalty of perjury that the incidents in question are bona fide incidents of abuse, and the victim must sign or attest to the statement.

The applicant must submit the required documentation with her or his request for an informal hearing (see section 14-I.B) or must request an extension in writing at that time. If the applicant so requests, the PHA will grant an extension of 10 business days, and will postpone scheduling the applicant's informal hearing until after it has received the documentation or the extension period has elapsed. If after reviewing the documentation provided by the applicant the PHA determines

the family is eligible for assistance, no informal hearing will be scheduled and the PHA will proceed with admission of the applicant family.

Perpetrator Removal or Documentation of Rehabilitation

PHA Policy

In cases where an applicant family includes the perpetrator as well as the victim of domestic violence, dating violence, or stalking, the PHA will proceed as above but will require, in addition, either (a) that the perpetrator be removed from the applicant household and not reside in the public housing unit or (b) that the family provide documentation that the perpetrator has successfully completed, or is successfully undergoing, rehabilitation or treatment.

If the family elects the second option, the documentation must be signed by an employee or agent of a domestic violence service provider or by a medical or other knowledgeable professional from whom the perpetrator has sought or is receiving assistance in addressing the abuse. The signer must attest under penalty of perjury to his or her belief that the rehabilitation was successfully completed or is progressing successfully. The victim and perpetrator must also sign or attest to the documentation.

This additional documentation must be submitted within the same time frame as the documentation required above from the victim.

PHA Confidentiality Requirements

All information provided to the PHA regarding domestic violence, dating violence, or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence and may neither be entered into any shared database nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.