

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

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# PHA Plans for the Housing Authority of the County of Mifflin

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 Mifflin

**PHA Number:** PA041

**PHA Fiscal Year Beginning: (mm/yyyy)** 01/2008

**PHA Programs Administered:**

**Public Housing and Section 8**   
  **Section 8 Only**   
  **Public Housing Only**  
 Number of public housing units: **279**   
 Number of S8 units:   
 Number of public housing units:  
 Number of S8 units: **220**

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

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

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

**A. Mission**

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

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

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

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

*The Housing Authority of the County of Mifflin has achieved its mission during FYB 2007 as reflected below.*

- *Continued to achieve High Performer Status under PHAS.*
- *Provided in-house staff training and sent administrative and maintenance staff to training seminars to increase knowledge of program rules and regulations.*
- *Continued to contract with Mifflin County Regional Police Department for purchase of 10 hours of service per week. This includes being provided with monthly reports of incidents and activities of residents throughout each PHA development.*
- *Resident crime watch groups continued at two PHA developments (Lawler Place and Burgard Apartments).*
- *Hired Spanish speaking interpreter to assist applicants and residents with communication with PHA staff.*

*Continued collaboration with PA Career Link, Family Literacy, Summer Reading Program, SUM Child Development, Area Agency on Aging, Keystone Services Systems, MHMR, Mifflin County Library, Mifflin-Juniata United Way, Salvation Army, Shelter Services, Mifflin and Juniata County Human Service Office, participation as a Board Member for the Community Service Block Grant Program and the Emergency Food and Shelter Program.*

***Progress Statement:*** *The Housing Authority continued to achieve High Performer Status with a score of 92 out of 100 for Fiscal Year 2006 and achieved a score of 9 out of 10 on PHA's Resident Survey. The PHA will continue to strive to maintain High Performer Status during fiscal years 2008-2012.*  
*(Note: The PHAS score has not been released).*

## **B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing *N/A*  
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)  
Maintain High Performer status
  - Improve voucher management: (SEMAP score)  
Maintain High Performer status
  - Increase customer satisfaction:
    - *Maintained high performer status*
    - *Increased utilization to 100%. HA will strive to maintain 98-100% utilization annually.*

- *Continued an Early Bird rent payment program in the Fall of 2001 to reward prompt rent payers. Monthly drawing with 2 (two) \$25 cash winners and an annual drawing with a \$300 Grand Prize and 2 (two) \$100 prizes.*
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - *Provide PHA staff training and Management improvements are on-going.*
- Renovate or modernize public housing units: *Convert 4 efficiency units to create 2 one-bedroom units by 2009. The achievement date has been re-established to be reflected in the Capital Fund FYB 2006-2010 five year plan.*
- Demolish or dispose of obsolete public housing: *Submitted application on 5/2/06 – approval received*
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

***Progress Statement:*** *Disposed of one obsolete scattered site public housing unit by the sale of 714 South Wayne Street, Lewistown, Pennsylvania on April 2, 2007 in accordance with the Demolition/Disposition Application approved by HD.*

*Received approval from the HUD Special Applications Center to dispose of one Lewistown Borough Scattered Site property. Settlement for the sale of 714 South Wayne Street, Lewistown, PA was held April 2, 2007.*

- PHA Goal: Increase assisted housing choices
 

Objectives:

  - Provide voucher mobility counseling: *This is an on-going activity.*
  - Conduct outreach efforts to potential voucher landlords: *PHA will continue to recruit new landlords annually.*
  - Increase voucher payment standards.
  - 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)
    - *Participation in MH/MR Local Housing Option Team (LHOT).*
    - *Mifflin and Juniata County Human Service Office housing coalition.*

***Progress Statement:*** *As of June 30, 2007, the PHA has recruited nine (9) new landlords to the Program.*

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

- PHA Goal: Provide an improved living environment
- Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: *This is an on-going activity. This is being accomplished through the Tenant Selection process.*
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: *This is an on-going activity. This is being accomplished through the Tenant Selection process.*
  - Implement public housing security improvements: *This is an on-going activity and is accomplished by Capital Improvements set forth in the 2008-2012 Capital Fund Annual Statement and Five Year Plan. The Authority continues to contract with the Regional Police for supplemental services, including on-site patrols at all developments at 20 hours per week. Future goals include expanding the number of hours police officers are on site, if funding permits. Capital Fund improvements identified in the 2007-2011 plan have been completed as follows: improved site lighting at McCoy Manor 41-2, up-graded the security entry system at Coleman House and installed new entry doors. A security camera system is planned to be installed by 2011.*
- Neighborhood Crime Watch monthly meetings with residents at Lawler Place and Burgard Apartments and a representative of the Mifflin County Regional Police Department and a featured guest speaker continues.*
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)
    - *Implement measures to assist victims of domestic violence in avoiding their abusers and continuing occupancy in public housing.*

***Progress Statement:*** *The PHA installed a security camera system at Burgard Apartments throughout the building interior and at each entrance. The PHA also installed a security alarm system at the PHA administration building. In addition, we improved site lighting at Lawler Place and Burgard Apartments. The PHA Board adopted a Limited Access and Barring Policy on 03/10/2004.*

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families: *By the adoption and implementation of Flat Rents the Authority has increased the number of employed persons in assisted families that it can attract and retain. The number of working families continues to increase annually, with a total of 53% of the PHA's families employed as of June 30, 2006. This goal has been achieved and the PHA will continue to increase the number of working families each year.*
- Provide or attract supportive services to improve assistance recipients' employability:
  - *Renewed 10 year lease agreement with Snyder Union Mifflin (SUM) Child Development to continue Head Start and Day Care programs on-site at Coleman House.*
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)
  - *Partnership with local agencies to provide or attract supportive services to assist victims of domestic violence move out of abusive situations and begin again.*

**Progress Statement:** *The Authority continues to collaborate with Snyder Union Mifflin (SUM) Child Development to maintain HEADSTART and Daycare programs on-site at Coleman House.*

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: *This is an on-gong activity. The PHA refers residents to the appropriate agency for assistance when this matter is brought to our attention. Local Legal Service agencies have conducted on-site fair housing seminars for PHA residents and the Authority staff continues to attend seminars and training with respect to Fair Housing Issues. In addition, the Authority will continue to maintain a subscription to the Fair Housing Newsletter to provide awareness and guidance for staff. The PHA also adopted a Resident Sexual Harassment and Discrimination Policy and will continue to attend fair housing training seminars annually.*
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: *PHA makes reasonable accommodations requested and will continue to upgrade units. By 2009, the PHA will begin to upgrade 6 more units to be accessible.*
- Other: (list below)
  - *The Housing Authority continued participation as a member of the Mifflin-Juniata Area Agency on Aging's Task Force Advisory Board for the Nursing Home Transition Program. The purpose of the project and its funding is to identify individuals living in nursing facilities who could live in the community with home and community bases services and support. Meetings are held quarterly.*
  - *The Housing Authority also continued participation as a member of the Juniata Valley Tri-County MH/MR Program LHOT (Local Housing Option Team). The purpose of the LHOT is the community's response to the housing needs of people with disabilities. Regular meetings are held as plans progress to obtain funding to construct or renovate a facility to house persons with disabilities which would also provide supportive services on site.*
  - *The 2007-2011 Capital Fund Five Year Plan includes the installation of a hydraulic chair lift at the rear entrance of the Coleman House and conversion of several units re-designed to comply with ADA and 504 requirements.*

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

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

**Annual PHA Plan**  
**PHA Fiscal Year 2008**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

- Standard Plan**
- Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

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

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

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

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

*The most important challenges to be met by the Housing Authority of the County of Mifflin during FY 2008:*

- *Improvement of community quality and economic viability through the implementation of public housing security efforts;*
- *Identification of management needs to enable PHA staff to prepare for major upcoming changes in the Operating Fund rule. (i.e. Project-Based Accounting, Asset Management, Cost Allocation Planning, and software upgrades.)*

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

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

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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#### **Attachments**

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

#### Required Attachments:

- Admissions Policy for Deconcentration (***pa041a01***)
- FY 2008 Capital Fund Program Annual Statement (***pa041b01***)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members (***pa041c01***)
- List of Resident Board Member (***pa041d01***)
- Community Service Description of Implementation (***pa041e01***)
- Information on Pet Policy (***pa041f01***)
- Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs, if applicable
- Other (List below, providing each attachment name)

- *Deconcentration and Income Mixing Analysis Results (pa041g01)*
- *Progress in Meeting 5 Year Plan Goals (pa041h01)*
- *Criteria for Substantial Deviation and Significant Amendment (pa041i01)*
- *VAWA Support and Assistance Statement (pa041o01)*

Optional Attachments:

- PHA Management Organizational Chart
- FY 2008 Capital Fund Program 5 Year Action Plan (*pa041j01*)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (*pa041n01*)
- Other (List below, providing each attachment name)
  - *2007 Annual Statement (Formula) (pa041k01)*
  - *2006 Performance and Evaluation Report (pa041l01)*
  - *2005 Performance and Evaluation Report (pa041m01)*

**Supporting Documents Available for Review**

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

| <b>List of Supporting Documents Available for Review</b> |   |  |
|--|---|--|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b>                             |
| X  | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations  | 5 Year and Annual Plans                                      |
| N/A  | State/Local Government Certification of Consistency with the Consolidated Plan  | 5 Year and Annual Plans                                      |
| X  | Fair Housing Documentation:<br>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:<br>Housing Needs                                |
| X  | Most recent board-approved operating budget for the public housing program  | Annual Plan:<br>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,                                    |

| <b>List of Supporting Documents Available for Review</b> |   |  |
|--|---|--|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b>                             |
|  |   | Selection, and Admissions Policies                           |
| X  | Public Housing Deconcentration and Income Mixing Documentation:<br>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<br>2. Documentation of the required deconcentration and income mixing analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X  | Public housing rent determination policies, including the methodology for setting public housing flat rents<br><input 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<br><input 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<br><input type="checkbox"/> check here if included in Section 8 Administrative Plan  | Annual Plan: Rent Determination                              |
| X  | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)  | Annual Plan: Operations and Maintenance                      |
| X  | Public housing grievance procedures<br><input 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<br><input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan   | Annual Plan: Grievance Procedures                            |
| X  | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year  | Annual Plan: Capital Needs                                   |
| N/A  | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant   | Annual Plan: Capital Needs                                   |
| X  | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)  | Annual Plan: Capital Needs                                   |
| N/A  | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing   | Annual Plan: Capital Needs                                   |
| X  | Approved or submitted applications for demolition and/or disposition of public housing  | Annual Plan: Demolition and Disposition                      |
| N/A  | Approved or submitted applications for designation of public housing (Designated Housing Plans)   | Annual Plan: Designation of Public Housing                   |
| N/A  | Approved or submitted assessments of reasonable   | Annual Plan: Conversion of                                   |

| <b>List of Supporting Documents Available for Review</b> |  |   |
|--|--|---|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>   | <b>Applicable Plan Component</b>                  |
|  | revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act  | Public Housing                                    |
| N/A  | Approved or submitted public housing homeownership programs/plans  | Annual Plan: Homeownership                        |
| N/A  | Policies governing any Section 8 Homeownership program<br><input type="checkbox"/> check here if included in the Section 8 Administrative Plan   | Annual Plan: Homeownership                        |
| N/A  | Any cooperative agreement between the PHA and the TANF agency  | Annual Plan: Community Service & Self-Sufficiency |
| N/A  | FSS Action Plan/s for public housing and/or Section 8  | Annual Plan: Community Service & Self-Sufficiency |
| N/A  | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports   | Annual Plan: Community Service & Self-Sufficiency |
| N/A  | The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)                        | Annual Plan: Safety and Crime Prevention          |
| X  | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit                         |
| N/A  | Troubled PHAs: MOA/Recovery Plan   | Troubled PHAs                                     |
| N/A  | Other supporting documents (optional)<br>(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<br>by Family Type |         |                |        |         |                |      |           |
|---|---------|----------------|--------|---------|----------------|------|-----------|
| Family Type   | Overall | Afford-ability | Supply | Quality | Access-ibility | Size | Loca-tion |
| Income <= 30% of AMI  | 3998    | 5              | 5      | 5       | 3              | 5    | 4         |
| Income >30% but <=50% of AMI                                    | 2711    | 5              | 5      | 5       | 3              | 5    | 4         |
| Income >50% but <80% of AMI                                     | 3823    | 3              | 3      | 3       | 3              | 3    | 3         |
| Elderly   | 2030    | 5              | 4      | 5       | 4              | 5    | 4         |
| Families with Disabilities                                      | 3219    | 5              | 5      | 5       | 5              | 5    | 5         |
| White   | 5119    | 5              | 5      | 5       | 5              | 5    | 5         |
| Black/African American  | 108     | 5              | 5      | 5       | 5              | 5    | 5         |
| American Indian/Alaska Native                                   | 108     | 5              | 5      | 5       | 5              | 5    | 5         |
| Asian   | 98      | 5              | 5      | 5       | 5              | 5    | 5         |
| Hispanic  | 132     | 5              | 5      | 5       | 5              | 5    | 5         |
| Other   | 21      | 5              | 5      | 5       | 5              | 5    | 5         |

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

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

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

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** 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  | 23            |                     | 69              |
| Extremely low income<br><=30% AMI   | 20            | 87%                 |                 |
| Very low income<br>(>30% but <=50% AMI)   | 2             | 9%                  |                 |
| Low income<br>(>50% but <80% AMI)   | 1             | 4%                  |                 |
| Families with children  | 6             | 26%                 |                 |
| Elderly families  | 8             | 35%                 |                 |
| Families with Disabilities  | 4             | 17%                 |                 |
| White   | 21            | 91%                 |                 |
| Black/African American  | 2             | 9%                  |                 |
| American Indian/Alaska<br>Native  | 0             | 0%                  |                 |
| Asian   | 0             | 0%                  |                 |
| Native Hawaiian/Other<br>Pacific Islander   | 0             | 0%                  |                 |
| Characteristics by<br>Bedroom Size (Public<br>Housing Only)   |               |                     |                 |
| Efficiency  | 8             | 35%                 |                 |
| 1BR   | 8             | 35%                 |                 |
| 2 BR  | 4             | 17%                 |                 |
| 3 BR  | 3             | 13%                 |                 |
| 4 BR  | N/A           | N/A                 |                 |
| 5 BR  | N/A           | N/A                 |                 |
| 5+ BR   | N/A           | N/A                 |                 |
| 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)? N/A  |               |                     |                 |
| Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes N/A   |               |                     |                 |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes N/A |               |                     |                 |

### 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                        | 114           |                     | 51              |
| Extremely low income<br><=30% AMI         | 86            | 75%                 |                 |
| Very low income<br>(>30% but <=50% AMI)   | 28            | 25%                 |                 |
| Low income<br>(>50% but <80% AMI)         | 0             | 0%                  |                 |
| Families with children                    | 57            | 50%                 |                 |
| Elderly families                          | 4             | 4%                  |                 |
| Families with Disabilities                | 47            | 41%                 |                 |
| White                                     | 110           | 96%                 |                 |
| Black/African American                    | 4             | 4%                  |                 |
| American Indian/Alaska<br>Native          | 0             | 0%                  |                 |
| Asian                                     | 0             | 0%                  |                 |
| Native Hawaiian/Other<br>Pacific Islander | 0             | 0%                  |                 |

Characteristics by  
Bedroom Size (Public  
Housing Only)

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

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

If yes:

How long has it been closed (# of months)? *N/A*

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes *N/A*

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

### C. Strategy for Addressing Needs

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

#### **(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly *N/A***

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

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

[24 CFR Part 903.7 9 (b)]

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

| <b>Financial Resources:<br/>Planned Sources and Uses</b>                              |                     |                                     |
|---|---------------------|-------------------------------------|
| <b>Sources</b>  | <b>Planned \$</b>   | <b>Planned Uses</b>                 |
| <b>1. Federal Grants (FY 2008 grants)</b>   |                     |                                     |
| a) Public Housing Operating Fund  | 598,720.00          |                                     |
| b) Public Housing Capital Fund  | 370,388.00          |                                     |
| c) HOPE VI Revitalization   |                     |                                     |
| d) HOPE VI Demolition   |                     |                                     |
| e) Annual Contributions for Section 8 Tenant-Based Assistance                         | 873,183.00          |                                     |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) |                     |                                     |
| g) Resident Opportunity and Self-Sufficiency Grants                                   |                     |                                     |
| h) Community Development Block Grant  |                     |                                     |
| i) HOME   |                     |                                     |
| Other Federal Grants (list below)   |                     |                                     |
|   |                     |                                     |
| <b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>             |                     |                                     |
| 2005 Capital Funds (as of 6/30/07)  | 10,084.00           | Public housing capital improvements |
| 2006 Capital Funds (as of 6/30/07)  | 75,738.00           | Public housing capital improvements |
| 2007 Capital Funds (available after 9/13/07)  | 370,388.00          | Public housing capital improvements |
|   |                     |                                     |
| <b>3. Public Housing Dwelling Rental Income</b>                                       |                     |                                     |
|   | 730,000.00          | Public housing operations           |
| <b>4. Other income (list below)</b>   |                     |                                     |
| Excess Utilities  | 16,040.00           | Public housing operations           |
| Interest on Investments   | 9,324.00            | Public housing operations           |
| Non-dwelling rent   | 800.00              | Public housing operations           |
|   |                     |                                     |
| <b>5. Non-federal sources (list below)</b>  |                     |                                     |
|   |                     |                                     |
| <b>Total resources</b>  | <b>3,054,665.00</b> |                                     |
|   |                     |                                     |

### **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)
  - *When application is submitted and name is reached on waiting list.*

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
  - *Credit check, sex-offender check, citizenship/legal status check, prior violations and/or moneys due any PHA, prior evictions and judgments from landlords.*
  - *The PHA will attempt to ascertain whether domestic violence was a factor in the poor rental and tenancy history and exercise discretion in determining suitability for tenancy, taking into consideration the circumstances that may have contributed to the negative reporting.*

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

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

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

**(2)Waiting List Organization**

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

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

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

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

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

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

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)? *N/A*  
If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously *N/A*  
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)? *N/A*

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

**(3) Assignment**

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

- One
- Two
- Three or More

- b.  Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA: *N/A*

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
  - *Individuals who are considering a move from clinically restrictive or congregate situations such as CRRS (group homes), State Hospitals, transitional living programs, personal care boarding homes and nursing homes into an independent living environment, upon verification of receipt of Medicaid-funded long-term care services.*

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

## 2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- 1 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
- 1 Other preference(s) (list below)
  - *Individuals who are considering a move from clinically restrictive or congregate situations such as CRRS (group homes), State Hospitals, transitional living programs, personal care boarding homes and nursing homes into an independent living environment, upon verification of receipt of Medicaid-funded long-term care services.*

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

- Adoption of site-based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply) *N/A*

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:
  - *Lawler Place*
  - *McCoy Manor*

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)
  - *Domestic Violence – Attempt to ascertain whether domestic violence was a factor in the poor rental and tenancy history or criminal activity and exercise discretion in determining suitability for tenancy about the circumstances that may have contributed to the negative reporting.*
- Other (list below)

- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)
- *Current address of participant, name and address of current and prior landlord(s), if public housing tenant, will provide additional information if release of information has been signed. Information will not be released if applicant is in an abusive situation.*

## **(2) Waiting List Organization**

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

## **(3) Search Time**

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

If yes, state circumstances below:

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

## **(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
- *Individuals who are considering a move from clinically restrictive or congregate situations such as CRRS (group homes), State Hospitals, transitional living programs, personal care boarding homes and nursing homes into an independent living environment, upon verification of receipt of Medicaid-funded long-term care services.*

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

same number next to each. That means you can use “1” more than once, “2” more than once, etc.

2 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- 1 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
- 1 Other preference(s) (list below)
  - *Individuals who are considering a move from clinically restrictive or congregate situations such as CRRS (group homes), State Hospitals, transitional living programs, personal care boarding homes and nursing homes into an independent living environment, upon verification of receipt of Medicaid-funded long-term care services.*

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

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

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

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

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

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

- Through published notices
- Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

Exemptions: 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:

*The HACOM has adopted a minimum rent of \$50.00.*

1. *The minimum rent requirement may be waived due to certain financial hardships. The request for minimum rent hardship must be made in writing to the HACOM prior to the rent becoming delinquent. The HACOM will verify whether the hardship claimed is temporary or long term. Payment of the minimum is suspended immediately for ninety days when a hardship is requested on one of the following conditions:*
  - a. *The family has lost eligibility or is awaiting an eligibility determination to receive federal, state or local assistance, including a family having a non-citizen household member lawfully admitted for permanent residence and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996;*
  - b. *The family income has decreased due to changed circumstances such as loss of employment, separation, divorce, and abandonment;*
  - c. *The family would be evicted as a result of imposing the minimum rent requirement;*
  - d. *There has been a death in the family; or*
  - e. *There are other hardship situations determined by the HACOM on a case-by-case basis, i.e. alimony, child support, etc.*

*Financial hardship exemption only applies to payment of minimum rent - not to rent based on the statutory formula for determining the Total Tenant Payment (TTP) or Flat Rent in the public housing program.*
2. *If tenant initiates a request for a hardship exemption that the HACOM determines is temporary in nature:*
  - a. *Rent may be suspended, during the ninety (90) day period beginning on the day the request is made. At the end of the ninety (90) day period, the minimum rent is reinstated retroactively to the date of suspension.*
  - b. *The HACOM will allow the family a maximum of six (6) months to make payment of any delinquent minimum rent payments accrued during the suspension period. However, the family must execute a Repayment Agreement.*
  - c. *The family may not be evicted for non-payment of rent during the ninety (90)-day suspension period.*
  - d. *If the hardship is subsequently determined to be long-term, the HACOM will retroactively exempt residents from the minimum rent requirement for the ninety (90)-day period.*
3. *If the circumstances supporting the request for a minimum rent hardship exemption are long term, tenant's rent will be based on the statutory*

*income-based rent calculation formula during the minimum rent exemption period.*

4. *Hardship determinations are subject to the HACOM's Informal Hearing Process and families are exempt from any escrow deposit that may be required under regulations governing the hearing process for other determinations.*

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

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

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

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

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads  
 For other family members  
 For transportation expenses  
 For the non-reimbursed medical expenses of non-disabled or non-elderly families  
 Other (describe below)

e. Ceiling rents

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

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

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

- For all developments  
 For all general occupancy developments (not elderly or disabled or elderly only)  
 For specified general occupancy developments  
 For certain parts of developments; e.g., the high-rise portion

- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below)
  - *Within 10 days of occurrence; anytime there is a change*

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

**(2) Flat Rents**

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

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

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

Exemptions: 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) *N/A*

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

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

- Annually
- Other (list below)

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

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

**(2) Minimum Rent**

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

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

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

*The minimum rent for Section 8 participants is \$50.00. All Voucher families will contribute the highest of thirty percent (30%) of monthly-adjusted income, ten percent (10%) of monthly gross income, or the minimum rent toward the rent plus any rent above the applicable Payment Standard.*

1. *The minimum rent requirement may be waived under certain circumstances. Financial hardship status is to be granted immediately for ninety (90) days in the event of the following:*
  - a. *The family has lost eligibility or is awaiting an eligibility determination to receive federal, state or local assistance, including a family having a non-citizen household member lawfully admitted for permanent residence and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996;*
  - b. *The family income has decreased due to changed circumstances such as separation, divorce, and abandonment;*
  - c. *One or more family members have lost employment;*
  - d. *The family would be evicted as a result of imposing the minimum rent requirement;*
  - e. *There has been a death in the family; or*
  - f. *There are other hardship situations determined by the PHA on a case-by-case basis, i.e. alimony, child support, etc.*

*Financial hardship exemption only applies to payment of minimum rent - not to rent based on the statutory formula for determining the Total Tenant Payment (TTP).*

2. *If tenant initiates a request for a hardship exemption that the PHA determines is temporary in nature:*
  - a. *If the hardship is determined to be temporary, minimum rent may be suspended; during the ninety (90) day period beginning on the day the request is made. At the end of the ninety (90) day period, the minimum rent is reinstated retroactively to the date of suspension and the HAP is again adjusted.*
  - b. *In the case of a temporary hardship, the PHA will allow the family a maximum of six (6) months to make payment of any delinquent minimum rent payments accrued during the suspension period. However, the family must execute a Repayment Agreement.*
  - c. *If the hardship is subsequently determined to be long-term, the PHA will retroactively exempt residents from the minimum rent requirement for the ninety (90)-day period.*
  - d. *Note that the PHA can only suspend the minimum rent contribution. If the family is residing in a unit whose Gross Rent exceeds the Payment Standard, the family will be responsible for the excess rent.*
3. *Hardship determinations are subject to the PHA's Informal Hearing Process and families are exempt from any escrow deposit that may be required under regulations governing the hearing process for other determinations.*

**5. Operations and Management** *Not Applicable – High Performer*

[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  |  |                   |
| Section 8 Vouchers  |  |                   |
| Section 8 Certificates  |  |                   |
| Section 8 Mod Rehab   |  |                   |
| Special Purpose Section 8 Certificates/Vouchers (list individually) |  |                   |
| Public Housing Drug Elimination Program (PHDEP)                     |  |                   |
|   |  |                   |
| Other Federal Programs(list individually)                           |  |                   |
|   |  |                   |
|   |  |                   |

**C. Management and Maintenance Policies**

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

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

(2) Section 8 Management: (list below)

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

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

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

-or-

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

#### **(2) Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) **pa041j01**

-or-

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

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

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

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

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

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

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description *N/A*

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description *N/A*

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description *N/A*

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

| <b>Conversion of Public Housing Activity Description</b>  |   |
|---|---|
| 1a. Development name:   |   |
| 1b. Development (project) number:   |   |
| 2. What is the status of the required assessment?   | <input type="checkbox"/> Assessment underway<br><input type="checkbox"/> Assessment results submitted to HUD<br><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)<br><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<br><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)<br><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)<br><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):<br><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application  |

(date submitted or approved: )

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

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

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

Other: (describe below)

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

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

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

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

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

2. Activity Description *N/A*

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

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

## B. Section 8 Tenant Based Assistance

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

2. Program Description: *N/A*

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

### ***Not Applicable – High Performer***

[24 CFR Part 903.7 9 (l)]

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<br>(including location, if appropriate) | Estimated Size | Allocation Method<br>(waiting list/random selection/specific criteria/other) | Access<br>(development office / PHA main office / other provider name) | Eligibility<br>(public housing or section 8 participants or both) |
|  |                |  |  |   |
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|  |                |  |  |   |

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

a. Participation Description

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

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

**C. Welfare Benefit Reductions**

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

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

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

*Description of Community Service requirements implementation is included as attachment (pa041e01)*

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

#### ***Not Applicable – High Performer***

[24 CFR Part 903.7 9 (m)]

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

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

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

(select all that apply)

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

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

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

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

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake:

(select all that apply)

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

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

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

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

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

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

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

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

PHAs eligible for FY 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)]

*Description of Pet Policy (Family & Elderly/Handicapped is included as attachment (pa041f01)*

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management *Not Applicable – High Performer***

[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) *pa041q01*  
 Provided below:
3. In what manner did the PHA address those comments? (select all that apply)  
 Considered comments, but determined that no changes to the PHA Plan were necessary.  
 The PHA changed portions of the PHA Plan in response to comments  
List changes below:

**Capital Fund:** *The following work items were included in the Capital Fund Annual Statement and/or Five Year Plan as a result of comments received from RAB members or residents who attended meetings to discuss the PHA Plan for FYB 2008:*

- \* *Security Cameras @ HA's Maintenance Garage on South Pine Road and the purchase and installation of Private Property - No Trespassing signs in this area*
- \* *Fire Extinguishers*
- \* *Coleman House entrance automatic front door opener,*
- \* *Replacement of apartment air conditioners at the Coleman House*
- \* *Replacement of furniture in the common areas at the Coleman House*
- \* *Replacement of stoves in apartments project wide was included*

**Flat Rents:** *3% increase approved as recommended by the RAB*

**Pet Policy:** *Revised to include a provision that all pets be clean and properly groomed at all times*

**Community Service Policy:** *Revised to include recommendation to add procedures to address issues of non-compliance with the Community Service requirement.*

**Grievance Procedure:** *Revised to include recommendation to provide clarification in the Policy the Grievance Hearing is only applicable to existing tenants, that Grievance Hearings will not be held for former tenants who moved out while under eviction.*

**Admission Preferences for Public Housing and Section 8 Housing Choice Voucher Program** Revised the Public Housing ACOP and Section 8 Administrative Plan to include a preference for individuals who are considering a move from clinically restrictive or congregate situations such as CRRS (group homes), State Hospitals, transitional living programs, personal care boarding homes and nursing homes, into an independent living environment upon verification of receipt of Medicaid-funded long-term care services.

**Public Housing Admission and Continued Occupancy Policy and Section 8 Administrative Plan:** Revised each Policy to include a life-time ban from admission to public housing and participation in the Section 8 Housing Choice Voucher Program for Life-time and 10 Year Sex Offender Registrants; and, inclusion of various policy changes to incorporate the Violence Against Women's Act recommendations as proposed in the Plan.

Other: (list below)

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: (provide name here) *State of Pennsylvania*
  
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
    - *Member of Regional Housing Advisory Committee*
  - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
    - *Rehabilitation of the existing public housing stock in a manner that is sensitive to the need of accessibility to/and visibility by persons with disabilities.*
    - *Conversion of underutilized and less marketable public housing units into unit configurations which are more marketable.*
    - *Resident initiatives, especially those aimed at promoting the economic self-sufficiency of public housing residents.*
  - Other: (list below)
  
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
  - *Housing rehabilitation assistance for extremely low, low and Moderate-income households. Activities will be undertaken consortium-wide to maintain existing housing stock.*
  - *New construction of rental housing for extremely low and low income senior citizens and families. Mifflin County will support the development of rental housing by providing HOME funds to assist with funding the construction of rental housing units.*
  - *Rehabilitation of the existing Public Housing stock in a manner that is sensitive to the need for accessibility to/and visibility by persons with disabilities.*

- *Conversion of under utilized and less marketable public housing units into unit configuration which are more marketable.*
- *Homeownership incentive for Public housing residents.*
- *Resident initiatives, especially those aimed at promoting the economic self-sufficiency of public housing residents.*

**D. Other Information Required by HUD**

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

## Attachments

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

|   |                 |
|---|-----------------|
| <i>Admissions Policy for Deconcentration</i>                          | <i>pa041a01</i> |
| <i>FY 2008 Capital Fund Program Annual Statement</i>                  | <i>pa041b01</i> |
| <i>Resident Advisory Board Members</i>                                | <i>pa041c01</i> |
| <i>Resident Member on Governing Board</i>                             | <i>pa041d01</i> |
| <i>Description of Community Service Implementation</i>                | <i>pa041e01</i> |
| <i>Description of Pet Policy</i>                                      | <i>pa041f01</i> |
| <i>Deconcentration &amp; Income Mixing Anaylsis Results</i>           | <i>pa041g01</i> |
| <i>Progress in Meeting 5 Year Plan Goals</i>                          | <i>pa041h01</i> |
| <i>Criteria for Substantial Deviation &amp; Significant Amendment</i> | <i>pa041i01</i> |
| <i>FY 2008 Capital Fund Program 5 Year Action Plan</i>                | <i>pa041j01</i> |
| <i>2007 Annual Statement (Formula)</i>                                | <i>pa041k01</i> |
| <i>2006 Performance and Evaluation Report</i>                         | <i>pa041l01</i> |
| <i>2005 Performance and Evaluation Report</i>                         | <i>pa041m01</i> |
| <i>Resident Advisory Board Comments</i>                               | <i>pa041n01</i> |
| <i>VAWA Support and Assistance Statement</i>                          | <i>pa041o01</i> |

# PHA Plan Table Library

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

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

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

Original Annual Statement

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

**Annual Statement** (*See attachment pa041b01*)  
**Capital Fund Program (CFP) Part II: Supporting Table**

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

**Annual Statement** *(See attachment pa041b01)*  
**Capital Fund Program (CFP) Part III: Implementation Schedule**

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

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

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

| Optional 5-Year Action Plan Tables                                     |   |                     |                            |                                     |
|--|---|---------------------|----------------------------|-------------------------------------|
| Development Number   | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development |                                     |
|  |   |                     |                            |                                     |
| Description of Needed Physical Improvements or Management Improvements |   |                     | Estimated Cost             | Planned Start Date (HA Fiscal Year) |
| <i>(See attachment pa041j01)</i>                                       |   |                     |                            |                                     |
| <b>Total estimated cost over next 5 years</b>                          |   |                     |                            |                                     |



**Attachment: pa041a01**  
**DE-CONCENTRATION AND INCOME TARGETING POLICY**  
**FOR THE**  
**HOUSING AUTHORITY OF THE**  
**COUNTY OF MIFFLIN, PENNSYLVANIA**

**Adopted by Board of Commissioners**

**Resolution No.:** \_\_\_\_\_

**Date of Adoption:** \_\_\_\_\_

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

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

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

A. Economic De-concentration:

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

Implementation may include one or more of the following options:

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

B. Income Targeting

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

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

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

## Annual Statement /Performance and Evaluation Report

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

|   |   |  |
|---|---|--|
| PHA Name:<br><br><p style="text-align: center;"><b>MIFFLIN COUNTY HOUSING AUTHORITY</b></p> | Grant Type and Number<br>Capital Fund Program Grant No. <span style="float: right;"><b>PA26P04150108</b></span><br>Replacement Housing Factor Grant No: | Federal FY of Grant:<br><br><p style="text-align: center;"><b>2008</b></p> |
|---|---|--|

|   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Original Annual Statement                 | <input type="checkbox"/> Reserve for Disasters/Emergencies | <input type="checkbox"/> Revised Annual Statement (revision no: 1 ) |
| <input type="checkbox"/> Performance and Evaluation Report for Period Ending: |  | <input type="checkbox"/> Final Performance and Evaluation Report    |

| Line No. | Summary by Development Account                            | Total Estimated Cost |         | Total Actual Cost |          |
|----------|---|----------------------|---------|-------------------|----------|
|          |   | Original             | Revised | Obligated         | Expended |
| 1        | Total Non-CFP Funds                                       |                      |         |                   |          |
| 2        | 1406 Operations   | 74,077.00            |         |                   |          |
| 3        | 1408 Management Improvements                              | 60,500.00            |         |                   |          |
| 4        | 1410 Administration                                       | 37,038.00            |         |                   |          |
| 5        | 1411 Audit  | 0.00                 |         |                   |          |
| 6        | 1415 Liquidated Damages                                   | 0.00                 |         |                   |          |
| 7        | 1430 Fees and Costs                                       | 40,846.00            |         |                   |          |
| 8        | 1440 Site Acquisition                                     | 0.00                 |         |                   |          |
| 9        | 1450 Site Improvement                                     | 10,000.00            |         |                   |          |
| 10       | 1460 Dwelling Structures                                  | 120,967.00           |         |                   |          |
| 11       | 1465.1 Dwelling Equipment-Nonexpendable                   | 0.00                 |         |                   |          |
| 12       | 1470 Nondwelling Structures                               | 11,960.00            |         |                   |          |
| 13       | 1475 Nondwelling Equipment                                | 15,000.00            |         |                   |          |
| 14       | 1485 Demolition   | 0.00                 |         |                   |          |
| 15       | 1490 Replacement Reserve                                  | 0.00                 |         |                   |          |
| 16       | 1492 Moving to Work Demonstration                         | 0.00                 |         |                   |          |
| 17       | 1495.1 Relocation Cost                                    | 0.00                 |         |                   |          |
| 18       | 1499 Development Activities                               | 0.00                 |         |                   |          |
| 19       | 1501 Collateralization or Debt Service                    | 0.00                 |         |                   |          |
| 20       | 1502 Contingency  | 0.00                 |         |                   |          |
| 21       | <b>Amount of Annual Grant: (sum of lines 2-20)</b>        | <b>\$370,388.00</b>  |         |                   |          |
| 22       | Amount of line 21 Related to LBP Activities               | 0.00                 |         |                   |          |
| 23       | Amount of line 21 Related to Section 504 Compliance       | 7,500.00             |         |                   |          |
| 24       | Amount of line 21 Related to Security -- Soft Costs       | 36,500.00            |         |                   |          |
| 25       | Amount of line 21 Related to Security -- Hard Costs       | 35,861.00            |         |                   |          |
| 26       | Amount of line 21 Related to Energy Conservation Measures | 0.00                 |         |                   |          |

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

| PHA Name:<br><b>MIFFLIN COUNTY HOUSING AUTHORITY</b> |   | Grant Type and Number<br>Capital Fund Program Grant No. <b>PA26P04150108</b><br>Replacement Housing Factor Grant No: |                    |                      | Federal FY of Grant:<br><b>2008</b> |                   |                |                |
|--|---|--|--------------------|----------------------|-------------------------------------|-------------------|----------------|----------------|
| Development Number<br>Name/HA-Wide<br>Activities     | General Description of Major Work<br>Categories   | Development Account<br>Number  | Quantity           | Total Estimated Cost |                                     | Total Actual Cost |                | Status of Work |
|  |   |  |                    | Original             | Revised                             | Funds Obligated   | Funds Expended |                |
| HA-Wide  | <b>1406 - OPERATIONS</b>                          | 1406   |                    | 74,077.00            |                                     |                   |                |                |
|  | <b>1408 - MGMT IMPROVEMENTS</b>                   |  |                    |                      |                                     |                   |                |                |
|  | 1. Protective Services                            | 1408   | 1 yr contract      | 36,500.00            |                                     |                   |                |                |
|  | 2. Computer Software Upgrades                     |  |                    | 2,500.00             |                                     |                   |                |                |
|  | 3. Agency Plan Annual Update                      |  |                    | 6,500.00             |                                     |                   |                |                |
|  | 4. Policy Revisions                               |  |                    | 3,500.00             |                                     |                   |                |                |
|  | 5. Staff Training                                 |  |                    | 10,000.00            |                                     |                   |                |                |
|  | 6. Resident Computer Lab/Training                 |  |                    | 1,500.00             |                                     |                   |                |                |
|  | <b>1410 - ADMINISTRATION</b>                      | 1410   |                    | 37,038.00            |                                     |                   |                |                |
|  | Admin wages & fringe benefits                     |  |                    |                      |                                     |                   |                |                |
|  | <b>1430- FEES &amp; COSTS</b>                     | 1430   |                    |                      |                                     |                   |                |                |
|  | 1. Architect                                      |  |                    | 15,500.00            |                                     |                   |                |                |
|  | 2. Engineer - study Burgard plumbing replacement  |  |                    | 25,346.00            |                                     |                   |                |                |
| 41-10  | <b>1450 - SITE IMPROVEMENTS</b>                   | 1450   |                    |                      |                                     |                   |                |                |
|  | 1. New porch & sidewalks                          |  | 1 site             | 10,000.00            |                                     |                   |                |                |
|  | <b>1460 - DWELLING STRUCTURES</b>                 | 1460   |                    |                      |                                     |                   |                |                |
| 41-7   | 1. Replace roof-top a/c unit                      |  | 1 unit             | 16,800.00            |                                     |                   |                |                |
| 41-10  | 2. New roof & windows                             |  | 1 site             | 10,000.00            |                                     |                   |                |                |
| HA WIDE  | 3. Renovate bath for ADA                          |  | 1                  | 7,500.00             |                                     |                   |                |                |
| 41-9 & 41-10   | 4. Replace all locksets                           |  | 19                 | 10,000.00            |                                     |                   |                |                |
| 41-7   | 5. Security cameras Coleman                       |  | 25 cameras         | 52,766.00            |                                     |                   |                |                |
| 41-7   | 6. Coleman common areas:                          |  |                    |                      |                                     |                   |                |                |
|  | a. lighting                                       |  | 100 lights         | 13,901.00            |                                     |                   |                |                |
|  | b. painting                                       |  | t/b/d              | 10,000.00            |                                     |                   |                |                |
| 41-1   | <b>1470 - NON DWELLING STRUCTURES</b>             |  |                    |                      |                                     |                   |                |                |
|  | 1. Security camera system for Admin bldg & garage | 1470   | 15 cameras         | 11,960.00            |                                     |                   |                |                |
|  | <b>1475 - NON-DWELLING EQUIPT</b>                 | 1475   |                    |                      |                                     |                   |                |                |
|  | 1. Replace obsolete computers                     |  | 2 pcs              | 5,000.00             |                                     |                   |                |                |
|  | 2. Replace furniture in common areas - Coleman    |  | 4 sofas & 4 chairs | 10,000.00            |                                     |                   |                |                |
|  | <b>TOTAL</b>                                      |  |                    | <b>\$370,388.00</b>  |                                     |                   |                |                |

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

| PHA Name:<br><b>MIFFLIN COUNTY HOUSING AUTHORITY</b> |  |         | Grant Type and Number<br>Capital Fund Program Grant No.: <b>PA26P04150108</b><br>Replacement Housing Factor Grant No: |   |         |        | Federal FY of Grant:<br><b>2008</b> |
|--|--|---------|---|---|---------|--------|-------------------------------------|
| Development Number<br>Name/HA-Wide<br>Activities     | All Funds Obligated<br>(Quarter Ending Date) |         |   | All Funds Expended<br>(Quarter Ending Date) |         |        | Reasons for Revised Target Dates    |
|  | Original                                     | Revised | Actual  | Original                                    | Revised | Actual |                                     |
| HA-Wide  | 12/31/10                                     |         |   | 12/31/12                                    |         |        |                                     |

**Attachment: pa041c01**  
**Housing Authority of the County of Mifflin**  
**List of Resident Advisory Board Members**

**Required Attachments: Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description,)

**NAME**

Heather Brown  
D. June Vaughn  
Wilma Shawver  
Gertrude Lynn  
Amanda Yocum  
Joyce Lingle  
Martha Wagner  
JoAnn Carolus  
Tommy Grose

**AREA REPRESENTED**

Section 8 Participant  
Lawler Place Senior Resident  
McCoy Senior Resident  
Coleman Place Resident  
Lawler Place Family Resident  
Lawler Place Family Resident  
Burgard Apartments Resident  
Lewistown Borough Scattered Site Resident  
Derry Township Scattered Site Resident

**Attachment: pa041d01**  
**Housing Authority of the County of Mifflin**

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

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

A. Name of resident member(s) on the governing board: ***Sherry Haines***

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

- Elected  
 Appointed

C. The term of appointment is (include the date term expires): ***current term expires 12/31/2011***

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

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

B. Date of next term expiration of a governing board member: ***12/16/07***

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

***Mifflin County Commissioners, Susan McCartney, Chairperson***

Attachment: pa041e01  
Housing Authority of the County of Mifflin

**IMPLEMENTATION OF THE COMMUNITY SERVICE REQUIREMENT**

**1. Description of the Community Service Policy**

The Housing Authority of the County of Mifflin Community Service Policy is simple and definitive of Section 512 of the Quality and Work Responsibility Act of 1998. The Housing Authority of the County of Mifflin believes that the community service requirement should not be received by the resident to be a punitive or demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community. Community service offers public housing residents and opportunity to contribute to the communities that support them while gaining work experience. The requirement is easy and rewarding and the Housing Authority provides the residents with the name of agencies, the agencies point of contact and all required paper work necessary to accomplish the monthly service.

The Community Service Policy allows the PHA to identify those residents required to participate in the community service requirement. Participants will be required to contribute 8 hours of community service each month or to participate in a self-sufficiency program for 8 hours each month. Identified residents are responsible to determine the appropriateness of the voluntary service within guidelines provide in the policy. Allowed activities that may be included are listed in the policy. Voluntary political activities are prohibited from being considered to meet the Community Service requirement. Participation in self-sufficiency activities that may be included are listed in the policy. A list of exemptions that may be claimed from the requirement is provided in the policy. Family obligations and PHA obligations are addressed in detail. Lease requirements and documentation and non-compliance are all clearly addressed.

2. Address the administrative steps taken to implement the requirement such as:
  - scheduled changes in leases
  - written description of the service requirement
  - written notification to residents regarding requirement or exempt status of each adult family member
  - cooperative agreements with TANF (welfare) or other agencies to assist the PHA in verifying residents' status
  - whether the PHA or another entity will administer the program
  
3. The programmatic aspects of the requirements including
  - the types of activities that residents who are subject to community service and self-sufficiency requirements may participate in to fulfill their obligations
  - which partner agencies may offer residents opportunities to fulfill requirements
  - process to cure noncompliance

4. Community Service Implementation Report:

Number of tenants performing community service: 4

Number of tenants granted exemptions: 316

Number of tenants in non-compliance: 1

Number of tenants terminated/evicted due to non-compliance: 0

**Attachment: pa041f01**  
**Housing Authority of the County of Mifflin**  
**Description of Pet Policy**

All residents are permitted to own and keep common domesticated household pets. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, Guinea pig, and fish in aquariums.

Pet owners must agree to abide by the PHA's Pet Ownership Rules.

A refundable pet deposit of \$175.00 will be charged and is intended to cover the reasonable operating costs to the development directly attributed to a pet or pets in the unit (i.e. fumigation of a unit).

Limit of one pet per household.

Limit for birds is two (2).

Limit for fish aquariums is two (2). Fish aquariums may not exceed twenty (20) gallons.

Pet owner may have only a small cat or a small dog. Limitations: weight not to exceed twenty-five (25) pounds; height shall not exceed fifteen (15) inches. *This does not apply to service animals that assist persons with disabilities.*

Pet owner shall license their pet as required by law.

Pet owner must not violate any state or local health or humane laws.

Pet must be spayed or neutered.

Pet must be maintained on leash and kept under control when taken outside the unit.

Attachment: pa041g01  
Housing Authority of the County of Mifflin  
Deconcentration and Income Mixing Analysis Results

**Component 3, (6) Deconcentration and Income Mixing**

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

| <b>Deconcentration Policy for Covered Developments</b> |                        |   |   |
|--|------------------------|---|---|
| <b>Development Name:</b>                               | <b>Number of Units</b> | <b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>  | <b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b> |
| <i>Lawler Place</i>                                    | <i>84</i>              | <i>C – The covered Development’s or Development’s size, location, and/or configuration promote income deconcentration, such as scattered site for small developments.</i> |   |
| <i>Lewistown Scattered Sites</i>                       | <i>11</i>              | <i>C – The covered Development’s or Development’s size, location, and/or configuration promote income deconcentration, such as scattered site for small developments.</i> |   |
| <i>Derry Township Scattered Sites</i>                  | <i>8</i>               | <i>C – The covered Development’s or Development’s size, location, and/or configuration promote income deconcentration, such as scattered site for small developments.</i> |   |

Attachment: pa041h01  
Housing Authority of the County of Mifflin  
Progress in Meeting 5-Year Plan Goals

The Housing Authority of the County of Mifflin has been successful in achieving its mission and 5 year plan goals during the fiscal year 2007. Goals are either completed or on target for completion as scheduled.

Concerning modernization the PHA has done substantial renovation that has included:

- Some replacement of sidewalks – agency wide
- Improved site lighting (completion targeted by end of year) at PA 41-1 and PA 41-2
- Concrete work at scattered site has been started at PA 41-9 and PA 41-10
- ADA bathroom and kitchen renovations have been completed agency-wide
- Lockset replacement – continued (on-going activity) agency-wide
- Floor Repair/Replacement – continued (on-going activity) at PA 41-1
- Some replacement of boilers
- Storm Door Replacement – continued (on-going activity) at PA 41-1 and PA 41-2
- Replaced roof and windows at scattered sites at PA 41-9 and PA 41-10
- Counter tops and carpet – ongoing at Burgard
- Hallway lighting (retrofit) and carpet (common areas) – ongoing at Coleman
- Kitchen and bath cabinets completed at PA 41-9 and PA 41-10
- Floor coverings at PA 41-9 and PA 41-10 – ongoing activity
- McCoy Handicapped Parking – completed
- Coleman Cory Key System and Security Cameras completed
- Coleman interior – common areas, carpet lighting, decoration and air conditioning – ongoing

Concerning self-sufficiency and crime and safety, and improving the quality of life PHA efforts include the following:

- Continued collaboration with PA Career Link, Family Literacy, Summer Reading Program, SUM Child Development, Area Agency on Aging, Keystone Services Systems, MHMR, Mifflin County Library, Mifflin-Juniata United Way, Salvation Army, Shelter Services, Mifflin and Juniata County Human Service Office, participation as a Board Member for the Community Service Block Grant Program and the Emergency Food and Shelter Program.
- Continued to contract with Mifflin County Regional Police Department for purchase of 10 hours of service per week. This includes being provided with monthly reports of incidents and activities of residents throughout each PHA development.
- Resident crime watch groups continued at two PHA developments (Lawler Place and Burgard Apartments).
- The PHA installed a security camera system at Burgard Apartments throughout the building interior and at each entrance.
- The PHA also installed a security alarm system at the PHA administration building.

- In addition, we improved site lighting at Lawler Place and Burgard Apartments. The PHA Board adopted a Limited Access and Barring Policy on 03/10/2004.
- Improvement of the site lighting at 41-2 McCoy Manor which is scheduled to be completed by 12/31/07
- By the adoption and implementation of Flat Rents the Authority has increased the number of employed persons in assisted families that it can attract and retain. The number of working families continues to increase annually, with a total of 53% of the PHA's families employed as of June 30, 2006. This goal has been achieved and the PHA will continue to increase the number of working families each year.
- The Authority continues to collaborate with Snyder Union Mifflin (SUM) Child Development to maintain HEADSTART and Daycare programs on-site at Coleman House.

To ensure compliance with the HUD's latest rules and regulations, every policy was reviewed and updated as needed. Most significant was the update to the Admissions and Continued Occupancy Policy and the Section 8 Administrative Plan.

Concerning ensuring equal opportunity outreach efforts have been made by making renewed partnerships with community groups and medical facilities.

**Attachment: pa041i01**  
**Housing Authority of the County of Mifflin**  
**Criteria for Substantial Deviation and Significant Amendment**

**(1) Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

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

- a. Substantial Deviation from the 5-Year Plan
  - *Any change to the Mission Statement;*
  - *50% deletion from or addition to the goals and objectives as a whole; and*
  - *50% or more decrease in the quantifiable measurement of any individual goal or objective*
  
- b. Significant Amendment or Modification to the Annual Plan
  - *Additions or non-emergency work items in excess of \$25,000 (items not included in the current Capital Funds Annual Statement or Five Year Action Plan) or any changes in excess of \$25,000 in use of replacement reserve funds;*
  - *Any change in policy or operation being submitted to HUD that requires a separate notification to residents, such as changes in Public Housing Conversion, Demolition/Disposition, Designated Housing or Public Housing Homeownership programs; and*
  - *That is inconsistent with the applicable Consolidated Plan.*





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

| Activities for Year 1<br><br>2008  | Activities for Year 4<br>FFY Grant:2011<br>PHA FY: 2011 |  |   | Activities for Year 5<br>FFY Grant: 2012<br>PHA FY: 2012 |                                       |  |           |
|------------------------------------|---|--|---|--|---------------------------------------|--|-----------|
|                                    | Development Name/Number                                 | Major Work Categories  | Estimated Cost  | Development Name/Number                                  | Major Work Categories                 | Estimated Cost                                 |           |
| See<br><br>Annual<br><br>Statement | HA-Wide   | <b>1406 OPERATIONS</b>   | 74,077.00   | HA-Wide  | <b>1406 OPERATIONS</b>                | 74,077.00                                      |           |
|                                    |   | <b>1408 MGMT IMPROVEMENTS</b>  |   |  | <b>1408 MGMT IMPROVEMENTS</b>         |  |           |
|                                    |   | 1. Protective Services   | 39,500.00   |  | 1. Protective Services                | 39,500.00                                      |           |
|                                    |   | 2. Agency Plan Annual Update   | 6,950.00  |  | 2. Agency Plan Annual Update          | 6,950.00                                       |           |
|                                    |   | 3. Policy Revisions  | 4,050.00  |  | 3. Policy Revisions                   | 4,050.00                                       |           |
|                                    |   | 4. Staff Training  | 10,000.00   |  | 4. Staff Training                     | 10,000.00                                      |           |
|                                    |   | 5. Computer Software Upgrades  | 2,500.00  |  | 5. Computer Software Upgrades         | 2,500.00                                       |           |
|                                    |   | 6. Resident Computer Lab/Training  | 1,500.00  |  | 6. Resident Computer Lab/Training     | 1,500.00                                       |           |
|                                    |   | <b>1410 ADMINISTRATION</b>   | 37,038.00   |  | 7. Bar Coding physical inventory      | 5,000.00                                       |           |
|                                    |   | Admin wages & fringe benefits  |   |  | <b>1410 ADMINISTRATION</b>            | 37,038.00                                      |           |
|                                    |   | <b>1430 FEES &amp; COSTS</b>   | 15,000.00   |  | <b>1430 SITE IMPROVEMENTS</b>         |  |           |
|                                    |   | <b>1450 SITE IMPROVEMENTS</b>  |   | 41-1   | 1. Replace existing Handicap ramps    | 10,000.00                                      |           |
|                                    |   | 41-1   | 1. Sewer line repairs   | 5,000.00   |                                       | <b>1460 DWELLING STRUCTURES</b>                |           |
|                                    |   | 41-2   | 2. Replace existing Handicap ramps                                | 10,000.00  | HA-Wide                               | 1. Modify unit to ADA                          | 7,500.00  |
|                                    |   |  | <b>1460 DWELLING STRUCTURES</b>                                   |  | 41-1                                  | 2. Cover Dry-vit                               | 8,968.00  |
|                                    |   | HA-Wide  | 1. Modify unit to ADA   | 7,500.00   | 41-1 & 41-2                           | 3. Replace bathroom vanities                   | 2,500.00  |
|                                    |   | HA-Wide  | 2. Floor replacement  | 12,500.00  | HA Wide                               | 4. Replace gas hot waters with on-demand units | 12,500.00 |
|                                    |   | 41-7   | 3. Replace Coleman fire alarm system                              | 38,000.00  |                                       | 5. Kitchen & bath renovations                  | 20,000.00 |
|                                    |   | HA Wide  | 4. Replace all EXIT signs with LED                                | 4,000.00   | 41-10                                 | 6. Convert Eff to 1 BR ADA                     | 20,000.00 |
|                                    |   | HA-Wide  | 5. Replace fluorescent lighting with T-8 high efficiency lighting | 8,275.00   | 41-2 Burgard                          | 7. Upgrade Trash Compactor                     | 10,000.00 |
|                                    |   | 41-2 Burgard   | 6. Convert Efficiency unit to 1 BR ADA                            | 20,561.00  | 41-2 Burgard                          | 8. Upgrade emergency Generator                 | 15,000.00 |
|                                    |   | 41-9   | 7. Roof & window replacement                                      | 10,000.00  | 41-7                                  | 9. Repaint Coleman exterior                    | 20,000.00 |
|                                    |   | 41-2   | 8. Replace entry doors #37-76 McCoy                               | 3,000.00   | HA Wide                               | 10. New kitchen cabinets                       | 11,250.00 |
|                                    | 41-2  | 9. Replace windows #37-76 McCoy  | 5,000.00  | 41-2   | 11. Replace entry doors #37-76 McCoy  | 8,000.00                                       |           |
|                                    | 41-2  | 10. Replace vinyl siding #37-76 McCoy  | 3,000.00  | 41-2   | 12. Replace windows #37-76 McCoy      | 8,000.00                                       |           |
|                                    | 41-7  | 11. Replace exterior Coleman House   | 17,661.00   | 41-2   | 13. Replace vinyl siding #37-76 McCoy | 8,305.00                                       |           |
|                                    | 41-1  | 12. Kitchen renovations - Replace cabinets, counter tops, sinks faucets, range hood & sink light | 27,776.00   |  | <b>1465 DWELLING EQUIPMENT</b>        |  |           |
|                                    |   | <b>1465 DWELLING EQUIPMENT</b>   |   | HA-Wide  | 1. Refrigerator Replacement           | 2,500.00                                       |           |
|                                    | HA-Wide   | 1. Refrigerator Replacement  | 2,500.00  |  | <b>1470 NONDWELLING STRUCTURES</b>    |  |           |
|                                    |   | <b>1475 NONDWELLING EQUIPMENT</b>  |   | 41-1   | 1. Admin Bldg - Central Air           | 10,000.00                                      |           |
|                                    |   | 1. Replace obsolete computers  | 5,000.00  | 41-1 & 41-2  | 2. Storage Sheds - Family units       | 1,250.00                                       |           |
|                                    |   |  |   |  | <b>1475 Non-Dwelling EQUIPMENT</b>    |  |           |
|                                    |   |  |   |  | 1. Up-grade 2-way radio system        | 9,000.00                                       |           |
|                                    |   |  |   |  | 2. Replace obsolete Computers         | 5,000.00                                       |           |
|                                    |   | <b>Total CFP Estimated Cost</b>  | <b>\$370,388.00</b>   |  | <b>Total CFP Estimated Cost</b>       | <b>\$370,388.00</b>                            |           |

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

|   |   |  |
|---|---|--|
| PHA Name:<br><br><p style="text-align: center;"><b>MIFFLIN COUNTY HOUSING AUTHORITY</b></p> | Grant Type and Number<br>Capital Fund Program Grant No. <span style="float: right;"><b>PA26P04150107</b></span><br>Replacement Housing Factor Grant No: | Federal FY of Grant:<br><br><p style="text-align: center;"><b>2007</b></p> |
|---|---|--|

|   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Original Annual Statement                               | <input type="checkbox"/> Reserve for Disasters/Emergencies | <input type="checkbox"/> Revised Annual Statement (revision no: ) |
| <input type="checkbox"/> Performance and Evaluation Report for Period Ending: June 30, 2007 |  | <input type="checkbox"/> Final Performance and Evaluation Report  |

| Line No. | Summary by Development Account                            | Total Estimated Cost |                     | Total Actual Cost |          |
|----------|---|----------------------|---------------------|-------------------|----------|
|          |   | Original             | Revised             | Obligated         | Expended |
| 1        | Total Non-CFP Funds                                       |                      |                     |                   |          |
| 2        | 1406 Operations   | 47,638.00            | 74,077.00           |                   |          |
| 3        | 1408 Management Improvements                              | 60,500.00            | 60,500.00           |                   |          |
| 4        | 1410 Administration                                       | 36,275.00            | 37,038.00           |                   |          |
| 5        | 1411 Audit  | 0.00                 | 0.00                |                   |          |
| 6        | 1415 Liquidated Damages                                   | 0.00                 | 0.00                |                   |          |
| 7        | 1430 Fees and Costs                                       | 5,500.00             | 5,500.00            |                   |          |
| 8        | 1440 Site Acquisition                                     | 0.00                 | 0.00                |                   |          |
| 9        | 1450 Site Improvement                                     | 156,000.00           | 10,000.00           |                   |          |
| 10       | 1460 Dwelling Structures                                  | 34,872.00            | 150,273.00          |                   |          |
| 11       | 1465.1 Dwelling Equipment-Nonexpendable                   | 0.00                 | 0.00                |                   |          |
| 12       | 1470 Nondwelling Structures                               | 21,960.00            | 13,000.00           |                   |          |
| 13       | 1475 Nondwelling Equipment                                | 0.00                 | 20,000.00           |                   |          |
| 14       | 1485 Demolition   | 0.00                 | 0.00                |                   |          |
| 15       | 1490 Replacement Reserve                                  | 0.00                 | 0.00                |                   |          |
| 16       | 1492 Moving to Work Demonstration                         | 0.00                 | 0.00                |                   |          |
| 17       | 1495.1 Relocation Cost                                    | 0.00                 | 0.00                |                   |          |
| 18       | 1499 Development Activities                               | 0.00                 | 0.00                |                   |          |
| 19       | 1501 Collateralization or Debt Service                    | 0.00                 | 0.00                |                   |          |
| 20       | 1502 Contingency  | 0.00                 | 0.00                |                   |          |
| 21       | <b>Amount of Annual Grant: (sum of lines 2-20)</b>        | <b>\$362,745.00</b>  | <b>\$370,388.00</b> |                   |          |
| 22       | Amount of line 21 Related to LBP Activities               | 0.00                 | 0.00                |                   |          |
| 23       | Amount of line 21 Related to Section 504 Compliance       | 0.00                 | 0.00                |                   |          |
| 24       | Amount of line 21 Related to Security -- Soft Costs       | 0.00                 | 0.00                |                   |          |
| 25       | Amount of line 21 Related to Security -- Hard Costs       | 0.00                 | 0.00                |                   |          |
| 26       | Amount of line 21 Related to Energy Conservation Measures | 0.00                 | 0.00                |                   |          |

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

| PHA Name:<br><b>MIFFLIN COUNTY HOUSING AUTHORITY</b> |  | Grant Type and Number<br>Capital Fund Program Grant No. <b>PA26P04150107</b><br>Replacement Housing Factor Grant No: |             |                      | Federal FY of Grant:<br><b>2007</b> |                   |                |   |
|--|--|--|-------------|----------------------|-------------------------------------|-------------------|----------------|---|
| Development Number<br>Name/HA-Wide Activities        | General Description of Major Work Categories                   | Development Account Number   | Quantity    | Total Estimated Cost |                                     | Total Actual Cost |                | Status of Work  |
|  |  |  |             | Original             | Revised                             | Funds Obligated   | Funds Expended |   |
|  | <b>1406 - OPERATIONS</b>                                       | <b>1406</b>  |             | 47,638.00            | 74,077.00                           |                   |                |   |
|  | <b>1408 - MGMT IMPROVEMENTS</b>                                |  |             |                      |                                     |                   |                |   |
| HA-Wide Mgmt. Imprvmts.                              | 1. Protective Services   | 1408   |             | 36,500.00            | 36,500.00                           |                   |                |   |
|  | 2. Computer Software Upgrades                                  | "  |             | 2,500.00             | 2,500.00                            |                   |                |   |
|  | 3. Agency Plan Annual Update                                   | "  |             | 6,500.00             | 6,500.00                            |                   |                |   |
|  | 4. Policy Revisions  | "  |             | 3,500.00             | 3,500.00                            |                   |                |   |
|  | 5. Staff Training  | "  |             | 10,000.00            | 10,000.00                           |                   |                |   |
|  | 6. Resident Computer Lab/Training                              | "  |             | 1,500.00             | 1,500.00                            |                   |                |   |
| HA-Wide  | <b>1410 - ADMINISTRATION</b><br>Admin wages & fringe benefits  | 1410   |             | 36,275.00            | 37,038.00                           |                   |                |   |
|  | <b>1430- FEES &amp; COSTS</b>                                  | 1430   |             | 5,500.00             | 5,500.00                            |                   |                |   |
|  | <b>1450 - SITE IMPROVEMENTS</b>                                | 1450   |             |                      |                                     |                   |                |   |
| 41-9 & 41-10   | 1. Driveways & landscaping                                     | "  | 3 sites     | 10,000.00            | 10,000.00                           |                   |                | <b>Contractor<br/>Moved to 2006<br/>Moved to 2006</b>   |
| 41-1 & 41-2  | 2. Concrete Replacement  | "  | t/b/d       | 123,500.00           | 0.00                                |                   |                |   |
| 41-2   | 3. McCoy Manor site lighting                                   | "  | 1 site      | 22,500.00            | 0.00                                |                   |                |   |
|  | <b>1460 - DWELLING STRUCTURES</b>                              | 1460   |             |                      |                                     |                   |                |   |
| 41-7   | 1. Hallway Carpet Replacement                                  | "  | 4 floors    | 24,872.00            | 17,775.00                           |                   |                | <b>Contractor<br/>T/B/D</b>   |
| 41-9 & 41-10   | 2. Kitchen/Bath/Roof   | "  | 1 site      | 10,000.00            | 10,000.00                           |                   |                |   |
| HA WIDE  | 3. ADA Modifications   | "  |             | 0.00                 | 17,000.00                           |                   |                | <b>Cont'd from 2006<br/>Contractor<br/>T/B/D</b>  |
| 41-7   | A. Coleman door opener   | "  | 1           | 0.00                 | 0.00                                |                   |                |   |
|  | B. Bath  | "  | 1           | 0.00                 | 0.00                                |                   |                | <b>Cont'd from 2006<br/>Cont'd from 2006<br/>Cont'd from 2005<br/>Cont'd from 2006<br/>Cont'd from 2004</b> |
| 41-1 & 41-7  | 4. Locksets - A-Bldg & Coleman                                 | "  |             | 0.00                 | 16,500.00                           |                   |                |   |
| 41-1   | 5. Boilers   | "  | 6           | 0.00                 | 21,941.00                           |                   |                |   |
| HA WIDE  | 6. Floor Repair/Replacement                                    | "  | 2 units     | 0.00                 | 25,000.00                           |                   |                |   |
| 41-2   | 7. Storm Doors   | "  | 250         | 0.00                 | 4,000.00                            |                   |                |   |
| 41-2   | 8. Burgard interior - Handrails, Baseboard, elevator refurbish | "  |             | 0.00                 | 38,057.00                           |                   |                |   |
|  | <b>1470 - NON DWELLING STRUCTURES</b>                          |  |             |                      |                                     |                   |                |   |
| 41-1   | 1. Security Cameras for Admin Building                         | 1470   | 1 system    | 21,960.00            | 10,000.00                           |                   |                | <b>Contractor<br/>Cont'd from 2005</b>  |
| 41-1   | 2. Best Lock System - Admin                                    | "  | 15 locksets | 0.00                 | 3,000.00                            |                   |                |   |
|  | <b>1475 - NON-DWELLING EQUIPT</b>                              |  |             |                      |                                     |                   |                |   |
|  | Computer Hardware Upgrades                                     | 1475   | 10          | 0.00                 | 20,000.00                           |                   |                | <b>Cont'd from 2006</b>   |
|  | <b>TOTAL</b>   |  |             | <b>\$362,745.00</b>  | <b>\$370,388.00</b>                 |                   |                |   |

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

| PHA Name:<br><b>MIFFLIN COUNTY HOUSING AUTHORITY</b> |  |          | Grant Type and Number<br>Capital Fund Program Grant No.: <b>PA26P04150107</b><br>Replacement Housing Factor Grant No: |   |          |        | Federal FY of Grant:<br><b>2007</b> |
|--|--|----------|---|---|----------|--------|-------------------------------------|
| Development Number<br>Name/HA-Wide<br>Activities     | All Funds Obligated<br>(Quarter Ending Date) |          |   | All Funds Expended<br>(Quarter Ending Date) |          |        | Reasons for Revised Target Dates    |
|  | Original                                     | Revised  | Actual  | Original                                    | Revised  | Actual |                                     |
| HA-Wide  | T/B/D  | 09/12/09 |   | T/B/D                                       | 09/12/11 |        |                                     |

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

|  |  |   |
|--|--|---|
| PHA Name:<br><br><b>MIFFLIN COUNTY HOUSING AUTHORITY</b> | Grant Type and Number<br>Capital Fund Program Grant No. <b>PA26P04150106</b><br>Replacement Housing Factor Grant No: | Federal FY of Grant:<br><br><b>2006</b> |
|--|--|---|

|   |  |   |
|---|--|---|
| <input type="checkbox"/> Original Annual Statement  | <input type="checkbox"/> Reserve for Disasters/Emergencies | <input type="checkbox"/> Revised Annual Statement (revision no: ) |
| <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/2007 |  | <input type="checkbox"/> Final Performance and Evaluation Report  |

| Line No. | Summary by Development Account                            | Total Estimated Cost |                     | Total Actual Cost   |                     |
|----------|---|----------------------|---------------------|---------------------|---------------------|
|          |   | Original             | Revised             | Obligated           | Expended            |
| 1        | Total Non-CFP Funds                                       |                      |                     |                     |                     |
| 2        | 1406 Operations   | 47,638.00            | 78,687.00           | 47,638.00           | 47,638.00           |
| 3        | 1408 Management Improvements                              | 60,950.00            | 62,491.30           | 61,691.30           | 38,859.33           |
| 4        | 1410 Administration                                       | 40,052.00            | 39,343.00           | 39,343.00           | 39,343.00           |
| 5        | 1411 Audit  | 0.00                 | 0.00                | 0.00                | 0.00                |
| 6        | 1415 Liquidated Damages                                   | 0.00                 | 0.00                | 0.00                | 0.00                |
| 7        | 1430 Fees and Costs                                       | 0.00                 | 0.00                | 0.00                | 0.00                |
| 8        | 1440 Site Acquisition                                     | 0.00                 | 0.00                | 0.00                | 0.00                |
| 9        | 1450 Site Improvement                                     | 25,000.00            | 88,591.91           | 85,550.91           | 14,131.70           |
| 10       | 1460 Dwelling Structures                                  | 201,215.00           | 104,777.79          | 66,430.14           | 43,739.56           |
| 11       | 1465.1 Dwelling Equipment-Nonexpendable                   | 4,660.00             | 4,980.00            | 4,980.00            | 4,980.00            |
| 12       | 1470 Nondwelling Structures                               | 0.00                 | 0.00                | 0.00                | 0.00                |
| 13       | 1475 Nondwelling Equipment                                | 21,000.00            | 14,565.00           | 12,065.00           | 12,065.00           |
| 14       | 1485 Demolition   | 0.00                 | 0.00                | 0.00                | 0.00                |
| 15       | 1490 Replacement Reserve                                  | 0.00                 | 0.00                | 0.00                | 0.00                |
| 16       | 1492 Moving to Work Demonstration                         | 0.00                 | 0.00                | 0.00                | 0.00                |
| 17       | 1495.1 Relocation Cost                                    | 0.00                 | 0.00                | 0.00                | 0.00                |
| 18       | 1499 Development Activities                               | 0.00                 | 0.00                | 0.00                | 0.00                |
| 19       | 1501 Collateralization or Debt Service                    | 0.00                 | 0.00                | 0.00                | 0.00                |
| 20       | 1502 Contingency  | 0.00                 | 0.00                | 0.00                | 0.00                |
| 21       | <b>Amount of Annual Grant: (sum of lines 2-20)</b>        | <b>\$400,515.00</b>  | <b>\$393,436.00</b> | <b>\$317,698.35</b> | <b>\$200,756.59</b> |
| 22       | Amount of line 21 Related to LBP Activities               | 0.00                 | 0.00                | 0.00                | 0.00                |
| 23       | Amount of line 21 Related to Section 504 Compliance       | 0.00                 | 0.00                | 0.00                | 0.00                |
| 24       | Amount of line 21 Related to Security -- Soft Costs       | 34,450.00            | 34,450.00           | 0.00                | 0.00                |
| 25       | Amount of line 21 Related to Security -- Hard Costs       | 116,500.00           | 29,124.00           | 0.00                | 0.00                |
| 26       | Amount of line 21 Related to Energy Conservation Measures | 3,500.00             | 49,273.00           | 0.00                | 0.00                |

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

| PHA Name:<br><b>MIFFLIN COUNTY HOUSING AUTHORITY</b> |   | Grant Type and Number<br>Capital Fund Program Grant No. <b>PA26P04150106</b><br>Replacement Housing Factor Grant No: |              |                      | Federal FY of Grant:<br><b>2006</b> |                     |                     |                                  |
|--|---|--|--------------|----------------------|-------------------------------------|---------------------|---------------------|----------------------------------|
| Development Number<br>Name/HA-Wide Activities        | General Description of Major Work Categories  | Development Account Number   | Quantity     | Total Estimated Cost |                                     | Total Actual Cost   |                     | Status of Work                   |
|  |   |  |              | Original             | Revised                             | Funds Obligated     | Funds Expended      |                                  |
|  | <b>1406 - OPERATIONS</b>  | <b>1406</b>  |              | 47,638.00            | 78,687.00                           | 47,638.00           | 47,638.00           |                                  |
|  | <b>1408 - MGMT IMPROVEMENTS</b>   |  |              |                      |                                     |                     |                     |                                  |
| HA-Wide Mgmt. Imprvmts.                              | 1. Protective Services  | 1408   |              | 34,450.00            | 32,037.42                           | 32,037.42           | 25,084.65           |                                  |
|  | 2. Computer Software Upgrades   | "  |              | 1,500.00             | 1,500.00                            | 1,500.00            | 0.00                |                                  |
|  | 3. Agency Plan Annual Update  | "  |              | 6,395.00             | 6,228.75                            | 6,228.75            | 422.14              |                                  |
|  | 4. Policy Revisions   | "  |              | 3,605.00             | 3,605.00                            | 3,605.00            | 0.00                |                                  |
|  | 5. Staff Training   | "  |              | 10,000.00            | 14,105.00                           | 14,105.00           | 13,338.14           |                                  |
|  | 6. Energy Audit   | "  |              | 3,500.00             | 4,215.13                            | 4,215.13            | 14.40               |                                  |
|  | 7. Resident Computer Lab/Training   | "  |              | 1,500.00             | 800.00                              | 0.00                | 0.00                |                                  |
| HA-Wide  | <b>1410 - ADMINISTRATION</b><br>Admin wages & fringe benefits                           | 1410   |              | 40,052.00            | 39,343.00                           | 39,343.00           | 39,343.00           |                                  |
|  | <b>1450 - SITE IMPROVEMENTS</b>   | 1450   |              |                      |                                     |                     |                     |                                  |
| HA-Wide  | 1. Sewer Line Repairs   | "  |              | 15,000.00            | 0.00                                | 0.00                | 0.00                | postponed to a later year        |
| 41-9   | 2. Boro Scattered site sidewalks  | "  | 1 site       | 5,000.00             | 4,035.00                            | 2,997.00            | 0.00                | contract work                    |
| 41-10  | 3. Derry Scattered site sidewalks   | "  | 1 site       | 5,000.00             | 5,000.00                            | 2,997.00            | 0.00                | contract work                    |
|  | 4. McCoy Handicapped Parking  | "  | 2 spaces     | 0.00                 | 14,131.70                           | 14,131.70           | 14,131.70           | approved in 5-year plan          |
|  | 5. McCoy Site Lighting  | "  | 14 posts     | 0.00                 | 65,425.21                           | 65,425.21           | 0.00                | Contract (combined w/2005 funds) |
|  | <b>1460 - DWELLING STRUCTURES</b>   | 1460   |              |                      |                                     |                     |                     |                                  |
| HA-Wide  | 1. ADA bathrooms & kitchens   | "  | 1 each       | 4,832.00             | 4,797.83                            | 0.00                | 0.00                | t/b/d                            |
| HA-Wide  | 2. Lockset Replacement  | "  | 75           | 15,000.00            | 17,435.74                           | 17,435.74           | 17,435.74           | force labor account              |
| 41-1 & 41-2  | 3. Storm Door Replacement   | "  | 44           | 15,400.00            | 24,445.00                           | 24,445.00           | 23,221.10           | force labor account              |
| 41-9   | 4. Boro S-sites windows, doors, roofs   | "  | 1 site       | 5,000.00             | 12,500.00                           | 12,500.00           | 2,953.48            | contract work                    |
| 41-10  | 5. Derry S-site windows, doors, and plumbing  | "  | 1 site       | 5,000.00             | 12,500.00                           | 5,408.16            | 0.00                | contract work                    |
|  |   | "  |              | -                    | -                                   | -                   | -                   |                                  |
| 41-2   | 6. Hallway A/C installation   | "  | 8            | 10,000.00            | 10,000.00                           | 0.00                | 0.00                | contract work                    |
| 41-7   | 7. Coleman Corby Key System   | "  | 1            | 29,483.00            | 5,209.00                            | 129.24              | 129.24              | contract work                    |
| 41-7   | 8. Coleman Security Cameras   | "  | 60 cameras   | 116,500.00           | 0.00                                | 0.00                | 0.00                | postponed to a later year        |
|  | 9. Boiler Replacement   | "  | 2            | 0.00                 | 11,378.22                           | 0.00                | 0.00                | cont'd from 2004 & 2005 CFP      |
|  | 10. Coleman Interior - common area improvements, carpet, lighting, decoration, air cond | "  | 1 pair doors | 0.00                 | 6,512.00                            | 6,512.00            | 0.00                | from 5-yr plan, contract work    |
|  | <b>1465 - DWELLING EQUIPMENT</b>  |  |              |                      |                                     |                     |                     |                                  |
| HA-Wide  | 1. Refrigerator Replacement   | 1465   | 10           | 4,660.00             | 4,980.00                            | 4,980.00            | 4,980.00            |                                  |
|  | <b>1475 - NONDWELLING EQUIPT</b>  |  |              |                      |                                     |                     |                     |                                  |
| HA-Wide  | 1. Computer Hardware Upgrades   | 1475   | 1            | 2,500.00             | 2,500.00                            | 0.00                | 0.00                |                                  |
|  | 2. Admin Photocopier  | "  | 1            | 18,500.00            | 6,370.00                            | 6,370.00            | 6,370.00            |                                  |
|  | 3. Admin telephone system   | "  | 1 system     | 0.00                 | 5,695.00                            | 5,695.00            | 5,695.00            | from 5-year plan                 |
|  |   |  |              | <b>\$400,515.00</b>  | <b>\$393,436.00</b>                 | <b>\$317,698.35</b> | <b>\$200,756.59</b> |                                  |

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

| PHA Name:<br><b>MIFFLIN COUNTY HOUSING AUTHORITY</b><br><b>TY HOUSIN</b> |  |         | <b>Grant Type and Number</b><br>Capital Fund Program Grant No.: <b>PA26P04150106</b><br>Replacement Housing Factor Grant No: |   |         |        | <b>Federal FY of Grant:</b><br><b>2006</b> |
|--|--|---------|--|---|---------|--------|--|
| Development Number<br>Name/HA-Wide<br>Activities                         | All Funds Obligated<br>(Quarter Ending Date) |         |  | All Funds Expended<br>(Quarter Ending Date) |         |        | Reasons for Revised Target Dates           |
|  | Original                                     | Revised | Actual   | Original                                    | Revised | Actual |  |
| HA-Wide  | 07/17/08                                     |         |  | 07/17/10                                    |         |        |  |

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

|  |  |   |
|--|--|---|
| PHA Name:<br><br><b>MIFFLIN COUNTY HOUSING AUTHORITY</b> | Grant Type and Number<br>Capital Fund Program Grant No. <b>PA26P04150105</b><br>Replacement Housing Factor Grant No: | Federal FY of Grant:<br><br><b>2005</b> |
|--|--|---|

|  |  |   |
|--|--|---|
| <input type="checkbox"/> Original Annual Statement   | <input type="checkbox"/> Reserve for Disasters/Emergencies | <input type="checkbox"/> Revised Annual Statement (revision no: ) |
| <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: June 30, 2007 |  | <input type="checkbox"/> Final Performance and Evaluation Report  |

| Line No. | Summary by Development Account                            | Total Estimated Cost |                     | Total Actual Cost   |                     |
|----------|---|----------------------|---------------------|---------------------|---------------------|
|          |   | Original             | Revised             | Obligated           | Expended            |
| 1        | Total Non-CFP Funds                                       |                      |                     |                     |                     |
| 2        | 1406 Operations   | 0.00                 | 55,000.00           | 50,000.00           | 50,000.00           |
| 3        | 1408 Management Improvements                              | 54,946.00            | 44,480.49           | 44,480.49           | 41,480.49           |
| 4        | 1410 Administration                                       | 40,052.00            | 40,052.00           | 40,052.00           | 40,052.00           |
| 5        | 1411 Audit  | 0.00                 | 0.00                | 0.00                | 0.00                |
| 6        | 1415 Liquidated Damages                                   | 0.00                 | 0.00                | 0.00                | 0.00                |
| 7        | 1430 Fees and Costs                                       | 33,950.00            | 38,832.51           | 38,832.51           | 32,632.51           |
| 8        | 1440 Site Acquisition                                     | 0.00                 | 0.00                | 0.00                | 0.00                |
| 9        | 1450 Site Improvement                                     | 155,000.00           | 110,890.29          | 108,561.00          | 7,293.76            |
| 10       | 1460 Dwelling Structures                                  | 114,967.00           | 109,732.82          | 106,978.20          | 106,978.20          |
| 11       | 1465.1 Dwelling Equipment-Nonexpendable                   | 0.00                 | 349.00              | 349.00              | 0.00                |
| 12       | 1470 Nondwelling Structures                               | 0.00                 | 0.00                | 0.00                | 0.00                |
| 13       | 1475 Nondwelling Equipment                                | 1,600.00             | 1,177.89            | 1,177.89            | 1,177.89            |
| 14       | 1485 Demolition   | 0.00                 | 0.00                | 0.00                | 0.00                |
| 15       | 1490 Replacement Reserve                                  | 0.00                 | 0.00                | 0.00                | 0.00                |
| 16       | 1492 Moving to Work Demonstration                         | 0.00                 | 0.00                | 0.00                | 0.00                |
| 17       | 1495.1 Relocation Cost                                    | 0.00                 | 0.00                | 0.00                | 0.00                |
| 18       | 1499 Development Activities                               | 0.00                 | 0.00                | 0.00                | 0.00                |
| 19       | 1501 Collateralization or Debt Service                    | 0.00                 | 0.00                | 0.00                | 0.00                |
| 20       | 1502 Contingency  | 0.00                 | 0.00                | 0.00                | 0.00                |
| 21       | <b>Amount of Annual Grant: (sum of lines 2-20)</b>        | <b>\$400,515.00</b>  | <b>\$400,515.00</b> | <b>\$390,431.09</b> | <b>\$279,614.85</b> |
| 22       | Amount of line 21 Related to LBP Activities               | 0.00                 | 0.00                | 0.00                | 0.00                |
| 23       | Amount of line 21 Related to Section 504 Compliance       | 0.00                 | 9,445.00            | 0.00                | 0.00                |
| 24       | Amount of line 21 Related to Security -- Soft Costs       | 0.00                 | 25,121.57           | 0.00                | 0.00                |
| 25       | Amount of line 21 Related to Security -- Hard Costs       | 0.00                 | 21,671.09           | 0.00                | 0.00                |
| 26       | Amount of line 21 Related to Energy Conservation Measures | 0.00                 | 33,021.12           | 0.00                | 0.00                |

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

| PHA Name:<br><b>MIFFLIN COUNTY HOUSING AUTHORITY</b> |  | Grant Type and Number<br>Capital Fund Program Grant No. <b>PA26P04150105</b><br>Replacement Housing Factor Grant No: |                              |                      | Federal FY of Grant:<br><b>2005</b> |                     |                     |                       |
|--|--|--|------------------------------|----------------------|-------------------------------------|---------------------|---------------------|-----------------------|
| Development Number<br>Name/HA-Wide Activities        | General Description of Major Work Categories                     | Development Account Number   | Quantity                     | Total Estimated Cost |                                     | Total Actual Cost   |                     | Status of Work        |
|  |  |  |                              | Original             | Revised                             | Funds Obligated     | Funds Expended      |                       |
|  | <b>1406 - OPERATIONS</b>   | 1406   |                              | 0.00                 | 55,000.00                           | 50,000.00           | 50,000.00           | From 5-year plan      |
|  | <b>1408 - MGMT IMPROVEMENTS</b>                                  |  |                              |                      |                                     |                     |                     |                       |
| HA-Wide Mgmt. Imprvmnts.                             | 1. Protective Services   | 1408   |                              | 33,446.00            | 25,121.57                           | 25,121.57           | 25,121.57           |                       |
|  | 2. Computer Software Upgrades                                    | "  |                              | 1,500.00             | 362.49                              | 362.49              | 362.49              |                       |
|  | 3. Agency Plan Annual Update                                     | "  |                              | 6,395.00             | 4,779.54                            | 4,779.54            | 4,779.54            |                       |
|  | 4. Policy Revisions  | "  |                              | 3,605.00             | 3,000.00                            | 3,000.00            | 0.00                |                       |
|  | 5. Staff Training  | "  |                              | 10,000.00            | 11,216.89                           | 11,216.89           | 11,216.89           |                       |
|  | 6. Burgard Computer Lab  | "  |                              | 0.00                 | 0.00                                | 0.00                | 0.00                | Postponed to 2007 CFP |
| HA-Wide  | <b>1410 - ADMINISTRATION</b><br>Staff salaries & benefits        | 1410   |                              | 40,052.00            | 40,052.00                           | 40,052.00           | 40,052.00           |                       |
| HA-Wide  | <b>1430 - FEES &amp; COSTS</b>                                   | 1430   |                              | 33,950.00            | 38,832.51                           | 38,832.51           | 32,632.51           |                       |
|  | <b>1450 - SITE IMPROVEMENTS</b>                                  | 1450   |                              |                      |                                     |                     |                     |                       |
| HA-Wide  | 1. Concrete replacement - sidewalks                              | "  | 1709 sq yds                  | 100,000.00           | 83,254.20                           | 82,193.20           | 193.20              | Contract work         |
| 41-1 & 41-2  | 2. Site Lighting   | "  | 14 posts                     | 45,000.00            | 21,671.09                           | 20,402.80           | 4,620.56            | Contract work         |
| 41-9 & 41-10   | 3. Scattered Site Concrete                                       | "  | 142 sq yds                   | 10,000.00            | 5,965.00                            | 5,965.00            | 2,480.00            | Contract work         |
|  | <b>1460 - DWELLING STRUCTURES</b>                                | 1460   |                              |                      |                                     |                     |                     |                       |
| HA-Wide  | 1. ADA Bathroom & Kitchen  | "  | 1 each                       | 3,750.00             | 9,445.00                            | 9,445.00            | 9,445.00            | Force account labor   |
| HA-Wide  | 2. Lockset Replacement   | "  | 62                           | 12,500.00            | 20,940.70                           | 20,940.70           | 20,940.70           | Force account labor   |
| 41-1   | 3. Floor Repair/Replacement                                      | "  | 2                            | 27,515.00            | 7,112.12                            | 7,112.12            | 7,112.12            | Contract work         |
| 41-1 & 41-2  | 4. Boiler Replacement  | "  | 6                            | 18,900.00            | 5,172.64                            | 5,172.64            | 5,172.64            | Contract work         |
| 41-1 & 41-2  | 5. Storm Door Replacement  | "  | 80                           | 28,000.00            | 27,848.48                           | 25,093.86           | 25,093.86           | Force account labor   |
| 41-9 & 41-10   | 5. Replace roof & windows  | "  | 1                            | 10,000.00            | 9,358.16                            | 9,358.16            | 9,358.16            | Contract work         |
| 41-2   | 6. Burgard -countertops & carpet                                 | "  | 3 each                       | 14,302.00            | 13,830.92                           | 13,830.92           | 13,830.92           | Contract work         |
| 41-7   | 7. Coleman common areas:<br>Hallway lighting (retrofit) & carpet | "  | 40 lights &<br>279 sq ft cpt | 0.00                 | 10,394.51                           | 10,394.51           | 10,394.51           | From 5-year plan      |
|  |  | "  |                              | 0.00                 | 0.00                                | 0.00                | 0.00                |                       |
| 41-9 & 41-10   | 8. Kitchen & bath cabinets                                       | "  | 1 kitchen                    | 0.00                 | 1,020.00                            | 1,020.00            | 1,020.00            | From 5-year plan      |
| 41-9 & 41-10   | 9. Floor coverings   | "  | 218 sq ft                    | 0.00                 | 4,610.29                            | 4,610.29            | 4,610.29            | From 5-year plan      |
|  | <b>1465 -DWELLING EQUIPMENT</b>                                  |  |                              |                      |                                     |                     |                     |                       |
| 41.7   | 1. Coleman hallway air conditioners                              |  | 1                            | 0.00                 | 349.00                              | 349.00              | 0.00                | From 5-year plan      |
|  | <b>1475 - NONDWELLING EQUIPT</b>                                 |  |                              |                      |                                     |                     |                     |                       |
| HA-Wide  | 1. Computer Hardware Upgrades                                    | 1475   | 1 pc & 1 printer             | 1,600.00             | 1,177.89                            | 1,177.89            | 1,177.89            |                       |
|  |  |  |                              | <b>\$400,515.00</b>  | <b>\$400,515.00</b>                 | <b>\$390,431.09</b> | <b>\$279,614.85</b> |                       |

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

| PHA Name:<br><b>MIFFLIN COUNTY HOUSING AUTHORITY</b> |  |         | Grant Type and Number<br>Capital Fund Program Grant No.: <b>PA26P04150105</b><br>Replacement Housing Factor Grant No: |   |         |        | Federal FY of Grant:<br><b>2005</b> |
|--|--|---------|---|---|---------|--------|-------------------------------------|
| Development Number<br>Name/HA-Wide<br>Activities     | All Funds Obligated<br>(Quarter Ending Date) |         |   | All Funds Expended<br>(Quarter Ending Date) |         |        | Reasons for Revised Target Dates    |
|  | Original                                     | Revised | Actual  | Original                                    | Revised | Actual |                                     |
| HA-Wide  | 08/18/2007                                   |         |   | 08/18/2009                                  |         |        |                                     |

Attachment: pa041n01  
Housing Authority of the County of Mifflin  
FYB 2008 PHA Plan  
Comments of Resident Advisory Board or Boards

**Wednesday, July 18, 2007 – 11:00 a.m.**

**Present:**

Heather Brown  
Ann Kepner

Gertrude Lynn  
Martha Wagner

JoAnn Carolus  
Cheryl Smeltz

Tommy Grose  
Cindy Mattern

Cindy Mattern, Executive Director, called the meeting to order. Cindy welcomed each member and each member introduced themselves and told which development/program they represented. Members agreed to hold the RAB meetings every other Wednesday at 11:00 a.m. and ending by 12 noon. The 2008 Material Packets were handed out to each member.

Cindy then reviewed the handout Agency Plan Production Schedule for FY 2008. This schedule lists the date for each step of the Agency Plan and when it needs to be completed and sent to HUD. The Resident Meetings for all Public Housing Residents will be scheduled at each site. These meetings are a chance for residents to make comments and suggestions concerning the Housing Authority and its Five Year Agency Plan. All comments/suggestions from the Resident Meetings and the RAB meetings are shared with the Board of Directors and HUD.

Discussion was held on some of the policies that would be reviewed and discussed at an upcoming meeting for possible revisions. These areas include: The Violence Against Women Act, 10 Year Sex Offender Registrants, Limited English Proficiency, Grievance Procedures, Pet Policy and the Community Service Policy.

Cindy then discussed the Operating Fund Budget and Capital Improvement Plan. The tenants were then asked what needs/concerns they feel are at each site. Comments included:

**Burgard**

- tenants want handrails installed
- tenants want bathroom vanities
- tenants commented that they are pleased with Orkin Pest Control. Building is much better as far as controlling roaches.
- Cleaning in common areas is not good with current company
- Garbage rooms stink
- Laundry room is not clean
- Drapes in community room and at end of halls need washed
- Baseboards are coming off and need glue that will hold
- tenants want another front-loading washer

**Coleman**

- Same concerns/issues as Burgard tenants, plus
- Community room faucet needs repaired
- Corby Key System is good.
- Downstairs hallway is filthy

-Windows are dirty  
-S8 tenant commented that she and her family rent the Community Room and she has noticed that the last two times they rented it, it has not been as clean. Also suggested that a sweeper be made available to allow renters to sweep after using Community Room.

**S8** -Questioned whether the utility allowances are updated yearly to allow for increases. Finds usage high over the winter even with thermostat set low. Another member shared her experiences with SEDA-COG and how they came to her house and provided a lot of energy saving ideas (Cindy commented that she recently attended a conference on Energy Savings and will bring info to the next meeting to share).

**Lawler** -Questioned if tenants can have an apt size clothes washer that hooks up to the sink. Suggested tenants would need to put a request in writing as they do for any other special request.

The Utility Allowance Schedule will be presented at the next meeting for review.

A handout of the Deconcentration and Income Mixing Calculation was provided for members to review.

**Next meeting is scheduled for Wednesday, August 1, 2007, at 11:00 a.m.**

Recording Secretary,  
Cindy L. Mattern PHM  
Executive Director

**Wednesday, August 1, 2007 – 11:00 a.m.**

**Present:**

|               |               |               |               |
|---------------|---------------|---------------|---------------|
| Wilma Shawver | Gertrude Lynn | JoAnn Carolus | June Vaughn   |
| Heather Brown | Tommy Grose   | Joyce Lingle  | Martha Wagner |
| Cindy Mattern |               |               |               |

New RAB members, June Vaughn, Wilma Shawver and Joyce Lingle were welcomed and introduced. A material packet, including the information from the July 18<sup>th</sup> meeting was provided to each new member.

All members confirmed receipt of the minutes from the July 18, 2007 meeting. No corrections or additions were offered.

Cindy Mattern passed out a copy of the Utility Allowance schedule briefly discussed at the previous RAB meeting. Using an example of a three bedroom, detached, total electric unit located in Lewistown Borough, the appropriate allowance was reviewed and explained. Ms. Mattern explained the Allowance chart is updated annually by a consultant after the Authority staff surveys and provides all current charges for the various utilities. It was further explained the Utility Allowance Schedule is used for the Section 8 Program and for the Scattered Site Program.

Copies of the following Energy Conservation information were also passed out:

- a. Energy Star Fast Facts – Compact Fluorescent Light Bulbs
- b. Top 20 ways to save with lighting
- c. Top 10 tips for renters
- d. Water leaks

Each document was reviewed and discussed with the group. JoAnn Carolus reported SEDA-COG recommended the compact fluorescent light bulbs be placed in rooms used most frequently for two hours or more.

A copy of a portion of the draft 2008 PHA Plan – specifically the Mission, Goals and Objectives of the Housing Authority were also handed out and reviewed in detail. Ms. Mattern reviewed the various HUD and HA goals and progress made to date in meeting the goals and objectives.

Martha Wagner reported crime watch meetings for Lawler Place and Burgard Apartment residents are not being held because of the recent retirement of Officer Chuck Dicken. The Director will contact Chief Herkert of the Mifflin County Regional Police to inquire when another officer will be assigned as the liaison for the Crime Watch Groups.

Joyce Lingle questioned if there was a curfew enforced at 10:00 p.m. for Housing Authority residents. She reported the kids in D-Court play football in the center court area until almost 11:00 p.m. She said their yelling is disturbing the tenants living in that area.

Joyce also reported some of her neighbors have small children who have learned how to unlock the exterior doors and screen doors, and that these children are closely supervised but still get out of the apartment without the parent's knowledge. She questioned if a lock of some sort could be placed at the top of the storm door. JoAnn Carolus said she also had that problem and found the best solution was an alarm that sounds when the doors are opened. She said these alarms can be purchased at WalMart.

Heather Brown asked if there were any HUD requirements that public housing tenants be employed. She said she lived at McCoy Manor for five years prior to going on the Section 8 Program and during that time she observed many tenants who were quite capable of working, but were not. She commented it didn't seem fair for others like herself who were working and trying to make ends meet. The Director reported there are no HUD regulations requiring tenants to work. However, if any family is receiving cash assistance from the Dept. of Welfare, those individuals are required to be in a job training program or going to school. If they failed to do so, their grants are sanctioned and no payments are made to the family until they are in compliance with the requirement. The Director further explained if this happened to a public housing tenant or a Section 8 participant, according to HUD regulations, the tenants rent must still be based on the full amount of the grant available to the family, even though they are not receiving it.

Joyce Lingle questioned if tenants still had to do Community Service. The Director reported all adult members of any tenant family who does not meet any of the

exemptions for Community Service, are required to do 8 hours of Community Service per month.

Wilma Shawver questioned if the tenants living around her (units 1-4 McCoy Manor) would be permitted to have a clothes dryer. The Director reported installation of a clothes dryer in the unit may be a problem, but agreed to look into the request.

Martha Wagner stated she has heard reports of fleas on the second floor at Burgard Apartments and one tenant on the same floor caught a mouse. The Director will inform Orkin and request the reports be investigated. Martha also questioned if the Pet Policy includes any requirement for pets to be properly groomed. She has noticed some of the pets at Burgard Apartments have a noticeable offensive odor.

Gertrude Lynn questioned if it is O.K. for someone at the Coleman to just walk into an unlocked vacant apartment and then go around and tell everyone else how the tenant left the unit. The Director advised the Housing Authority does keep the doors to vacant units locked.

Joyce Lingle questioned why elderly tenants must pay 30% of their income for rent, that this is a financial hardship for many tenants, including herself. She said she thought something should be done by HUD for the elderly. The Director reported the 30% of income regulation is a statutory requirement and could only be changed by Congress. It was suggested Joyce and others may want to contact their Senators and Congressmen and encourage them to consider changing the provision. It was further reported many years ago the percentage was 25% and increased to 30% sometime in the late 70's, which resulted in existing tenants rents increasing 1% per year for a five year period.

RAB members then discussed the Angel Food Ministry and how families can purchase several bags of food for \$25.00. June Vaughn reported anyone interested in the Program should contact any of the Methodist Churches. Tommy Grose also reported the Grace United Methodist Church provides new shoes every six months for anyone with an Access card. RAB members recommended this information be made available to all tenants. The next Housing Authority newsletter will share this information with all residents.

**Next meeting is scheduled for Wednesday, August 15, 2007 at 11:00 a.m.**

Recording Secretary,  
Cindy L. Mattern PHM  
Executive Director

**Wednesday August 15, 2007 – 11:00 a.m.**

**Present:**

|               |               |               |               |
|---------------|---------------|---------------|---------------|
| Wilma Shawver | June Vaughn   | JoAnn Carolus | Gertrude Lynn |
| Tommy Grose   | Martha Wagner | Heather Brown | Cindy Mattern |

Minutes from the August 1<sup>st</sup> meeting were previously mailed to each member.

RAB members received a copy of the 2005 and 2006 Capital Fund reports tracking obligation and expenditures as of June 30, 2007. The Director reviewed each category and reported progress to date for both grants.

Copies of the 2007 Capital Fund Annual Statement and Five Year Plan were provided to each member. The Annual Statement work items, as submitted with the 2007 PHA Plan, were reviewed and discussed.

June Vaughn questioned if it would be possible to get a new stove or a better stove. She reported her oven has not been working properly, that many of the things she bakes are not cooked in the center. Further, that the stove is not level and the burners are hard to turn on. A work order will be prepared to have maintenance personnel correct these problems.

The Director reported the Authority has recently received several complaints about a large number of individuals gathering in front of the Coleman House during the evening hours. The possibility of removing the benches, at least temporarily, was discussed. Martha Wagner reported she drove past the Coleman House recently, once at about 9:30 p.m. and she counted 23 people in front of the building. On another occasion a couple of days ago, she drove past after midnight and counted 15 people. RAB members reported this problem has escalated, with more and more people hanging out there since the Skate Board Shop moved into the old Grove Furniture store front. Apparently there are large groups in front of the Skate Shop and the Coleman that go back and forth from one property to the other. Martha Wagner reported hearing of a recent fight over the scanner involving these two groups. The Director will contact the Regional Police to discuss the problem.

Gertrude Lynn reported one Coleman tenant has been seen giving her Corby key to some of these individuals so they can get into the building to use the restrooms. Other Coleman tenants have told this person that is not allowed and expressed concerns about keeping the building secure. Ms. Lynn agreed to speak with the Director following the meeting to further discuss this problem.

Air conditioners for the hallway at Burgard Apartments are included in the Plan. RAB members agreed this addition would not only make the hallways cooler, but help reduce some of the odors, particularly cigarette smoke. JoAnn Carolus commented an air purifier may also help and questioned if we thought of using a wall mounted deodorizer that would go off intermittently. Martha Wagner said that would create just as much of a problem because many of the tenants have breathing problems and are affected by deodorizing sprays.

Martha Wagner reported several Burgard tenants have commented someone is using stones to prop open the entry door leading to the parking area at the back of the building. The door has been found to be propped open as early as 5:30 a.m.

The Director requested input from RAB members as to any improvements or repairs they feel are needed. The 2007 Capital Fund allocation awards are to be announced by HUD by the end of August. A revised Annual Statement will need to be prepared and submitted to HUD based on the actual amount of funds received. In addition, the allocation amount will be used to prepare the 2008 Annual Statement and Five Year Capital Fund budgets.

JoAnn Carolus commented prior to moving to a scattered site property, she remembered how slippery the wooden stairs are. She and Tommy Grose reported the stairs are waxed prior to a new tenant moving in and are very slick. It was suggested the stairs not be waxed. Heather Brown reported she also had this problem while living at McCoy Manor and said carpet treads can be purchased at Ollie's for about \$10.00. She said the treads has a self-adhesive that pulled right off of the stairs when she moved out. The Director will discuss this concern with maintenance staff.

Martha Wagner commented the completion of the handrails in the halls at Burgard Apartments will be helpful to many tenants. The Director stated funds will be set aside in the 2007 Capital Fund revised annual statement to complete the interior renovation project that has been on-going at Burgard.

June Vaughn reported the back porch rails of her apartment are very rough. She said her husband relies on the rails for support and to help him get around. Recently Mr. Vaughn has had seven splinters in his hand from using the rails. A work order will be written asking for staff to sand and/or paint the railing.

The Director discussed a report of someone using the "slop" sink in the Coleman House kitchen as a urinal. After much discussion, the following suggestions were offered to eliminate the problem; keep the folding screen between the kitchen and dining area open, complete the proposed security camera project in phases to make it more affordable and install a motion sensor on the kitchen light fixture. It was agreed all of these things may eliminate the problem. Heather Brown offered that maybe the person doing this is not a tenant and doesn't know where the public restroom is located.

JoAnn Carolus questioned if kitchen exhaust fans were planned for the family units at Lawler Place. The Director confirmed this work item has been included in the Capital Fund Plan for some time, as well as lights to be installed above the kitchen sink.

The 2007 Capital Fund Five Year Plan handed out today will be reviewed at the next meeting. RAB members were encouraged to speak with their neighbors and bring back any ideas for needed improvements and/or repairs.

**The next RAB meeting will be held on Wednesday, August 29, 2007 at 11:00 a.m.**

Recording Secretary,  
Cindy L. Mattern PHM  
Executive Director

**MINUTES  
RESIDENT ADVISORY BOARD  
AUGUST 29, 2007**

|          |               |               |                |
|----------|---------------|---------------|----------------|
| Present: | Wilma Shawver | Gertrude Lynn | D. June Vaughn |
|          | Joyce Lingle  | JoAnn Carolus | Tommy Grose    |
|          | Martha Wagner | Heather Brown | Cindy Mattern  |

Absent: Amanda Yocum

Minutes from the August 29, 2007 RAB meeting were mailed to each member prior to the meeting. No changes or corrections were requested.

The Director reported Resident meetings to discuss the PHA Plan and ask for tenant input were held yesterday at Lawler Place and Burgard Apartments. Tomorrow meetings will be held at McCoy Manor in the morning and Coleman House in the afternoon.

HUD has announced the 2007 Capital Fund allocation amounts for each Housing Authority. A revised budget is being prepared and must be submitted to HUD by September 10, 2007. Several work items to be included are completing the interior renovations at Burgard Apartments (installing handrails on each floor, replacing furniture in the foyer and TV room, up-grading the interior of the old elevator car, and installing air conditioners in each hallway); purchase and installation of storm doors for McCoy Manor (50 more doors are needed); purchase and installation of new carpeting for the Coleman House hallways; and hopefully, purchasing new door locks for the Coleman, A-Building and the Authority's administration building. A copy of the final revised Capital Fund budget for 2007 funding will be presented at the September 12, 2007 RAB meeting along with the 2008 through 2012 Capital Fund annual statement and five year plan.

A summary of the proposed changes to the Public Housing Admission and Continued Occupancy Policy and the Section 8 Administrative Plan was passed out. The Director reviewed the following:

**Violence Against Women Act** - Each policy will include language to ensure the Authority will attempt to verify whether domestic violence was a factor in a report of a poor rental and tenancy history - and will take into consideration the circumstances that may have contributed to the negative reporting.

Applicants claiming a preference on the basis of Domestic Violence will be requested to provide a certification documenting the situation. If the applicant fails to provide the requested certification within 14 business days after receiving the request, their request for a preference will not be approved.

**Money Follows the Person (MFP) Rebalancing Initiative by HUD Secretary Jackson** - A copy of Secretary Jackson's letter to Housing Authority Executive Directors dated July 9, 2007 was passed out. The MFP Rebalancing Initiative seeks to increase housing choices for seniors and people with disabilities. The Director explained that many supportive services are available in the home as opposed to a State Hospital or group home environment. As a result, Housing Authority's are being encouraged to set a local preference for the use of public housing units and Section 8 vouchers. RAB members were generally in favor of including a preference for the elderly and disable, provided the individual was receiving necessary supportive services, particularly case management.

Martha Wagner expressed concern for resident safety if supportive services and/or case management is not being utilized by the individuals. Tommy Grose questioned if we could grant the preference, with the condition the individual be required to receive supportive services or have a case manager. The Director stated there may be some legal concerns with making the preference conditional as proposed, that in the mental health system, consumers have the option to

terminate case management services at any time.

The Director further reported the MFP Rebalancing Initiative has been discussed briefly with Bob Henry, Housing Coordinator for MH/MR. A meeting will be scheduled with Mr. Henry to discuss the proposed preference in further detail prior to the next RAB meeting. RAB members were in favor of Mr. Henry attending their next meeting if needed.

### **COMMUNITY SERVICE POLICY:**

The Director explained the current Policy does not address how issues of non-compliance will be handled. It is recommended a new section be included to establish a procedure to be used when a Tenant has not complied with the Community Service requirement and failed to make up required hours during the following 12 month period. If the Tenant continues to fail to make up the deficient hours by the date of the next annual recertification, the Lease will not be renewed and the entire family will have to move.

### **PET POLICY:**

In response to reports of pets not being properly bathed and groomed, it is proposed a statement be added to the policy that all pets will be required to be clean and free from odors, dirt, debris, matted coats, etc. RAB members questioned if the Authority is permitted to do "on the spot" inspections and not give prior notice to the Tenant. The Director explained HUD regulations require a 48 hours notice be given to the Tenant, unless the Authority has a reason to believe an emergency exists.

Martha Wagner questioned if pets have to get annual shots and if the Housing Authority checks on that to make sure the Owner did this. The Director reported the Pet Policy requires all pets be spayed and/or neutered and pets must have all of the proper shots annually, with verification provided to the Office. Several RAB members confirmed as pet owners they submit the necessary documentation at the time of their annual recertification.

### **GRIEVANCE PROCEDURE:**

Recently several Tenants under eviction requested a Grievance Hearing but moved out of their apartment prior to the hearing being scheduled and/or held. The current Grievance Policy does not address if the "former" tenant is still entitled to a hearing. The Director reported the evicted tenant would not be eligible for public housing or Section 8 for a period of five years, however, if they were interested in applying for housing at a future date; an appeal process is already in place to address their ineligibility. RAB members agreed with this recommended Policy change, that the Grievance Hearing should not be made available for non-residents.

### **SECTION 8 ADMINISTRATIVE PLAN:**

Several changes in HUD regulations will require revisions to the Plan to include EIV (Enterprise Income Verification), Medicare D requirements and the use of certain income received by Students of Higher Education.

**10 YEAR SEX OFFENDER REGISTRANTS** - Two years ago, the Authority

adopted a policy to include a permanent ban from participation in the Section 8 Program for individuals who are sex offenders and/or required to be registered in a State life time sexual offender registry. It is recommended the ban also include 10 Year Sex Offender registrants. A copy of the Sex Offender Registration Details from the Megan's Law Website describing the specific offenses requiring 10 year registration and lifetime registration was passed out. RAB members unanimously agreed the permanent ban include ten year registrants.

#### **WORK ORDER CHARGE LIST:**

RAB members received a copy of the up-dated Charge list to be effective October 1, 2007.

#### **REASONABLE RENT SURVEY and FLAT RENTS:**

The Director reported the Reasonable Rent Survey for the Section 8 Program is currently in progress, with the results to be available within the next two weeks. The new Reasonable Rent amounts will be considered when reviewing the Flat Rent Schedule for public housing residents. This information will be presented at the September 12<sup>th</sup> RAB meeting.

#### **GENERAL DISCUSSION:**

Martha Wagner questioned if the security deposit for public housing tenants will increase at each annual recertification. The Director explained all security deposits are equal to one month's rent, that the security deposit amount will be reviewed at the time of each tenant's annual recertification. If there is an increase or decrease in the rent amount, the Security Deposit will be adjusted accordingly. Martha said some of the tenants at Burgard said they do not have to pay a higher deposit and asked if this was true. The Director stated **all** public housing tenants are subject to the same Security Deposit policy, however, because the amount of the Security Deposit is equal to one month's rent, the tenant's income and any increases and/or decreases will determine how much they may need to pay. Joyce Lingle asked if the Pet Policy would also change or if it could be applied to the security deposit. It was explained the Pet Deposit is completely separate from the regular security deposit. The Pet Deposit amount is \$175.00 and has not changed. Payments made on a Pet Deposit cannot be applied to the regular Security Deposit.

Heather Brown questioned why the amount of a savings account she has set up for her daughter and the interest earned on the account - is being used to calculate her rent payment under the Section 8 Program, that she thinks she is being charged twice. Tommy Grose explained only 30 per cent of the interest earned on account is used to calculate the rent, not the full amount of the account. The Director confirmed that is exactly right, that the full amount of the asset - in this case a savings account- is not counted as income. But, any income earned from the asset must be considered. As a result, the total amount of the Savings account is not being used to establish the rental payment - that only the interest earned on the account is added to her gross income, any deductions are subtracted, and then 30% of the remaining amount determines the rent amount.

Gertrude Lynn reported the groups of young people are no longer hanging out in front of the Coleman House since the benches were removed. Some tenants questioned why

the benches are no longer there and Gertrude has encouraged them to attend the Coleman House Resident meeting to discuss the Agency Plan scheduled for tomorrow afternoon.

Martha Wagner reported she attended an Ice Festival Committee meeting and Jim Tunall of the Juniata Valley Chamber of Commerce commented about the benches being removed and remarked it was an improvement.

**FUTURE RAB MEETING DATES:** September RAB meetings will be held on September 12<sup>th</sup> and 26<sup>th</sup> at 11:00 a.m. The Director reported the entire Plan will be complete by September 26<sup>th</sup> and will be presented to the Board of Directors for approval on that date. RAB members agreed to attend a “wrap-up” meeting in early October to review final actions taken by the Board. The date of the final RAB meeting will be established at the September 26<sup>th</sup> meeting and will be held on October 3<sup>rd</sup> or 10<sup>th</sup>, whichever date is most convenient for the members.

Recording Secretary,  
Cindy L. Mattern PHM  
Executive Director

### **PHA PLAN FYB 2008 RESIDENT MEETING MINUTES**

A series of meetings with public housing residents was held at each development to share information and obtain input regarding the Five Year Agency Plan and Annual Plan submission.

Attendance at the Lawler Place resident meeting held August 28, 2007 at 10:30 a.m. was as follows:

|                 |              |                                  |                   |
|-----------------|--------------|----------------------------------|-------------------|
| Darla Johnson   | Bertha Frey  | Helen Earnest                    | Margaret Criswell |
| Katherine Wells | Joyce Lingle | Cindy Mattern, Housing Authority |                   |

Attendance at the Burgard Apartments resident meeting held August 28, 2007 at 2:00 p.m. was as follows:

|                          |                      |                                  |               |
|--------------------------|----------------------|----------------------------------|---------------|
| Shirley Lane             | Pat Romig            | Joann Russler                    | Carole Snyder |
| Mary Kitting<br>Miller   | Dorothea Hackenberry | Shirley Gesselman                | John Edward   |
| Joann Johnson<br>Farling | Dwight Lane          | Catherine Gahagan                | Virginia      |
| Pearl Verdi              | Eliud Gonzalez       | Martha Wagner                    | James Green   |
| Carol Weyant             | Helen Stuck          | Arthur Hower, Jr.                | Jerry Booney  |
| Dorothy Harpster         | Beverly Liddick      | Cindy Mattern, Housing Authority |               |

Attendance at the McCoy Manor Resident meeting held August 30, 2007 at 10:30 a.m. was as follows:

|               |                   |                                  |
|---------------|-------------------|----------------------------------|
| Wilma Shawver | Mildred Robertson | Cindy Mattern, Housing Authority |
|---------------|-------------------|----------------------------------|

Attendance at the Coleman House Resident meeting held August 30, 2007 at 2:00 p.m. was as follows:

|               |                                  |                |                |
|---------------|----------------------------------|----------------|----------------|
| Gertrude Lynn | Geraldine Van Art                | Joyce Stewart  | Doris Hoverter |
| Nellie Page   | Elizabeth Earnest                | Lucy Ross      | Angie Bingaman |
| William Jaen  | Lana Hostler                     | Charles Sutton | Boydd Lynn     |
| Lynn Sticker  | Elsie Franklin                   | Betty Gibbon   | John L. Miller |
| Joyce Stine   | Cindy Mattern, Housing Authority |                |                |

Cindy Mattern explained the purpose of the meeting was to present the draft PHA Plan for Fiscal Year beginning 2008 and seek input from tenants. It was explained a record of each meeting would be prepared and all comments would be provided to the Board of Directors and included in the final Plan to be submitted to HUD prior to October 18, 2007.

Residents were encouraged to present any comments and/or concerns during the meeting or by calling or submitting written comments prior to the Board of Directors meeting to be held on September 26, 2007 at 4:00 p.m. at which time the Board would be asked to take action to approve the Plan.

Mrs. Mattern reported the draft Plan has been on public display for 45 days beginning July 9<sup>th</sup> and a public hearing would also be held on Friday, September 14, 2007 at 11:00 a.m. It was further reported a Resident Advisory Board (RAB) has been meeting with the Authority staff since July to discuss various components of the Plan and to obtain their comments. Meetings with the RAB are held every other Wednesday and will continue until the Final Plan is approved by the Board of Directors.

The following key parts of the Plan were reviewed:

- Mission Statement
- Progress report and achievements during 2007
- Goals and Objectives
- Status of Capital Improvements Programs 2005, 2006, 2007
- Capital Fund Annual Statement for FYB 2008
- Capital Fund Program 5 year action plan for 2008-2012

Key policy changes for the upcoming year were also presented as follows:

Public Housing ACOP and Section 8 Administrative Plan; Programs to include HUD requirements regarding use of HUD income verification system - EIV, include language to address student of higher education issues, Violence Against Women Act (VAWA), Limited English proficiency populations, Medicare D; add exclusion for 10 year sex offender registrants; Pet Policy - requirement to keep pets properly groomed; Grievance Procedure - address issue of conducting grievance hearing if tenant moves out; Community Service Policy - expand current Policy to include procedures for tenant notification and Lease termination for non-compliance with the Community Service Requirement. Procurement Policy (to include HUD changes) Other sections of the Plan to be updated include the Section 8 Payment Standards, the Work Order charge list, and the Flat Rent Schedule. In addition, a preference for applicants on the waiting list for Public Housing or Section 8 is being considered in response to the HUD Secretary's Money Follows the Person (MFP) Rebalancing Initiative for individuals who are elderly or disabled. Joyce Lingle commented she thinks the proposed preference sounds good.

In addition, the Director reported the Goals and Objectives established by the Housing Authority must be consistent with the Pennsylvania State Consolidated Plan. The following comments were received.

**Lawler Place:**

Darla Johnson reported the tenant at C-3 Lawler Place calls her repeatedly to complain about her neighbors' grandchildren disturbing her - slamming the doors to the unit, climb in the trees, and ride bikes in the development. It was suggested this Tenant report her concerns to the Authority office.

Helen Earnest suggested the Authority install a camera in the parking lot near the new maintenance garage. She reported there are kids there all the time, that they ride skateboards through the parking lot, across the alley and into the side parking lot and hit the soda machine. These individuals ignore you if you try to tell them they are not allowed to skateboard in these areas. Helen said the police have been seen patrolling the area, but the kids wait for the police to leave and then they come around. The Director reported No Trespassing signs would be placed in this parking area so the Police can issue a citation to these individuals in the future. It was agreed Mrs. Earnest would be notified when the signs are in place so the police can be contacted.

Joyce Lingle commented children from the trailer court ride skateboards on Housing Authority property in D-Court. She said they hang out at the mail boxes near her apartment all hours of the night.

Katherine Wells reported there are kids riding skateboards and scooters near her apartment in E-court. She said some of the kids in F-Court lay on the service road and also ride their bikes near her unit and are sassy to her when she tells them they are not allowed to ride bikes there.

Helen Earnest reported the kids she sees in the Authority's parking lot live on Chestnut Street.

Bertha Frey questioned if a tenant was allowed to run over the ground and up into the yard with a motor bike. The Director commented this would be O.K. as long as they were pulling the motor bike up behind their apartment, provided no damage to the lawn area occurs.

Bertha also expressed concerns regarding a tenant in B Court and her visitor. She reported the neighbors are being disturbed and related specific incidents which will be referred to the Project Manager for investigation.

Margaret Criswell suggested a fire extinguisher be provided in each apartment. The Director reported there is a fire extinguisher in every unit at the Coleman House and this is something that could be included in the Capital Fund program.

Katherine Wells reported concerns about a resident in E- Court. The Director indicated these concerns would also be referred to the Project Manager

Bertha Frey reported a hole in the fence behind her apartment that allows dogs and cats from Montgomery Avenue to come into the development. The Director indicated a work order would be prepared.

Joyce Lingle said her husband has some concerns he would like to discuss privately with the Director. It was agreed the Director would contact him to schedule a meeting.

Bertha Frey again expressed concern about a particular individual visiting another tenant living in B Court. The Director reported the Authority cannot control a tenant's right to visitation, however, if neighbors are being disturbed or if there is damage to Housing Authority property, that is a different situation which can be addressed by Staff.

Darla Johnson questioned if tenants are allowed to put food from the table like mashed potatoes out in the yard to feed a neighborhood dog. She reported her neighbor puts food out like that to feed the dog. The Director reported this is not permitted, that animals are not allowed to be fed outside of an apartment.

Helen Earnest also expressed concern about the speed of cars traveling along South Pine Road, that she is worried someone will get hit. The Director agreed to pass this information along to the Police.

Joyce Lingle commented including the life time ban of 10 Year Sex Offender registrants from participation in the Section 8 Program is a good thing.

Darla Johnson and Bertha Frey questioned if tenants need to pay the security deposit again in September? The Director explained the deposit increase is a one time increase, however, the deposit amount will be adjusted annually at the time of recertification and if a tenant's rent increases, the security deposit amount will change. The Director reported the Housing Authority tried to make payment of the increased security deposit as affordable as possible by giving tenants advance notice prior to the effective date and then allowing installment payments over a 12 month period. In some cases, some tenants had more than a year or more to make payments prior to the effective date of their next annual recertification.

The Director further explained the reason behind the increased deposit, that the cost to repair damages caused in some of the units far exceeded the minimal security deposits held by the Housing Authority and the excessive amount of money written off annually from tenants moving out who do not pay the outstanding balance.

Bertha Frey commented there is a tree beside her parking space with limbs that come out over her vehicle. She said when the little pears fall off of the tree; it creates a mess on her car. Helen Earnest suggested Bertha get a car cover and put over the car to protect it. Bertha requested staff look at the tree and trim more of the branches if possible.

Katherine Wells asked if a tenant receives food from a Church, if that has to be added as income. The Director replied this donation would not be considered as payment in kind and would not need to be included as income.

## **Burgard Apartments:**

Martha Wagner questioned if the furniture replacement planned for the Burgard common areas included the lobby area. The Director confirmed the lobby area and TV room upholstered furniture would be replaced. Since the recent outbreak of bed bugs in the building, tenants are concerned about carrying bugs back to their own apartment if someone has been sitting on the furniture in these areas. The Director reported the Authority intends to purchase furniture with a washable vinyl like material.

Mary Kitting commented the doors at each end of the building are covered with spiders and questioned if anything could be done. The Director reported this matter would be referred to the extermination contractor. In addition, the Authority is attempting to locate a window washing contractor to clean the outside of the Burgard and Coleman House windows.

Pearl Verdi commented she is bothered by another tenant living on the Fifth Floor who smokes. She said she lives right across from this individual and that with her asthma; she is really bothered by the smoke coming from his apartment, regardless of whether the door is open or closed.

Helen Stuck questioned the status of the bed bug problem in the building. The Director reported Orkin continues to spray any problem areas on an almost weekly basis. Tenants were encouraged to report any sightings of live bed bugs and also were reminded to flush any dead bed bugs or roaches down the commode to prevent their eggs from hatching. Tenants were assured the Authority would continue to provide extermination treatment until the problem has been eliminated.

The Director discussed several issues concerning the building as follows:

Clothing and other items being put in the trash chute causing it to jam so badly it took staff over four hours to unclog the compactor. All residents were requested to not put that type of material down the trash compactor. All boxes, household items and clothing, need to be placed in the dumpster at the rear of the building

Recently the Authority staff has received reports the back door of the building has been propped open. The Director stressed Burgard Apts. is a secure building and all doors to the building should be locked at all times.

Martha Wagner questioned when the air conditioners would be placed in the hallways. The Director stated this work item is included in the Capital Fund Plan and will likely be installed within the next 12 months. In addition to this work, the Director reported monies will be set aside to complete installing handrails in the hallways and hopefully to up-grade the interior of the old elevator.

Mary Kitting questioned when all tenants in the building would have a shower surround installed in their apartment. The Director reported this work is being completed at the time of move-out. Mary said with the humidity, she is having a difficult time keeping mildew from building up in the bathroom, even though she runs the exhaust fan.

By a show of hands, some tenants expressed they were in favor of establishing a preference for individuals who are elderly or handicapped as requested by the HUD Secretary. No opposing comments were voiced.

Tenants were reminded the Authority's Pet Policy provides that pets are not permitted in common areas, except to travel in and out of the building. Pets should not be in the lobby area, the Community Room, TV room, or the laundry room. The Authority has overlooked this provision and will be enforcing this in the future.

Tenants questioned the smoking policy for the building. The Director reported the Burgard building is a smoke free building, with the exception of the tenant's apartment. It was stressed smokers living in the building or if a tenant has guests or visitors who smoke, must keep the door to their apartment closed to prevent the smoke from filling the hallway. Tenants are not permitted to smoke in the hallways or any of the common areas. Smokers were requested to be considerate of other tenants in general because some individuals do have medical conditions that are affected by the smoke. It was explained the Authority can control the common areas of the building, but cannot prevent a tenant from smoking in their apartment. Mr. Gonzalez commented some cigarette smoke is transmitted from one apartment to another through the exhaust fan system. It was recommended if a tenant has a particular ailment that is affected by smoke; an air purifier may be helpful. Tenants questioned about someone smoking in the elevator.

The Director encouraged tenants to notify the office immediately if they know when someone has been smoking in the elevator, that with the camera system, the footage can be reviewed to identify the smoker.

Martha Wagner commented she feels the tenant smoking should have to get an air purifier, not the person who is being bothered by the smoke.

Carol Snyder commented about the behavior of a tenant living near her. Ms. Snyder was encouraged to report any concerns of this nature to the Authority office. She said these tenants are causing problems - fighting, cursing, talking dirty words, and the cops had to come the other night. She said these things happen after 11:00 p.m. and midnight. These concerns will be referred to the Project Manager.

Martha Wagner questioned if the Authority does housekeeping checks. The Director reported each new tenant is scheduled for a housekeeping inspection four times before they are put on an annual inspection schedule. Inspections are conducted more frequently as needed. Tenants questioned if the Authority is allowed to do "spot checks". It was explained the HUD regulations require Tenants be given a 48 hour notice prior to staff going into the apartment, unless we have reason to believe an emergency exists. Martha said she and some other tenants know of some of the apartments that are cluttered and dirty. Tenants were encouraged to notify the office to make a report when they have concerns about a particular apartment.

Mr. Gonzalez commented a couple of weeks ago he received a notice that his apartment was to be inspected and no one came. The Director said there was some confusion about a Notice given recently about Orkin inspecting certain units in the building, that some tenants expected every apartment to be inspected, however, that is not what the Notice said.

Helen Stuck asked if bed bugs will travel (to another apartment). The Director reported yes they do and that Orkin has a policy of spraying the apartment on each side of and above and below the problem unit. Helen said her apartment has been sprayed five

times and she is tired of it, that she just doesn't understand how she got the bed bugs. Tenants were encouraged to remove any furniture, bedding or clothing items that appear to be infested with bed bugs from the unit and get rid of it. Tenants questioned if they could pick up bed bugs from using the laundry equipment if someone washed clothing or bedding that was infected. The Director stated she would question the Orkin staff about this.

One tenant said she cleaned the washers and dryer out with Lysol or Clorox before using them.

Martha Wagner requested another washer be purchased and installed in the laundry room. Tenants agreed and said there are three washers and four dryers and the equipment is always busy. Some tenants commented the washing machine next to the cupboard is always out of balance, no matter how you load it.

Mr. Gonzalez questioned if a tenant at the Coleman House could put sliding doors on the tub. The Director stated that would not be approved.

Martha Wagner commented any tenant who has bed bugs needs to report it. The Director agreed and reminded the tenants the Lease includes a requirement for tenants to report the need for extermination, that failure to do so would be a violation and could result in Lease termination.

Carol Snyder reported tenants using the Lawler Place laundry are not cleaning lint out of the dryers and they are not cleaning the washers out to use them. She said the other week there were three washers broke down and there was only one for all of the women to use and they had to wait in line.

Several tenants commented following the meeting some of the entry doors at the end and back of the building may need adjusted, that some bang shut and others don't seem to close properly.

### **McCoy Manor:**

The No Trespass and Barrment Policy was discussed. Mid Robertson was advised the individual who recently harassed she and another neighbor has now been banned from Housing Authority property. In the future, if this individual is seen on Housing Authority property, the Police are to be notified and a citation will be issued.

Mid commented she is pleased with the new storm door installed on her apartment. She also said there are times when her windows are difficult to open - particularly the one in her bedroom and the kitchen and living room windows, especially when it is very humid. Mid was instructed to report any continuing problems with the windows to the office. She also questioned when she would be able to pick up garbage bags again. The Director reported that date would be September 1<sup>st</sup>.

Wilma Shawver questioned if it was O.K. for her to pick up garbage bags for a couple of her neighbors. The Director stated it was fine for Wilma to pick up bags for someone else, that she would be required to sign a form confirming she received the bags.

### **Coleman House:**

The Director addressed some recent concerns received about the Coleman - specifically a report from the cleaning crew that someone is using a "slop" sink in the kitchen as a urinal. A motion sensor has been installed on the kitchen light fixture, the screen on the kitchen window will also remain open in an effort to eliminate the problem; and reports that some tenants are giving their keys out to let other people into the building. In addition, the Director reported the benches in front of the building were removed in an effort to eliminate the groups of young people who were congregating in front of the building. One tenant living on the first floor reported she was disturbed by these individuals at 3:00 a.m. in the morning and she suggested tenants could always use a folding lawn chair if they want to sit in front of the building.

A tenant questioned if the new Corby keys were battery operated. The response was no, the keys are magnetic and no batteries are involved.

Tenants reported the need for an automatic door opener to be installed on the front entry door to assist individuals in a wheelchair. The Director reported this item would be included in the 2007 Revised Capital Fund budget and included to improve accessibility to the building.

One tenant questioned when the apartment air conditioners will be replaced. The Director stated some air conditioners have been replaced as needed and future replacements will be included in the Capital Fund five year plan.

Elizabeth Earnest questioned if the carpet replacement would include the area near her apartment. She suggested the floor in that area be checked because there is a portion of the floor that cracks when stepped on and during heavy rains, the sky light in that area leaks.

Gertrude Lynn reported a hallway light bulb is burned out on the third floor across from apartment number 306. Tenants also reported one of the lamp post lights is also out. The Director reported the Market Street Square project includes replacement of one of the lamp posts and eventually the remaining lamp posts will be replaced by the Authority to match the new fixture.

Elizabeth Earnest questioned if the Authority had plans to clean the front of the building and the windows and sills are in need of cleaning. The Director reported the Authority staff is attempting to locate a contractor to clean the outside of all of the windows.

Joyce Stewart questioned the increased Security Deposit. The Director explained the Security Deposit is now equal to one month's rent and will be adjusted annually at each tenant's yearly recertification. If the rent changes, the deposit will also change. Nellie Page questioned if she could pay the increased deposit amount at one time. Security Deposit changes for DCA residents would occur on the tenant's anniversary date.

William Haun questioned the flat rents. The Director explained for some tenants the flat rent amount is less than the rent determined by using the 30% of income calculation. Mr. Haun questioned if he would qualify for the flat rent amount. It was suggested he meet privately with the Project Manager to review his income and rent amount to determine if the flat rent would be more affordable for him.

One tenant reported the furniture in the Lounge area is showing wear and needs to be replaced.

The Director reported replacement of the furniture is included in the planned interior upgrade project scheduled in the Capital Fund Five Year Plan.

Nellie Page commented a bathroom in the basement level near the Laundry room is needed. The Director agreed to look into this request.

William Haun reported his mother lives in an apartment building in New York City and their entry security system is tied into the TV cable system which enables the tenant to see who is at the door by viewing it on their television set.

William Haun questioned the condition of the roof and asked if a roof top patio could be installed. The Director stated this would be an expensive work item and with the limited Capital Funds received, the priority of health and safety issues, accessibility work items and maintaining the Authority's properties, it is unlikely such a project would be completed.

William Haun said he likes living here and questioned if he could remove the carpet in his apartment and install hardwood floors. The Director indicated this would not be permitted.

He also questioned if he could purchase his apartment. He was advised the unit was not for sale and could not be purchased.

The possible inclusion of a preference for the Money Follows the Person Initiative was discussed. No objections to establishing such a preference were voiced by those present.

Elizabeth Earnest commented some tenants are afraid of another tenant who allegedly carries a gun. Allegedly, this individual has a small case that is carried with them at all times and is said to be used to carry the handgun. Other tenants present also commented they too have heard about the gun and have no fear of this individual.

William Haun suggested No Loitering signs be placed at the front of the building.

Recording Secretary,  
Cindy L. Mattern PHM  
Executive Director

**PHA PLAN FYB 2008  
RESIDENT ADVISORY BOARD MEETING  
SEPTEMBER 12, 2007**

PRESENT: Tommy Groce                      Gertrude Lynn                      D. June Vaughn  
                 Heather Brown                      Cindy Mattern

Minutes from the RAB meeting held August 29, 2007 were mailed to each member prior to this meeting.

Cindy Mattern presented the 2007 Capital Fund allocation of \$370,388.00 and a copy of the revised budget as it was submitted to HUD. In addition to the line items budgeted for management improvements, administration and fees and costs, physical improvements are as follows: Scattered Site property site improvements to driveways and landscaping and interior improvements such as kitchens, baths and roofs; replacing carpet in the Coleman House hallways; ADA modifications through all developments; replacing boilers (furnaces) at Lawler Place and McCoy Manor (units 1-36); Floor repairs (2 units); installing new storm doors at Lawler Place and McCoy Manor; installation of a handicapped accessible automatic door opener @ Coleman House front entrance; Interior improvements at Burgard Apartments such as installing handrails and baseboards in the hallways, upgrading the interior of the old elevator and replacing furniture in the TV room and lobby; installing security cameras and new lock sets in the Authority's Administration Building; and replacing computer hardware.

The Director reported the Coleman House automatic door opener was included as a result of a comment received at the Resident Meeting held at that site to discuss the PHA Plan. Gertrude Lynn commented many individuals in wheelchairs need assistance getting into the building, that the entry doors are heavy and she expressed concern about the width of the doors.

RAB members were presented with a copy of the Capital Fund 2008-2012 Annual Statement and Five Year Plan. The Director reported the Authority is required to use the amount of the 2007 Capital Fund allocation to establish the budget for each year. Each line item of the five year plan was reviewed. Every effort was made to include improvements and repairs that may be required within the next five years.

Gertrude Lynn, Coleman House representative, reported some of the tenants are unhappy with the mini-blinds and would be willing to replace them with a roll-type window shade. June Vaughn, Lawler Place representative, commented she would trade the roll-type window shade in her apartment. RAB members noted, however, the quality of the roll-type window shades being used has improved.

The Director reported on a meeting held with MH/MR Mental Health Program Specialist, Robert Henry on September 6<sup>th</sup>. The purpose of the meeting was to seek input regarding the Money Follows the Person (MFP) Rebalancing Initiative discussed at previous RAB meetings. A copy of Mr. Henry's letter dated September 10, 2007 informing the Authority of MH/MR's support of establishing a waiting list preference for individuals who are considering a move from clinically restrictive or congregate situations into an independent living environment was handed out. The letter further expressed MH/MR's commitment to work with the Housing Authority through Case Management, Supported Living, Peer Specialists and other programs to ensure individuals who are eligible can receive community support that is commensurate with their wishes and needs.

The results of the Reasonable Rent Survey completed for the Section 8 Housing Choice Voucher Program were shared with the RAB members. Based on a recent survey of rents charged by private landlords throughout Mifflin County, the reasonable rents established as of September 2007 are as follows:

Efficiency

\$373.00

|               |          |
|---------------|----------|
| One Bedroom   | \$458.00 |
| Two Bedroom   | \$561.00 |
| Three Bedroom | \$724.00 |
| Four Bedroom  | \$978.00 |

It was noted these amounts include the estimated cost of utilities.

The Director reported the results of the Reasonable Rent Survey, the HUD established Fair Market Rents for Mifflin County and the Section 8 Payment Standard amounts will all be considered when establishing the Flat Rent amounts for public housing and scattered site properties. A copy of a Flat Rent Work Sheet from 2006, which summarized these amounts and included the Flat Rents approved effective November 1, 2006 was handed out. This information will be up-dated using current information and the proposed Flat Rents to be effective November 1, 2007 will be presented at the next RAB meeting.

Tommy Groce questioned why the Scattered Site three bedroom flat rent is more than the three bedroom flat rent for other public housing units. It was explained the reason is partly because the utility expense would be different and also the size of the dwelling and property rented by Scattered Site residents are much larger than the public housing apartments.

RAB members were reminded a public hearing to present the PHA Plan for Fiscal Year beginning January 1, 2008 would be held on Friday, September 14, 2007 at 11:00 a.m. in the Board Room of the Authority's Administration Building.

Heather Brown questioned if Section 8 landlords could be required to replace certain defective items noted during property inspections, rather than repairing. She reported her landlord recently patched several areas of defective concrete sidewalk in front of her house. She said the patch work is uneven and appears to be cracking. According to the letter sent to the landlord by the Housing Authority, the landlord had the option to repair or replace these sections of concrete. She said the areas will probably need to be patched again next year. It was explained Section 8 landlords are required to maintain their properties according to Housing Quality Standards established by HUD. Heather was encouraged to report any future problems with the patched areas, including any tripping hazards to the Section 8 Coordinator.

June Vaughn reported some of the trees in her neighborhood are being damaged by children. The Director reported one of the individuals responsible was recently identified and this matter is being handled. June also asked if she would be permitted to put an awning on the back of her apartment - that the sun is very bright on the back deck. It was suggested June consider purchasing a patio umbrella to provide shade for this area.

The next meeting of the Resident Advisory Board will be held September 26, 2007 at 11:00 a.m.

Recording Secretary,  
Cindy L. Mattern PHM  
Executive Director

**PHA PLAN FYB 2008  
PUBLIC HEARING  
SEPTEMBER 14, 2007**

PRESENT: Cindy Mattern, Housing Authority

OTHERS: None

A public hearing to present the PHA Plan for FYB January 1, 2008 was held in the Board Room of the Robert Thomas Administration Building at 11:00 a.m. on September 14, 2007. In spite of publishing a Public Notice several times in The Sentinel and announcing the public hearing at meetings with the Resident Advisory Board and meetings held at each public housing development, no members of the public were present.

Cindy Mattern declared the public hearing closed at 11:15 a.m.

Recording Secretary,  
Cindy L. Mattern PHM  
Executive Director

**PHA PLAN FYB 2008  
RESIDENT ADVISORY BOARD MEETING  
SEPTEMBER 26, 2007**

PRESENT: Wilma Shawver            Gertrude Lynn            D. June Vaughn  
          Joann Carolus            Tommy Grose            Martha Wagner  
          Cindy Mattern

Minutes from the September 12, 2007 RAB meeting were mailed to each member prior to this meeting. No changes or corrections were requested.

Members discussed the recommendation from MH/MR representative, Robert Henry, regarding establishing a preference for admission for individuals who are considering a move from clinically restrictive or congregate situations into an independent living environment. A copy of Mr. Henry's letter dated September 10, 2007 was presented at the September 12<sup>th</sup> RAB meeting. This recommendation is in support of HUD Secretary, Alfonso Jackson's Money Follows the Person (MFP) Rebalancing Initiative. After discussion, RAB members unanimously agreed with establishing said preference as recommended by Mr. Henry.

The Director questioned members if they were in favor of or opposed to the following proposed Policy revisions as previously discussed:

**PUBLIC HOUSING ACOP (Admission & Continued Occupancy Policy):**

VAWA - Violence Against Women

IN FAVOR

|                          |          |
|--------------------------|----------|
| COMMUNITY SERVICE POLICY | IN FAVOR |
| PET POLICY               | IN FAVOR |
| GRIEVANCE PROCEDURE      | IN FAVOR |

**SECTION 8 ADMINISTRATIVE PLAN**

|  |          |
|--|----------|
| VAWA - Violence Against Women                        | IN FAVOR |
| LIFE TIME BAN OF 10 YEAR SEX<br>OFFENDER REGISTRANTS | IN FAVOR |

Tommy Grose questioned if the ban of 10 Year Sex Offender Registrants applied only to the Section 8 Program. RAB members unanimously agreed the life-time ban should apply for admission to Public Housing as well. The Director reported their recommendations regarding these policy revisions would be shared with the Authority Board of Director's at their meeting this afternoon.

Copies of the minutes from the public hearing held September 14, 2007 were handed out. The Director reported no members of the public attended. RAB members also received copies of the minutes from the four resident meetings held at various public housing developments to discuss the 2008 PHA Plan. Some of the comments were briefly discussed, which included the Smoking Policy for Burgard Apartments. RAB members agreed this is a serious problem for many tenants, not just those living in Burgard Apartments, that the smoke does travel from one unit to another - even through the walls. This is bothersome to non-smoking tenants, but hazardous for those with asthma or other health conditions which are aggravated by second hand smoke. Members questioned if the Authority could make all apartments smoke free or if tenants who smoke could be required to purchase and use an air purifier. The Director advised their questions would be referred to the Authority Solicitor and this matter would be discussed further at the next RAB meeting.

The Payment Standards established for the Section 8 Housing Choice Voucher program effective October 1, 2007 were presented, along with the recommended Flat Rent Schedule for public housing residents effective November 1, 2007. The Director reported current flat rent amounts have not changed for two years and a 3% increase is recommended. It was noted no increase in the current flat rents for Scattered Site properties is recommended because of the increasing cost of utilities. RAB members supported this recommendation.

The Pennsylvania Department of Community and Economic Development has provided certification the Authority's 2008 PHA Annual Agency Plan is consistent with the PA Consolidated Plan. Copies of this DCED correspondence and the signed Certificate was handed out.

The Director reported the list of Grievance Hearing Officers must be up-dated annually and approved by a resident organization such as the RAB. This list typically includes three names, two former tenants and one member from the Community. The following individuals were proposed to serve as Hearing Officers: Former tenants Elizabeth or Gregory Marsh, and Shirley Carson; and, Jane Smith, a former Caseworker at the Mifflin County Assistance Office now working with Crime Victim Services in the office of the District Attorney. If these names are acceptable to the RAB, the Housing Authority will confirm these individuals are willing to serve in this capacity. RAB members approved the list of hearing officers presented.

RAB members were reminded the Board of Directors would be meeting this afternoon and is expected to take formal action to approve the Agency Plan and the various components. It was agreed a final meeting with RAB members would be held October 10, 2007 at 11:00 a.m. to review Board action regarding the Plan.

The following comments were also received:

Gertrude Lynn questioned if Coleman House tenants could make candy available at Halloween by using the area between the secured entry door and the exterior door on Market Street. She said many tenants are buying candy and would like to pass it out to Trick or Treaters. It was agreed children would not be permitted to enter the building and Trick or Treat. This request was approved.

Gertrude requested the lint filters in the dryers at the Coleman House be replaced because some of the screen material has pulled away from the frame. A work order will be prepared to correct this problem.

Gertrude also reported many of the tenants leaving the tenant parking area located between Water Street and the public alley behind the Coleman have difficulty seeing on-coming traffic traveling on Wayne Street. She questioned if the traffic flow of the lot could be change to require all vehicles to enter from the alley and exit onto Water Street. This request will be considered, however, several issues such as changing the direction of the existing angled parking spaces and approval from the Borough of Lewistown would be required.

Recording Secretary,

Cindy L. Mattern PHM  
Executive Director

Attachment: pa041o01  
Housing Authority of the County of Mifflin  
VAWA Support and Assistance Statement

*The Mifflin County Housing Authority (MCHA) has incorporated in its PHA Plan goals and objectives, and policies and procedures the applicable provisions of the Violence Against Women and Reauthorization Act of 2005 (VAWA) to support or assist victims of domestic violence, dating violence, or stalking.*

*The PHA goal to provide and improved living environment is being met by the MCHA by its effort to implement measures to assist victims of domestic violence in avoiding their abusers and continuing occupancy in public housing. In 2004, the MCHA adopted a Limited Access and Barring Policy and when necessary, the MCHA will add the name of the perpetrator of domestic violence to the list of persons barred from entering the property.*

*Towards its effort to meet the PHA goal to promote self-sufficiency and asset development of assisted households the MCHA is partnering with local agencies to provide or attract supportive services to assist victims of domestic violence move out of abusive situations and begin again.*

*In addition, the MCHA has amended its policies and procedures to include language and applicable provisions of the VAWA. It is the MCHA's intent to maintain compliance with all applicable requirements imposed by VAWA.*

*The MCHA efforts may include to:*

- *Provide and maintain housing opportunities for victims of domestic violence, dating violence, or stalking;*
- *Create and maintain collaborative partnerships between MCHA, victim service providers, law enforcement authorities, and other supportive groups to promote the safety and well-being of victims of domestic violence, dating violence, or staking (whether actual or imminent threat) who are assisted by MCHA;*
- *Ensure the physical safety of victims of domestic violence, dating violence, or stalking (whether actual or imminent threat) who are assisted by MCHA; maintain compliance with all applicable requirements imposed by VAWA.*
- *Take appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting families or individuals assisted by MCHA.*

*The MCHA was already providing a preference for victims of domestic violence prior to passage of the VAWA and will continue to provide this preference. In addition, we have added the circumstances of domestic violence to the transfer policy that will permit the affected family or individual to take precedence over new admissions.*