

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

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# PHA Plans

5 Year Plan for Fiscal Years 2008 - 2012

Annual Plan for Fiscal Year 2008

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

## PHA Plan Agency Identification

**PHA Name:** Bradford County Housing Authority  
**PHA Number:** PA064-01

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

**PHA Programs Administered:**

**Public Housing and Section 8**   
  **Section 8 Only**   
  **Public Housing Only**  
 Number of public housing units:400   
 Number of S8 units:   
 Number of public housing units:  
 Number of S8 units:264

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

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

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2008 - 2012**  
[24 CFR Part 903.5]

**A. Mission**

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

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

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies: **Goal of 1% vacancies**
  - Leverage private or other public funds to create additional housing opportunities: **Through Bradford – Tioga Leased Housing Corporation, Colonial Terrance – 30 units elderly complex – completed 9/00**
  - Acquire or build units or developments
  - Other (list below) **Assist non-profits with housing development- Trehab – Wilbur Hotel – 30 Units – Sayre, PA Completed 7/02 Futures Residential Services – Sayre, PA – Trehab – Oak Ridge Development – 40 units. Proposed 2008.**
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score) **Goal 95%**
  - Improve voucher management: (SEMAP score) **Goal 95%**
  - Increase customer satisfaction: **Obtain 10 points on PHA score**

- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections) **Provide additional support services to tenants for housekeeping and personal care. Implement asset Management System by Project.**
- Renovate or modernize public housing units: **Continue upgrade of 400 Public Housing Units**
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)
  
- PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling: **Provide Information During eligibility interview.**
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs: **Refer qualified tenants to Trehab 1<sup>st</sup> Time Homebuyers Program.**
  - Implement public housing site-based waiting lists: **Implement with policy adopted 3/27/00**
  - Convert public housing to vouchers:
  - Other: (list below)

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

- PHA Goal: Provide an improved living environment  
Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: **See Admissions and Occupancy Policy**
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: **See Admissions and Occupancy Policy**
  - Implement public housing security improvements: **Improvement Plan included lock systems and security cameras.**
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families: **Implement Preference for working families.**
- Provide or attract supportive services to improve assistance recipients' employability: **Refer to Successful New Choices program and Career Link**
- Provide or attract supportive services to increase independence for the elderly or families with disabilities. **Increase funding for home support service contract and PA waiver program. Participate in Nursing Home Transition Team with Area Agency on Aging.**
- Other: (list below) **Continue coop. with EMTA in provision of transportation services.**

**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: **Advertising to contain equal housing opportunity statement**
- 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: **All Advertising to contain equal housing opportunity statement**
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: **Authority has achieved compliances with all Federal ADA/504 Requirements. Authority will continue to go beyond federal requirements by providing additional reasonable accommodations to applicant/tenants who make requests or who are determined to be in need of reasonable accommodations as a result of annual housing inspections of apartments. Also cooperate with center for independent living in implementing specific project recommendations.**
- Other: (list below)

**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**  
 **High Performing PHA**  
 **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.

**Bradford County Housing Authority**  
**Fiscal Year 2008 Annual Plan**  
**Executive Summary**

The Bradford County Housing Authority in implementing this ninth Annual PHA Plan will continue the ongoing effort to improve the quality of housing provided to lower income residents of the County and to improve our Management operation. During the past 9 years, the Authority has achieved High Performance Status through the HUD Public Housing Management Assessment Program. This was accomplished mainly because Authority Board, staff and tenants cooperative effort.

Our Annual Plan for 2008 was developed after extensive consultation with Board, staff, local communities, tenants, and the general public. In addition to a Public Hearing, meetings to discuss the plan were held at all 6 project sites. The Tenant Advisory Board included 1 Section 8 client.

Highlights of the Plan include continued implementation of new Admissions and Occupancy Policies for Public Housing, a new Public Housing Lease, a new Section 8 Administrative Plan and the Annual Statement for the Capital Fund Program which will address critical building improvement needs at our projects. During the first Annual Plan year the Authority opened a new 30 unit elderly project in North Towanda, which has helped alleviate a housing shortage in this area. During the third year of the Plan the Authority assisted Trehab in the development of a new 30 unit elderly and family low income housing complex in Sayre, PA. The Authority continues to work with non-profit organizations to develop additional housing. It has worked with Trehab in their efforts at developing 40 units of Family Housing in North Towanda and has provided them with drainage and electrical easements.

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

[24 CFR Part 903.7 9 (r)]

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

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#### **Attachments**

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

#### Required Attachments:

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

Optional Attachments:

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

**Attachment A – FY 2006 Capital Fund Program Annual Statement**

**Attachment B – FY 2007 Capital Fund Program Annual Statement**

**Attachment C – FY 2008 Capital Fund Program Annual Statement**

**Attachment D – FY 2008 5 Year Action Plan**

**Attachment E – 2008 Advisory Board Members**

**Attachment F – Resident Membership of the PHA Governing Board**

**Supporting Documents Available for Review**

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

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

### List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <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 X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <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
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	807	5	3	3	3	2	2
Income >30% but <=50% of AMI	724	4	2	3	3	2	2
Income >50% but <80% of AMI	281	2	2	3	3	2	2
Elderly	635	3	3	2	3	2	2
Families with Disabilities	208	3	3	3	4	2	3
Race/Ethnicity white	1,808	3	3	3	3	2	2
Race/Ethnicity black	4	3	3	3	3	2	2
Race/Ethnicity	6	3	3	3	3	2	2
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

### Public Housing

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	152		
Extremely low income <=30% AMI	105	69%	
Very low income (>30% but <=50% AMI)	27	17.7%	
Low income (>50% but <80% AMI)	20	13%	
Families with children	34	22%	
Elderly families	118	77%	
Families with Disabilities	12	91%	
White	11		
Black	1	9%	
Race/ethnicity white	143	94%	
Race/ethnicity Black	6	4%	
Race/ethnicity	3	2%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			

Housing Needs of Families on the Waiting List			
1BR	127	83%	
2 BR	22	14%	
3 BR	3	3%	
4 BR	0	0%	
5 BR	0	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### Section 8

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
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	287		24.1%
Extremely low income <=30% AMI	239	83.2%	
Very low income (>30% but <=50% AMI)	39	13.5%	
Low income (>50% but <80% AMI)	9	3%	
Families with children	180	63%	
Elderly families	23	8%	
Families with Disabilities	87	29%	
White	79	94%	
Black	5	6%	
Race/ethnicity white	272	95%	

Housing Needs of Families on the Waiting List			
Race/ethnicity	15	5%	
Black			
Race/ethnicity	0	0	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	83	29%	
2 BR	146	51%	
3 BR	49	17%	
4 BR	9	3%	
5 BR	0	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

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

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2007 grants)</b>		
a) Public Housing Operating Fund	467,874	
b) Public Housing Capital Fund	511,617	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	766,851	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	0	
<b>3. Public Housing Dwelling Rental Income</b>	1,127,073	
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Public Housing Investment Income</b>	37,000	Public Housing Operations
Public Housing – Laundry Operations	37,868	Public Housing Operations
<b>Section 8 Admin. Fee – Invest. Income</b>	10,029	Section 8 Operations
<b>Total resources</b>	2,958,312	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

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
- High rent burden

Other preferences (select all that apply)

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

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

- Adoption of site based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

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

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

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

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

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

## **B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

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

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

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

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

Criminal or drug-related activity

Other (describe below) **Prospective Landlords are notified if PHA has record on tenant of previous criminal or drug related activity.**

### **(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: If tenant has made verifiable effort towards locating suitable housing.

### **(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) **MH/MR clients who are receiving services from approved MH/MR service provider. Area Agency on Aging Nursing Home Transition Program participants and special needs.**

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below) **Memorandum of Agreement.**

## **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

### **A. Public Housing**

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

#### **(1) Income Based Rent Policies**

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

##### a. Use of discretionary policies: (select one)

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

---or---

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

##### b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below: 20% earned income exclusion for all tenants employed over 20 hrs. per week.

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

Market comparability study

Fair market rents (FMR)

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) **Payment Standards**

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) **Changes in Family Composition**

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

**(2) Flat Rents**

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

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

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

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

- Annually
- Other (list below) Dependant upon degree of difficulty for assisted tenants in obtaining decent housing.

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management N/A**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

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

### **B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	400	24%
Section 8 Vouchers	263	25%
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)	40	10%
Colonial Terrance, LIHTC	30	10%

### **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 N/A**

[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 **Attachment C – FY 2008 Capital Fund Program Annual Statement**

-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 - **See Attachment D – FY 2008 Capital Fund Program 5 Year Action Plan.**

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

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

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

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

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

## 8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

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

[24 CFR Part 903.7 9 (k)]

## A. Public Housing

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

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

### 2. Activity Description

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

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

## B. Section 8 Tenant Based Assistance

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24

CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

**12. PHA Community Service and Self-sufficiency Programs N/A**

[24 CFR Part 903.7 9 (1)]

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

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

1. Cooperative agreements:

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

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

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

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

- Joint administration of other demonstration program
- Other (describe)

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

**(1) General                      Not Applicable**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)


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

a. Participation Description

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

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

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination.
  - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - Establishing a protocol for exchange of information with all appropriate TANF agencies
  - Other: (list below)

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

### **13. PHA Safety and Crime Prevention Measures Not Applicable**

[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 use 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**

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management Not Applicable**

[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?

# BRADFORD COUNTY HOUSING AUTHORITY ADVISORY BOARD MEETING

Wednesday, March 12, 2008 @ 1:15 pm  
Colonial Terrace Community Room, Towanda PA

Present:	Jessie Terry	McCallum Manor, Canton
	Rosetta Vance	McCallum Manor, Canton
	Elsie Wilcox	McCallum Manor, Canton
	Helen Brokaw	McCallum Manor, Canton
	Joyce Pratt	McCallum Manor, Canton
	Richard Pratt	McCallum Manor, Canton
	Julia Beach	Hillcrest Apartments, Troy
	Robert Beach	Hillcrest Apartments, Troy
	Shirley Deranzio	Hillcrest Apartments, Troy
	Anna Belle Harris	Colonial Terrace, Towanda
	Felix Hyjek	Page Manor, Athens
	Al Planishek	Colonial Towers, Towanda
	Marie Jenner	Park Place, Wyalusing
	Hettie Tinna	Park Place, Wyalusing
	Joan Holmes	Park Place, Wyalusing
	French Whitmiller	Park Place, Wyalusing
	Susan Rothenberger	Rental Assistance B.C. Participant
	Lee Bryington	B.C.H.A.
	James McRath	B.C.H.A.
	Kevin Patt	B.C.H.A.
	Kelley Cevette	B.C.H.A.

James McRath, Bradford County Housing Authority Executive Director, welcomed everyone to the meeting. He introduced the staff that came with him; Kevin Patt, Housing Development Coordinator and Kelley Cevette, Deputy Executive Director.

James McRath reviewed the purpose of the Tenant Advisory Board, its back ground and history of the preparation of the Annual Plan. He announced that there would not be any changes this year in our Administrative Policy. He mentioned the importance of keeping a high occupancy in all of our buildings particularly now that funding has been cut. He announced that currently the Housing Authority has a 99% occupancy rate while the Voucher Program is a 94%.

Mr. McRath announced that the Housing Authority will maintain the Homemakers Assistance Program. This program currently assists eligible tenants with light housekeeping duties provided by outside agencies. The Housing Authority will also maintain the subsidy paid to EMTA on behalf of our tenants that are eligible for their transportation. The Housing Authority air conditioner policy was reviewed and a reminder was made to tenant representatives that the \$60.00 yearly utility fee will be due this year in May. The late fee policy was also reviewed and a reminder made that a \$5.00 late fee will be assessed to all outstanding accounts after the 25<sup>th</sup> of each month.

Kevin Patt, spoke to the Board on his preparation of the five year plan for physical improvements for the Capital Grant Program. He went over the procedure for determining what is on the plan each year. Items in the budget are large items such as roofs or heating systems not general maintenance items. He explained the need to adjust this plan based on funding deductions or emergency need for repairs. After reviewing some items on this years list Kevin asked all Board members to review the specific items on the list for their particular sites and he would address any questions if needed.

Several Board members presented questions or comments on the physical needs assessment or other issues.

- Richard Pratt from McCallum Manor in Canton asked that the kitchen cabinets be lowered as they are too high to be easily assessable for many residents. He also addressed a need for walk in showers as many residents can't acclimate a tub unit. Kevin explained that the Housing Authority has addressed this issue with tub cuts in other project sites and that may be the answer for them. Kevin would look into it.
- Rosetta Vance from McCallum Manor requested kitchen countertops and floors. She also mentioned that she feels that the bathrooms need a new floor.
- Al Planishek from Colonial Towers in Towanda addressed the need to have the air conditioner replaced in the room next to the laundry room. He also felt that the parking lot was in need of a hot tar crack refill to prolog the life of the parking surface. He also mentioned that he feels that the heat is too hot throughout the building and in some units there is not a way to adjust the heat any lower. Kevin indicated that he would get together with Steve Shaffer, the Maintenance Foreman to address.
- Felix Hyjek indicated that Page Manor in Athens has a similar problem. Kevin indicated that he would check with Rick Mott, the Maintenance Foreman there to check on this problem.
- French Whitmiller from Park Place in Wyalusing indicated that there is a need for another dryer in the laundry room. She also indicated that the washers are resting on a platform which makes them difficult for use by residents that are shorter. Kevin indicated that he would look into the matter and assess why they were set up that way. There is a possibility that front loading washers could be purchased or the platform removed. French also asked to have the wild cherry trees removed near the parking lot as they make a mess on your car when you park near them and felt there was a need for better weather stripping around the exterior doors. Kevin agreed to look into bother issues.
- Susan Rothenberger a Rental Assistance Participant asked what the Housing Authority does with old refrigerators and stoves. Kevin and Jim explained our bidding policy for appliances that are in need of disposal. She asked why they can't be available for low income individuals. Jim indicated that the policy of the Housing Authority would not allow us to sell all appliances individually nor do we have space to store used appliances.

Hearing no further comments or questions Jim informed those in attendance that the final plan would be presented to the Board of Directors at their meeting on March 25, 2008. Members were again thanked for their participation.

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

Attached at Attachment (File name)

Provided below:

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

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

The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other: (list below)

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

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

- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

**D. Other Information Required by HUD**

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

## **Attachments**

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

**Attachment A – FY 2006 Capital Fund Program Annual Statement**

**Attachment B – FY 2007 Capital Fund Program Annual Statement**

**Attachment C – FY 2008 Capital Fund Program Annual Statement**

**Attachment D – FY 2008 5 Year Action Plan**

**Attachment E – 2008 Advisory Board Members**

**Attachment F – Resident Membership of the PHA Governing Board**

## ATTACHMENT A

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: Bradford County Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA26P06450106 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2006
<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: 12/31/07 <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	0	0	0
3	1408 Management Improvements Soft Costs: Security & Asset Management	20,000	25,000	25,707	25,707
	1408 Management Improvements	0	0	0	0
4	1410 Administration	50,000	51,000	52,053	52,053
5	1411 Audit	1,000	1,000	1,000	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs: Engineering and Architectural	50,000	40,000	29,100	29,101
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	11,500	18,314	18,314	18,314
10	1460 Dwelling Structures	286,928	334,973	248,432	248,432
11	1465.1 Dwelling Equipment—Nonexpendable	4,000	0	0	0
12	1470 Non-dwelling Structures	5,000	10,000	18,143	18,143
13	1475 Non-dwelling Equipment	51,500	40,246	39,382	39,381
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1501 Collateralization or Debt Service	0	0	0	0
20	1502 Contingency	0	0	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	479,928	520,533	434,300	431,131
22	Amount of line 21 Related to LBP Activities	0	0	0	0
23	Amount of line 21 Related to Section 504 compliance	43,000	38,260	38,260	0
24	Amount of line 21 Related to Security – Soft Costs	12,000	20,000	20,000	11,723
25	Amount of Line 21 Related to Security – Hard Costs	8,000	5,068	5,068	0

**Annual Statement/Performance and Evaluation Report**

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

PHA Name: <b>Bradford County Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: PA26P06450106 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2006</b>
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Original Annual Statement
  Reserve for Disasters/ Emergencies
  Revised Annual Statement (revision no:)
  Performance and Evaluation Report for Period Ending: 12/31/07
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
26	Amount of line 21 Related to Energy Conservation Measures	155,725	60,659	12,215	0

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

PHA Name: Bradford County Housing Authority		Grant Type and Number Capital Fund Program Grant No: PA26P06450106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA 64-1	Handicap toilet	1460	47	10,000	9,500	10,340	10,340	A:3/07C:9/07
McCallum Manor	Security system	1460	1	8,000	5,068	5,068	5,068	A:3/07C:6/07
Canton, PA	Pavilion	1470	1	5,000	10,000	6,188	6,188	A:3/07C:8/07
	Additional sidewalk	1450	100'	5,000	0	0	0	Op Sub
	Heat circulating pumps	1460	4	3,000	3,000	3,000	3,000	A:3/07C:10/07
	Additional exterior lighting	1450	1	1,000	1,589	1,589	1,589	A:3/07C:9/07
PA 64-2	Kitchen cabinets	1460	20	15,000	40,300	41,972	41,972	A:3/07C:10/07
Canton	Hot water tanks	1460	5	1,000	2,215	2,215	2,215	A: 9/06; C:12/06
Townhouses	Garage dumpster pads	1450	2	500	6,625	6,625	6,625	A:4/07- C:8/07
	Tub/shower units (Carryover 2005)	1460	20	4,750	4,750	0	0	A:3/06; C:12/06
	Install new furnaces & ductwork(Transfer from '07)	1460	10	0	48,444	0	0	A3/08
PA 64-3	Dump trailer (Transfer to '08)	1475	1	2,000	0	0	0	Del. per maint.
Page Manor	Heat for generator room (Changed scope)	1460	1	1,500	7,000	400	400	A:3/07 C:10/07
Athens	Strobes on detectors	1460	20	8,000	7,700	7,700	7,700	A:3/07 C:9/07
	Salt machine	1475	1	2,000	2,000	2,000	0	Op Sub
	New siding	1460	1	134,725	154,000	136,641	136,641	A:4/07 C:9/07
	Water lines (Carryover 2005)	1460	1	10,250	10,143	10,143	10,143	A: 3/06; C: 9/06
PA 64-4	Maintenance truck	1475	1	20,000	21,100	21,100	21,100	A:4/07;C:7/07
Colonial Towers	Lobby furniture	1475	2	2,000	0	0	0	Del per tenants
Towanda	Carpet shampooer	1475	1	3,000	1,802	1,802	1,802	A:2/07; C:2/07

# Annual Statement/Performance and Evaluation Report

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

### Part II: Supporting Pages

PHA Name: Bradford County Housing Authority		Grant Type and Number Capital Fund Program Grant No: PA26P06450106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Retention pond fence	1450	1	5,000	10,100	10,100	10,100	A:4/07-C10/07
	Trash compactor container	1475	2	2,000	0	0	0	Op sub
	Maintenance fax machine	1475	1	500	0	0	0	Op sub
	Domestic water booster pump	1460	1	500	2,500	2,500	2,300	A:3/07C:9/07*Refund
	Air make up system (Carryover 2004)	1460	1	14,203	8,203	14,203	14,203	A: 3/06, C: 9/06
PA 64-5	Replace water main risers (Transfer to '07)	1460	6	50,000	0	0	0	
Keystone Manor Sayre	Strobes on detectors	1460	20	8,000	15,400	7,700	7,700	A:3/07-C:9/07
PA 64-6	Community room auto doors	1460	2	10,000	10,000	11,955	11,955	A:4/07-C:10/07
Park Place	Handicap toilets	1460	28	7,000	5,660	2,310	2,310	A:3/07-C:9/07
Wyalusing	Tractor w/ broom	1475	1	13,000	8,542	8,542	8,542	A:2/07; C:2/07
	Carpet shampooer	1475	1	2,000	1,802	1,802	1,802	A:2/07; C:2/07
	Water heater	1460	1	1,000	1,090	4,440	4,440	A:3/07-C9/07
	Refrigerators (Transfer to '08)	1465.1	5	2,000	0	0	0	
	Ranges (Transfer to '08)	1465.1	5	1,500	0	0	0	
	Washing machine	1465.1	1	500	0	559	559	C:9/07 Emerg.
PHA-WIDE	Operations	1406		0	0	0	0	
	Management improvements:							
	Soft costs Security & asset management	1408		20,000	25,000	25,707	25,707	
	Non-Dwelling Equipment (Computers)	1475		0	5,000	5,576	5,576	
	Administration							

## Annual Statement/Performance and Evaluation Report

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

#### Part II: Supporting Pages

PHA Name: Bradford County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA26P06450106 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2006</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Salaries	1410.1		32,000	32,640	38,127	38,127	C:7/07
	Benefits	1410.2		10,000	10,200	10,740	10,740	C:7/07
	Sundry	1410.3		8,000	8,160	3,186	3,186	C:7/07
	Audit	1411		1,000	1,000	1,000	0	
	Fees & Costs Architect & Engineering	1430		50,000	40,000	29,101	29,101	C:10/07
	Contingency	1502		0	0	0	0	



## ATTACHMENT B

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

<b>PHA Name:</b> Bradford County Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: PA26P06450107 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2007
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no  
 Performance and Evaluation Report for Period Ending: December 31,2007  
  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	0	0	0	0
2	1406 Operations	38,928	38,928	0	0
3	1408 Management Improvements: Security	20,000	20,000	10,000	1,683
4	1410 Administration	45,000	51,000	51,000	23,440
5	1411 Audit	1,000	1,000	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs: Architect and Engineering	45,000	45,000	30,300	3,409
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	101,000	101,000	0	0
10	1460 Dwelling Structures	162,000	187,689	0	8,850
11	1465.1 Dwelling Equipment—Nonexpendable	28,000	28,000	0	366
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	39,000	39,000	0	939
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1501 Collaterization or Debt Service	0	0	0	0
20	1502 Contingency	0	0	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	479,928	511,617	91,300	38,687
22	Amount of line 21 Related to LBP Activities	0	0	0	0
23	Amount of line 21 Related to Section 504 compliance	32,000	32,000	0	0
24	Amount of line 21 Related to Security – Soft Costs	20,000	20,000	0	0
25	Amount of Line 21 Related to Security – Hard Costs	0	0	0	0

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

PHA Name: Bradford County Housing Authority	Grant Type and Number Capital Fund Program Grant No: PA26P06450107 Replacement Housing Factor Grant No:	Federal FY of Grant: 2007
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no  
 Performance and Evaluation Report for Period Ending: December 31,2007  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
26	Amount of line 21 Related to Energy Conservation Measures	115,000	115,000	0	0

## Annual Statement/Performance and Evaluation Report

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

#### Part II: Supporting Pages

PHA Name: Bradford County Housing Authority		Grant Type and Number Capital Fund Program Grant No: PA26P06450107 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA 64-1	Refrigerators	1465.1	20	8,000	8,000		366	(1 emer)
McCallum Manor	Ranges	1465.1	30	6,000	6,000			
Canton	Additional Sidewalk (Deleted by Maint)							
	Increase parking	1450	1	15,000	15,000			
PA 64-2	Heating systems ( <i>Replace w/ high eff</i> )	1460	20	44,000	44,000			
Canton	Ductwork	1460	20	4,000	4,000			
Townhouses	Additional insulation	1460	5	5,000	5,000			
PA 64-3	Strobes	1460	20	8,000	8,000			
Page Manor	Paving	1450	1	40,000	40,000			
Athens	Floor machine	1475	1	2,000	2,000			
	Auto door openers	1475	2	4,000	4,000			
	A/C unit elevator mech. room	1475	1	2,000	2,000			
PA 64-4	Refrigerators	1465.1	20	8,000	8,000			
Colonial Towers	Ranges	1465.1	20	6,000	6,000			
Towanda	Tractor w/ blade	1475	1	14,000	14,000			
	Washers	1475	2	1,000	1,000			
	Strobes	1460	20	8,000	8,000			
PA 64-5	A/C unit for elevator	1475	1	2,000	2,000			
Keystone Manor	Pave parking lot	1450	1	40,000	40,000			

## Annual Statement/Performance and Evaluation Report

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

#### Part II: Supporting Pages

PHA Name: Bradford County Housing Authority		Grant Type and Number Capital Fund Program Grant No: PA26P06450107 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Sayre	Replace main electric	1460	1	20,000	20,000			
	Replace boilers & pumps	1460	6	50,000	50,000			
	Auto door openers	1475	2	4,000	4,000			
	Strobes	1460	20	8,000	8,000			
	Water line replacement (Carryover 2006)	1460	6	0	25,689			
PA 64-6	Thermal storage units	1460	10	15,000	15,000		8,850	C:11/2007
Park Place	Reseal parking lot	1450	1	6,000	6,000			
Wyalusing								
PHA WIDE	Operations	1406		38,928	38,928			
	Management improvements: Computer soft Costs	1408		20,000	20,000	10,000	1,683	
	Salaries – (Related to CGP)	1410.1		29,700	33,660	33,660	16,004	
	Benefits – (Related to CGP)	1410.2		9,450	10,710	10,710	6,032	
	Sundry – Travel for tenant meetings, Bid Ads, Capital Grant Travel)	1410.3		5,850	6,630	6,630	1,404	
	Audit	1411		1,000	1,000			
	Fees & Costs (Architect and Engineer)	1430		45,000	45,000	30,300	3,409	
	PHA WIDE – Computers	1475		10,000	10,000		939	



## ATTACHMENT C

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

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	11,617			
3	1408 Management Improvements	5,000			
4	1410 Administration	50,000			
5	1411 Audit	1,000			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	34,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	60,000			
10	1460 Dwelling Structures	342,000			
11	1465.1 Dwelling Equipment—Nonexpendable	8,000			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	511,617			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	135,000			

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

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

## Annual Statement/Performance and Evaluation Report

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

#### Part II: Supporting Pages

PHA Name: Bradford County Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: 2008			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA 64-1	Waterline upgrades	1460	1	15,000				
McCallum Manor	Kitchen Cabinet Upgrades	1460	24	27,000				
PA 64-2	Steps, Landing, Door replacement	1450	10	60,000				
Canton Townhouses								
PA 64-3	Refrigerators	1465.1	10	4,000				
Page Manor	Lever door hardware	1460	110	45,000				
PA 64-4	Exterior Restoration	1460	1	155,000				
Colonial Towers	Lever Door Hardware	1460	110	45,000				
PA 64-5	Lever Door Hardware	1460	110	45,000				
Keystone Manor	Refrigerators	1465.1	4	2,000				
PA 64-6	Carpet common areas	1460	1	5,000				
Wyalusing Park Place	Front entrance cover	1460	1	5,000				
	Refrigerators	1465.1	2	1,000				
	Stoves	1465.1	2	1,000				
PHA Wide	Operations	1406		11,617				
	Management Improvements	1408		5,000				





## ATTACHMENT D

<b>Capital Fund Program Five-Year Action Plan</b>					
Part I: Summary					
PHA Name <b>Bradford County Housing Authority</b>		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY: <b>2009</b>	Work Statement for Year 3 FFY Grant: PHA FY: <b>2010</b>	Work Statement for Year 4 FFY Grant: PHA FY: <b>2011</b>	Work Statement for Year 5 FFY Grant: PHA FY: <b>2012</b>
	Annual Statement				
PA 64 – 1		150,000	90,000	40,000	30,000
PA 64 – 2		60,000	50,000	35,000	20,000
PA 64 – 3		80,000	130,000	65,000	190,000
<b>PA 64 – 4</b>		40,000	55,000	65,000	95,000
PA 64 – 5		55,000	15,000	180,000	55,000
PA 64 – 6		25,000	70,000	25,000	20,000
PHA - WIDE		101,617	101,617	101,617	101,617
TOTAL CFP FUNDS					
CFP Funds Listed for 5-year planning		<b>511,617</b>	<b>511,617</b>	<b>511,617</b>	<b>511,617</b>
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : 2009 FFY Grant: PHA FY:			Activities for Year: 2010 FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>	<i>PA 64-1</i>	<i>Sprinkler System</i>	125,000	<i>PA 64-1</i>	<i>Kitchen Exhausts</i>	50,000
<b>Annual</b>	McCallum Manor	<i>Kitchen Cabinets</i>	<u>25,000</u>	McCallum Manor	<i>Boilers</i>	<u>40,000</u>
Statement			<b>150,000</b>			<b>90,000</b>
				PA 64-2	Siding Family Units	<b>50,000</b>
	PA 64-2	Steps, Landings	<b>60,000</b>	Canton Townhouses		
	Canton Townhouses			PA 64-3	Boilers	125,000
				Page Manor	Sewer Line Upgrades	<u>5,000</u>
	PA 64-3	Generator	45,000			<b>130,000</b>
	Page Manor	Electric panels	15,000			
		Man Door rec.	5,000	PA 64-4	Generator Replacement	50,000
		Additional Security	<u>15,000</u>	Colonial Towers	Sidewalks	<u>5,000</u>
			<b>80,000</b>			<b>55,000</b>
	PA 64-4	Heat Line Upgrades	15,000			
	Colonial Towers	Water lines	15,000	PA 64-5	Additional Security	<b>15,000</b>
		Strobes	<u>10,000</u>	Keystone Manor		
			<b>40,000</b>			
	PA 64-5	Man Door	5,000	PA 64-6	Kitchen Cabinets	40,000
	Keystone Manor	Generator upgrades	45,000		Emergency Call	5,000
		Sidewalk replacement	<u>5,000</u>		Heated Storage	<u>25,000</u>
			<b>55,000</b>			<b>70,000</b>
	PA 64-6	Tub surrounds and cont.	15,000			
	Park Place	Community rm upgrade	<u>10,000</u>			
			<b>25,000</b>			
	PHA WIDE	Operations	11,617	PHA Wide	Operations	11,617
		Management improve.	5,000		MGMP. Imp.	5,000
		Administration	50,000		Administration	50,000
		Audit	1,000		Audit	1,000
		Fees & Costs	<u>34,000</u>		Fees and Costs	<u>34,000</u>

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : <b>2009</b> FFY Grant: PHA FY:			Activities for Year: <b>2010</b> FFY Grant: PHA FY:		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
			<b>101,617</b>			<b>101,617</b>
		<b>Total Est. CFP Cost</b>	<b>511,617</b>		<b>Total Est. CFP Cost</b>	<b>511,617</b>

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year: <b>2011</b> FFY Grant: PHA FY:			Activities for Year: <b>2012</b> FFY Grant: PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>PA 64-1</b>	<b>Convert Efficiencies</b>	<b>40,000</b>	<b>PA 64-1</b>	<b>Locksets</b>	15,000
McCallum Manor			McCallum Manor	<b>Heater Lines (Interior)</b>	<u>15,000</u>
PA 64-2	Replace gas risers	15,000			<b>30,000</b>
Canton Townhouses	Bath Vanities	10,000	PA 64-2	Seal Parking Lot	5,000
	Stoves and Refrigerators	4,000	Canton Townhouses	Replace Floor Tiles	5,000
	Toilet replacement	<u>6,000</u>		Attic Fire Walls	5,000
		<b>35,000</b>		Stoves and Refrigerators	<u>5,000</u>
PA 64-3	A/C RTU	10,000			<b>20,000</b>
Page Manor	Heated Storage	25,000			
	Compactor Upgrades	5,000			
	Kitchen Upgrades	<u>25,000</u>			
		<b>65,000</b>	PA 64-3	Sprinkler	150,000
PA 64-4	A/C RTU	10,000	Page Manor	Locksets	30,000
Colonial Towers	Kitchen Upgrades	25,000		Toilets	<u>10,000</u>
	Carpet replacement	15,000			<b>190,000</b>
	Handicap Accessibility	5,000			
	Electric Upgrades	<u>10,000</u>	PA 64-4	Boilers	75,000
		<b>65,000</b>	Colonial Towers	Toilets	10,000
				Breezeway to Towers	5,000
PA 64-5	Sprinklers	155,000		Seal Parking Lot	<u>5,000</u>
Keystone Manor	A/C RTU	10,000			<b>95,000</b>
	Sewer line upgrades	10,000			
	Upgrade Compactor	<u>5,000</u>	PA 64-5	Kitchen upgrades	10,000
		<b>180,000</b>	Keystone Manor	Toilets	10,000
PA 64-6	Kitchen Exhaust Fans	5,000		Locksets	30,000
Park Place	Hallway Handrails	5,000		Stoves and Refrigerators	<u>5,000</u>
	Electric Entry	5,000			<b>55,000</b>
	Locksets	<u>10,000</u>	PA 64-6	Sidewalks	5,000
		<b>25,000</b>	Park Place	Front Entrance cover	5,000
				Carpet	5,000
				Exterior lighting	<u>5,000</u>

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

					<b>20,000</b>
PHA Wide	Operations	11,617	PHA WIDE	Operations	11,617
	MGMP. Imp.	5,000		MGMP. Imp.	5,000
	Administration	50,000		Administration	50,000
	Audit	1,000		Audit	1,000
	Fees and Costs	34,000		Fees and Costs	34,000
		<b>101,617</b>			<b>101,617</b>
<b>Total CFP Estimate</b>		<b>511,617</b>	<b>Total CFP Estimate</b>		<b>511,617</b>

## **ATTACHMENT E**

### **Bradford County Housing Authority 2008 Public Agency Five Year Plan Tenant Advisory Board**

#### **Housing Authority Tenants**

Felix & Marie Hyjek  
502 Church Street,  
Apt. 303  
Athens, PA 18810  
(570) 882-8626

Shirley Deranzio  
Apt.710 Keystone Manor  
900 North Elmer Ave.  
Sayre, PA 18840  
(570) 888-0491

French Whitmiller  
R.R. Box 4329A-5  
Apt. 21 Park Place  
Wyalusing, PA  
(570)746-1323  
18853

Jesse Terry  
McCallum Manor, Apt. A112  
10 S. Minnequa Ave.  
Canton, PA 17724  
(570) 673-8347

Eva Chapel  
78 East Second Street  
Canton, PA 17724

Albert Planishek  
Apt. 303 Colonial  
Towers  
Towanda, PA  
(570)268-4303  
18848

Rosetta Vance  
McCallum Manor Apt. 107B  
10 S.Minnequa Ave.  
Canton, PA 17724  
(570)673-8633

Julia Beach  
Apt. 112  
Hillcrest Apartments  
Troy, PA 16947

Joyce Pratt  
10 S. Minnequa Ave.  
Apt. B102  
Canton, PA 17724

#### **Section 8 Clients**

Anna Belle Harris  
Apt. 309  
Colonial Towers  
Towanda, PA 18848  
(570)265-5087

Susan Rotherberger  
R.R. 3, Lot 3  
Col. Cross Roads, PA 16914  
(570)596-7529

Mable Johnson  
R.R. 3 Box 6A  
Apt. 10  
Towanda, PA  
(570)265-2564  
18848

**ATTACHMENT F**

**RESIDENT MEMBERSHIP FOR THE PHA GOVERNING BOARD**

**BRADFORD COUNTY HOUSING AUTHORITY**

**TENANT NAME: JOAN WINTERMUTE**

**ADDRESS: KEYSTONE MANOR APT. # 312  
900 NORTH ELMER AVENUE  
SAYRE, PA 18840**

**INITIAL APPOINTMENT: SEPTEMBER 18, 2006**

**TERM EXPIRATION: SEPTEMBER 18, 2010**

**HOUSING AUTHORITY BOARD APPOINTMENTS ARE MADE BY THE BRADFORD  
COUNTY COMMISSIONERS**

## ATTACHMENT A

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: <b>Bradford County Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: PA26P06450106 Replacement Housing Factor Grant No:			Federal FY of Grant: <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: 12/31/07 <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	0	0	0
3	1408 Management Improvements Soft Costs: Security & Asset Management	20,000	25,000	25,707	25,707
	1408 Management Improvements	0	0	0	0
4	1410 Administration	50,000	51,000	52,053	52,053
5	1411 Audit	1,000	1,000	1,000	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs: Engineering and Architectural	50,000	40,000	29,100	29,101
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	11,500	18,314	18,314	18,314
10	1460 Dwelling Structures	286,928	334,973	248,432	248,432
11	1465.1 Dwelling Equipment—Nonexpendable	4,000	0	0	0
12	1470 Non-dwelling Structures	5,000	10,000	18,143	18,143
13	1475 Non-dwelling Equipment	51,500	40,246	39,382	39,381
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1501 Collateralization or Debt Service	0	0	0	0
20	1502 Contingency	0	0	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	479,928	520,533	434,300	431,131
22	Amount of line 21 Related to LBP Activities	0	0	0	0

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

PHA Name: Bradford County Housing Authority	Grant Type and Number Capital Fund Program Grant No: PA26P06450106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006
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Original Annual Statement
  Reserve for Disasters/ Emergencies
  Revised Annual Statement (revision no:)
  Performance and Evaluation Report for Period Ending: 12/31/07
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance	43,000	38,260	38,260	0
24	Amount of line 21 Related to Security – Soft Costs	12,000	20,000	20,000	11,723
25	Amount of Line 21 Related to Security – Hard Costs	8,000	5,068	5,068	0
26	Amount of line 21 Related to Energy Conservation Measures	155,725	60,659	12,215	0

## Annual Statement/Performance and Evaluation Report

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

#### Part II: Supporting Pages

PHA Name: Bradford County Housing Authority		Grant Type and Number Capital Fund Program Grant No: PA26P06450106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA 64-1	Handicap toilet	1460	47	10,000	9,500	10,340	10,340	A:3/07C:9/07
McCallum Manor	Security system	1460	1	8,000	5,068	5,068	5,068	A:3/07C:6/07
Canton, PA	Pavilion	1470	1	5,000	10,000	6,188	6,188	A:3/07C:8/07
	Additional sidewalk	1450	100'	5,000	0	0	0	Op Sub
	Heat circulating pumps	1460	4	3,000	3,000	3,000	3,000	A:3/07C:10/07
	Additional exterior lighting	1450	1	1,000	1,589	1,589	1,589	A:3/07C:9/07
PA 64-2	Kitchen cabinets	1460	20	15,000	40,300	41,972	41,972	A:3/07C:10/07
Canton	Hot water tanks	1460	5	1,000	2,215	2,215	2,215	A: 9/06; C:12/06
Townhouses	Garage dumpster pads	1450	2	500	6,625	6,625	6,625	A:4/07- C:8/07
	Tub/shower units (Carryover 2005)	1460	20	4,750	4,750	0	0	A:3/06; C:12/06
	Install new furnaces & ductwork(Transfer from '07)	1460	10	0	48,444	0	0	A3/08
PA 64-3	Dump trailer (Transfer to '08)	1475	1	2,000	0	0	0	Del. per maint.
Page Manor	Heat for generator room (Changed scope)	1460	1	1,500	7,000	400	400	A:3/07 C:10/07
Athens	Strobes on detectors	1460	20	8,000	7,700	7,700	7,700	A:3/07 C:9/07
	Salt machine	1475	1	2,000	2,000	2,000	0	Op Sub
	New siding	1460	1	134,725	154,000	136,641	136,641	A:4/07 C:9/07
	Water lines (Carryover 2005)	1460	1	10,250	10,143	10,143	10,143	A: 3/06; C: 9/06

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

PHA Name: Bradford County Housing Authority		Grant Type and Number Capital Fund Program Grant No: PA26P06450106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA 64-4	Maintenance truck	1475	1	20,000	21,100	21,100	21,100	A:4/07;C:7/07
Colonial Towers	Lobby furniture	1475	2	2,000	0	0	0	Del per tenants
Towanda	Carpet shampooer	1475	1	3,000	1,802	1,802	1,802	A:2/07; C:2/07
	Retention pond fence	1450	1	5,000	10,100	10,100	10,100	A:4/07-C10/07
	Trash compactor container	1475	2	2,000	0	0	0	Op sub
	Maintenance fax machine	1475	1	500	0	0	0	Op sub
	Domestic water booster pump	1460	1	500	2,500	2,500	2,300	A:3/07C:9/07*Refund
	Air make up system (Carryover 2004)	1460	1	14,203	8,203	14,203	14,203	A: 3/06, C: 9/06
PA 64-5	Replace water main risers (Transfer to '07)	1460	6	50,000	0	0	0	
Keystone Manor	Strobes on detectors	1460	20	8,000	15,400	7,700	7,700	A:3/07-C:9/07
Sayre								
PA 64-6	Community room auto doors	1460	2	10,000	10,000	11,955	11,955	A:4/07-C:10/07
Park Place	Handicap toilets	1460	28	7,000	5,660	2,310	2,310	A:3/07-C:9/07
Wyalusing	Tractor w/ broom	1475	1	13,000	8,542	8,542	8,542	A:2/07; C:2/07
	Carpet shampooer	1475	1	2,000	1,802	1,802	1,802	A:2/07; C:2/07
	Water heater	1460	1	1,000	1,090	4,440	4,440	A:3/07-C9/07
	Refrigerators (Transfer to '08)	1465.1	5	2,000	0	0	0	
	Ranges (Transfer to '08)	1465.1	5	1,500	0	0	0	
	Washing machine	1465.1	1	500	0	559	559	C:9/07 Emerg.

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

PHA Name: Bradford County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA26P06450106 Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2006</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	Operations	1406		0	0	0	0	
	Management improvements:							
	Soft costs Security & asset management	1408		20,000	25,000	25,707	25,707	
	Non-Dwelling Equipment (Computers)	1475		0	5,000	5,576	5,576	
	Administration							
	Salaries	1410.1		32,000	32,640	38,127	38,127	C:7/07
	Benefits	1410.2		10,000	10,200	10,740	10,740	C:7/07
	Sundry	1410.3		8,000	8,160	3,186	3,186	C:7/07
	Audit	1411		1,000	1,000	1,000	0	
	Fees & Costs Architect & Engineering	1430		50,000	40,000	29,101	29,101	C:10/07
	Contingency	1502		0	0	0	0	



## ATTACHMENT B

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

<b>PHA Name:</b> Bradford County Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: PA26P06450107 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2007
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no  
 Performance and Evaluation Report for Period Ending: December 31,2007  
  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	0	0	0	0
2	1406 Operations	38,928	38,928	0	0
3	1408 Management Improvements: Security	20,000	20,000	10,000	1,683
4	1410 Administration	45,000	51,000	51,000	23,440
5	1411 Audit	1,000	1,000	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs: Architect and Engineering	45,000	45,000	30,300	3,409
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	101,000	101,000	0	0
10	1460 Dwelling Structures	162,000	187,689	0	8,850
11	1465.1 Dwelling Equipment—Nonexpendable	28,000	28,000	0	366
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	39,000	39,000	0	939
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1501 Collateralization or Debt Service	0	0	0	0
20	1502 Contingency	0	0	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	479,928	511,617	91,300	38,687
22	Amount of line 21 Related to LBP Activities	0	0	0	0
23	Amount of line 21 Related to Section 504 compliance	32,000	32,000	0	0

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

PHA Name: Bradford County Housing Authority	Grant Type and Number Capital Fund Program Grant No: PA26P06450107 Replacement Housing Factor Grant No:	Federal FY of Grant: 2007
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no  
 Performance and Evaluation Report for Period Ending: December 31,2007  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
24	Amount of line 21 Related to Security – Soft Costs	20,000	20,000	0	0
25	Amount of Line 21 Related to Security – Hard Costs	0	0	0	0
26	Amount of line 21 Related to Energy Conservation Measures	115,000	115,000	0	0

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

PHA Name: Bradford County Housing Authority		Grant Type and Number Capital Fund Program Grant No: PA26P06450107 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA 64-1	Refrigerators	1465.1	20	8,000	8,000		366	(1 emer)
McCallum Manor	Ranges	1465.1	30	6,000	6,000			
Canton	Additional Sidewalk (Deleted by Maint)							
	Increase parking	1450	1	15,000	15,000			
PA 64-2	Heating systems <i>(Replace w/ high eff)</i>	1460	20	44,000	44,000			
Canton	Ductwork	1460	20	4,000	4,000			
Townhouses	Additional insulation	1460	5	5,000	5,000			
PA 64-3	Strobes	1460	20	8,000	8,000			
Page Manor	Paving	1450	1	40,000	40,000			
Athens	Floor machine	1475	1	2,000	2,000			
	Auto door openers	1475	2	4,000	4,000			
	A/C unit elevator mech. room	1475	1	2,000	2,000			
PA 64-4	Refrigerators	1465.1	20	8,000	8,000			
Colonial Towers	Ranges	1465.1	20	6,000	6,000			
Towanda	Tractor w/ blade	1475	1	14,000	14,000			
	Washers	1475	2	1,000	1,000			
	Strobes	1460	20	8,000	8,000			

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

PHA Name: Bradford County Housing Authority		Grant Type and Number Capital Fund Program Grant No: PA26P06450107 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA 64-5	A/C unit for elevator	1475	1	2,000	2,000			
Keystone Manor	Pave parking lot	1450	1	40,000	40,000			
Sayre	Replace main electric	1460	1	20,000	20,000			
	Replace boilers & pumps	1460	6	50,000	50,000			
	Auto door openers	1475	2	4,000	4,000			
	Strobes	1460	20	8,000	8,000			
	Water line replacement (Carryover 2006)	1460	6	0	25,689			
PA 64-6	Thermal storage units	1460	10	15,000	15,000		8,850	C:11/2007
Park Place	Reseal parking lot	1450	1	6,000	6,000			
Wyalusing								
PHA WIDE	Operations	1406		38,928	38,928			
	Management improvements: Computer soft Costs	1408		20,000	20,000	10,000	1,683	
	Salaries – (Related to CGP)	1410.1		29,700	33,660	33,660	16,004	
	Benefits – (Related to CGP)	1410.2		9,450	10,710	10,710	6,032	
	Sundry – Travel for tenant meetings, Bid Ads, Capital Grant Travel)	1410.3		5,850	6,630	6,630	1,404	
	Audit	1411		1,000	1,000			
	Fees & Costs (Architect and Engineer)	1430		45,000	45,000	30,300	3,409	
	PHA WIDE – Computers	1475		10,000	10,000		939	



## ATTACHMENT C

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Bradford County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> 2008	
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	11,617			
3	1408 Management Improvements	5,000			
4	1410 Administration	50,000			
5	1411 Audit	1,000			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	34,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	60,000			
10	1460 Dwelling Structures	342,000			
11	1465.1 Dwelling Equipment—Nonexpendable	8,000			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	511,617			

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

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	135,000			
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				







## ATTACHMENT D

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name <b>Bradford County</b> Housing Authority					<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY: <b>2009</b>	Work Statement for Year 3 FFY Grant: PHA FY: <b>2010</b>	Work Statement for Year 4 FFY Grant: PHA FY: <b>2011</b>	Work Statement for Year 5 FFY Grant: PHA FY: <b>2012</b>
	Annual Statement				
PA 64 – 1		150,000	90,000	40,000	30,000
PA 64 – 2		60,000	50,000	35,000	20,000
PA 64 – 3		80,000	130,000	65,000	190,000
PA 64 – 4		40,000	55,000	65,000	95,000
PA 64 – 5		55,000	15,000	180,000	55,000
PA 64 – 6		25,000	70,000	25,000	20,000
PHA - WIDE		101,617	101,617	101,617	101,617
TOTAL CFP FUNDS					
CFP Funds Listed for 5-year planning		<b>511,617</b>	<b>511,617</b>	<b>511,617</b>	<b>511,617</b>
Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year : 2009 FFY Grant: PHA FY:			Activities for Year: 2010 FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	PA 64-1	Sprinkler System	125,000	PA 64-1	Kitchen Exhausts	50,000
Annual	McCallum Manor	Kitchen Cabinets	<u>25,000</u>	McCallum Manor	Boilers	<u>40,000</u>
Statement			<b>150,000</b>			<b>90,000</b>
				PA 64-2	Siding Family Units	<b>50,000</b>
	PA 64-2	Steps, Landings	<b>60,000</b>	Canton Townhouses		
	Canton Townhouses			PA 64-3	Boilers	125,000
				Page Manor	Sewer Line Upgrades	<u>5,000</u>
	PA 64-3	Generator	45,000			<b>130,000</b>
	Page Manor	Electric panels	15,000			
		Man Door rec.	5,000	PA 64-4	Generator Replacement	50,000
		Additional Security	<u>15,000</u>	Colonial Towers	Sidewalks	<u>5,000</u>
			<b>80,000</b>			<b>55,000</b>
	PA 64-4	Heat Line Upgrades	15,000			
	Colonial Towers	Water lines	15,000	PA 64-5	Additional Security	<b>15,000</b>
		Strobes	<u>10,000</u>	Keystone Manor		
			<b>40,000</b>			
	PA 64-5	Man Door	5,000	PA 64-6	Kitchen Cabinets	40,000
	Keystone Manor	Generator upgrades	45,000		Emergency Call	5,000
		Sidewalk replacement	<u>5,000</u>		Heated Storage	<u>25,000</u>
			<b>55,000</b>			<b>70,000</b>
	PA 64-6	Tub surrounds and cont.	15,000			
	Park Place	Community rm upgrade	<u>10,000</u>			
			<b>25,000</b>			
	PHA WIDE	Operations	11,617	PHA Wide	Operations	11,617
		Management improve.	5,000		MGMP. Imp.	5,000
		Administration	50,000		Administration	50,000
		Audit	1,000		Audit	1,000
		Fees & Costs	<u>34,000</u>		Fees and Costs	<u>34,000</u>
			<b>101,617</b>			<b>101,617</b>
		<b>Total Est. CFP Cost</b>	<b>511,617</b>		<b>Total Est. CFP Cost</b>	<b>511,617</b>

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

Activities for Year: <b>2011</b> FFY Grant: PHA FY:			Activities for Year: <b>2012</b> FFY Grant: PHA FY:		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
PA 64-1	Convert Efficiencies	<b>40,000</b>	PA 64-1	Locksets	15,000
McCallum Manor			McCallum Manor	Heater Lines (Interior)	<u>15,000</u>
PA 64-2	Replace gas risers	15,000			<b>30,000</b>
Canton Townhouses	Bath Vanities	10,000	PA 64-2	Seal Parking Lot	5,000
	Stoves and Refrigerators	4,000	Canton Townhouses	Replace Floor Tiles	5,000
	Toilet replacement	<u>6,000</u>		Attic Fire Walls	5,000
		<b>35,000</b>		Stoves and Refrigerators	<u>5,000</u>
PA 64-3	A/C RTU	10,000			<b>20,000</b>
Page Manor	Heated Storage	25,000			
	Compactor Upgrades	5,000			
	Kitchen Upgrades	<u>25,000</u>			
		<b>65,000</b>	PA 64-3	Sprinkler	150,000
PA 64-4	A/C RTU	10,000	Page Manor	Locksets	30,000
Colonial Towers	Kitchen Upgrades	25,000		Toilets	10,000
	Carpet replacement	15,000			<b>190,000</b>
	Handicap Accessibility	5,000			
	Electric Upgrades	<u>10,000</u>	PA 64-4	Boilers	75,000
		<b>65,000</b>	Colonial Towers	Toilets	10,000
				Breezeway to Towers	5,000
PA 64-5	Sprinklers	155,000		Seal Parking Lot	<u>5,000</u>
Keystone Manor	A/C RTU	10,000			<b>95,000</b>
	Sewer line upgrades	10,000			
	Upgrade Compactor	<u>5,000</u>	PA 64-5	Kitchen upgrades	10,000
		<b>180,000</b>	Keystone Manor	Toilets	10,000
PA 64-6	Kitchen Exhaust Fans	5,000		Locksets	30,000
Park Place	Hallway Handrails	5,000		Stoves and Refrigerators	<u>5,000</u>
	Electric Entry	5,000			<b>55,000</b>
	Locksets	<u>10,000</u>	PA 64-6	Sidewalks	5,000
		<b>25,000</b>	Park Place	Front Entrance cover	5,000
				Carpet	5,000
				Exterior lighting	<u>5,000</u>
					<b>20,000</b>

**Capital Fund Program Five-Year Action Plan**

**Part II: Supporting Pages—Work Activities**

PHA Wide	Operations	11,617	PHA WIDE	Operations	11,617
	MGMP. Imp.	5,000		MGMP. Imp.	5,000
	Administration	50,000		Administration	50,000
	Audit	1,000		Audit	1,000
	Fees and Costs	34,000		Fees and Costs	34,000
		<b>101,617</b>			<b>101,617</b>
<b>Total CFP Estimate</b>		<b>511,617</b>	<b>Total CFP Estimate</b>		<b>511,617</b>

## **ATTACHMENT E**

### **Bradford County Housing Authority 2008 Public Agency Five Year Plan Tenant Advisory Board**

#### **Housing Authority Tenants**

Felix & Marie Hyjek  
502 Church Street,  
Apt. 303  
Athens, PA 18810  
(570) 882-8626

Shirley Deranzio  
Apt.710 Keystone Manor  
900 North Elmer Ave.  
Sayre, PA 18840  
(570) 888-0491

French Whitmiller  
R.R. Box 4329A-5  
Apt. 21 Park Place  
Wyalusing, PA  
(570)746-1323  
18853

Jesse Terry  
McCallum Manor, Apt. A112  
10 S. Minnequa Ave.  
Canton, PA 17724  
(570) 673-8347

Eva Chapel  
78 East Second Street  
Canton, PA 17724

Albert Planishek  
Apt. 303 Colonial  
Towers  
Towanda, PA  
(570)268-4303  
18848

Rosetta Vance  
McCallum Manor Apt. 107B  
10 S.Minnequa Ave.  
Canton, PA 17724  
(570)673-8633

Julia Beach  
Apt. 112  
Hillcreast Apartments  
Troy, PA 16947

Joyce Pratt  
10 S. Minnequa Ave.  
Apt. B102  
Canton, PA 17724

#### **Section 8 Clients**

Anna Belle Harris  
Apt. 309  
Colonial Towers  
Towanda, PA 18848  
(570)265-5087

Susan Rotherberger  
R.R. 3, Lot 3  
Col. Cross Roads, PA 16914  
(570)596-7529

Mable Johnson  
R.R. 3 Box 6A  
Apt. 10  
Towanda, PA  
(570)265-2564  
18848

**ATTACHMENT F**

**RESIDENT MEMBERSHIP FOR THE PHA GOVERNING BOARD**

**BRADFORD COUNTY HOUSING AUTHORITY**

**TENANT NAME: JOAN WINTERMUTE**

**ADDRESS: KEYSTONE MANOR APT. # 312  
900 NORTH ELMER AVENUE  
SAYRE, PA 18840**

**INITIAL APPOINTMENT: SEPTEMBER 18, 2006**

**TERM EXPIRATION: SEPTEMBER 18, 2010**

**HOUSING AUTHORITY BOARD APPOINTMENTS ARE MADE BY THE  
BRADFORD COUNTY COMMISSIONERS**