

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

PHA Plans for the Housing Authority of the County of Mifflin

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2009

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

PHA Plan Agency Identification

PHA Name: Housing Authority of the County of Mifflin

PHA Number: PA041

PHA Fiscal Year Beginning: (mm/yyyy) 01/2009

PHA Programs Administered:

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

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

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

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

A. Mission

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

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

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

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

The Housing Authority of the County of Mifflin has achieved its mission during FYB 2008 as reflected below.

- *Continued to achieve High Performer Status under PHAS.*
- *Provided in-house staff training and sent administrative and maintenance staff to training seminars to increase knowledge of program rules and regulations.*
- *Continued to contract with Mifflin County Regional Police Department for purchase of 10 hours of service per week. This includes being provided with monthly reports of incidents and activities of residents throughout each PHA development.*
- *Hired Spanish speaking interpreter to assist applicants and residents with communication with PHA staff.*
- *Collaborated with Penn State University to conduct a nutrition research study of public housing residents.*

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

Progress Statement: *The Housing Authority continued to achieve High Performer Status with a score of 91 out of 100 for Fiscal Year 2007 and achieved a score of 9 out of 10 on PHA's Resident Survey. The PHA will continue to strive to maintain High Performer Status during fiscal years 2008-2012.*

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: *as needed when NOFA announced*
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
 - *PHA will apply for special-purpose vouchers targeted for Family Unification.*

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

- *Continued an Early Bird rent payment program to reward prompt rent payers. Monthly drawing with 2 (two) \$25.00 cash winners and an annual drawing with a \$300.00 Grand Prize and 2 (two) \$100.00 prizes.*
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - *Provide PHA staff training and Management improvements are on-going.*
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

Progress Statement: *The Housing Authority will continue to modernize public housing units and make reasonable accommodations and modifications as needed.*

- PHA Goal: Increase assisted housing choices
 - Objectives:
 - Provide voucher mobility counseling: *This is an on-going activity*
 - Conduct outreach efforts to potential voucher landlords: *PHA will continue to recruit new landlords annually. This is an on-going activity.*
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)
 - *Participation in MH/MR Local Housing Option Team (LHOT)*
 - *Mifflin and Juniata County Human Service Office housing coalition*
 - *PHA will apply for special-purpose vouchers targeted for Family Unification.*

Progress Statement: *Since January 1, 2008, the PHA has recruited ten (10) new landlords to the program.*

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

- PHA Goal: Provide an improved living environment
 - Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: *This is an on-going activity. This is being accomplished through the Tenant Selection process.*

- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: *This is an on-going activity. This is being accomplished through the Tenant Selection process.*
- Implement public housing security improvements: *This is an on-going activity and is accomplished by Capital Improvements set forth in the 2008-2012 Capital Fund Annual Statement and Five Year Plan. The Authority continues to contract with the Regional Police for supplemental services, including on-site patrols at all developments at 20 hours per week. Capital Fund improvements identified in the 2008-2012 plan have been completed as follows: improved the site lighting at McCoy Manor (41-2) by replacing the existing light posts and fixtures and installing additional lighting; upgraded the security system at Coleman House, installed new entry doors and improved the illumination in the hallways; installed dead bolt locks at Lawler Place, McCoy Manor, Coleman House and Burgard Apartments; 2008 Capital Fund Program includes installing security cameras at the administrative office building and the Coleman House.*
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)
 - *Implement measures to assist victims of domestic violence in avoiding their abusers and continuing occupancy in public housing.*

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
 - Objectives:
 - Increase the number and percentage of employed persons in assisted families: *By the adoption and implementation of Flat Rents the Authority has increased the number of employed persons in assisted families that it can attract and retain. The number of working families continues to increase annually, with a total of 57% of the PHA's families employed as of June 30, 2008. The goal has been achieved and the PHA will continue to increase the number of working families each year.*
 - Provide or attract supportive services to improve assistance recipients' employability: *Renewed 10 year lease agreement with Snyder Union Mifflin (SUM) Child Development to continue Head Start and Day Care programs on-site at Coleman House.*
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)

- *Partnership with local agencies to provide or attract supportive services to assist victims of domestic violence move out of abusive situations and begin again.*

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

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: *This is an on-going activity. The PHA refers residents to the appropriate agency for assistance when this matter is brought to our attention. Local Legal Service agencies have conducted on-site fair housing seminars for PHA residents and the Authority staff continues to attend seminars and training with respect to Fair Housing issues. In addition, the Authority will continue to maintain a subscription to the Fair Housing Newsletter to provide awareness and guidance for staff. The PHA also adopted a Resident Sexual Harassment and Discrimination Policy and will continue to attend fair housing training seminars annually.*
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: *PHA makes reasonable accommodations requested and will continue to upgrade units.*
 - Other: (list below)
 - *The 2008-2012 Capital Fund Five Year Plan includes the installation of a hydraulic chair lift at the rear entrance of the Coleman House and the installation of a handicapped accessible automatic door opener at the Market Street front entrance.*

Other PHA Goals and Objectives: (list below)

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

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

- Standard Plan (High Performer)**
- Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

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

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

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

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

The most important challenges to be met by the Housing Authority of the County of Mifflin during FY 2009:

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

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

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (*pa041a01*)
- FY 2009 Capital Fund Program Annual Statement (*pa041b01*)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members (*pa041c01*)
- List of Resident Board Member (*pa041d01*)
- Community Service Description of Implementation (*pa041e01*)
- Information on Pet Policy (*pa041f01*)
- Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs, if applicable

- Other (List below, providing each attachment name)
 - *Deconcentration and Income Mixing Analysis Results (pa041g01)*
 - *Progress in Meeting 5 Year Plan Goals (pa041h01)*
 - *Criteria for Substantial Deviation and Significant Amendment (pa041i01)*
 - *VAWA Support and Assistance Statement (pa041j01)*

Optional Attachments:

- PHA Management Organizational Chart
- FY 2009 Capital Fund Program 5 Year Action Plan (*pa041k01*)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (*pa041q01*)
- Other (List below, providing each attachment name)
 - *2008 Performance and Evaluation Report (pa041l01)*
 - *2008 RHF Performance and Evaluation Report (pa041m01)*
 - *2007 Performance and Evaluation Report (pa041n01)*
 - *2006 Performance and Evaluation Report (pa041o01)*
 - *2005 Performance and Evaluation Report (pa041p01)*

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
N/A	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	Annual Plan: Eligibility, Selection, and Admissions

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Assignment Plan [TSAP]	Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable 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 (PHDEP) 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
NA	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	3998	5	5	5	3	5	4
Income >30% but <=50% of AMI	2711	5	5	5	3	5	4
Income >50% but <80% of AMI	3823	3	3	3	3	3	3
Elderly	2030	5	4	5	4	5	4
Families with Disabilities	3219	5	5	5	5	5	5
White	5119	5	5	5	5	5	5
Black/African American	108	5	5	5	5	5	5
American Indian/Alaska Native	108	5	5	5	5	5	5
Asian	98	5	5	5	5	5	5
Hispanic	132	5	5	5	5	5	5
Other	21	5	5	5	5	5	5

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

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	50		75
Extremely low income <=30% AMI	36	72%	
Very low income (>30% but <=50% AMI)	11	22%	
Low income (>50% but <80% AMI)	3	6%	
Families with children	15	30%	
Elderly families	10	20%	
Families with Disabilities	18	36%	
White	48	96%	
Black/African American	1	2%	
American Indian/Alaska Native	1	2%	
Asian	0	0%	
Native Hawaiian/Other Pacific Islander	0	0%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	12	24%	
1BR	23	46%	
2 BR	8	16%	
3 BR	5	10%	
4 BR	2	4%	
5 BR	N/A	N/A	
5+ BR	N/A	N/A	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? N/A			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes N/A			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes N/A			

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)
 If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	117		48
Extremely low income <=30% AMI	70	60%	
Very low income (>30% but <=50% AMI)	47	40%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	50	43%	
Elderly families	12	10%	
Families with Disabilities	45	38%	
White	109	93%	
Black/African American	6	5%	
American Indian/Alaska Native	2	2%	
Asian	0	0%	
Native Hawaiian/Other Pacific Islander	0	0%	

Characteristics by
Bedroom Size (Public
Housing Only)

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

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

If yes:

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

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

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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)
- PHA will apply for special-purpose vouchers targeted for Family Unification.

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

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

Select all that apply

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

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

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

Select all that apply

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

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

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available

- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2009 grants)		
a) Public Housing Operating Fund	608,950.00	
b) Public Housing Capital Fund	401,824.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	743,107.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below) (as of 6/30/08)	565,165.00	Public housing capital improvements
2006 Capital Funds 4,527.00		
2007 Capital Funds 158,814.00		
2008 Capital Funds 401,824.00		
3. Public Housing Dwelling Rental Income	742,000.00	Public housing operations
4. Other income (list below)		
Excess Utilities:	17,300.00	Public housing operations
Interest on Investments:	13,000.00	Public housing operations
Non-dwelling Rent	800.00	Public housing operations
5. Non-federal sources (list below)		
Total resources	\$3,092,146.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)
 - *When application is submitted and name is reached on waiting list.*

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - *Individuals who are considering a move from clinically restrictive or congregate situations such as CRRS (group homes), State Hospitals, transitional living programs, personal care boarding homes and nursing homes into an independent living environment, upon verification of receipt of Medicaid funded long-term care services.*

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

2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

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

4. Relationship of preferences to income targeting requirements:

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

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
 - *Domestic Violence – Attempt to ascertain whether domestic violence was a factor in the poor rental and tenancy history or criminal activity and exercise discretion in determining suitability for tenancy about the circumstances that may have contributed to the negative reporting.*
- Other (list below)

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

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

(2) Waiting List Organization

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

(3) Search Time

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

If yes, state circumstances below:

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

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

Former Federal preferences

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

Other preferences (select all that apply)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your

second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

2 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

- The PHA applies preferences within income tiers

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

- 1. The minimum rent requirement may be waived due to certain financial hardships. The request for minimum rent hardship must be made in writing to the HACOM prior to the rent becoming delinquent. The HACOM will verify whether the hardship claimed is temporary or long term. Payment of the minimum is suspended immediately for ninety days when a hardship is requested on one of the following conditions:*

- a. *The family has lost eligibility or is awaiting an eligibility determination to receive federal, state or local assistance, including a family having a non-citizen household member lawfully admitted for permanent residence and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996;*
- b. *The family income has decreased due to changed circumstances such as loss of employment, separation, divorce, and abandonment;*
- c. *The family would be evicted as a result of imposing the minimum rent requirement;*
- d. *There has been a death in the family; or*
- e. *There are other hardship situations determined by the HACOM on a case-by-case basis, i.e. alimony, child support, etc.*

Financial hardship exemption only applies to payment of minimum rent - not to rent based on the statutory formula for determining the Total Tenant Payment (TTP) or Flat Rent in the public housing program.

- 2. *If tenant initiates a request for a hardship exemption that the HACOM determines is temporary in nature:*
 - a. *Rent may be suspended, during the ninety (90) day period beginning on the day the request is made. At the end of the ninety (90) day period, the minimum rent is reinstated retroactively to the date of suspension.*
 - b. *The HACOM will allow the family a maximum of six (6) months to make payment of any delinquent minimum rent payments accrued during the suspension period. However, the family must execute a Repayment Agreement.*
 - c. *The family may not be evicted for non-payment of rent during the ninety (90)-day suspension period.*
 - d. *If the hardship is subsequently determined to be long-term, the HACOM will retroactively exempt residents from the minimum rent requirement for the ninety (90)-day period.*
- 3. *If the circumstances supporting the request for a minimum rent hardship exemption are long term, tenant's rent will be based on the statutory income-based rent calculation formula during the minimum rent exemption period.*
- 4. *Hardship determinations are subject to the HACOM's Informal Hearing Process and families are exempt from any escrow deposit that may be required under regulations governing the hearing process for other determinations.*

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

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below: *N/A*

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

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

1. *The minimum rent requirement may be waived under certain circumstances. Financial hardship status is to be granted immediately for ninety (90) days in the event of the following:*

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

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

2. *If tenant initiates a request for a hardship exemption that the PHA determines is temporary in nature:*

- a. *If the hardship is determined to be temporary, minimum rent may be suspended; during the ninety (90) day period beginning on the day the request is made. At the end of the ninety (90) day period, the minimum rent is reinstated retroactively to the date of suspension and the HAP is again adjusted.*
- b. *In the case of a temporary hardship, the PHA will allow the family a maximum of six (6) months to make payment of any delinquent minimum rent payments accrued during the suspension period. However, the family must execute a*

Repayment Agreement.

- c. If the hardship is subsequently determined to be long-term, the PHA will retroactively exempt residents from the minimum rent requirement for the ninety (90)-day period.*
 - d. Note that the PHA can only suspend the minimum rent contribution. If the family is residing in a unit whose Gross Rent exceeds the Payment Standard, the family will be responsible for the excess rent.*
- 3. Hardship determinations are subject to the PHA's Informal Hearing Process and families are exempt from any escrow deposit that may be required under regulations governing the hearing process for other determinations.*

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

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure *N/A*

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 follow

B. HUD Programs Under PHA Management *N/A*

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

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

C. Management and Maintenance Policies *N/A*

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

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

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

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing *N/A*

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 *N/A*

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) **pa041k01**

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description *N/A*

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description *N/A*

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description *N/A*

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description *N/A*

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

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

4. Date Homeownership Plan/Program approved, submitted, or planned for submission:
(DD/MM/YYYY)

5. Number of units affected:

6. Coverage of action: (select one)

Part of the development

Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description: *N/A*

a. Size of Program

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

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

25 or fewer participants

26 - 50 participants

51 to 100 participants

more than 100 participants

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

Not Applicable – High Performer

[24 CFR Part 903.7 9 (l)]

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

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

1. Cooperative agreements:

- Yes No: Has the PHA 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 *N/A*

(1) General

a. Self-Sufficiency Policies

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

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

C. Welfare Benefit Reductions *N/A*

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

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

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

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

13. PHA Safety and Crime Prevention Measures

Not Applicable – High Performer

[24 CFR Part 903.7 9 (m)]

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

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

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 *N/A*

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 *N/A*

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

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

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

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

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

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

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

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

[24 CFR Part 903.7 9 (q)]

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

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

2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at Attachment (File name) **pa041q01**
 - Provided below:

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

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

- *Member of Regional Housing Advisory Committee*
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

 - *Rehabilitation of the existing public housing stock in a manner that is sensitive to the need of accessibility to/and visibility by persons with disabilities*
 - *Conversion of underutilized and less marketable public housing units into unit configurations which are more marketable*
 - *Resident initiatives, especially those aimed at promoting the economic self-sufficiency of public housing residents*
- Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
- *Housing rehabilitation assistance for extremely low, low and Moderate-income households. Activities will be undertaken consortium wide to maintain existing housing stock.*
 - *New construction of rental housing for extremely low and low income senior citizens and families. Mifflin County will support the development of rental housing by providing HOME funds to assist with funding the construction of rental housing units.*
 - *Rehabilitation of the existing Public Housing stock in a manner that is sensitive to the need for accessibility to/and visibility by persons with disabilities.*
 - *Conversion of under utilized and less marketable public housing units into unit configuration which are more marketable.*
 - *Homeownership incentive for Public Housing residents.*
 - *Resident initiatives, especially those aimed at promoting the economic self-sufficiency of public housing residents.*

D. Other Information Required by HUD

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

Attachments

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

<i>Admissions Policy for Deconcentration</i>	<i>pa041a01</i>
<i>FY 2009 Capital Fund Program Annual Statement</i>	<i>pa041b01</i>
<i>Resident Advisory Board Members</i>	<i>pa041c01</i>
<i>Resident Member on Governing Board</i>	<i>pa041d01</i>
<i>Community Service Description of Implementation</i>	<i>pa041e01</i>
<i>Information on Pet Policy</i>	<i>pa041f01</i>
<i>Deconcentration & Income Mixing Analysis Results</i>	<i>pa041g01</i>
<i>Progress in Meeting 5 Year Plan Goals</i>	<i>pa041h01</i>
<i>Criteria for Substantial Deviation & Significant Amendment</i>	<i>pa041i01</i>
<i>VAWA Support and Assistance Statement</i>	<i>pa041j01</i>
<i>FY 2009 Capital Fund Program 5 Year Action Plan</i>	<i>pa041k01</i>
<i>2008 Performance and Evaluation Report</i>	<i>pa041l01</i>
<i>2008 RHF Performance and Evaluation Report</i>	<i>pa041m01</i>
<i>2007 Performance and Evaluation Report</i>	<i>pa041n01</i>
<i>2006 Performance and Evaluation Report</i>	<i>pa041o01</i>
<i>2005 Performance and Evaluation Report</i>	<i>pa041p01</i>
<i>Resident Advisory Board or Boards Comments</i>	<i>pa041q01</i>

PHA Plan Table Library

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

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

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

Original Annual Statement

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

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

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

Annual Statement (*See attachment pa041b01*)

Capital Fund Program (CFP) Part III: Implementation Schedule

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

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<i>(See attachment pa041k01)</i>				
Total estimated cost over next 5 years				

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

Adopted by Board of Commissioners

Resolution No.: _____

Date of Adoption: _____

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

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

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

A. Economic De-concentration:

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

Implementation may include one or more of the following options:

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

B. Income Targeting

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

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

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

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

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN	Grant Type and Number Capital Fund Program Grant No. PA26P04150109 Replacement Housing Factor Grant No:	Federal FY of Grant: 2009
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<input checked="" type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no:)
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/08		<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	80,364.00			
3	1408 Management Improvements	63,100.00			
4	1410 Administration	40,182.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	15,000.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	20,000.00			
10	1460 Dwelling Structures	163,178.00			
11	1465.1 Dwelling Equipment-Nonexpendable	0.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	20,000.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Cost	0.00			
18	1499 Development Activities	0.00			
19	1501 Collateralization or Debt Service	0.00			
20	1502 Contingency	0.00			
21	Amount of Annual Grant: (sum of lines 2-20)	\$401,824.00			
22	Amount of line 21 Related to LBP Activities	\$0.00			
23	Amount of line 21 Related to Section 504 Compliance	\$7,500.00			
24	Amount of line 21 Related to Security -- Soft Costs	\$37,500.00			
25	Amount of line 21 Related to Security -- Hard Costs	\$19,711.00			
26	Amount of line 21 Related to Energy Conservation Measures	\$123,467.00			

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

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN		Grant Type and Number Capital Fund Program Grant No PA26P04150109 Replacement Housing Factor Grant No:			Federal FY of Grant: 2009			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	1406 - OPERATIONS	1406		80,364.00				
	1408 - MGMT IMPROVEMENTS							
	1. Protective Services	1408	1-Yr Contract	37,500.00				
	2. Computer Software Upgrades			5,000.00				
	3. Agency Plan Annual Update			6,700.00				
	4. Policy Revisions			3,900.00				
	5. Staff Training			10,000.00				
	1410 - ADMINISTRATION	1410		40,182.00				
	Admin wages & fringe benefits							
	1430- FEES & COSTS	1430		15,000.00				
	A&E Services							
	1450 - SITE IMPROVEMENTS	1450						
	1. Pave/Re-pave driveways		3	20,000.00				
	1460 - DWELLING STRUCTURES	1460						
HA Wide	1. ADA Modifications			7,500.00				
41-7	2. Security Cameras Coleman		1 system	18,211.00				
41-1	3. Security System Maint Garage		1 system	1,500.00				
HA Wide	4. Floor Repair/Replacement		2 units	12,500.00				
41-1 & 41-2	5. Boiler Replacement		8	38,900.00				
41-9 & 41-10	6. Window Replacement		2 houses	10,000.00				
41-2	7. Replace Vinyl Siding McCoy 2		t/b/d	74,567.00				
	1475 - NONDWELLING EQUIPMENT							
	1. Replace obsolete Computers		3 units	10,000.00				
	2. New Admin Office Furniture		3 offices	10,000.00				
	TOTAL			\$401,824.00				

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

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN	Grant Type and Number Capital Fund Program Grant No.: PA26P04150109 Replacement Housing Factor Grant No:	Federal FY of Grant: 2009
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	

HA-Wide	2011			2013			
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Attachment: pa041c01
Housing Authority of the County of Mifflin
List of Resident Advisory Board Members

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

RESIDENT ADVISORY BOARD MEMBERS
AGENCY PLAN PREPARATION - FY 2009

<u>NAME & ADDRESS</u>	<u>AREA REPRESENTED</u>
Sherry Haines 141 S. Pine Road, Apt. F-11 Lewistown, PA 17044	Lawler Place Family Resident and Resident member of Board of Directors
Wilma Shawver 205 Union Avenue, Apt. 3 Lewistown, PA 17044	McCoy Manor Senior Resident
Gertrude Lynn 26 West Market Street, Apt. 303 Lewistown, PA 17044	Coleman House Resident
Martha Wagner 120 Chestnut Street, Apt. 512 Lewistown, PA 17044	Burgard Apartment Resident
JoAnn Carolus 447 S. Brown Street Lewistown, PA 17044	Lewistown Borough Scattered Site Resident
Tommy Grose 520 Fairview Avenue Lewistown, PA 17044	Lewistown Borough Scattered Site Resident
Rhonda Brown 301 Union Avenue, Apt. 14 Lewistown, PA 17044	McCoy Manor Family Resident
Tonya Miner 713 Maple Avenue Lewistown, PA 17044	Section 8 Participant

Attachment: pa041d01
Housing Authority of the County of Mifflin
List of Resident Board Member

Required Attachment: Resident Member on the PHA Governing Board

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

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

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

- Elected
 Appointed

C. The term of appointment is (include the date term expires):

5 Year Term Expires December 31, 2011

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

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

B. Date of next term expiration of a governing board member: **12/16/2008**

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

Attachment: pa041e01
Housing Authority of the County of Mifflin
Community Service Description of Implementation

Description of the Community Service Policy

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

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

Administrative Steps Taken to Implement the Requirement

The Housing Authority scheduled changes in the lease to incorporate the Community Service Requirement.

In 2001, HUD suspended the Community Service Requirement for PHAs. In July 2003, after HUD reinstated the requirement, the Housing Authority reinstated the requirement and prepared a revised written description of the service requirement in the form of a Community Service Policy. Written notification to all residents regarding reinstatement of the requirement or exempt status of each adult family member was provided to each household.

Programmatic Aspects of the Requirements

The types of activities that residents who are subject to community service and self-sufficiency requirements may participate in to fulfill their obligations may include:

- Apprenticeships and job readiness training;
- Voluntary substance abuse and mental health counseling and treatment;
- English proficiency classes, GED classes, adult education, college, technical schools or other formal education
- Household management, budget and credit counseling, or employment counseling
- Work placement program required by the TANF program
- Training to assist in operating a small business

The following agencies assist the residents in accomplishing their community service, American Red Cross, Boy Scouts, Early Years Child Care, Hemlock Girl Scouts, Juniata Association for the Blind, Juniata County Library, Mifflin County Library, Lumina Center, Mifflin/Juniata Special Needs Center, Salvation Army, Skills of Central PA, Shelter Services, or any other member of the Mifflin/Juniata County United Way.

Process to Cure Noncompliance

The PHA's lease has a twelve (12)-month term and is automatically renewable except for non-compliance with the community service requirement. The lease also provides for termination and eviction of the entire household for such non-compliance. The lease provisions will be implemented for current residents at the next regularly scheduled reexamination and for all new residents effective upon occupancy. The PHA will not renew or extend the lease if the household contains a non-exempt member who has failed to comply with the community service requirement.

Documentation of compliance or non-compliance will be placed in each resident file.

Noncompliance

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

A copy of that notice of noncompliance was included with the written notice to residents about the reinstatement of the community service and self-sufficiency requirement. In order to obtain a lease renewal on the expiration of the current lease, residents must be in compliance both with any delinquent community service requirements and current requirements.

If the PHA determines that a resident who is not an “exempt individual” has not complied with the community service requirement, the PHA will notify the resident:

1. of the noncompliance;
2. that the determination is subject to the PHA’s administrative grievance procedure;
3. that unless the resident enters into an agreement under paragraph 4 of this section, the lease of the family of which the non-compliant adult is a member may not be renewed. However, if the noncompliant adult moves from the unit, the lease may be renewed;
4. that before the expiration of the lease term, the PHA must offer the resident an opportunity to cure the noncompliance during the next twelve (12)-month period; such a cure includes a written agreement by the non-compliant adult and the head of household (as applicable) to complete as many additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve (12)-month term of the lease.

Community Service Implementation Report:

Number of tenants performing community service: 19

Number of tenants granted exemptions: 3

Number of tenants in non-compliance: 16

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

Attachment: pa041f01
Housing Authority of the County of Mifflin
Information on Pet Policy

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

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

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

Limit of one pet per household.

Limit for birds is two (2).

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

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

Pet owner shall license their pet as required by law.

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

Pet must be spayed or neutered.

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

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

Component 3, (6) Deconcentration and Income Mixing

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

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
<i>McCoy Manor</i>	<i>76</i>	<i>C – The covered Development’s or Development’s size, location, and/or configuration promote income deconcentration, such as scattered site or small developments.</i>	
<i>Lawler Place</i>	<i>84</i>	<i>C – The covered Development’s or Development’s size, location, and/or configuration promote income deconcentration, such as scattered site or small developments.</i>	
<i>Lewistown Boro</i>	<i>11</i>	<i>C – The covered Development’s or Development’s size, location, and/or configuration promote income deconcentration, such as scattered site or small developments.</i>	

Derry Township	7	C – The covered Development’s or Development’s size, location, and/or configuration promote income deconcentration, such as scattered site or small developments.	
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It is important to note this development is primarily occupied by elderly and/or disabled individuals. Lawler Place is comprised of a total of 84 apartments, with only 22 of these units available to families. With approximately 75% of Lawler Place occupied by individuals on fixed incomes, the average income will historically be less than other Authority family developments.

The Authority recognizes the need to take actions to deconcentrate the income mix at the Lawler Place and McCoy Manor developments. However, achieving this goal will be difficult because of the number of families subjected to the Mandatory Earned Income Disallowance. The actual income many of the families at both developments has not been used to determine the average income.

In addition, because of the limited number of families on the waiting list for public housing, the Authority does not have the opportunity to select families based upon a specific income level. Waiting lists for public housing family units are repeatedly exhausted in attempts to occupy vacant units.

The Authority will take actions necessary to move higher income families into the Lawler Place and McCoy Manor family developments, in so far as the waiting list of available applicants allows. The Authority will continue to advertise for applicants and market available public housing units.

The Authority’s Deconcentration Policy provides for skipping a family on the waiting list to reach another family in an effort to further the goals of the PHA’s deconcentration policy.

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

The Housing Authority of the County of Mifflin has been successful in achieving its mission and 5 year plan goals during the fiscal year 2008. Goals are either completed or on target for completion as scheduled.

Concerning modernization the PHA has done substantial renovation of site lighting at McCoy Manor (PA41-2), replaced existing fixtures and installed additional lighting; replaced defective concrete sidewalks and stairs at McCoy Manor (41-2); upgraded security system at Coleman House, installed new entry doors and improved illumination in hallways; installed dead bolt locks throughout all developments.

Concerning self-sufficiency and crime and safety, PHA efforts reduced crime in the communities through purchase of 10 hours service per week from Mifflin County Regional Police to provide on-site police patrols; and the lighting and lock replacement improvements listed above. Installation of security cameras at the Coleman House will be funded by the 2008 CFP.

Concerning improving the quality of life, PHA has continued high performer status under PHAS; provided staff training; continued contract with Mifflin County Regional Police; hired Spanish speaking interpreter and nutrition research study of public housing residents.

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

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

Attachment: pa041i01
Housing Authority of the County of Mifflin
Criteria for Substantial Deviations and Significant Amendments

Substantial Deviations from the 5-Year Plan

- Additions or deletions of Strategic Goals
- Any deviation that requires reviews and input by the Resident Advisory Board as well as approval by the Board of Commissioners.

Significant Amendments or Modification to the Annual Plan

- Any change to rent or admissions policies or organization of the waiting list;
- Additions of non-emergency* work items over \$25,000 (items not included in the latest approved PHA Plan Capital Fund Annual Statement or 5-Year Action Plan); and
- Any change with regard to demolition or disposition, designation of housing, homeownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements since such changes are not considered significant.

This criterion does not supersede the requirements of OMB Circular No. A-87 (Cost Principal for State, Local, and Indian Tribal Governments) and 25 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements), as well as federal, state, or local regulations or statutes.

Any future issuance of HUD guidelines or additional regulations shall take precedence over the above criterion.

* Emergency – means physical work items of an emergency nature, posing an immediate threat to the health and safety of residents or staff, which must be completed within one year of capital grant funding. Management improvements are not eligible as emergency work.

Attachment: pa04j 01
Housing Authority of the County of Mifflin
VAWA Support and Assistance Statement

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

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

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

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

The MCHA efforts may include to:

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

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

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

Activities for Year 1 2009	Activities for Year 2 FFY Grant:2010 PHA FY: 2010			Activities for Year 3 FFY Grant: 2011 PHA FY: 2011		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	41-9 & 41-10 41-7 HA Wide HA Wide 41-1 & 41-2 41-9 & 41-10 41-2 41-2	1408 MGMT IMPROVEMENTS 1. Protective Services 2. Agency Plan Annual Update 3. Policy Revisions 4. Staff Training 5. Computer Software Upgrades 1410 ADMINISTRATION Admin wages & fringe benefits 1430 FEES & COSTS 1450 SITE IMPROVEMENTS 1. Pave/Re-pave driveways 1460 DWELLING STRUCTURES 1. Chairlift - rear of Coleman House 2. ADA Modifications 3. Floor Repair/Replacement 4. Boiler Replacement 5. Window Replacement 6. Replace vinyl siding 7. Replace windows 1470 NONDWELLING STRUCTURES 1. Replace Admin Bldg Air Conditioners 1475 NONDWELLING EQUIPMENT 1. Replace obsolete Computers	38,500.00 6,950.00 3,900.00 10,000.00 2,500.00 40,182.00 15,420.00 10,000.00 28,000.00 7,500.00 12,500.00 41,670.00 10,000.00 37,283.00 42,055.00 10,000.00 5,000.00	41-9 & 41-10 41-1 HA Wide HA Wide 41-1 HA Wide 41-1 41-1 & 41-2 41-9 & 41-10 41-2	1408 MGMT IMPROVEMENTS 1. Protective Services 2. Agency Plan Annual Update 3. Policy Revisions 4. Staff Training 5. Computer Software Upgrades 1410 ADMINISTRATION 1430 FEES & COSTS 1450 SITE IMPROVEMENTS 1. Pave/Re-pave driveways 2. Replace Site Lighting 3. Concrete Replacement 1460 DWELLING STRUCTURES 1. Replace gas hot water heaters with on-demand units 2. ADA Modifications 3. Kitchens - new cabinets, countertops, sinks, faucets, range hoods & lighting 4. Floor Repair/Replacement 5. Boiler Replacement 6. Window Replacement 7. Window Replacement McCoy 2 1475 NONDWELLING EQUIPMENT 1. Replace Admin Telephone System 2. Replace obsolete Computers	39,500.00 6,950.00 4,050.00 10,000.00 2,500.00 40,182.00 10,000.00 10,000.00 12,500.00 21,705.00 20,814.00 7,500.00 18,211.00 12,500.00 25,128.00 10,000.00 41,920.00 8,000.00 20,000.00
		Total CFP Estimated Cost	\$321,460.00		Total CFP Estimated Cost	\$321,460.00

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages---Work Activities

Activities for Year 1 2009	Activities for Year 4 FFY Grant:2012 PHA FY: 2012			Activities for Year 5 FFY Grant: 2013 PHA FY: 2013			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
See Annual Statement		1406 OPERATIONS	80,364.00		1406 OPERATIONS	80,364.00	
		1408 MGMT IMPROVEMENTS			1408 MGMT IMPROVEMENTS		
		1. Protective Services	39,500.00		1. Protective Services	39,500.00	
		2. Agency Plan Annual Update	6,950.00		2. Agency Plan Annual Update	6,950.00	
		3. Policy Revisions	4,050.00		3. Policy Revisions	4,050.00	
		4. Staff Training	10,000.00		4. Staff Training	10,000.00	
		5. Computer Software Upgrades	2,500.00		5. Computer Software Upgrades	2,500.00	
					6. Bar Coding Assets for Physical Inventory	5,000.00	
		1410 ADMINISTRATION	40,182.00		1410 ADMINISTRATION	40,182.00	
		Admin wages & fringe benefits		41-2	1460 DWELLING STRUCTURES		
				41-2	1. New Emergency Generator Burgard	10,000.00	
		1430 FEES & COSTS	15,000.00	41-2	2. New Trash Compactor Burgard	8,200.00	
				41-7	3. New Boilers (2) Burgard	12,500.00	
		1450 SITE IMPROVEMENTS		41-7	4. New Boiler Coleman	10,000.00	
		HA Wide	1. Concrete & Fence Replacement	20,815.00	HA Wide	5. New Roof Coleman	9,967.00
		41-1	2. Repair/Replace Sewer Lines	5,000.00	HA Wide	6. ADA Modifications	7,500.00
		41-1	3. Replace Site Lighting	12,500.00	HA Wide	7. Change all EXIT signs to LED	8,000.00
					HA Wide	8. Change all Fluorescent fixtures to T-8	15,180.00
			1460 DWELLING STRUCTURES		41-2	9. New Bathroom Exhaust Fans	8,627.00
		HA Wide	1. Replace gas hot water heaters with on-demand units	17,763.00	41-7	10. Correction Drain/Plumbing @ Burgard	27,420.00
	HA Wide	2. ADA Modifications	7,500.00	41-1	11. Replace Central Air Unit @ Coleman	5,000.00	
	41-7	3. Repaint Exterior Coleman House	17,661.00	HA Wide	12. Cover Dry-vit	8,968.00	
	HA Wide	4. New & Replacement Handicap Ramps	10,000.00	41-2	13. New Bathroom Vanities	2,500.00	
	41-1	5. Kitchens - new cabinets,countertops, sinks,faucets,range hoods & lighting	11,776.00	HA Wide	14. Roof Replacement McCoy 2	13,757.00	
				41-1	15. Install Low-Flow Toilets (1.6 GPM)	14,219.00	
	HA Wide	6. Floor Repair/Replacement	12,500.00		1470 NONDWELLING STRUCTURES		
	41-7	7. Upgrade Fire Alarm System Coleman	28,000.00	41-1	1. Admin Bldg - Central Air	7,500.00	
	41-2	8. Replace Burgard Roof	38,763.00	41-1 & 41-2	2. Storage Sheds - Family units	1,250.00	
		1475 NONDWELLING EQUIPMENT			1465 DWELLING EQUIPMENT		
		1. Admin Photocopier	10,000.00	HA Wide	1. Picnic Tables & Benches	7,500.00	
		2. New Postage Meter	6,000.00	HA Wide	2. Refrigerator Replacement	2,500.00	
		3. Replace obsolete Computers	5,000.00	HA Wide	3. Gas Stove Replacement	7,500.00	
				41-7	4. New Air Conditioners Coleman	7,900.00	
				41-1 & 41-2	5. 94 Fire Extinguishers for Family Units	3,290.00	
					1475 Non-Dwelling EQUIPMENT		
					1. Up-grade 2-way radio system	9,000.00	
					2. Replace obsolete Computers	5,000.00	
		Total CFP Estimated Cost	\$401,824.00		Total CFP Estimated Cost	\$401,824.00	

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

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN	Grant Type and Number Capital Fund Program Grant No. PA26P04150108 Replacement Housing Factor Grant No:	Federal FY of Grant: 2008
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<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no:)
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/08		<input type="checkbox"/> Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	74,077.00	80,365.00	0.00	0.00
3	1408 Management Improvements	60,500.00	60,500.00	0.00	0.00
4	1410 Administration	37,038.00	37,038.00	0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	40,846.00	40,846.00	0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	10,000.00	10,000.00	0.00	0.00
10	1460 Dwelling Structures	120,967.00	133,541.00	0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable	10,000.00	10,000.00	0.00	0.00
12	1470 Nondwelling Structures	11,960.00	24,534.00	0.00	0.00
13	1475 Nondwelling Equipment	5,000.00	5,000.00	0.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Cost				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	\$370,388.00	\$401,824.00	\$0.00	\$0.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$7,500.00	\$7,500.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft Costs	\$36,500.00	\$36,500.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard Costs	\$35,861.00	\$35,861.00	\$0.00	\$0.00
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: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN		Grant Type and Number Capital Fund Program Grant No PA26P04150108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	1406 - OPERATIONS	1406		74,077.00	80,365.00	0.00	0.00	
	1408 - MGMT IMPROVEMENTS							
	1. Protective Services	1408	1 yr contract	36,500.00	36,500.00	0.00	0.00	
	2. Computer Software Upgrades			2,500.00	2,500.00	0.00	0.00	
	3. Agency Plan Annual Update			6,500.00	6,500.00	0.00	0.00	
	4. Policy Revisions			3,500.00	3,500.00	0.00	0.00	
	5. Staff Training			10,000.00	10,000.00	0.00	0.00	
	6. Resident Computer Lab/Training			1,500.00	1,500.00	0.00	0.00	
	1410 - ADMINISTRATION	1410		37,038.00	37,038.00	0.00	0.00	
	Admin wages & fringe benefits							
	1430- FEES & COSTS	1430						
	1. Architect			15,500.00	15,500.00	0.00	0.00	
	2. Engineer - study Burgard plumbing replacement			25,346.00	25,346.00	0.00	0.00	
	1450 - SITE IMPROVEMENTS	1450						
41-10	1. New porch & sidewalks		1 site	10,000.00	10,000.00	0.00	0.00	
	1460 - DWELLING STRUCTURES	1460						
41-7	1. Replace roof-top a/c unit		1 unit	16,800.00	16,800.00	0.00	0.00	
41-10	2. New roof & windows		1 site	10,000.00	10,000.00	0.00	0.00	
HA WIDE	3. Renovate bath for ADA		1	7,500.00	7,500.00	0.00	0.00	
41-9 & 41-10	4. Replace all locksets		19	10,000.00	10,000.00	0.00	0.00	
41-7	5. Security cameras Coleman		25 cameras	52,766.00	65,340.00			
41-7	6. Coleman common areas:							
	a. lighting		100 lights	13,901.00	13,901.00	0.00	0.00	
	b. painting		t/b/d	10,000.00	10,000.00	0.00	0.00	
	1465 DWELLING EQUIPMENT	1465						
41-7	1. Replace furniture in common areas - Coleman		4 sofas & 4 chairs	10,000.00	10,000.00	0.00	0.00	
	1470 - NON DWELLING STRUCTURES							
41-1	1. Security camera system for Admin bldg & garage	1470	15 cameras	11,960.00	24,534.00	0.00	0.00	
	1475 - NON-DWELLING EQUIPT	1475						
	Replace obsolete computers		2 pcs	5,000.00	5,000.00	0.00	0.00	
	TOTAL			\$370,388.00	\$401,824.00	\$0.00	\$0.00	

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

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

Development Number Name/HA-Wide Activities	Original	Revised	Actual	Original	Revised	Actual	Reasons for Revised Target Dates
HA-Wide	2010	06/12/10		2012	06/12/12		Directed by HUD

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

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN	Grant Type and Number Capital Fund Program Grant No. Replacement Housing Factor Grant No: PA26R04150108	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: 06/30/08
 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				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Cost				
18	1499 Development Activities	1,132.00	1,132.00	0.00	0.00
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	\$1,132.00	\$1,132.00	\$0.00	\$0.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance				
24	Amount of line 21 Related to Security -- Soft Costs				
25	Amount of line 21 Related to Security -- Hard Costs				
26	Amount of line 21 Related to Energy 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: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN		Grant Type and Number Capital Fund Program Grant No. Replacement Housing Factor Grant No: PA26R04150108			Federal FY of Grant: 2008			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	1499 DEVELOPMENT ACTIVITIES	1499		1,132.00	1,132.00	0.00	0.00	
	TOTAL			\$1,132.00	\$1,132.00	\$0.00	\$0.00	

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

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN	Grant Type and Number Capital Fund Program Grant No. Replacement Housing Factor Grant No: PA26R04150108	Federal FY of Grant: 2008
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			
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	Original	Revised	Actual	Original	Revised	Actual	Reasons for Revised Target Dates
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HA-Wide	2010	06/12/10		2012	06/12/12		
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Annual Statement /Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN	Grant Type and Number Capital Fund Program Grant No. PA26P04150107 Replacement Housing Factor Grant No:	Federal FY of Grant: 2007
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<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no:)
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: June 30, 2008		<input type="checkbox"/> Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	47,638.00	74,077.00	74,077.00	74,077.00
3	1408 Management Improvements	60,500.00	60,500.00	54,340.00	31,086.00
4	1410 Administration	36,275.00	37,038.00	37,038.00	37,038.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	5,500.00	5,500.00	0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	156,000.00	10,000.00	0.00	0.00
10	1460 Dwelling Structures	34,872.00	150,273.00	45,500.00	20,061.57
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures	21,960.00	13,000.00	619.00	619.00
13	1475 Nondwelling Equipment	0.00	20,000.00	0.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Cost				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	\$362,745.00	\$370,388.00	\$211,574.00	\$162,881.57
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance		\$17,000.00		
24	Amount of line 21 Related to Security -- Soft Costs		\$36,500.00		
25	Amount of line 21 Related to Security -- Hard Costs		\$29,500.00		
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: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN		Grant Type and Number Capital Fund Program Grant No PA26P04150107 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	1406 - OPERATIONS	1406		47,638.00	74,077.00	74,077.00	74,077.00	
	1408 - MGMT IMPROVEMENTS							
HA-Wide Mgmt. Imprvmts.	1. Protective Services	1408		36,500.00	36,500.00	36,500.00	21,686.67	
	2. Computer Software Upgrades	"		2,500.00	8,000.00	8,000.00	6,438.21	
	3. Agency Plan Annual Update	"		6,500.00	6,500.00	6,500.00	1,119.93	
	4. Policy Revisions	"		3,500.00	1,500.00	1,500.00	0.00	
	5. Staff Training	"		10,000.00	8,000.00	1,840.00	1,840.00	
	6. Resident Computer Lab/Training	"		1,500.00	0.00	0.00	0.00	
HA-Wide	1410 - ADMINISTRATION Admin wages & fringe benefits	1410		36,275.00	37,038.00	37,038.00	37,038.00	
	1430- FEES & COSTS	1430		5,500.00	5,500.00	0.00	0.00	
	1450 - SITE IMPROVEMENTS	1450						
41-9 & 41-10	1. Driveways & landscaping	"	3 sites	10,000.00	10,000.00	0.00	0.00	Contractor
41-1 & 41-2	2. Concrete Replacement	"	t/b/d	123,500.00	0.00	0.00	0.00	Moved to 2006
41-2	3. McCoy Manor site lighting	"	1 site	22,500.00	0.00	0.00	0.00	Moved to 2006
	1460 - DWELLING STRUCTURES	1460						
41-7	1. Hallway Carpet Replacement	"	4 floors	24,872.00	17,775.00	0.00	0.00	Contractor
41-9 & 41-10	2. Kitchen/Bath/Roof	"	1 site	10,000.00	10,000.00	0.00	0.00	T/B/D
HA WIDE	3. ADA Modifications	"		0.00	17,000.00	0.00	0.00	Cont'd from 2006
41-7	A. Coleman door opener	"	1					Contractor
	B. Bath	"	1					T/B/D
41-1 & 41-7	4. Locksets - A-Bldg & Coleman	"		0.00	16,500.00	16,500.00	10,914.84	Cont'd from 2006
41-1	5. Boilers	"	6	0.00	21,941.00	0.00	0.00	Cont'd from 2006
HA WIDE	6. Floor Repair/Replacement	"	2 units	0.00	25,000.00	25,000.00	7,862.04	Cont'd from 2005
41-2	7. Storm Doors	"	250	0.00	4,000.00	4,000.00	1,286.28	Cont'd from 2006
41-2	8. Burgard interior - Handrails, Baseboard, elevator refurbish	"		0.00	38,057.00	0.00	0.00	Cont'd from 2004
	1470 - NON DWELLING STRUCTURES							
41-1	1. Security Cameras for Admin Building	1470	1 system	21,960.00	10,000.00	0.00	0.00	Contractor
41-1	2. Best Lock System - Admin	"	15 locksets	0.00	3,000.00	619.00	618.60	Cont'd from 2005
	1475 - NON-DWELLING EQUIPT							
	Computer Hardware Upgrades	1475	10	0.00	20,000.00	0.00	0.00	Cont'd from 2006
	TOTAL			\$362,745.00	\$370,388.00	\$211,574.00	\$162,881.57	

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

8/6/2005

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN	Grant Type and Number Capital Fund Program Grant No.: PA26P04150107 Replacement Housing Factor Grant No:	Federal FY of Grant: 2007
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	

Development Number Name/HA-Wide Activities	Original	Revised	Actual	Original	Revised	Actual	Reasons for Revised Target Dates
HA-Wide	T/B/D	09/12/09		T/B/D	09/12/11		

Annual Statement /Performance and Evaluation Report

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

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN	Grant Type and Number Capital Fund Program Grant No. PA26P04150106 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: 06/30/2008
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	47,638.00	78,687.00	78,687.00	78,687.00
3	1408 Management Improvements	60,950.00	57,978.35	57,978.35	57,096.23
4	1410 Administration	40,052.00	39,343.00	39,343.00	39,343.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	25,000.00	91,066.89	91,066.89	87,566.89
10	1460 Dwelling Structures	201,215.00	107,715.47	103,188.51	86,912.57
11	1465.1 Dwelling Equipment-Nonexpendable	4,660.00	4,980.00	4,980.00	4,980.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	21,000.00	13,665.29	13,665.29	13,665.29
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Cost				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	\$400,515.00	\$393,436.00	\$388,909.04	\$368,250.98
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance				
24	Amount of line 21 Related to Security -- Soft Costs		\$32,037.42		
25	Amount of line 21 Related to Security -- Hard Costs		\$97,494.05		
26	Amount of line 21 Related to Energy Conservation Measures		\$34,873.00		

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

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN		Grant Type and Number Capital Fund Program Grant No PA26P04150106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	1406 - OPERATIONS	1406		47,638.00	78,687.00	78,687.00	78,687.00	
	1408 - MGMT IMPROVEMENTS							
HA-Wide Mgmt. Imprvmts.	1. Protective Services	1408		34,450.00	32,037.42	32,037.42	32,037.42	
	2. Computer Software Upgrades	"		1,500.00	2,626.00	2,626.00	1,743.88	
	3. Agency Plan Annual Update	"		6,395.00	4,010.39	4,010.39	4,010.39	
	4. Policy Revisions	"		3,605.00	499.00	499.00	499.00	
	5. Staff Training	"		10,000.00	14,591.14	14,591.14	14,591.14	
	6. Energy Audit	"		3,500.00	4,214.40	4,214.40	4,214.40	
	7. Resident Computer Lab/Training	"		1,500.00	0.00	0.00	0.00	cancelled
HA-Wide	1410 - ADMINISTRATION Admin wages & fringe benefits	1410		40,052.00	39,343.00	39,343.00	39,343.00	
	1450 - SITE IMPROVEMENTS	1450						
HA-Wide	1. Sewer Line Repairs	"		15,000.00	0.00	0.00	0.00	postponed to a later year
41-9	2. Boro Scattered site sidewalks	"	1 site	5,000.00	0.00	0.00	0.00	postponed to a later year
41-10	3. Derry Scattered site sidewalks	"	1 site	5,000.00	0.00	0.00	0.00	postponed to a later year
	4. McCoy Handicapped Parking	"	2 spaces	0.00	14,131.70	14,131.70	14,131.70	approved in 5-year plan
	5. McCoy Site Lighting	"	14 posts	0.00	68,014.21	68,014.21	67,014.21	Contract (combined w/2005 funds)
	6. McCoy Concrete Replacement	"		0.00	8,920.98	8,920.98	6,420.98	Cont'd from 2005 CFP
	1460 - DWELLING STRUCTURES	1460						
HA-Wide	1. ADA bathrooms & kitchens	"	1 each	4,832.00	4,526.96	0.00	0.00	t/b/d
HA-Wide	2. Lockset Replacement	"	75	15,000.00	17,435.74	17,435.74	17,435.74	force labor account
41-1 & 41-2	3. Storm Door Replacement	"	44	15,400.00	29,818.10	29,818.10	29,818.10	force labor account
41-9	4. Scattered Sites -	"	2 sites	10,000.00	27,541.57	27,541.57	24,224.63	contract work
41-10	Windows, doors, roofs, plumbing	"						
	5. Burgard handrails	"	1 floor	0.00	1,294.00	1,294.00	0.00	cont'd from 2005 CFP
41-2	6. Hallway A/C installation	"	8	10,000.00	10,000.00	10,000.00	0.00	contract work
41-7	7. Coleman Corby Key System	"	1	29,483.00	5,338.24	5,338.24	5,338.24	contract work
41-7	8. Coleman Security Cameras	"	60 cameras	116,500.00	0.00	0.00	0.00	postponed to 2008 CFP
	9. Boiler Replacement	"	2	0.00	5,055.00	5,055.00	3,390.00	cont'd from 2005 CFP
	10. Coleman Interior - common area improvements, carpet, lighting, decoration, air cond	"	1 pair doors	0.00	6,705.86	6,705.86	6,705.86	from 5-yr plan, contract work
HA-Wide	1465 - DWELLING EQUIPMENT 1. Refrigerator Replacement	1465	10	4,660.00	4,980.00	4,980.00	4,980.00	
HA-Wide	1475 - NONDWELLING EQUIPT							
	1. Computer Hardware Upgrades	1475	1	2,500.00	1,600.29	1,600.29	1,600.29	
	2. Admin Photocopier	"	1	18,500.00	6,370.00	6,370.00	6,370.00	
	3. Admin telephone system	"	1 system	0.00	5,695.00	5,695.00	5,695.00	from 5-year plan
				\$400,515.00	\$393,436.00	\$388,909.04	\$368,250.98	

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

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN	Grant Type and Number Capital Fund Program Grant No.: PA26P04150106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	

HA-Wide	07/17/08			07/17/10			
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**Annual Statement /Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN	Grant Type and Number Capital Fund Program Grant No. PA26P04150105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 6/30/08
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	0.00	55,000.00	\$55,000.00	\$55,000.00
3	1408 Management Improvements	54,946.00	42,821.59	42,821.59	42,821.59
4	1410 Administration	40,052.00	40,052.00	40,052.00	40,052.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	33,950.00	38,212.51	38,212.51	38,212.51
8	1440 Site Acquisition				
9	1450 Site Improvement	155,000.00	106,545.76	106,545.76	106,545.76
10	1460 Dwelling Structures	114,967.00	113,007.68	113,007.68	113,007.68
11	1465.1 Dwelling Equipment-Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	1,600.00	4,875.46	4,875.46	4,875.46
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Cost				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	\$400,515.00	\$400,515.00	\$400,515.00	\$400,515.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance		\$9,445.00		
24	Amount of line 21 Related to Security -- Soft Costs		\$25,121.57		
25	Amount of line 21 Related to Security -- Hard Costs		\$42,451.37		
26	Amount of line 21 Related to Energy Conservation Measures		\$33,021.12		

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

Part II: Supporting Pages

May 2007 Revision #2

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN		Grant Type and Number Capital Fund Program Grant No PA26P04150105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	1406 - OPERATIONS	1406		0.00	55,000.00	55,000.00	55,000.00	From 5-year plan
	1408 - MGMT IMPROVEMENTS							
HA-Wide Mgmt. Imprvmts.	1. Protective Services	1408		33,446.00	25,121.57	25,121.57	25,121.57	
	2. Computer Software Upgrades	"		1,500.00	362.49	362.49	362.49	
	3. Agency Plan Annual Update	"		6,395.00	4,779.54	4,779.54	4,779.54	
	4. Policy Revisions	"		3,605.00	1,341.10	1,341.10	1,341.10	
	5. Staff Training	"		10,000.00	11,216.89	11,216.89	11,216.89	
	6. Burgard Computer Lab	"		0.00	0.00	0.00	0.00	Postponed to 2007 CFP
HA-Wide	1410 - ADMINISTRATION Staff salaries & benefits	1410		40,052.00	40,052.00	40,052.00	40,052.00	
HA-Wide	1430 - FEES & COSTS	1430		33,950.00	38,212.51	38,212.51	38,212.51	
	1450 - SITE IMPROVEMENTS	1450						
HA-Wide 41-1 & 41-2 41-9 & 41-10	1. Concrete replacement - McCoy	"	1709 sq yds	100,000.00	78,909.67	78,909.67	78,909.67	Contract work
	2. Site Lighting - McCoy Manor	"	14 posts	45,000.00	21,671.09	21,671.09	21,671.09	Contract work
	3. Scattered Site Concrete	"	142 sq yds	10,000.00	5,965.00	5,965.00	5,965.00	Contract work
	1460 - DWELLING STRUCTURES	1460						
HA-Wide	1. ADA Bathroom & Kitchen	"	1 each	3,750.00	9,445.00	9,445.00	9,445.00	Force account labor
HA-Wide	2. Lockset Replacement	"	62	12,500.00	20,780.28	20,780.28	20,780.28	Force account labor
41-1	3. Floor Repair/Replacement	"	2	27,515.00	12,301.73	12,301.73	12,301.73	Contract work
41-1 & 41-2	4. Boiler Replacement	"	6	18,900.00	5,172.64	5,172.64	5,172.64	Contract work
41-1 & 41-2	5. Storm Door Replacement	"	80	28,000.00	27,848.48	27,848.48	27,848.48	Force account labor
41-9 & 41-10	5. Roof, windows & floor covering	"	1	10,000.00	9,454.04	9,454.04	9,454.04	Contract work
41-2	6. Burgard -countertops & carpet	"	5 each	14,302.00	12,723.77	12,723.77	12,723.77	Contract work
41-7	7. Coleman common areas:	"						
	a. Lighting	"	100	0.00	2,092.45	2,092.45	2,092.45	From 5-year plan
	b. Carpet replacement	"	190 sq ft	0.00	4,500.00	4,500.00	4,500.00	From 5-year plan
	c. Redecoration	"		0.00	1,469.00	1,469.00	1,469.00	From 5-year plan
41-9 & 41-10	8. Kitchen & bath cabinets	"	1 kitchen	0.00	2,610.29	2,610.29	2,610.29	From 5-year plan
41-9 & 41-10	9. Floor coverings	"	1 kitchn, 2 LR	0.00	4,610.00	4,610.00	4,610.00	From 5-year plan
	1465 - DWELLING EQUIPMENT							
41.7	1. Coleman hallway air conditioners		1	0.00	0.00	0.00	0.00	Delayed to later year
HA-Wide	1475 - NONDWELLING EQUIPT							
	1. Computer Hardware Upgrades	1475	2	1,600.00	4,875.46	4,875.46	4,875.46	
				\$400,515.00	\$400,515.00	\$400,515.00	\$400,515.00	

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

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN	Grant Type and Number Capital Fund Program Grant No.: PA26P04150105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
--	--	--	--	---	--	--	----------------------------------

	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	08/18/2007		08/17/07	08/18/2009		08/17/08	

Attachment: pa041q01
Housing Authority of the County of Mifflin
Comments of Resident Advisory Board or Boards
FY 2009 PHA Plan

RESIDENT ADVISORY BOARD MEETING
JULY 16, 2008

PRESENT:	Wilma Shawver	Tom Gorse	Absent: Rhonda Brown
	Gertrude Lynn	Martha Wagner	Joyce Lingle
	JoAnn Carolus	Sherry Haines	
	Tonya Miner	Cindy Mattern	

The Director welcomed the RAB members and expressed the Authority's appreciation for their willingness to participate in the PHA Plan process. Each member introduced themselves and stated the area or program represented. Mrs. Mattern explained the Housing Authority tries to have representation on the RAB from each site location and from the Section 8 Program.

A copy of the PHA Plan Production Schedule was handed out and reviewed. The complete Plan, along with all comments received during meetings with the RAB, other resident meetings and the public hearing will be presented to the Housing Authority Board of Directors for approval on September 24, 2009. Submission of the approved 2009 PHA Plan to HUD is required by October 17, 2008.

Resident participation in preparation of the Plan was discussed. The Director reported regular meetings with the RAB have been scheduled for July 16 and 30, August 13 and 20, September 3 and 17, and one final meeting during the month of October following approval of the Plan. In August, all public housing residents will be invited to attend a meeting to discuss the Plan and present any comments or concerns. Individual meetings will be held at each public housing development.

RAB members received a copy of the Public Notice published in the local newspaper informing members of the Community a draft copy of the PHA Plan will be on display for a period of 45 days. During this time, members of the public are free to examine the Draft Agency Plan and submit written comments prior to a public hearing scheduled for September 10, 2008 at 11:00 a.m. The Director presented the display copy of the Draft Plan and briefly described all of the required attachments and policies.

Mrs. Mattern reported part of the PHA Plan process also includes preparation of the 2009 Operating Fund Budget and the annual and five year capital improvement plan. At a future meeting, modernization program status reports will be presented, as well as the proposed 2009 Annual Capital Fund Statement and Five Year Plan for 2009-2013.

The following components of the Plan were discussed:

- a. Mission Statement
- b. Progress on Meeting Goals and Objectives
- c. Housing Needs of Families on the waiting list
- d. Consistency with Consolidated Plan
- e. Deconcentration and Income Mixing Requirements
- f. Flat Rent Schedule
- g. Section 8 Payment Standards
- h. Maintenance Work Order Charges
- I. Utility Allowances Schedules
- j. Proposed Policy Revisions

The Director briefly discussed each component. RAB members were informed the Housing Authority's Mission, goals and objectives must be consistent with those established by HUD and the Commonwealth of Pennsylvania. A Consolidated Plan prepared by the State will be reviewed to examine the housing needs identified to ensure the Authority's goals and objectives will meet those needs, as well as those of the local community.

Deconcentration and Income Mixing Requirements were explained. Mrs. Mattern reported the average income level for each public housing development, including scattered sites will be examined to determine if the income level at any one location is excessively high. HUD's goal is to have a relatively equal income level at each site.

The Authority's progress in meeting the goals and objectives identified in the Plan must be reviewed and incorporated. This information will be presented to the RAB at a future meeting.

The PHA Plan process will also include review of the public housing Flat Rent Schedule and the Section 8 Payment Standards. After Board approval, the new rents will become effective October 1, 2008.

The Authority's list of charges for maintenance work orders will be reviewed and up-dated. Concerns regarding increased prices resulting from the cost of gasoline were expressed.

The Section 8 Utility Allowance Schedule effective May 1, 2008 was handed out to all members. Mrs. Mattern explained this schedule is updated annually by a private firm after surveying current rates charged by the various utility companies. The format of the schedule was briefly described. In addition, a copy of the current utility allowance schedule for public housing residents was also handed out. This schedule, which is posted in the Authority offices, displays the monthly allowance for electric and natural gas consumption.

The last component of the Plan discussed was the need for any policy revisions. The Director reported the following policies were revised in 2007:

- * Public Housing Admission and Continued Occupancy

- * Section 8 Administrative Plan
- * Grievance Procedure
- * Pet Policy
- * Community Service Policy

The policy revisions also included provisions to comply with the Violence Against Women Act and a ban of 10 year sex offender registrants.

RAB members were asked to share any concerns or comments they would like to discuss. Tonya Miner, Section 8 representative, questioned if the Maintenance Work Order Charge List would apply to someone on Section 8. The Director explained the List would only apply to public housing tenants, however, it was suggested Tonya may want to contact her landlord to ask if he or she has a similar list of charges. Tonya said she is concerned about a condition in her Lease requiring her to pay to have the furnace cleaned annually because it may cost her \$75 or more. She said her annual inspection is coming up before the end of the year and is afraid if the furnace hasn't been cleaned and serviced, the unit may not pass inspection. Mrs. Mattern suggested Tonya may want to call the United Way, Mifflin County Human Resources - Allison Fisher in the Court House, the Salvation Army, Shelter Services and/or the Public Assistance Office to see if there is any financial assistance available to help her pay for servicing the furnace. These agencies all offer some type of financial help for paying rent and or utility expense, however, in Tonya's case, if the furnace doesn't have a new tag showing it was cleaned and serviced during the last year, the unit would not pass the inspection and the unit could no longer receive rental assistance. It was also recommended that Tonya speak with her landlord to see if they could offer any type of help. Tom Grose suggested Tonya contact some of the oil companies that also service furnaces to see if they could give her a reduced service charge for cleaning the furnace if she bought her oil from them. Tonya was asked to up-date the group on how she makes out with this problem at a future meeting.

Wilma Shawver, McCoy Manor representative, questioned if it would be possible for the Authority to install ceiling fans in the bedroom. Mrs. Mattern explained funds would not be available to install ceiling fans in every bedroom throughout the Authority's developments. However, if any tenant has a medical need for a ceiling fan or air conditioner to be installed in a bedroom, a request should be submitted to the Authority office accompanied by a statement from a physician or medical practitioner stating the air conditioner or ceiling fan is medically necessary. Each request would be reviewed on a case by case basis.

Gertrude Lynn, Coleman House representative, questioned if tenants need to notify the Housing Authority if they have oxygen tanks in their apartment. The Director stated there is no requirement for tenants to do this. Gertrude said she is now required to use oxygen at night and that she does have an "Oxygen In Use" sign displayed on the outside of her apartment door. Gertrude reported the Secretary/Treasurer of the Coleman House Tenant Committee asked for a new copy of the organization's by-laws. A new copy of the By-Laws will be provided.

JoAnn Carolus, Lewistown Borough Scattered Site representative questioned when the Authority plans to replace the roof on the garage at her unit. Mrs. Mattern reported the Authority has signed a contract for completion of the work and that building permits were recently purchased. JoAnn

commented the roof is really getting bad and some of their belongings have been lost because of the leak.

Tom Grose, Lewistown Borough Scattered Site representative stated he did not have any concerns to discuss at this time.

Martha Wagner, Burgard Apartments representative, questioned if it is possible for a relatively new tenant, someone who has lived here for less than two years, to have a unit inspection twice within a two week period. The Director reported this is possible and recently happened to another tenant who called to question it. One inspection includes a maintenance inspection of the physical condition of the unit, whereas the other inspection is solely housekeeping. It was further explained new tenants must pass three consecutive housekeeping inspections before they are placed on the annual inspection list. Martha also reported the tenant on the second floor of Burgard with the little dog is still allowing the animal to be in the front lobby, that the dog jumps on the furniture and onto the lap of other tenants sitting in that area. Martha was concerned because she said this tenant's unit is being sprayed (by the exterminator) and the pet still smells all the time.

Sherry Haines, Lawler Place representative, questioned if someone was kicked off of Section 8, could they still apply for housing. Sherry stated her daughter is expecting her first child in January and that she and the baby's father would like to apply for housing. Mrs. Mattern explained that anyone is permitting to apply for housing at anytime - regardless if they have been evicted, kicked off of Section 8, have a criminal history, etc. All applications are received and processed. The first step is a pre-screening which reviews the applicant and family member's social security numbers, criminal and credit history for all public housing applicants, criminal history only for Section 8 applicants, and a check of any previous residency with any Housing Authority or federally assisted rental program to determine if the applicant owes any outstanding balance. It was recommended Sherry's daughter complete an application for housing listing the household members they would like to include on the Lease and submit it to the Authority's office for processing.

Martha Wagner questioned if someone had a DUI on their criminal history would that keep them from getting housing. The Director explained a single DUI and no other criminal history would not keep someone from getting housing or participating in the Section 8 program. However, if there was a history of alcohol abuse, or other charges like assault, disorderly conduct, etc. stemming from the abuse of alcohol, that the screening criteria could prevent an individual from getting housing or having the Section 8 application approved. Martha commented they (the tenants at Burgard) may want to call the Police every time there is a problem with the tenant on the 5th floor when he has been drinking. She said this individual recently put too much soap in the one of the washing machines causing it to over flow which resulted in suds running out into the hallway.

Recording Secretary,
Cindy L. Mattern PHM
Executive Director

RESIDENT ADVISORY BOARD MEETING
AUGUST 13, 2008

PRESENT:	Wilma Shawver	Tom Grose	Absent: Martha Wagner
	Gertrude Lynn	Sherry Haines	Rhonda Brown
	Joann Carolus	Cindy Mattern	Joyce Lingle
			Tonya Miner

Minutes from the July 16, 2008 RAB meeting were mailed with the meeting Agenda. No comments or corrections were received.

Section 21 of the Public Housing Admission and Continued Occupancy policy was handed out in response to questions concerning the housekeeping inspection schedule discussed at the previous meeting. The Director explained housekeeping inspections are completed four times during the first two years of occupancy - at 4 months, 16 months, and 22 months, following the move-in date. Additional inspections are made if the tenant's housekeeping practices or other circumstances require. If the housekeeping is found to be satisfactory and the tenant passes each inspection after the initial two year period, the tenant is then placed on an annual inspection schedule.

Sherry Haines questioned if the two year inspection period applies to an existing tenant who transfers to another apartment. The Director reported that a tenant transfer would not result in more frequent inspections unless conditions or circumstances required.

The Director reported focus group meetings for the Penn State Nutrition Study have been scheduled. Lawler Place and Burgard Apartment tenants will meet on August 25th from 10 a.m. to 12 noon at the Burgard Apartment Community Room. Coleman House tenants will meet August 29th in the Community Room from 4:30 p.m. to 6:30 p.m.

The housing needs of families on the Public Housing and Section 8 waiting lists was handed out and discussed. The Director stated there are a total number of 50 families on the public housing waiting list. Of these, 72% are extremely low income (less than 30% of the area median income); 22% are very low income (more than 30% but less than 50% of area median income); and 6% are low income (more than 50% of area median income). 30% are families with children; 20% are elderly families; and 34% are families with disabilities. 46% or 23 applicants are waiting for a one (1) bedroom apartment; 16% or 8 are on the two bedroom list; 10% or 5 are on the three bedroom list; 4% or 2 are on the 4 bedroom list; and, 24% or 12 are on the efficiency list.

Tom Grose questioned if an applicant for housing needed to be a resident of Mifflin County or the State. The Director explained a preference is given to Mifflin County residents when selecting from the waiting list, however, if the applicant is employed or going to school in Mifflin County or receiving income from the County Assistance office, they would be considered a resident. Tom

stated he has a family member who lives in another state who is interested in housing.

It was noted 24% of the families on the waiting list (12 applicants) require an efficiency apartment. The Director explained these applicants would be single individuals who do not meet HUD's definition of elderly (62 years of age or older or receiving a disability income). And as a result, are not eligible for any other size of unit. The current goals listed in the PHA Plan include converting two efficiency apartments into one bedroom accessible units. Based on the current need for efficiency apartments as demonstrated by the public housing waiting list, the Director expressed concern that proceeding with this goal may result in the exclusion of single, non-elderly individuals. After discussion, RAB members were in agreement with eliminating the conversion of efficiency apartments as a goal in the PHA Plan.

Copies of the Mission Statement and Progress in meeting goals and objectives as shown in the draft plan were presented. The Director briefly explained this information and reported RAB members would receive a final copy of this component of the Plan following further up-dates.

Gertrude Lynn reported some first floor DCA unit residents at the Coleman House are concerned because they claim the fire alarm bell cannot be heard in their apartments and have questioned how they would get out of the building if there was a fire in the hallway leading to their apartments. The Director advised there is an exit door in that immediate area. In addition, each tenant's apartment is equipped with a fire extinguisher and the fire alarm panel in the front entrance hall identifies zones throughout the building. If a fire were to occur in the hallway in question, emergency personnel would be immediately alerted upon arrival at the building. The group briefly discussed the possibility of having classes on the use of fire extinguishers and exiting procedures.

Tom Grose reported the driveway area at his residence is just dirt and becomes very muddy after every rain. He questioned the possibility of paving the drive-way. The Director reported paving of some scattered site drive-ways is in the Capital Fund 5 year plan. It was agreed the Authority will review this request and any available funding to see if the area could be paved at this time or, at a minimum, covered with compacted stones.

Joann Carolus confirmed the garage roof work at her scattered site residence is complete. She reported there were no problems while the work was in progress and commended the contractor for doing a very good job.

Sherry Haines questioned how long a tenant is given to transfer from one public housing unit to another. Joann Carolus and Tom Grose advised they each were given 72 hours to remove their belongings and clean the unit they were moving from when they were transferred. The Director stated tenant transfers are usually scheduled over a weekend and agreed the move must be completed within 72 hours. Joann and Tom advised Sherry to begin packing everything she is not using to prepare for the move and offered other helpful tips based on their past experience.

Recording Secretary,
Cindy L. Mattern PHM
Executive Director

RESIDENT ADVISORY BOARD MEETING
SEPTEMBER 3, 2008

PRESENT: Wilma Shawver
Gertrude Lynn
Joann Carolus
Tom Grose
Martha Wagner
Sherry Haines

ABSENT: Tonya Miner
Rhonda Brown

Minutes from the August 13, 2008 RAB meeting were mailed with the Agenda. No comments or corrections were received.

The proposed Flat Rent Schedule to be effective November 1, 2008 was presented. The handout also included the revised Section 8 Payment Standards and proposed Fair Market Rents effective October 1, 2008. After discussion and review of the information presented, the members agreed with the proposed 3% increase in the current flat rent amounts. Joann Carolus and Tom Grose commented there are private rentals in the newspaper which are advertised at a monthly rent (without any utilities provided) which is much higher than the proposed flat rent amounts which do include utilities. For example, one three bedroom house on South Main Street was listed for \$650.00 with nothing furnished.

In response to various questions, the Director explained the Tenant's option to annually request his or her flat rent be changed back to the 30% of income calculation, how the income from minors or young adults who are no longer a full time student or 18 years of age or older would affect the rent calculation, and that the Authority has no plans at this time to change certain utilities provided for scattered site properties.

The Director advised the RAB's recommendation regarding the proposed increase in the flat rent schedule would be presented to the Board of Directors at their regular meeting on September 24, 2008.

The Director reported as part of the annual PHA Plan process, the incomes from each housing development must be reviewed and compared with one another. A copy of the Deconcentration and Income Mixing Calculation was provided to each member. It was noted Coleman House and Burgard Apartments are excluded from this process. The average income of families residing at Lawler Place and McCoy Manor, \$10,383 and \$10,485 respectively, is considerably less than 30% of the area median income of \$15,450 as established by HUD.

A public hearing to present the 2009 PHA Plan to interested members of the Community will be

held September 10, 2008 at 11:00 a.m. On September 11th and 12th, a series of meetings will be conducted at each housing development to discuss the Plan and ask for comments from public housing tenants.

The up-dated work order charge schedule to be effective October 1, 2008 was handed out. The Director reminded members the proposed schedule of charges will be presented to the Board of Directors for approval at their next meeting. The Director confirmed the Authority will continue to change out incandescent light bulbs and replace them with an energy efficient bulb. Joann Carolus questioned if a simple repair, such as a window screen, could be done by the Tenant. RAB members were reminded there is language in the Dwelling Lease stating all repairs are to be completed by the Housing Authority.

Several proposed changes to the Section 8 Administrative Plan and the Public Housing Admission and Continued Occupancy Policy were briefly discussed. A change to the Section 8 Administrative Plan will be requested to provide for review of zero income families every 90 days, instead of the current 30 day review requirement. This change would be consistent with Public Housing Admission and Continued Occupancy Policy. Other possible changes to each Policy would be a requirement for all applicants, prior to admission, to provide a copy of a birth certificate for every member of the household. The birth certificate would provide verification and documentation of the individual's name, sex, date of birth, and relationship to the head of household.

The current criteria for denial of admission to public housing and/or Section 8 if any household member is convicted of drug-related criminal activity, violent criminal activity, or other criminal activity which may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents was discussed. The Director reported HUD's Office of Inspector General has suggested this criteria be changed from denial for five years after the date of the most recent conviction to five years after the last judicial action, five years after the date of release from jail, five years following the date of release from rehab, five years from the date of completion of probation, etc. Following a brief discussion, the RAB members were in agreement with these changes. The Director commented a complete list of all proposed policy changes will be presented at the next RAB meeting for further review and discussion.

Tom Grose commented he delivers Meals on Wheels to the tenant residing at #2 McCoy Manor and expressed his concern that she may be unable to hear the standard smoke or co detector. He stated the tenant is very hard of hearing and suggested we may want to consider installing a strobe type smoke detector in that apartment, if it does not already have one.

Gertrude Lynn reported the big dryer in the Coleman House laundry room is not working. She said another tenant has already called the office to report the problem and she was asked to mention it at the meeting today. The Director reported repairs to washers and dryers are done by a privately owned repair service and the Authority is at the mercy of their schedule. Gertrude also questioned how she would go about placing meeting notices and the like in the locked Bulletin Board case at the Coleman House.

Sherry Haines reported there is a loose board on the side of the handicapped ramp in front of her apartment.

The next RAB meeting will be held September 17, 2008 at 11:00 a.m.

Recording Secretary
Cindy L. Mattern, PHM
Executive Director

PUBLIC HEARING MEETING
SEPTEMBER 10, 2008

PRESENT: Cindy Mattern, Housing Authority

OTHERS: None

A public hearing to present the PHA Plan for FYB January 1, 2009 was held in the Board Room of the Robert Thomas Administration Building at 11:00 a.m. on September 10, 2008. In spite of publishing a Public Notice several times in The Sentinel and announcing the public hearing at meetings with the Resident Advisory Board, no members of the public were present.

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

Recording Secretary,
Cindy L. Mattern, PHM
Executive Director

RESIDENT ADVISORY BOARD MEETING
SEPTEMBER 17, 2008

PRESENT: Gertrude Lynn
Joann Carolus
Tom Grose
Martha Wagner
Sherry Haines
Cindy Mattern

ABSENT: Wilma Shawver
Tonya Miner

Minutes from the September 3, 2008 RAB meeting were mailed with the Agenda for this meeting. No comments or corrections were received.

A copy of the minutes from the PHA Plan Public Hearing was passed out to members. The Director reported no one attended this meeting. Joann Carolus questioned if the Authority could eliminate the public hearing next year since no one attended it for the past two years. The public hearing is required by HUD regulations and also includes publishing a notice several times in the newspaper, with the first notice appearing 45 days prior to the hearing date.

Minutes from the three resident meetings held to date were also handed out (see below). The meeting at McCoy Manor was rescheduled because of a sanitary sewer leak in the meeting room. RAB members will receive comments by mail from the McCoy Manor tenant meeting which is scheduled for tomorrow.

Various comments received from Coleman House, Lawler Place and Burgard Apartments were discussed. The Director reported many of the concerns are being addressed by work items already included in the Capital Fund budgets. The following comments were also discussed and addressed as follows:

COLEMAN HOUSE:

Request for a snack machine: The Director reported the machine was removed because the vendor was not properly stocking the machine – some of the food was stale or the machine was empty. The Authority staff has tried to find another vendor to set in and maintain a machine, however, so far no one is interested in taking care of one or two machines.

Entrance door near the mailboxes: Staff checked the door and after making some adjustments,

the door was working properly as of last Friday.

Elevator problem: The Director asked all tenants to be considerate of other residents when using the elevator and not “hold” the door while they visit their apartment or another resident. Hopefully this will help to alleviate the problem.

LAWLER PLACE:

Service Road between E & F Court: Lawler Place tenants reported the restricted parking signs in this area are not being observed, that on weekends the road is full of cars. The Director reported a notice was delivered to all family tenants at Lawler Place last Friday reminding them the Service Road is for emergency vehicles only. Sherry Haines reported she didn’t see any cars parked on the road over the weekend.

Site Lighting: The new sight light fixtures were discussed. Sherry Haines and Joann Carolus commented the lighting fixtures along Chestnut Street Extended are very bright and can be seen from the highway.

The Director reported the Capital Fund five year plan includes funds to replace the existing site lights with this type of fixture throughout Lawler Place and units 1-36 McCoy Manor.

Pets: A request for a second pet was discussed. RAB members expressed concern about the cost of caring for a second pet and the additional security deposit that would be required.

BURGARD APARTMENTS:

Grocery carts: The Director reported the Giant Store has informed our office the new “small carts” are not to be removed from their store. A notice will be going out to all tenants at Burgard to share this information and asking them to return the carts to the first floor when they are finished using them.

Martha Wagner reported there were eight carts in the building, however, one of the residents who is also employed at Giant, returned four or five grocery carts to the store and received \$20 for them. She said there apparently is a sign posted in the Giant that \$20 would be paid for returned carts. Martha recently spoke with the assistant manager and asked if Giant could provide four carts for the Burgard tenants and place some form of Housing Authority ID on the cart. The Assistant Manager advised they do have some old carts (in good condition) in their warehouse they planned to get rid of and agreed to speak with the Store Manager to discuss her request.

Windows: The Director reported replacement hallway windows and sliding glass doors have been purchased for each floor. A window air conditioner was also purchased for each floor and will be put in following installation of the new windows by the Contractor.

Hallway baseboard: The Director reported additional work in the Burgard hallways is pending, that the baseboard will be properly secured and handrails will be installed in the near future.

Disposal of trash: Complaints of tenants not properly bagging and disposing of trash were discussed. This concern will also be addressed in the tenant notice being prepared for Burgard residents.

RAB members received copies of Capital Fund progress reports for 2005, 2006, 2007 and 2008. The work items included in each grant were reviewed and discussed. The 2009 Capital Fund Annual Statement and Five Year Plan for 2008-2013 was also presented and a copy provided to each member. This report was reviewed and discussed in detail. Martha Wagner questioned why adding a washing machine at Burgard Apartments was not included. The Director explained purchasing new laundry equipment would be paid from another program, therefore, it would not appear in the Capital Fund report. There were no other comments or concerns regarding any of the Capital Fund reports.

A summary of proposed changes to the Section 8 Administrative Plan and Public Housing Admission and Continued Occupancy Policy was presented and provided to each member. The following proposed changes were discussed.

1. Revise Section 8 Administrative Plan – Reexamination of zero income families- current policy requires reexamination to be no less than every 30 days. Recommend increasing this time period to every 90 days to be consistent with policy for public housing residents.
2. Revise Section 8 Administrative Plan – Section III. 5. Denial of Admissions paragraph (d) references if the PHA has ever terminated assistance under the Voucher Program as grounds for denial of program assistance – needs to include “in the last 5 years”.
3. Revise Public Housing Admission and Continued Occupancy Policy and Section 8 Voucher Program Administrative Plan – require all applicants, prior to admission, to provide a birth certificate for each family member who will reside in the household. This would provide verification and documentation of the individuals name, sex, date of birth, and relationship to the head of household.
4. Revise criteria for denial of admission to public housing and/or Section 8 if any household member is convicted of drug-related criminal activity or violent criminal activity, or other criminal activity which may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents..... Current policy provides denial for five years after the date of the most recent **conviction** – change to five years **after the last judicial action. For example, 5 years after probation has been completed or 5 years after release from prison, etc.**
5. Revise Section 8 Administrative Plan for applicant and participant appeals – current policy refers to calendar days – change to business day time periods and make consistent

with the time frames established in the Public Housing Admission and Continued Occupancy Policy which is ten business days.

Following discussion, the RAB members indicated their agreement with the proposed policy changes and recommended the list be presented to the Board of Directors.

The final revisions to the 5 Year Plan Mission Statement and up-date of the Authority's progress in meeting the Goals and Objectives established in the Plan were presented and a copy provided to each member. The Director reported this information was previously provided in draft form.

The Director thanked the Resident Advisory Board members for their participation in the PHA Plan process and reported a follow-up meeting will be planned for mid-to-late October to inform members of the action taken by the Housing Authority Board of Directors regarding approval of the Plan.

**MINUTES FROM RESIDENT MEETINGS
TO DISCUSS PHA AGENCY PLAN FY 2009**

COLEMAN HOUSE – September 11, 2008

Present:	Lucy Ross	Elizabeth Earnest
	Judith Rivera	William Hahn
	Gertrude Lynn	Doris Hoverter
	Linda Burris	Joyce Stine
	Lewis Gahagan	Janice Gahagan
	Luis Reyes Rios	Carl Knepp
	Cindy Mattern	

LAWLER PLACE – September 12, 2008

Present:	Betty Reeder	Carol Snyder
	Bertha Frey	Darlene Reichenbach
	Cindy Mattern	

BURGARD APARTMENTS – September 12, 2008

Present:	H. Joann Johnson	Lois Osenga
	Shirley Lane	Patricia Romig
	Jean Croyle	Charles Rodenizer
	Carol Walls	Jerry Booney
	Pearl Verdi	Beverly Liddick
	Joan Russler	Joan Edward Miller
	John Junkens	Shirley Bollinger
	Patricia Nauman	Eluid Gonzalez

Cindy Mattern

MCCOY MANOR – September 18, 2008

Present: Carl Shilling
Cindy Mattern

The Director thanked the residents for attending and stated the purpose of the meeting was to obtain input for the Action Plan for fiscal years 2009-2013 and support for the Plan.

The following key parts of the Plan were briefly reviewed:

- Mission Statement
- Progress/achievements during 2008
- Goals and Objectives
- Status of Capital Improvement Programs
- Capital Fund Program Annual Statement and Five Year Plan
- Key policy changes proposed for upcoming year
- Flat Rent Schedule – proposed 3% increase
- Consistency with State Consolidated Plan

Mrs. Mattern reported for the past two years, the waiting list for public housing has demonstrated more than 25% of the people on the list need an efficiency apartment.

A number of years ago, the Authority established a goal to convert two efficiency apartments into a one bedroom accessible unit. At that time, the efficiency apartments were difficult to rent because most applicants preferred a one bedroom unit and there were a limited number of individuals eligible for an efficiency unit. Based on the most recent housing needs data as described above, the 2009 Plan will eliminate the goal to convert the efficiency apartments.

Proposed Policy changes will include some minor revisions to the Section 8 Administrative Plan to provide consistency with the time periods established in the Public Housing Admission and Continued Occupancy Policy for applicant and tenant appeals and decisions.

Staff will recommend to the Board the Section 8 Administrative Plan and Public Housing Admission and Continued Occupancy Policy be revised to provide that applicants denied admission to housing or participation in Section 8 be established as 5 years from the date of the last judicial action, five years from the release from jail/prison, five years from the date of completion of rehab, etc. The Director explained this revision comes by way of a recommendation from HUD's office of Inspector General and would eliminate the current

ineligibility for five years from the date of “conviction” as currently stated in both policies. The residents present at these meetings were in agreement with this proposed change to both policies.

All tenants were informed minutes from each Resident meeting, the public hearing and Resident Advisory Board meetings will be prepared and submitted to the Housing Authority Board of Directors and to HUD. Additional comments may be submitted by phone, mail, or placed in the Authority’s rent deposit boxes until September 24, 2008, which is the date the Board of Directors will be asked to take action on the draft 2009 Agency Plan. The final submission due date to HUD is October 18, 2008.

Following the Director’s presentation, residents were requested to share any comments or concerns. These responses are documented as follows:

COLEMAN HOUSE - COMMENTS:

Tenants reported the furniture in the sitting area on first floor is worn and needs replaced. The Director reported funds have been included in the Capital Fund to replace the hallway carpet throughout the building and the furniture in the common areas, to improve the accessibility at the front entrance, install security cameras at all entrances, common areas and hallways on each floor, and repainting of the common areas and hallways.

Elizabeth Earnest questioned if tenants would be permitted occasionally to use one of the refrigerators in the Community Room kitchen when preparing for a family gathering and if the refrigerator could be locked. The Director recommended Elizabeth call the office prior to such a family event to confirm if the community room and kitchen is available. It was agreed any lock on one of the refrigerators would belong to and be controlled by the Housing Authority.

William Hahn commented it is possible to connect security camera images to a tenant’s television set so they can see who is at the front entrance. He said his mother lives in an apartment in New York with such a feature. He believes the image is captured on a particular cable channel. Mrs. Mattern agreed to investigate this option as the camera system is designed.

Several work order requests were reported and recorded. The Director advised all tenants to call the Authority office when they know of anything in need of repair and stated a written work request will be made for all items reported during the meeting today.

Tenants requested a snack machine be returned to the lobby area.

It was suggested the washers and dryers be emptied prior to a holiday weekend that sometimes the coin boxes become full and the equipment cannot be used.

Several tenants reported the exterior door at the entrance near the mailboxes is not always secure and has been found to be unlatched, especially at night. A work request will be prepared to check the closing mechanism to determine if any repair or adjustment is needed.

Lewis Gahagan commented about accessibility problems with the building for individuals with disabilities. The Director reported Capital Funds have been budgeted and received to modify the front entrance of the building to provide accessibility for those in wheelchairs. In addition, the capital fund five year plan also provides for the installation of a hydraulic chair lift at the rear side entrance of the building. Mr. Gahagan stated he didn't realize how difficult it would be to access the building until his wife began to have medical problems. The Director reported the modifications needed at the front entrance were identified at the resident meeting last year, the work item was then included in the 2008 Capital Fund Budget, HUD approval was granted at the end of December 2008 and funds to proceed with the work were received within the past sixty days.

Lucy Ross suggested a change machine be installed in the laundry room after the security cameras are in place. Tenants also suggested a sign be placed in the laundry room requesting all tenants to keep the area clean. The Director stated the installation of security cameras would be helpful to identify those individuals who are not cleaning up the area.

Lucy Ross suggested a phone be installed in the laundry room for use in the event of an emergency. Elizabeth Earnest reported she carries her portable telephone to the laundry room and suggested all tenants take their phone with them if they have a concern.

Lewis Gahagan expressed concern about teenagers and other young adults hanging out at the back of the building near the garbage room area. He said these individuals are there particularly at night and hang out after the police have patrolled the area. He said they loiter and smoke and make other tenants coming and going uneasy.

Tenants suggested Call-A-Ride be requested to park parallel to the curb in front of the Coleman House when picking up passengers using their service. The Director stated the Housing Authority could pass along this request to Call-A-Ride, however, we have no control over their procedures.

The Director questioned if there is still a problem with tenants letting unknown persons into the building as reported last year. It was the consensus of the group this has not been happening and the problem seems to be resolved.

Tenants were requested to refrain from "holding" the elevator when they plan to stop for a brief visit to their apartment or another unit. The Director reported the office has received several reports of this happening and the tenants present were encouraged to pass along this information to their guests and visitors and other residents who did not attend the meeting.

LAWLER PLACE – COMMENTS:

Darlene Reichenbach shared her frustration with a recurring sewer problem at her apartment.

Mrs. Reichenbach said there apparently is a break in the line (which is located in the concrete floor of her apartment) that causes a back up every six months or so. She said there are times comments made by some of the maintenance staff make she and her husband feel like they did something wrong and created the problem. The Director assured Mrs. Reichenbach she would look into this matter and expressed her hope that staff comments were not intended or directed at Mrs. Reichenbach or her husband, but were a frustration with the job at hand.

Mrs. Reichenbach also commented she would like to see the Pet Policy be changed to allow for a second pet. She said her cat hisses and bites and thinks a little dog would be helpful to her. The Director reported Mrs. Reichenbach's request will be noted, however, it is unlikely the pet policy will be changed to provide for two pets in the household. Mrs. Reichenbach said her cat is only two years old and she could not think about getting rid of it in order to get another pet.

Carol Snyder commented there were no problems with kids from the family units this past summer. She said it seems there are no big kids living there at this time and the younger children stay in their own Court close to home.

Carol was pleased with the new site lighting behind her apartment located along Chestnut Street Extended. The area is very well lit and she agreed the Authority's plans to eventually install the same type of fixture throughout the developments would be a good improvement.

Carol Snyder reported tenants in her neighborhood reported seeing more frequent police patrols during the summer and recent weeks.

Carol stated the families and/or visitors and guests from the family units are parking in the service road located between C and F Court. She said there are so many cars parked there at times, particularly on weekends, that "Mike" who lives in E court with an assigned parking space back there, has been unable to get out. Carol also said the garbage truck cannot even get back there to pick up the trash, that the garbage men are now walking in the road and carrying all of the bags out to Chestnut Street Extended. The Director thanked Carol for this information and stated the Authority will take steps to enforce the restricted parking in that area because the road must remain open for emergency vehicles. Carol said the worst time is from Friday night until Monday morning, that the cars are all lined up along the service road.

Bertha Frey questioned if a tenant is permitted to have two scooters parked directly behind his or her apartment. She said Wesley Grove now has two of these little scooters and he has them on the sidewalk right up against the back of his apartment. The Director advised tenants with this type of vehicle have been instructed to store them behind their apartment and stated she was not aware of any restriction limiting each tenant to one vehicle.

Bertha also commented she notices the odor of cigarette smoke coming from the apartment next to hers when she turns on the bathroom ceiling fan. She questioned if the Authority could restrict tenants from smoking in light of the new law or make them open their doors or windows to let

out some of the smoke. The Director reported the Authority cannot restrict a resident's right to smoke within the confines of his or her apartment. And, that if the smoking tenant has the windows to his or her apartment open, the cigarette smoke would travel into Bertha's apartment if she opened her windows or door, thereby creating another problem. A work request will be prepared asking the maintenance staff to see if any adjustments or modifications can be made to the exhaust fan to limit the cigarette smoke.

Carol Snyder questioned when she could put her name on a list to have the air conditioner in her unit removed. The Director reported tenants are free to call the office at any time and cautioned Ms. Snyder and any other tenants to be sure they are ready for the a/c to be removed even though there may be warmer days ahead. Carol said she prefers to keep the a/c installed until the beginning of November.

Darlene Reichenbach said she would just like to keep the air conditioner in her apartment in all year round. The Director advised unless the a/c has been permanently installed, it would need to be removed because of cold air that would come into the unit during the winter months. Mrs. Richednbach said the a/c in her unit is not permanently installed and she understood the unit would need to be removed.

BURGARD APARTMENTS – COMMENTS:

Shirley Lane commented the stairwells and windows in that area need to be cleaned. Tenants reported the number of grocery carts available for use in the building is decreasing and stated when some people use them, the carts are not returned to the first floor of the building, and that some tenants keep them in their apartment. The Director stated she hoped all tenants would be considerate of others and return the carts promptly to the first floor.

Lois Osenga suggested an electric outlet be installed in the dining area of each apartment. Lois said an outlet in this area would be helpful.

Comments from various tenants reported spiders are coming in around the windows and air conditioners, that this problem has been especially bad this summer. Pat Nauman said she has been experiencing a problem with the spiders. She also commented the new windows in her apartment are very difficult to open and tilt in to clean. She commented the Housing Authority should have someone clean the outside of the windows. The Director polled the other tenants present and only one other person indicated a problem with opening the new windows. It was recommended both tenants place a service request with the office to have maintenance check the windows to see if any adjustments are needed. Mrs. Nauman said she usually cleans the windows in the evening or on a weekend and that the guys probably wouldn't come out if she called them.

The Director reported this type of service call would not be considered an emergency unless the

window was broken or if the tenant was unable to get the window back into the jam. It was suggested this type of activity be planned by the tenant to coincide with the Authority's business hours. Tenants were reminded the Authority operates on a limited budget and is unable to pay staff overtime to come in to assist tenants with cleaning the windows.

Mrs. Nauman also commented she has waited two months to receive two additional keys to her apartment. She said she placed the first request when she paid rent in July and made a second request in August. The Director confirmed that Mrs. Nauman has in fact received these keys and apologized for the delay and any inconvenience. Shirley Bollinger commented she really likes her apartment and living here, but she is unhappy about the loose baseboard in the hallway of her floor. She said the baseboard will not stay on and it looks unsightly. The Director reported this matter will be addressed in the very near future and that an order to purchase and install handrails on the 2nd, 3rd, 4th and 5th floors is about to be placed. In addition, the hallway windows and sliding glass doors will be replaced and air conditioners permanently installed on the Montgomery Avenue side of the building.

Tenants confirmed there have been no crime watch meetings for months. It was reported Officer Dicken retired and even when the meetings were being held, tenants were not interested and did not attend.

Lois Osenga suggested a snack machine be returned to the building, that in the past tenants enjoyed having access to the goodies without going out at night. The Director reported the Coleman residents also requested a snack machine be returned to their building, however, the problem with the old machines resulted from the owner/operators failure to stock the machine and to keep fresh items on hand. The Authority staff has checked into other suppliers, but no one seems interested in maintaining only one or two machines.

Several tenants expressed their concerns and dissatisfaction with another tenant who frequently drinks and often floods the washing machines, making a mess in the laundry room. The messes are created by the tenant slopping water all over the floor when items are removed from the machine half-full of water. On other occasions, this tenant has made messes of feces in the laundry room.

Pearl Verdi said her sister cleaned up one of these recent messes and reported the problem is especially bad when this individual is drinking (which is every day), that his pants are very soiled when he returns to the building. Other tenants commented this same individual places large numbers of beer cans and bottles in the garbage room recycling bins without rinsing them.

The Director stated the purpose of this meeting was not to discuss issues that are specific to an individual tenant. However, residents were reminded of the Authority's drug and alcohol abuse policy and were advised if any tenant's actions are affected by the abuse of alcohol, these instances should be reported to the Authority's offices as they occur. Tenants with first hand knowledge regarding any of these or other related concerns were encouraged to call as things happen to enable the Authority to document the situation and take appropriate action.

Ed Miller reported he often finds opened food containers, such as TV dinners, bags of chips, etc. placed on top of the garbage cans in the garbage room on his floor, that these items are not properly bagged and placed in the cans or down the chute. Ed said he does not know who is doing this. The Director reported tenants will be reminded to properly dispose of all trash, including these type of food items. Joann Johnson said she also finds this on her floor, but she just puts it in a bag and gets rid of it. Jerry Booney reported Wesley Grove seems to be using two parking spaces in front of the building, that after the parking lot was expanded, Wesley's vehicle was moved to one of the last spots in the new lot. Now there are times when Wesley will also use his old parking space. Mr. Booney also said it would be helpful to number the assigned parking spaces in the new parking area.

MCCOY MANOR – COMMENTS:

Carl Shilling stated he is satisfied with his apartment and does not have any problems. He noted last week there were four very young little girls (barely able to walk, probably two or three years old) found playing behind his apartment. Mr. Shilling said he was concerned for their safety because no adults were with them. He said he checked on them frequently from inside his apartment to make sure they were alright and a while later he watched two or three women from the lower end of McCoy Manor come walking down the hill to get them. Mr. Shilling said in the future he will call 911 if he finds the children in his neighborhood unsupervised.

Mr. Shilling also reported for some time the tenants living at 8 and 9 McCoy Manor had at least two or more bags of trash behind their apartments. He said the problem has since been corrected since he mentioned it to someone. The trash was very visible from the back door of his apartment and he was concerned the bags would attract skunks or other rodents.

Mr. Shilling questioned how much the flat rent he now pays would increase if the proposed 3% increase is approved. The Director advised the 1 bedroom flat rent of \$424 would increase to \$437. Mr. Shilling said he understands the need of an increase but was not entirely happy that he would be paying more rent. He said he has some very strong opinions about certain things and commented he is disturbed because some other tenants may only pay \$50.00 and because they are unwilling to do the required community service of 8 hours per month. He said he volunteers by delivering Meals on Wheels and is pleased because while he does not receive any pay, he is reimbursed for his mileage. The Director advised the rent paid by each tenant is different and is based on HUD regulation, therefore, the Housing Authority does not have any discretion over the calculated rent amount.

Mr. Shilling was in favor of the proposed policy revisions which were presented and discussed.

