

PHA 5-Year and Annual Plan Version 2	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0 PHA Information
 PHA Name: Housing Authority of the County of Mifflin PHA Code: PA041
 PHA Type: Small High Performing Standard HCV (Section 8)
 PHA Fiscal Year Beginning: (MM/YYYY): 01/2010

2.0 Inventory (based on ACC units at time of FY beginning in 1.0 above)
 Number of PH units: 279 Number of HCV units: 220

3.0 Submission Type
 5-Year and Annual Plan – **Version 2** Annual Plan Only 5-Year Plan Only

4.0 PHA Consortia PHA Consortia: (Check box if submitting a joint Plan and complete table below.) *N/A*

Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
				PH	HCV
PHA 1:					
PHA 2:					
PHA 3:					

5.0 5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.

5.1 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 for the next five years:

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 area housing needs.

5.1 The Housing Authority of the County of Mifflin has achieved its mission during fiscal years 2005-2009 as reflected below:

- Continued to achieve High Performer Status under PHAS & SEMAP
- Provided in-house staff training and sent administrative and maintenance staff to training seminars to increase knowledge of program rules and regulations
- Continued 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 and provided translation of certain correspondence and documents
- Collaborated with Penn State University to conduct a nutrition research study of public housing residents and to assist with county-wide Housing Needs Study via the Hamer Center and Department of Landscape Architecture
- Continued collaboration with PA Career Link, Family Literacy, Summer Reading Program, SUM Child Development, Area Agency on Aging, MHMR LHOT (Local Options Team), Mifflin-Juniata United Way, Salvation Army, Shelter Services, Mifflin and Juniata County Human Services Department by participation as a Board member for the Community Service Block Grant Program, the Emergency Food and Shelter Program, Housing Coalition and Housing Coalition Housing Needs Assessment Team, Mifflin County Children and Youth Services

Progress Statement: The Housing Authority continued to achieve High Performer Status with a score of 91 out of 100 for Fiscal Year 2007 (the most recent PHAS score) 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 2010-2014.

5.2 Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

PHA GOAL #1: EXPAND THE SUPPLY OF ASSISTED HOUSING

The PHA established the following objectives to strive in meeting goal #1:

- Apply for additional rental vouchers – as needed when NOFA announced
- Applied for special purpose vouchers targeted for family unification and collaborated with Mifflin County Children and Youth Services

PHA GOAL #2: IMPROVE THE QUALITY OF ASSISTED HOUSING

The PHA established the following objectives to strive in meeting goal #2:

- Improve public housing management: PHAS
- Improve voucher management: SEMAP
- Increase customer satisfaction; Maintain performance status and maintained 100% utilization, continued early bird rent payment program to reward prompt rent payers

5.2

- Concentrate on efforts to improve specific management functions; (list, e.g., public housing finance, voucher unit inspections, on-going staff training and budgeting management improvements in Capital Fund Program
- Renovate or modernize public housing units; Capital Fund Programs

PHA GOAL #3: INCREASE ASSISTED HOUSING CHOICES

The PHA established the following objectives to strive in meeting goal #3:

- Provide voucher mobility counseling; This is an on-going activity
- Conduct outreach efforts for potential voucher landlords; The PHA will continue to recruit new landlords annually. This is an on-going activity. During the first six months of 2009, five (5) new landlords were added to the Program.
- Increase voucher payment standards; Standards will increase October 1, 2009
- Past and continued participation in MH/MR Local Housing Options Team, The Executive Director will continue to serve as a Board member on the Mifflin-Juniata County Human Services Department Housing Coalition, the Housing Coalition Needs Assessment Team, the Emergency Food and Shelter Advisory Board, Community Services Block Grant Advisory Board; Collaborate with Mifflin County Planning and Development Department, Mifflin-Juniata United Way, Mifflin County Industrial Development Corporation, Penn State University via the Hamer Center and the College of Landscape Architecture; the Mifflin Juniata Area Agency on Aging and the LINKS Advisory Board, Mifflin County Children and Youth Services; Shelter Services Inc., and the Abuse Network.

PHA GOAL #4: PROVIDE AN IMPROVED LIVING ENVIRONMENT

The PHA established the following objectives to strive in meeting goal #4:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments; This is an on-going activity accomplished by 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 accomplished by the Tenant Selection Process
- Implement public housing security improvements; This is an on-going activity accomplished by annual Contract with Mifflin County Regional Police Department and purchase of one unit of service (10) per week for police presence in public housing developments. In addition, monthly incident reports are provided for all public housing addresses. And, on-going Capital Fund physical improvements such as improving and increasing Site-lighting, installation of dead bolt locks, installation of new security entry system at Coleman House, installation of surveillance camera system at Burgard Apartment, installation of new entry doors at Coleman House and increasing the illumination in the hallways. In 2009, a surveillance camera system will be installed throughout all common areas of the Coleman House, the Authority's Administrative Offices and a maintenance garage at Lawler Place. Emergency call bells will also be installed in the Coleman House laundry room.

5.2

- Implement measures to assist victims of domestic violence in avoiding their abusers and continuing occupancy in public housing; Implemented measures to assist victims of domestic violence by amending Public Housing ACOP and Section 8 Administrative Plan to include VAWA requirements and have granted a preference for applicant's who are victims of domestic violence.

PHA GOAL #5: PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF ASSISTED HOUSEHOLDS

The PHA established the following objectives to strive in meeting goal #5:

- Increase the number and percentage of employed persons in assisted families; This is an on-going activity which has been accomplished by adoption of the Flat Rents. Adoption of flat rents has increased the number of employed persons in assisted families that it can attract and retain. As of June 30, 2009, 48% of the total families in public housing were employed. Even though this percentage decreased from 57% in 2008, it must be noted that Mifflin County has one of the highest unemployment rates in the Commonwealth of Pennsylvania.
- Provide or attract supportive services to improve assistance recipients' employability; The PHA continues to Contract with Snyder Union Mifflin Child Development to provide a Children's Center in the basement of the Coleman House. The Coleman House Children's Center has provided both child care services and several Head Start classes to eligible residents. In addition, previous occupants at the Children's Center included the Family Literacy Program of the Career Link and the integration of special needs children from the Tuscarora Intermediate Unit. The Coleman Children's Center Program has been in place since approximately 1995, with space provided rent free by the PHA. In addition, the PHA provides job-training opportunities for participants in the Career Link/Dept. of Public Welfare Community Service Program, the SEE (Summer Employment Experience) Program, and the Experience Works Program for individuals who are 55 years of age and over.
- Provide or attract supportive services to increase independence for the elderly or families with disabilities; The PHA will begin collaboration with JEVS/Supports for Independence in the fall of 2009. JEVS Human Services provided attendant care, personal assistance and home health care. JEVS/Supports for Independence provides quality services that allow people who are disabled, aging or both, to maintain their independence and lead productive, more fulfilling lives by helping them to manage and direct the delivery of their own care.
- As in the past, the PHA continues to collaborate with the Center for Independent Living, and UCP of Central Pa. And, partnerships with local agencies to provide or attract supportive services to assist victims of domestic violence move out of abusive situations and begin again.

5.2 PHA GOAL #6: ENSURE EQUAL OPPORTUNITY AND AFFIRMATIVELY FURTHER FAIR HOUSING

The PHA established the following objectives to strive in meeting goal #6:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required; This is an on-going activity which is accomplished by the Authority's making reasonable accommodations upon request.
- The 2010-2014 Capital Fund Five Year Plan includes the installation of a second elevator at the Coleman House to improve accessibility at the rear of the building. In the fall of 2009, accessibility at the Market Street entrance of the Coleman House will be improved by installation of an automatic opening mechanism and a wider doorway to accommodate tenants, guests and visitors in wheelchairs, scooters, using walkers, etc.

6.0 PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

The following PHA Plan elements marked 'X' have been revised since the last Annual Plan submission by the Housing Authority of the County of Mifflin.
N/C denotes NO CHANGE and N/A denotes NOT APPLICABLE

- X 903.7(1) Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures
- X 903.7(2) Financial Resources
- X 903.7(3) Rent Determination
- X 903.7(4) Operation and Management
- X 903.7(5) Grievance Procedures
- X 903.7(6) Designated Housing for Elderly and Disabled Families
- X 903.7(7) Community Service and Self-Sufficiency
- X 903.7(8) Safety and Crime Prevention
- N/C 903.7(9) Pets
- X 903.7(10) Civil Rights Certification
- X 903.7(11) Fiscal Year Audit
- N/A 903.7(12) Asset Management
- N/C 903.7(13) Violence Against Women Act (VAWA)

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

The following are the specific locations where the public may obtain copies of the 2010 Annual Plan:

- Administrative Office – 141 South Pine Road, Lewistown, PA 17044

6.0 PHA Plan Elements

903.7(1) Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures

A. Public Housing

Public Housing policies that govern resident or tenant eligibility, selection and admission (including preferences), unit assignment, procedures to maintaining waiting list for admission to public housing and site-based waiting lists (if applicable).

(1) Eligibility ***NO CHANGE***

The Housing Authority of the County of Mifflin verifies eligibility for admission to public housing when application is submitted and name is reached on waiting list.

The PHA uses the following non-income screening factors to establish eligibility for admission to public housing:

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- 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.

The Housing Authority requests criminal records from the following enforcement agencies for screening purposes:

- Local law enforcement agencies
- State law enforcement agencies

(2) Selection and Assignment ***NO CHANGE***

Selection for admission to public housing shall be made from the PHA's current waiting list in accordance with date and time of application and applicable preference(s) as follows.

6.0

(3) Preferences **NO CHANGE**

The PHA does not 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 the median area income.

It is the policy of the PHA that transfers will take precedence over new admissions in the following circumstances:

- Emergencies
- Over-housed
- Under-housed
- Medical justification
- Administrative reasons determined by the PHA
- Domestic Violence

Priority

- 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 (rent is >50 percent of income)
- 1 - Residents who live and/or work in the jurisdiction
- 1 - 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.

Among applicants on the waiting list with equal preference status applicants are selected by date and time of application.

In relationship of preferences to income targeting requirements, 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.

(4) Unit Assignment **NO CHANGE**

Applicants are ordinarily given two (2) vacant unit choices before they fall to the bottom of, or are removed from the waiting list. This policy is consistent across all waiting list types.

6.0

(5) Maintaining Waiting List ***NO CHANGE***

The Housing Authority of the County of Mifflin maintains a community-wide waiting list. Interested persons may apply for admission to public housing at the main administrative office located at 141 South Pine Road, Lewistown, PA 17044.

Applicants and residents may use the following reference materials to obtain information about the rules of occupancy of public housing.

- The PHA-resident lease
- The PHA’s Admissions and Continued Occupancy Policy
- PHA briefing seminars or written materials

Residents must notify the PHA of changes in family composition:

- At any time family composition changes

(6) Deconcentration and Income Mixing

The PHA has performed its annual deconcentration and income mixing analysis to determine if the PHA has any general occupancy public housing developments covered by the deconcentration rule. The analysis results follow:

The PHA does have general occupancy public housing developments covered by the deconcentration rule.

The following covered developments have average incomes that fall above or below the Established Income Range.

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)]
Lewistown	11	C – The covered Development’s or Development’s size, location, and/or configuration promote income deconcentration, such as scattered site or small developments.	

6.0	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.
	Lawler Place	84	C – The covered Development’s or Development’s size, location, and/or configuration promote income deconcentration, such as scattered site or small developments.

The Housing Authority of the County of Mifflin does not plan to operate any site-based waiting lists.

B. Section 8

Section 8 HCV policies that govern participant eligibility and selection for assistance (including preferences), and procedure for maintaining waiting list.

(1) Eligibility ***NO CHANGE***

The PHA conducts screening to the extent of:

- Criminal or 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.

The Housing Authority requests criminal records from the following enforcement agencies for screening purposes:

- Local law enforcement agencies
- State law enforcement agencies

The PHA shares the following information with prospective landlords:

- 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.

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(2) Waiting List Organization **NO CHANGE**

The Housing Authority of the County of Mifflin’s waiting list for the section 8 tenant-based assistance is not merged with any other program waiting list:

Participants may apply for admission to section 8 tenant-based assistance at:

- PHA main administrative office

(3) Search Time **NO CHANGE**

The PHA does give extensions on standard 60-day period to search for a unit. (if yes, state circumstances)

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

(4) Preferences **NO CHANGE**

The PHA does not 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 the median area income.

The PHA has established preferences for admission to section 8 tenant-based assistance other than date and time of application. The PHA plans to employ the following admission preferences for admission to section 8 tenant-based assistance:

- 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 (rent is >50 percent of income)
- 1 - Residents who live and/or work in the jurisdiction
- 1 - 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.

Among applicants on the waiting list with equal preference status applicants are selected by date and time of application.

6.0

In relationship of preferences to income targeting requirements, 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 ***NO CHANGE***

The policies governing eligibility, selection and admissions to any special-purpose section 8 program administered by the PHA are contained in the following documents or other reference materials:

- The Section 8 Administrative Plan
- Briefing sessions and written materials

The PHA announces the availability of any special-purpose section 8 program to the public through:

- Published notices

6.0 903.7(2) Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2010 grants)		
a) Public Housing Operating Fund	620,597.00	
b) Public Housing Capital Fund	405,609.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance - Estimated Admin.	702,100.00 122,556.00	
f) Resident Opportunity and Self- Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2008 Capital Fund	182,906.00	Public housing capital improvements
2009 ARRA Capital Fund	494,224.00	Public housing capital improvements
2009 Capital Fund	405,609.00	Public housing capital improvements
3. Public Housing Dwelling Rental Income		
	758,000.00	Public housing operations
4. Other income (list below)		
- Interest on investments	15,000.00	Public housing operations
- Non-dwelling rent	600.00	Public housing operations
- Excess utilities	17,400.00	Public housing operations
5. Non-federal sources (list below)		
Total resources	3,724,601.00	

6.0 903.7 (3) Rent Determination Policies

A. Public Housing

(1) Income Based Rent Policies

a. Use of discretionary policies

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 income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions).

b. Minimum Rent

The PHA's minimum rent is \$50.00.

The PHA has adopted the following discretionary minimum rent hardship exemption policies.

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.

6.0

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

The PHA does not plan to charge rents at a fixed amount or percentage less than 30% of adjusted income. (if yes, list the amounts or percentages charged and the circumstances)

d. Discretionary deductions and/or exclusion policies

The PHA does not plan to employ any discretionary (optional) deductions and/or exclusions policies.

e. Ceiling Rents

The PHA does not have ceiling rents.

f. Rent Re-determinations

Between annual income reexaminations, the tenant is required to report changes in income or family composition to the PHA such that the changes result in an adjustment to rent as follows:

- Within 10 days of occurrence; anytime there is a change

g. Individual Savings accounts (ISAs)

The PHA does not plan to implement individual savings accounts for residents as an alternative to the required 12 month disallowance of earned income and phasing in of the rent increase in the next year.

(2) Flat Rents ***NO CHANGE***

The PHA used the following sources of information in setting the market-based flat rents to establish comparability.

- The section 8 rent reasonableness study of comparable housing
- Fair Market Rents

B. Section 8 Tenant-based Assistance(1) Payment Standards ***NO CHANGE***

The PHA's payment standard is:

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

If the payment standard is lower than FMR, why has the PHA selected this standard?

- FRMs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket

The PHA reevaluates the payment standards for adequacy annually and considers the following factors in its assessment of the adequacy:

- Success rates of assisted families
- Rent burdens of assisted families

(2) Minimum Rent ***NO CHANGE***

The PHA's minimum rent is \$5000.

The PHA has adopted 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:

6.0

- 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.

6.0 903.7(4) Operation and Management

(1) PHA Management Structure

- a. A brief description of the management structure and organization of the PHA

The Executive Director directs the day-to day management and operation of the Housing Authority with the assistance of the following lead staff and their line staff.

- Consultants
- Solicitor
- Accountant

Public Housing

- Project Manager
- Management Aide
- Clerk Typist
- Clerk/Receptionist

Section 8

- Section 8 Coordinator
- Section 8 Inspector

Maintenance Department

- Maintenance Superintendent
- Maintenance Mechanics
- Laborer
- Community Service Workers
- SEE (Summer Employment Experience)Program Workers
- Experience Works Participants

6.0

b. HUD Programs Under PHA Management

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	279	82
Section 8 Vouchers	220	64
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

c. Management and Maintenance Policies

The PHA has adopted the following policies that contain the Agency's rules, standards, and policies that govern management, operation, and maintenance of the Public Housing and Section 8 assistance programs.

Public Housing Management:

- Admissions and Continued Occupancy Policy
- Grievance Procedures
- Transfers and Transfer Waiting List Policy
- Termination and Eviction Policy
- Limited Access and Barring Policy
- Sexual Harassment and Discrimination Policy
- Deconcentration and Income Targeting Policy
- Community Service Policy
- Pet Policy
- Records Retention Policy
- Procurement Policy
- Capitalization Policy
- Personnel Policy

Section 8 Management:

- Administrative Plan

6.0 903.7(5) Grievance Procedures

A. Public Housing

The PHA has not established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing.

Residents or applicants who desire to initiate the PHA grievance Process should contact the following:

- PHA main administrative office

B. Section 8 Tenant-Based Assistance

The PHA has not 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.

Section 8 applicants or assisted families who desire to initiate the informal review and informal hearing process should contact the following:

- PHA main administrative office

903.7(6) Designated Housing for Elderly and Disabled Families

NO CHANGE

The PHA has not designated or applied for approval to designate or does not 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 not 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.

Activity Description: *N/A*

6.0 903.7(7) Community Service and Self-Sufficiency

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

1. The PHA has not 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.)
2. Other coordination efforts between the PHA and TANF agency include:
 - Client referrals
 - Information sharing regarding mutual clients (for rent determinations and otherwise)
 - Contract with Career Link to provide work-site for public welfare recipients required to complete Community Service to maintain benefits.

B. Services and programs offered to residents and participants by the Housing Authority of the County of Mifflin are as follows:

(1) General

a. Self-Sufficiency Policies

The PHA will employ the following discretionary policies to enhance the economic and social self-sufficiency of assisted families in the following areas:

- Public housing admissions policies
- Section 8 admissions policies

b. Economic and Social self-sufficiency programs *N/A*

(2) Family Self Sufficiency programs *N/A*

C. Welfare Benefit Reductions

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:

- 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.

D. Community Service Requirement

Description of Community Service Policy *NO CHANGE*

Pursuant to section 12(c) of the U. S. Housing Act of 1937, the PHA will comply with requirements of community service by identifying the number of tenants required to perform community service, the number of tenants granted exemptions, the number of tenants in non-compliance, and the number of tenants terminated/evicted due to non-compliance.

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.

6.0

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.

6.0

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: 11
- Number of tenants granted exemptions: 83
- Number of tenants in non-compliance: 9
- Number of tenants terminated/evicted due to non-compliance: 0

6.0 903.7(8) Safety and Crime Prevention

The PHA's plan for safety and crime preventions to ensure the safety of the public housing residents is addressed below.

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

1. Description of the need for measures to ensure the safety of public housing residents.
 - Residents fearful for their safety and/or the safety of their children
 - Observed lower-level crime, vandalism and/or graffiti
2. Information or data used by the PHA to determine the need for PHA actions to improve safety of residents:
 - Safety and security survey of residents
 - Analysis of crime statistics over time for crimes committed "in and around" public housing authority
 - Resident reports
 - PHA employee reports
 - Police reports
 - Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
3. Developments that are most affected:
 - All developments

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

1. List of crime prevention activities:
 - Contracting with outside and/or resident organizations for the provision of crime and/or drug-prevention activities
 - Volunteer Resident Patrol/Block Watchers Program
 - Capital Fund physical improvements such as installing new security entry systems, dead bolt locks, installing additional sight lighting and improving illumination.
2. Developments that are most affected:
 - All developments

C. Coordination between PHA and the police.

1. Description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities:
 - Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan

6.0

- 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)
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services

2. Developments that are most affected:

- All developments

903.7(9) Pets ***NO CHANGE***

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.

6.0 903.7(10) Civil Rights Certification

The PHA has examined its programs and proposed programs to identify any impediments to fair housing choices, has addressed those impediments in a reasonable fashion, and is working with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing. The PHA assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

The PHA has taken the following specific actions to Affirmative Further Fair Housing in its public housing and Section 8 assistance programs:

The PHA will not, on the grounds of race, color, creed, sex religion, age, disability, national origin or familial status:

- Deny a person or family admission the housing or assistance;
- Provide housing which is different than that provided others, except for elderly and/or disabled where accessibility features may be required;
- Subject a person to segregation or disparate treatment;
- Restrict a person's access to any benefit enjoyed by others in connection with housing programs;
- Treat a person differently in determining eligibility or other requirements for admission or assistance;
- Deny any person access to the same level of services provided to others;
- Deny a person the opportunity to participate in a planning or advisory group that is an integral part of the housing programs.

The PHA will not intimidate, threaten or take any retaliatory action against any applicant, resident, or participant because of a person's participation in civil rights activities or assertions of civil rights.

HUD Fair Housing Posters are posted at the PHA main administrative office and at each development office.

The PHA will ensure accessibility to offices to afford persons with disabilities the opportunity to apply for admission or assistance to the public housing programs.

The PHA will make sure that all employees of the PHA are familiar with non-discrimination requirements, especially those employees who are involved in the admissions process.

The PHA prominently displays a fair housing poster at each office where applications are taken and at each management office.

The PHA's policies and practices are designed to provide assurance that all persons with disabilities will be provided reasonable accommodations so that they can fully access and utilize the housing programs and related services.

6.0

The PHA will identify and eliminate situations and /or practices that create barriers to equal housing opportunity for all.

The PHA reviews its policies and procedures, at least annually, to assure compliance with all civil rights requirements.

903.7(11) Fiscal Year Audit

The PHA is 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)).

The most recent fiscal audit was submitted to HUD.

There were no findings as the result of that audit.

903.7(12) Asset Management *N/A*

903.7(13) Violence Against Women Act (VAWA) ***NO CHANGE***

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;

6.0

- 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 stalking (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.

Section 6.0 b

Identify where the Annual PHA Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA.

- Main Administrative Office – 141 South Pine Road, Lewistown, PA 17044

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.
Include statements related to these programs as applicable.

a. HOPE VI or Mixed Finance Modernization or Development ***NO CHANGE***

The PHA has not received a HOPE VI revitalization grant.

Status of HOPE VI revitalization grant(s). ***N/A***

The PHA does not plan to apply for a HOPE VI Revitalization grant in the Plan year.

The PHA will not be engaging in any mixed-finance development activities for public housing in the Plan year.

The PHA will not be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement.

b. Demolition and/or Disposition ***NO CHANGE***

The PHA does not plan to conduct any demolition or disposition activities in the plan Fiscal Year.

Activity Description: ***N/A***

c. Conversion of Public Housing ***NO CHANGE***

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

The PHA does not have any developments or portions of developments identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act.

Activity Description: ***N/A***

d. Homeownership ***NO CHANGE***

A. Public Housing

The PHA does not administer any homeownership programs for public housing.

Activity Description: ***N/A***

7.0	<p>B. <u>Section 8 Tenant Based Assistance</u></p> <p>The PHA does not plan to administer any homeownership programs for section 8.</p> <p>Program Description: <i>N/A</i></p> <p>e. Project-based Vouchers</p> <p>Our agency is not currently operating nor intends to operate a Section 8 Project Based Voucher Program.</p>
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8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.
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8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>Required reports are included as following attachments:</p> <ul style="list-style-type: none"> ▪ 2010 Capital Fund Program Annual Statement - attachment pa041a02 ▪ 2009 Performance and Evaluation Report – attachment pa041b01 ▪ 2009 ARRA Performance and Evaluation Report – attachment pa041c02 ▪ 2008 Performance and Evaluation Report - attachment pa041d02 ▪ 2008 RHF Performance and Evaluation Report – attachment pa041e02 ▪ 2007 Performance and Evaluation Report - attachment pa041f02
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8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>Required report is included as following attachment:</p> <ul style="list-style-type: none"> ▪ FY 2010 Capital Fund Program 5 Year Action Plan - attachment pa041g02
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8.3	<p>Capital Fund Financing Program (CFFP). <i>N/A</i></p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
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9.0 Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location, 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”.

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	2756	5	5	5	4	N/A	3
Income >30% but <=50% of AMI	965	5	5	5	4	N/A	3
Income >50% but <80% of AMI	938	5	5	5	4	N/A	3
Elderly	1166	5	5	5	4	N/A	3
Families with Disabilities	N/A	5	5	5	4	N/A	3
White	5099	5	5	5	4	N/A	3
Black/African American	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic	101	5	5	5	4	N/A	3
Native American	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Sources:

U. S. Census Bureau – 2005-2007 American Community Survey – Three year estimate for Mifflin County – renter occupied households by income and race and age.

HUD FY 2009 Income Limits – Mifflin County

2004 Mifflin/Juniata County Needs Assessment completed by Mifflin/Juniata County Human Services Department.

Consolidated Plan – Federal Fiscal Years 2009-2013

9.0

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	43		82
Extremely low income <=30% AMI	29	67.5%	
Very low income (>30% but <=50% AMI)	10	23.5%	
Low income (>50% but <80% AMI)	4	9%	
Families with children	13	30%	
Elderly families	16	37%	
Families with Disabilities	14	33%	
White	42	98%	
Black/African American	1	2%	
American Indian/Alaska Native	0	0%	
Asian	0	0%	
Native Hawaiian/Other Pacific Islander	0	0%	

Characteristics by Bedroom Size (Public Housing Only)			
0 BR	3	7%	
1BR	27	63%	
2 BR	10	23%	
3 BR	3	7%	
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*

9.0

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	92		64
Extremely low income <=30% AMI	66	72%	
Very low income (>30% but <=50% AMI)	26	28%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	47	51%	
Elderly families	7	8%	
Families with Disabilities	34	37%	
White	90	98%	
Black/African American	1	1%	
American Indian/Alaska Native	1	1%	
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*

9.1

Strategy for Addressing Housing 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. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

Strategies

Need: Shortage of affordable housing for all eligible populations

PHA shall maximize the number of affordable units available to the PHA within its current resources by:

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- 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
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Maintain or reduce time to renovate public housing units upon availability of applicants
- PHA will apply for special-purpose vouchers targeted for Family Unification

PHA shall increase the number of affordable housing units by:

- PHA applied for special-purpose vouchers targeted for Family Unification, however, application was not funded.

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

PHA shall target available assistance to families at or below 30 % of AMI

- Adopt rent policies to support and encourage work

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

PHA shall target available assistance to families at or below 50% of AMI

- Adopt rent policies to support and encourage work

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

9.1

Need: Specific Family Types: Families with Disabilities

PHA shall target available assistance to Families with Disabilities:

- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Affirmatively market to local non-profit agencies that assist families with disabilities

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

PHA shall conduct activities to affirmatively further fair housing

- 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

Reason for Selecting Strategies

- 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

10.0

Additional Information. Describe the following, as well as any additional information HUD has requested.

(a) Progress in Meeting Mission and Goals

Goals and Objectives established for 2005 Five Year and Annual Plan and PHA's progress made during 2005-2009.

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

PHA Goal: Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHAS score) Maintain passing score

Progress Statement: Consistently maintained passing PHAS score and High Performer Status during the past five years.

Improve voucher management: (SEMAP score) Maintain passing score

Progress Statement: Consistently maintained passing SEMAP score of 100% during the past five years.

Increase customer satisfaction:

- Maintained passing PHAS score and high performer status
- Achieved high performer status in SEMAP. SEMAP score was 100
- Increased utilization to 100%. HA will strive to maintain 98-100% utilization annually.
- PHA expanded collaboration with local agencies to address community needs by partnering with Mifflin County Library & Mifflin-Juaniata United way to establish on-site computer labs for residents and renewed a 10 year lease agreement with SUM child development to provide space at Coleman House for onsite day care and head start programs.
- Continued an Early Bird rent payment program in the fall of 2001 to reward prompt rent payers. Monthly drawing with 2(two) \$25 cash winners and an annual drawing with a \$300 Grand Prize and 2 (two) \$100 prizes.
- Established a Bucket of Cheer program where cleaning supplies and equipment are provided to new tenant at time of Move-In.
- PHA sponsors an annual resident pool party and bus trip.

Progress Statement:

- Maintained passing PHAS score and high performer status consistently during past five years
- Consistently maintained passing SEMAP score of 100% during the past five years
- Increased utilization and maintained 98-100% utilization annually.

10.0

- PHA continued to expand collaboration with local agencies to address community needs by partnering with Mifflin-Juniata United Way, Snyder Union Child Development, Mifflin-Juniata County Human Services Department, including Executive Director serving as Board member on Housing Coalition, Emergency Food and Shelter Program and Community Services Block Grant Board and Housing Coalition Needs Assessment Team, Shelter Services, Inc., The Abuse Network, Career Link and participate in Family Literacy Program and Community Service Program by providing work-site for participants. MH/MR LHOT (Local Housing Options Team); Mifflin County Children and Youth Services – submitted application for additional Section 8 Housing Choice Vouchers under the Family Unification Program; Area Agency on Aging – LINK Program Board; Participant in Experience Works Program and provide work-site for program participants, participated in the Summer Employment Experience (SEE Program) by providing a work-site for participating youth.
- Continued Early Bird rent payment program to reward prompt rent payers. Monthly drawings with 2(two) \$25 cash winners and an annual drawing of \$300 Grand Prize and 2 (two) \$100 prizes.

☒ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)

- Provide PHA staff training and Management improvements (on-going)

Progress Statement: On-going PHA staff training such as:

International Fire Codes, Public Housing Managers Training and Certification, Section 8 Housing Quality Standards, Advanced Accounting Training, Asset Management, Collecting Accounts Receivables, Worker's Compensation and Unemployment, Project Based Public Housing Management, Public Housing Accounting, Fair Housing Practices, Public Housing Managers Roundtable, Human Resource Conference, Tenant Disputes and Evictions;

Section 8 Voucher Policy up-date, OSHA Inspection Requirements and Record Keeping, PA One-Call system, PHFA Housing Services Conference, Operating Subsidy Calculation, New Operating Fund Regulations, EIV/Special Claims Workshop, Business Survival in a Global Flu Pandemic, Energy Performance Contract, Public Housing Manager's Roundtable;

10.0

Fraud training, HUD Financial Management, HUD Capital Fund Training, TRACS/EIV Security Awareness Training, Accounting and Budgeting Training, Information Technology, New Work Place Policies, Worker's Comp 101, Understanding UC Benefits and Discrimination Issues, Landlord-Tenant Law, Section 8 Quadel Annual Housing Choice Voucher Training;

Procurement and Contract Management; Public Housing Manager's Training and Examination; Managing Under Stress and Dealing With Conflict.

Management improvements such as:

Continued annual Contract with Mifflin County Regional Police and purchase of one unit of service (ten hours per week) to maintain police presence in public housing developments; Continued Contract with The Nelrod Company to assist with preparation of the Annual PHA Agency Plan and up-date of all housing policies; continued annual up-grade of computer software programs and hardware upgrades; relocated file storage room from Burgard Apartments to Lawler Place and installed efficient rolling storage shelve system for in-active files and record retention;

- Renovate or modernize public housing units: Convert 4 efficiency units to create 2 one-bedroom units by 2009. The achievement date has been re-established to reflect Capital Fund FYB 2005-2009 five year plan.

Progress Statement:

The 2005 Five Year Annual Plan included a goal to convert 4 efficiency unit to create 2 one bedroom units by 2009 based upon the lack of demand for efficiency units as demonstrated by the waiting list from previous years. Since then, this goal was eliminated because of the increased local housing need for efficiency apartments by single, non-elderly or disabled applicants.

The following capital improvements have been made or are in progress since completion of the 2005 Annual Agency Plan:

- 2005 Replaced defective concrete through-out all PHA developments; made improvements to employee parking lot at Lawler Place by paving and installing site lighting; improved site lighting at Lawler Place senior development by installing additional light poles and fixtures along Chestnut Street Extended and the service road between E and F Court at Lawler Place; Paving, curbing, lighting of the expanded tenant and guest/visitor parking area at Burgard Apartments; scattered site improvements; scattered site landscaping; ADA modifications as needed and requested (i.e. ramps, grab bars, etc.); installed dead bolt lock sets; installed new storm doors; improvements to common areas (hallways, community room, tv room, etc.) at Burgard Apartments - including

<p>10.0</p>	<p>painting, borders, new baseboard, carpeting, etc.); replaced Boilers at Lawler Place; repaired defective floor conditions in two story family units at Lawler Place and McCoy Manor; improvements to Coleman House interior; and renovations to kitchens; corrected sewer drain problem at Lawler Place administration building; replaced side entry door at Coleman House to provide visibility and eliminate potential safety hazard.</p> <p>2006 Continued parking lot expansion at Burgard Apartments, scattered site improvements, installation of deadbolt lock sets, and boiler replacements from 2005 Capital Fund Program; installed air conditioners in hallways at Burgard Apartments; and replaced the security entry system at Coleman House with a Corby key system and purchased new refrigerators, created and installed new handicapped parking area at McCoy Manor for senior residents.</p> <p>2007 Paving scattered site drive-ways, installing new carpet in Coleman House common area hallways, renovating scattered site kitchens, baths, roofs; ADA modifications - Coleman House entry door accessibility and public housing unit bathroom modifications as needed and requested; replacement of all public housing unit lock sets with dead bolt locks; Boiler replacement; repaired un-even floor conditions in two story family units and replaced floor tile and heat runs; replaced all public housing unit storm doors; improvements to Burgard Apts. Common areas and hallways - painting, installed new baseboard and handrails; pending work includes refurbishing the interior of the original elevator at Burgard Apartments; replacing windows and vinyl siding in 40 units at McCoy Manor, and installing security surveillance cameras at Coleman House, the Authority's Administration Building and Maintenance Garage, including and entry intrusion alarm system.</p> <p>2008 Completed an Engineering Study of the Burgard Apartments plumbing draining system to identify the cause of on-going clogging problems and provide corrective action and estimate of predictable costs; concrete repairs to porches and sidewalks in scattered site properties; replacing roofs and windows in scattered site properties; continued ADA modifications to bathrooms as needed and requested; repainted all Coleman House common areas and improved illumination of interior lighting in common area hallways; replaced furniture in common areas at Burgard Apartments and Coleman House; continued with replacing lock sets with dead bolt locks;</p> <p>2009 Stimulus Grant: Pending work to be completed includes replacing boilers at Lawler Place and McCoy Manor, replacing windows at McCoy Manor; improving accessibility at Coleman House by replacing the existing entry doors with automatic opening doors; replacing roofs and windows at scattered site properties.</p>
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PHA Goal: Increase assisted housing choices

Objectives:

Provide voucher mobility counseling: This is an on-going activity

Progress Statement: Continued on-going annual activity.

Conduct outreach efforts to potential voucher landlords: PHA will continue to recruit new landlords annually

Progress Statement: This Objective has been achieved by the annual recruitment of new landlords. Since submission of the 2005 Five Year Annual Plan, the number of new landlords has increased each year: 2006: seven (7) new landlords; 2007: nine (9) new landlords; 2008: ten (10) new landlords; and 2009 to date: five (5) new landlords.

Increase voucher payment standards: HA will retain payment standard at 110% of FMR to maintain improved program utilization

Progress Statement: HA retained payment standards at 110% of FMR to maintain improved program utilization

Implement public housing or other homeownership programs: By 12/31/2002 will recruit 5 residents to be prepared to be homeowners. Achievement date re-established to 12/31/06. Lack of staff capacity in 2002. Initial assessment indicates poor credit history of potential participants will delay achievement of this goal. The PHA may form a partnership with Shelter Services, Adult Education and other local agencies to establish a credit report/counseling program.

Progress Statement: Since submission of the 2005 Five Year Annual Plan, this goal was eliminated because the resident's income level could not support paying the market value of the property.

The Authority continues to refer residents and applicants to the Budget Counseling Program provided by Career Link staff at the Shelter Service and to Mid-Penn Legal Services for credit repair issues.

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.

Progress Statement: This is an on-going activity accomplished annually through the Tenant Selection process.

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- 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.

Progress Statement: This is an on-going activity accomplished annually 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 2005-2009 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 10 hours per week. Future goals are to expand the number of hours police officers are on site, if funding permits and complete the following Capital Fund improvements identified in the 2005-2009 plan: improve site lighting at developments, up-grade the security entry system, and install a security camera system at Coleman House by 2007. In 2004, the HA completed installation of a Security Camera System at Burgard Apartments. Neighborhood Crime Watch monthly meetings with residents at Lawler Place and Burgard Apartments and a representative of the Mifflin County Regional Police Department and a featured guest speaker continues. A Neighborhood Crime Watch was established at the Coleman Housing.

Progress Statement: This is an on-going activity and is accomplished by Capital Improvements set forth in the Capital Fund Annual Statement and Five Year Plans. The Authority continues to contract with the Regional Police for supplemental services, including on-site patrols at all developments at 10 hours per week. Physical improvements include improving the site lighting at McCoy Manor, replacing all lock sets with dead bolt locks, up-graded the security entry system at the Coleman House, installed security surveillance cameras at Burgard Apartments, Coleman House, Administration Building and Maintenance Garage, and by supporting Neighborhood Crime Watch groups.

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 28% of the PHA's families employed in 2003. This goal has been achieved and the PHA will continue to increase the number of working families

each year.

10.0

Progress Statement: By the adoption and implementation of Flat Rents, the Authority has consistently increased the number of employed persons in assisted families that it can attract and retain annually. This goal has been achieved and the PHA will continue to strive to increase the number of employed persons in assisted families each year. In 2004, the percentage of employed persons in assisted families was 28%. During the past five years, this percentage has consistently increased annually and is currently at 48%. The Nation's economic recession greatly impacted the number of employed persons in assisted families in 2008, which was at 57%. Unfortunately, Mifflin County continues to have one of the highest rates of Unemployment in the Commonwealth of Pennsylvania.

- Provide or attract supportive services to improve assistance recipients' employability:
 - Established on site computer lab at Coleman House and retained local trainers to conduct computer classes for interested residents. A second computer lab is planned to open at Burgard Apartments and additional computer classes will be scheduled during 2005.
 - 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.

Progress Statement: Established a computer lab at Coleman House and retained local trainers to conduct computer classes for interested residents; renewed ten (10) year lease agreement with Snyder Union Mifflin (SUM) Child Development to continue Children's Center programs, which included child care and Head Start Classes at the Coleman House; Contracted with Career Link to provide a work site for Community Service participants to comply with TANF agency requirements; Contracted with Career Link to provide work site for SEE (Summer Employment Experience) for eligible youth; Participate in the Experience Works Program to provide work experience opportunities and training for program participants who are 55 years of age or older; on-going collaboration with Career Link Family Literacy Program; referrals to Career Link/Shelter Services Inc. Budget Counseling Program.

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: This is an on-gong activity. The HA 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

10.0

a subscription to the Fair Housing Newsletter to provide awareness and guidance for staff. The HA also adopted a Resident Sexual Harassment and Discrimination

Policy and will continue to attend fair housing training seminars annually.

Progress Statement: This is an on-going activity. In the past, the local Legal Aid Service conducted a fair housing seminar for public housing residents and the Authority staff. In addition, other Fair Housing training seminars and publications are provided to staff on an on-going basis. The Authority adopted a Sexual Harassment and Discrimination Policy for public housing residents. All residents have received a copy of this Policy and are required to sign a statement verifying receipt and understanding of the document.

PHA staff attended Fair Housing and discrimination training.

- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: H.A. makes reasonable accommodations requested and will continue to upgrade units. By 2009, the PHA will begin to upgrade 6 more units to be accessible. A section of sidewalk with stairs was removed at McCoy Manor to eliminate a barrier to provide greater accessibility in the neighborhood of units 5-26 McCoy Manor.

Progress Statement: The Housing Authority makes reasonable accommodations as requested and will continue to up-grade units to enhance accessibility. Accessibility at the Coleman House is being improved by the installation of a new entry door with a handicapped push plate to accommodate individuals with wheel-chairs. In addition, a second elevator is planned for the Coleman House to improve accessibility at the rear of the building. Other accessibility physical improvements included installation of curb cuts and the elimination of stairs to eliminate a barrier to provide greater accessibility to a McCoy Manor neighborhood. In addition, a ramp was installed to improve accessibility at the A-Building, a six units two story apartment building at Lawler Place.

The Housing Authority also adopted a tenant selection preference for individuals moving from a clinically restrictive or congregate situation, 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.

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(b) Significant Amendment and Substantial Deviation/Modification ***NO CHANGE***

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) or change in use of replacement reserve funds (if applicable) under the Capital Fund Program; 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.

- (c) PHA's must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. ***N/A***

11.0

Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)
- (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)
- (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.
Provided as attachment pa041h02
- (g) Challenged Elements – No challenged elements
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)
Provided as attachments pa041a02, pa041b02, pa041c02, pa041d02, pa041e02, and pa041f02.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)
Provided as attachment pa041g02

**Annual Statement /Performance and Evaluation Report
Capital Funds Program and Capital Fund Program Replacement Housing Factor and
Capital Funds Financing Program
Part I: Summary**

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN		Grant Type and Number: Capital Fund Program No: PA26P041501-10 Date of CFFP: _____ Replacement Housing Factor Grant No: _____		FFY of Grant: 2010 FFY of Grant Approval: 2010	
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserved for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement/Revision Number _____	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending _____		<input type="checkbox"/> Final Performance and Evaluation Report for Program Year Ending _____			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	81,120.00			
3	1408 Management Improvements	61,850.00			
4	1410 Administration	40,560.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	25,000.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	106,015.00			
10	1460 Dwelling Structures	81,064.00			
11	1465.1 Dwelling Equipment-Nonexpendable	0.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	10,000.00			
14	1485 Demolition	0.00			
15	1492 Moving to Work Demonstration	0.00			
16	1495.1 Relocation Costs	0.00			
17	1499 Development Activities 4	0.00			
18a	1501 Collateralization or Debt Service Paid by the PHA	0.00			
18b	9000 Collateralization of Debt Service paid Via System of Direct Payment	0.00			
19	1502 Contingency (may not exceed 8% of Line 20)	0.00			
20	Amount of Annual Grant (sums of lines 2-20)	\$405,609.00			
21	Amount of Line 21 Related to LBP Activities	0.00			
22	Amount of Line 21 Related to Section 504 Compliance	12,500.00			
23	Amount of Line 21 Related to Security - Soft Costs	38,500.00			
24	Amount of Line 21 Related to Security - Hard Costs	33,000.00			
25	Amount of Line 21 Related to Energy Conservation Measures	0.00			
Signature of Executive Director			Signature of Public Housing Director		
Date			Date		
<i>Cindy L. Mottet</i>					
January 12, 2010					

1 To be completed for the Performance and Evaluation Report
 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
 4 RHF funds shall be included here.

**Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program
 Part II: Supporting Pages**

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN		Grant Type and Number: Capital Fund Program No: PA26P041501-10 Replacement Housing Factor Grant No: _____ CFFP (Yes/No) No				Federal FFY of Grant: 2010		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
	OPERATIONS	1406		81,120.00				
	MANAGEMENT IMPROVEMENTS:							
	1. Protective Services - Contract w/Police Dept	1408		38,500.00				
	2. Annual Plan update - Contract for technical assistance	1408		6,950.00				
	3. Policy Revisions - Contract to Revise/update HA policies	1408		3,900.00				
	4. Staff Training - Management & financial staff	1408		10,000.00				
	5. Computer software Upgrades - program updates & revisions	1408		2,500.00				
	ADMINISTRATION:							
	Admin wages and fringe benefits	1410		40,560.00				
	FEES & COSTS:							
	1. A&E Fees	1430		15,000.00				
	2. Physical Needs assessment	1430		10,000.00				
	SITE IMPROVEMENTS:							
PA041000005	1. Pave/re-pave Scattered Site driveways	1450	3	10,000.00				
HA-WIDE	2. Pave/re-pave/seal/replace parking areas & concrete	1450		10,888.00				
PA041000004	3. Parking lot: Paving, sidewalk, curbs, drainage	1450	1 lot	47,127.00				
PA041000004	4. Parking lot lighting	1450	1 lot	33,000.00				
PA041000001	5. Replace existing handicapped ramps	1450	4	5,000.00				
	DWELLING STRUCTURES:							
PA041000001 & 2	1. Replace hot water heaters with on-demand units	1460	37	20,000.00				
PA041000001	2. ADA modifications - kitchen & bath	1460	1 unit	7,500.00				
PA041000001	3. Install range hoods & under cabinet light	1460	84	18,000.00				
PA041000001 & 2	4. Replace bathroom exhaust fans	1460	120	10,564.00				
PA041000005	5. Replace windows	1460	2 houses	10,000.00				
PA041000001 & 2	6. Repair/Replace Dry-vit	1460	t/b/d	15,000.00				
	NON-DWELLING EQUIPMENT:							
	Replace obsolete computer hardware	1475	3 units	10,000.00				
	TOTAL 2010 CAPITAL FUNDS GRANT			\$405,609.00				

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement

2 To be completed for the Performance and Evaluation Report

**Annual Statement /Performance and Evaluation Report
Capital Funds Program and Capital Fund Program Replacement Housing Factor and
Capital Funds Financing Program
Part I: Summary**

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN		Grant Type and Number: Capital Fund Program No: PA26P04150109 Date of CFFP: _____ Replacement Housing Factor Grant No: _____			FFY of Grant: 2009 FFY of Grant Approval: 2009		
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserved for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement/Revision Number <u>1</u>			
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 6/30/09		<input type="checkbox"/> Final Performance and Evaluation Report for Program Year Ending _____					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1			
		Original	Revised	Obligated	Expended		
1	Total Non-Capital Funds						
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	80,364.00	81,120.00	0.00	0.00		
3	1408 Management Improvements	63,100.00	61,850.00	0.00	0.00		
4	1410 Administration	40,182.00	40,560.00	0.00	0.00		
5	1411 Audit	0.00	0.00	0.00	0.00		
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00		
7	1430 Fees and Costs	15,000.00	15,000.00	0.00	0.00		
8	1440 Site Acquisition	0.00	0.00	0.00	0.00		
9	1450 Site Improvement	20,000.00	27,500.00	0.00	0.00		
10	1460 Dwelling Structures	163,178.00	147,579.00	0.00	0.00		
11	1465.1 Dwelling Equipment-Nonexpendable	0.00	0.00	0.00	0.00		
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00		
13	1475 Nondwelling Equipment	20,000.00	32,000.00	0.00	0.00		
14	1485 Demolition	0.00	0.00	0.00	0.00		
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00		
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00		
17	1499 Development Activities 4	0.00	0.00	0.00	0.00		
18a	1501 Collateralization or Debt Service Paid by the PHA	0.00	0.00	0.00	0.00		
18b	9000 Collateralization of Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00		
19	1502 Contingency (may not exceed 8% of Line 20)	0.00	0.00	0.00	0.00		
20	Amount of Annual Grant (sums of lines 2-20)	\$401,824.00	\$405,609.00	\$0.00	\$0.00		
21	Amount of Line 21 Related to LBP Activities	0.00	0.00	0.00	0.00		
22	Amount of Line 21 Related to Section 504 Compliance	7,500.00	7,500.00	0.00	0.00		
23	Amount of Line 21 Related to Security - Soft Costs	37,500.00	38,500.00	0.00	0.00		
24	Amount of Line 21 Related to Security - Hard Costs	19,711.00	0.00	0.00	0.00		
25	Amount of Line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00		
Signature of Executive Director		Date		Signature of Public Housing Director		Date	
<i>Cindy L. Matter</i>		<i>January 12, 2010</i>					

1 To be completed for the Performance and Evaluation Report
 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
 4 RHF funds shall be included here.

**Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program
 Part II: Supporting Pages**

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN		Grant Type and Number: Capital Fund Program No: PA26P04150109 Replacement Housing Factor Grant No: _____ CFFP (Yes/No) No				Federal FFY of Grant: 2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
	OPERATIONS	1406		80,364.00	81,120.00	0.00	0.00	
	MANAGEMENT IMPROVEMENTS:							
	1. Protective Services - Contract w/Police Dept.	1408		37,500.00	38,500.00	0.00	0.00	
	2. Computer Software Upgrades - program updates & revisions	1408		5,000.00	2,500.00	0.00	0.00	
	3. Agency Plan Annual Update - contract for technical assistance	1408		6,700.00	6,950.00	0.00	0.00	
	4. Policy Revisions - Contract to revise/update HA policies	1408		3,900.00	3,900.00	0.00	0.00	
	5. Staff Training - Financial & management staff	1408		10,000.00	10,000.00	0.00	0.00	
	ADMINISTRATION:							
	Admin wages & fringe benefits	1410		40,182.00	40,560.00	0.00	0.00	
	FEES & COSTS:							
	A&E Services	1430		15,000.00	15,000.00	0.00	0.00	
	SITE IMPROVEMENTS:							
PA041000005	1. Pave/Re-pave driveways	1450	2	20,000.00	0.00	0.00	0.00	Moved to 2010 CFP
PA041000002	2. Replace fence at McCoy Manor	1450	36 units	0.00	27,500.00	0.00	0.00	From 5-Yr Plan
	DWELLING STRUCTURES:							
PA041000005	1. ADA Modifications - kitchen and/or bath	1460	2 units	7,500.00	7,500.00	0.00	0.00	
PA041000004	2. Security System at Coleman House	1460		18,211.00	0.00	0.00	0.00	Moved to 2009 ARRA
PA041000001	3. Security System at Maintenance Garage	1460		1,500.00	0.00	0.00	0.00	Moved to 2009 ARRA
PHA-WIDE	4. Floor replacement	1460	2 units	12,500.00	12,500.00	0.00	0.00	w/b Contract work
PA041000001 & 2	5. Boiler & hot water heater replacement	1460	5	38,900.00	36,329.00	0.00	0.00	w/b Contract work
PA041000002	6. Window replacement	1460		10,000.00	0.00	0.00	0.00	Moved to 2009 ARRA
PA041000002	7. Vinyl siding replacement	1460		74,567.00	0.00	0.00	0.00	Moved to 2009 ARRA
PA041000004	8. Coleman exterior - Replace wood trim & repaint/historical value	1460	1 building	0.00	51,250.00	0.00	0.00	From 5-Yr Plan
PA041000004	9. Replace roof at Coleman House	1460	1 roof	0.00	30,000.00	0.00	0.00	From 5-Yr Plan
PA041000001	10. Sewer line repair/replacement at Lawler Place	1460	t/b/d	0.00	10,000.00	0.00	0.00	From 5-Yr Plan
	NON-DWELLING EQUIPMENT:							
	1. Computer replacement	1475	3 units	10,000.00	10,000.00	0.00	0.00	
	2. New office furniture	1475	3 offices	10,000.00	10,000.00	0.00	0.00	
	3. New Admin Office telephone system	1475	1 system	0.00	12,000.00	0.00	0.00	From 5-Yr Plan

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement

2 To be completed for the Performance and Evaluation Report

**Annual Statement /Performance and Evaluation Report
Capital Funds Program and Capital Fund Program Replacement Housing Factor and
Capital Funds Financing Program**

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

OMB No. 2577-0226

Expires 4/30/2011

Part I: Summary

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN		Grant Type and Number: Capital Fund Program No: PA26S04150109 Date of CFFP: _____ Replacement Housing Factor Grant No: _____		FFY of Grant: 2009 FFY of Grant Approval: 2009	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserved for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement/Revision Number _____	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 6/30/09		<input type="checkbox"/> Final Performance and Evaluation Report for Program Year Ending _____			

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	0.00		0.00	0.00
3	1408 Management Improvements	0.00		0.00	0.00
4	1410 Administration	25,503.00		0.00	0.00
5	1411 Audit	0.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	28,013.00		0.00	0.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	0.00		0.00	0.00
10	1460 Dwelling Structures	421,656.00		0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable	0.00		0.00	0.00
12	1470 Nondwelling Structures	34,890.00		0.00	0.00
13	1475 Nondwelling Equipment	0.00		0.00	0.00
14	1485 Demolition	0.00		0.00	0.00
15	1492 Moving to Work Demonstration	0.00		0.00	0.00
16	1495.1 Relocation Costs	0.00		0.00	0.00
17	1499 Development Activities 4	0.00		0.00	0.00
18a	1501 Collateralization or Debt Service Paid by the PHA	0.00		0.00	0.00
18b	9000 Collateralization of Debt Service paid Via System of Direct Payment	0.00		0.00	0.00
19	1502 Contingency (may not exceed 8% of Line 20)	0.00		0.00	0.00
20	Amount of Annual Grant (sums of lines 2-20)	\$510,062.00		\$0.00	\$0.00
21	Amount of Line 21 Related to LBP Activities	0.00		0.00	0.00
22	Amount of Line 21 Related to Section 504 Compliance	41,710.00		0.00	0.00
23	Amount of Line 21 Related to Security - Soft Costs	118,441.00		0.00	0.00
24	Amount of Line 21 Related to Security - Hard Costs	296,395.00		0.00	0.00
25	Amount of Line 21 Related to Energy Conservation Measures	0.00		0.00	0.00

Signature of Executive Director _____ Date January 12, 2010	Signature of Public Housing Director _____ Date _____
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 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
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**Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program
 Part II: Supporting Pages**

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN		Grant Type and Number: Capital Fund Program No: PA26S04150109 Replacement Housing Factor Grant No: CFFP (Yes/No) No					Federal FFY of Grant: 2009	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
PHA-Wide	ADMINISTRATION:							
	Admin wages & fringe benefits	1410		25,503.00		0.00	0.00	
PHA-Wide	FEES & COSTS:							
	A&E Fees	1430		28,013.00		0.00	0.00	
	DWELLING STRUCTURES:							
PA041000001 & 2 Lawler & McCoy	1. Replace boilers	1460	23 bldgs	80,570.00		0.00	0.00	
PA041000002 McCoy Manor	2. Replace windows	1460	302 windows	83,975.00		0.00	0.00	From 2008 & 2009 CFPs
PA041000002 McCoy Manor	3. Replace vinyl siding	1460	22356 sf	111,850.00		0.00	0.00	From 5-Yr Plan
PA041000004 Coleman Hse	4. Install auto entry front doors ADA	1460	1	13,710.00		0.00	0.00	From 5-Yr Plan
PA041000004 Coleman Hse	5. Install chairlift at rear of building	1460	1	28,000.00		0.00	0.00	From 5-Yr Plan
PA041000004 Coleman Hse	6. Install security camera system	1460	50 cams	83,551.00		0.00	0.00	From 2008 & 2009 CFPs
PA041000005 Scatt Sites	7. Replace roofs	1460	2	12,000.00		0.00	0.00	From 2008 & 2009 CFPs
	8. Replace windows	1460	1 bldgs	8,000.00		0.00	0.00	2009 CFPs
	NON-DWELLING STRUCTURES:							
PA041000001 Admin Bldg & Maint Garage	Install security cameras and new alarm system	1470	2 bldgs	34,890.00		0.00	0.00	From 2007 & 2008 CFPs
TOTAL 2009 ARRA GRANT				\$510,062.00		\$0.00	\$0.00	

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 2 To be completed for the Performance and Evaluation Report

**Annual Statement /Performance and Evaluation Report
Capital Funds Program and Capital Fund Program Replacement Housing Factor and
Capital Funds Financing Program
Part I: Summary**

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN	Grant Type and Number: Capital Fund Program No: PA26P04150108 Date of CFFP: _____ Replacement Housing Factor Grant No: _____	FFY of Grant: 2008 FFY of Grant Approval: 2008
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Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number 2
 Final Performance and Evaluation Report for Program Year Ending _____
 Performance and Evaluation Report for Period Ending **6/30/09**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	74,077.00	80,365.00	80,365.00	0.00
3	1408 Management Improvements	60,500.00	57,046.00	44,885.00	18,137.00
4	1410 Administration	37,038.00	40,182.00	40,182.00	40,182.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	40,846.00	46,840.00	15,500.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	10,000.00	10,000.00	0.00	0.00
10	1460 Dwelling Structures	120,967.00	121,594.00	20,999.21	18,326.46
11	1465.1 Dwelling Equipment-Nonexpendable	10,000.00	6,712.00	6,712.10	6,712.10
12	1470 Nondwelling Structures	11,960.00	24,890.00	0.00	0.00
13	1475 Nondwelling Equipment	5,000.00	14,195.00	10,275.00	9,675.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities 4	0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service Paid by the PHA	0.00	0.00	0.00	0.00
18b	9000 Collateralization of Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of Line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (sums of lines 2-20)	\$370,388.00	\$401,824.00	\$218,918.31	\$93,032.56
21	Amount of Line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of Line 21 Related to Section 504 Compliance	7,500.00	7,500.00	0.00	0.00
23	Amount of Line 21 Related to Security - Soft Costs	36,500.00	36,500.00	0.00	0.00
24	Amount of Line 21 Related to Security - Hard Costs	64,726.00	90,230.00	0.00	0.00
25	Amount of Line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Signature of Executive Director <i>Candy L. Matter</i>	Date January 12, 2010	Signature of Public Housing Director	Date
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**Annual Statement /Performance and Evaluation Report
Capital Funds Program and Capital Fund Program Replacement Housing Factor and
Capital Funds Financing Program
Part II: Supporting Pages**

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN		Grant Type and Number: Capital Fund Program No: PA26P04150108 Replacement Housing Factor Grant No: _____ CFFP (Yes/No) No					Federal FFY of Grant: 2008	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
PHA-Wide	OPERATIONS	1406		74,077.00	80,365.00	80,365.00	0.00	
PHA-Wide	MANAGEMENT IMPROVEMENTS:							
	1. Protective Services	1408		36,500.00	36,500.00	30,339.00	15,169.00	
	2. Computer Software Upgrades	1408		2,500.00	2,500.00	2,500.00	0.00	
	3. Agency Plan Annual Update	1408		6,500.00	6,500.00	4,000.00	736.00	
	4. Policy Revisions	1408		3,500.00	3,500.00	0.00	0.00	
	5. Staff Training	1408		10,000.00	8,046.00	8,046.00	2,232.00	
	6. Resident Computer Lab/Training	1408		1,500.00	0.00	0.00	0.00	
	ADMINISTRATION:							
PHA-Wide	Admin wages & fringe benefits	1410		37,038.00	40,182.00	40,182.00	40,182.00	
	FEES & COSTS:							
PHA-Wide	1. Architect	1430		15,500.00	15,500.00	15,500.00	0.00	
	2. Engineer - study Burgard plumbing replacement	1430		25,346.00	31,340.00	0.00	0.00	
	SITE IMPROVEMENTS:							
PA041000005	1. New porch and sidewalks	1450	1 site	10,000.00	10,000.00	0.00	0.00	
	DWELLING STRUCTURES:							
PA041000004	1. Replace roof-top a/c unit	1460	1 unit	16,800.00	16,800.00	0.00	0.00	
PA041000005	2. New roof and windows	1460	1 site	10,000.00	10,000.00	8,506.21	8,506.21	Contract work
PHA-WIDE	3. Renovate bath for ADA	1460	1	7,500.00	7,500.00	0.00	0.00	
PA041000005	4. Replace all locksets	1460	19	10,000.00	11,954.00	11,954.00	9,281.25	Force account
PA041000004	5. Security cameras - Coleman	1460	25 cameras	52,766.00	65,340.00	0.00	0.00	Contract work
PA041000004	6. Coleman common areas:	1460		-	-	-	-	
	a. Lighting	1460	100 lights	13,901.00	539.00	539.00	539.00	Force account
	b. Painting	1460	common areas	10,000.00	0.00	0.00	0.00	Moved to operating budget
PA041000001	7. Windows and Siding - McCoy	1460	76 units	0.00	9,461.00	0.00	0.00	From 5-Year Plan
	NON-DWELLING EQUIPMENT:							
PA041000004	1. Replace furniture in common areas - Coleman	1465	4 sofas & 4 chairs	10,000.00	6,712.00	6,712.10	6,712.10	

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement

2 To be completed for the Performance and Evaluation Report

Attachment: pa041e02

**Annual Statement /Performance and Evaluation Report
Capital Funds Program and Capital Fund Program Replacement Housing Factor and
Capital Funds Financing Program
Part I: Summary**

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN		Grant Type and Number: Capital Fund Program No: Date of CFFP: _____		Replacement Housing Factor Grant No: PA26R04150108		FFY of Grant: 2008 FFY of Grant Approval: 2008	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserved for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement/Revision Number _____			
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 6/30/09				<input type="checkbox"/> Final Performance and Evaluation Report for Program Year Ending _____			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1			
		Original	Revised 2	Obligated	Expended		
1	Total Non-Capital Funds						
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	0.00		0.00	0.00		
3	1408 Management Improvements	0.00		0.00	0.00		
4	1410 Administration	0.00		0.00	0.00		
5	1411 Audit	0.00		0.00	0.00		
6	1415 Liquidated Damages	0.00		0.00	0.00		
7	1430 Fees and Costs	0.00		0.00	0.00		
8	1440 Site Acquisition	0.00		0.00	0.00		
9	1450 Site Improvement	0.00		0.00	0.00		
10	1460 Dwelling Structures	0.00		0.00	0.00		
11	1465.1 Dwelling Equipment-Nonexpendable	0.00		0.00	0.00		
12	1470 Nondwelling Structures	0.00		0.00	0.00		
13	1475 Nondwelling Equipment	0.00		0.00	0.00		
14	1485 Demolition	0.00		0.00	0.00		
15	1492 Moving to Work Demonstration	0.00		0.00	0.00		
16	1495.1 Relocation Costs	0.00		0.00	0.00		
17	1499 Development Activities 4	1,132.00		0.00	0.00		
18a	1501 Collateralization or Debt Service Paid by the PHA	0.00		0.00	0.00		
18b	9000 Collateralization of Debt Service paid Via System of Direct Payment	0.00		0.00	0.00		
19	1502 Contingency (may not exceed 8% of Line 20)	0.00		0.00	0.00		
20	Amount of Annual Grant (sums of lines 2-20)	\$1,132.00		\$0.00	\$0.00		
21	Amount of Line 21 Related to LBP Activities	0.00		0.00	0.00		
22	Amount of Line 21 Related to Section 504 Compliance	0.00		0.00	0.00		
23	Amount of Line 21 Related to Security - Soft Costs	0.00		0.00	0.00		
24	Amount of Line 21 Related to Security - Hard Costs	0.00		0.00	0.00		
25	Amount of Line 21 Related to Energy Conservation Measures	0.00		0.00	0.00		
Signature of Executive Director <i>Cindy L. Mottaw</i>		Date January 12, 2010		Signature of Public Housing Director		Date	

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3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
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**Annual Statement /Performance and Evaluation Report
Capital Funds Program and Capital Fund Program Replacement Housing Factor and
Capital Funds Financing Program
Part I: Summary**

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN		Grant Type and Number: Capital Fund Program No: PA26P04150107 Date of CFFP: _____ Replacement Housing Factor Grant No: _____			FFY of Grant: 2007 FFY of Grant Approval: 2007		
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement/Revision Number <u> 1 </u>					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 6/30/09		<input type="checkbox"/> Final Performance and Evaluation Report for Program Year Ending _____					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1			
		Original	Revised	Obligated	Expended		
1	Total Non-Capital Funds						
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	47,638.00	74,077.00	74,077.00	74,077.00		
3	1408 Management Improvements	60,500.00	41,972.27	41,972.27	40,410.48		
4	1410 Administration	36,275.00	37,038.00	37,038.00	37,038.00		
5	1411 Audit	0.00	0.00	0.00	0.00		
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00		
7	1430 Fees and Costs	5,500.00	5,000.00	5,000.00	333.56		
8	1440 Site Acquisition	0.00	0.00	0.00	0.00		
9	1450 Site Improvement	156,000.00	10,000.00	10,000.00	5,930.00		
10	1460 Dwelling Structures	34,872.00	190,843.13	137,344.76	113,064.91		
11	1465.1 Dwelling Equipment-Nonexpendable	0.00	0.00	0.00	0.00		
12	1470 Nondwelling Structures	21,960.00	10,618.60	618.60	618.60		
13	1475 Nondwelling Equipment	0.00	839.00	839.00	839.00		
14	1485 Demolition	0.00	0.00	0.00	0.00		
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00		
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00		
17	1499 Development Activities 4	0.00	0.00	0.00	0.00		
18a	1501 Collateralization or Debt Service Paid by the PHA	0.00	0.00	0.00	0.00		
18b	9000 Collateralization of Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00		
19	1502 Contingency (may not exceed 8% of Line 20)	0.00	0.00	0.00	0.00		
20	Amount of Annual Grant (sums of lines 2-20)	\$362,745.00	\$370,388.00	\$306,889.63	\$272,311.55		
21	Amount of Line 21 Related to LBP Activities	0.00	0.00	0.00	0.00		
22	Amount of Line 21 Related to Section 504 Compliance	0.00	17,000.00	0.00	0.00		
23	Amount of Line 21 Related to Security - Soft Costs	36,500.00	25,983.69	25,983.69	25,983.69		
24	Amount of Line 21 Related to Security - Hard Costs	21,960.00	10,000.00	0.00	0.00		
25	Amount of Line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00		
Signature of Executive Director		Date		Signature of Public Housing Director		Date	
<i>Cindy L. Matturo</i>		<i>January 12, 2010</i>					

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**Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program
 Part II: Supporting Pages**

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN		Grant Type and Number: Capital Fund Program No: PA26P04150107 Replacement Housing Factor Grant No: _____ CFFP (Yes/No) No				Federal FFY of Grant: 2007		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
PHA-Wide	OPERATIONS	1406		47,638.00	74,077.00	74,077.00	74,077.00	
PHA-Wide	MANAGEMENT IMPROVEMENTS:							
	1. Protective Services	1408	1 yr	36,500.00	25,983.69	25,983.69	25,983.69	
	2. Computer Software Upgrades	1408		2,500.00	8,000.00	8,000.00	6,438.21	
	3. Annual Plan Update	1408	1 yr	6,500.00	2,339.81	2,339.81	2,339.81	
	4. Policy Revisions	1408		3,500.00	243.43	243.43	243.43	
	5. Staff Training	1408		10,000.00	5,405.34	5,405.34	5,405.34	
	6. Resident Computer Lab	1408		1,500.00	0.00	0.00	0.00	Deleted
	ADMINISTRATION:							
PHA-Wide	Admin wages & fringe benefits	1410		36,275.00	37,038.00	37,038.00	37,038.00	
	FEES & COSTS:							
PHA-Wide	A&E Fees	1430		5,500.00	5,000.00	5,000.00	333.56	
	SITE IMPROVEMENTS:							
PA041000005	1. Driveways and Landscaping	1450	3 sites	10,000.00	10,000.00	10,000.00	5,930.00	Contract work
PA041000001	2. Concrete replacement	1450		123,500.00	0.00	0.00	0.00	Moved to 2006
PA041000002	3. Site Lighting - McCoy Manor	1450		22,500.00	0.00	0.00	0.00	Moved to 2006
	DWELLING STRUCTURES:							
PA041000004	1. Hallway carpet - Coleman	1460	4 floors	24,872.00	41,300.00	41,300.00	41,300.00	Completed
PA041000005	2. Kitchen/bath/roof - SS Site	1460	1 site	10,000.00	10,000.00	10,000.00	3,329.41	
PHA-WIDE	3. ADA Modifications	1460		0.00	17,000.00	0.00	0.00	
PA041000004	Auto open front entrance	1460	1	0.00	0.00	0.00	0.00	
PA041000001	ADA compliant bath	1460	1	0.00	0.00	0.00	0.00	
PA041000001 & 4	4. Locksets -"A" Bldg and Coleman	1460	55	-	11,723.71	11,723.71	11,723.71	From 2006
PA041000001	5. Boiler replacement	1460	6	0.00	22,026.97	106.36	106.36	From 2006
PHA-WIDE	6. Floor replacement	1460	2 units	0.00	25,000.00	25,000.00	17,748.07	From 2006
PA041000001 & 2	7. Storm door replacement	1460	6	0.00	1,806.31	1,806.31	1,806.31	From 2006
PA041000003	8. Refurb hallways and elevator	1460	1	0.00	47,408.38	47,408.38	37,051.05	From 2006
PA041000002	9. Windows and siding - McCoy	1460	TBD	0.00	14,577.76	0.00	0.00	5-Yr. Plan

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
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Capital Fund Program Five-Year Action Plan

Attachment: pa014g02

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

Part I: Summary

PHA Name/Number		Locality (City/County& State)				<input checked="" type="checkbox"/> Original <input type="checkbox"/>	
HOUSING AUTHORITY COUNTY OF MIFFLIN - PA041		LEWISTOWN - MIFFLIN COUNTY - PENNSYLVANIA					
A.	Development Number and Name HA-Wide	Work Statement for Year 1 FFY <u>2010</u>	Work Statement for Year 2 FFY <u>2011</u>	Work Statement for Year 3 FFY <u>2012</u>	Work Statement for Year 4 FFY <u>2013</u>	Work Statement for Year 5 FFY <u>2014</u>	
B.	Physical Improvements	Annual	-	-	-	-	
	Subtotal	Statement	176,659.00	201,929.00	184,929.00	178,179.00	
C.	Management Improvements		77,270.00	72,000.00	84,000.00	83,000.00	
D.	PHA-Wide Non-dwelling Structures and Equipment		30,000.00	10,000.00	15,000.00	22,750.00	
E.	Administration		40,560.00	40,560.00	40,560.00	40,560.00	
F.	Other		0.00	0.00	0.00	0.00	
G.	Operations		81,120.00	81,120.00	81,120.00	81,120.00	
H.	Demolition		0.00	0.00	0.00	0.00	
I.	Development		0.00	0.00	0.00	0.00	
J.	Capital Fund Financing - Debt Service		0.00	0.00	0.00	0.00	
K.	Total CFP Funds		\$405,609.00	\$405,609.00	\$405,609.00	\$405,609.00	
L.	Total Non-CFP Funds		0.00	0.00	0.00	0.00	
M.	Grand Total		\$405,609.00	\$405,609.00	\$405,609.00	\$405,609.00	

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY <u>2010</u>	Work Statement for Year <u>2013</u>			Work Statement for Year <u>2014</u>		
	Development Number/Name General Description of Major Work Items	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Items	Quantity	Estimated Cost
See	HA-Wide:			HA-Wide:		
Annual	ADA modifications	2 units	7,500.00	ADA modifications	2 units	7,500.00
Statement	Repl concrete & fencing	t/b/d	10,815.00			
	Repl paving & concrete	t/b/d	10,000.00	PA041000001 Lawler:		
				Refrigerator replacement	5	2,500.00
	PA041000001 Lawler:			Repl bathroom vanities	5	2,500.00
	Sewer line repairs	t/b/d	5,000.00	Fire Extinguishers	22	770.00
	Replace site lighting		9,000.00			
	Repl handicap ramps	2	5,000.00	PA041000002 McCoy		
	Kitchen refurbish	84 units	8,500.00	Roof replacement	1	10,000.00
	LED Exit signs & T8 lights	147 lights	4,720.00	Floor replacement	2 units	12,500.00
				Fire Extinguishers	72	2,520.00
	PA041000002 McCoy					
	Roof replacement	1	13,414.00	PA041000003 Burgard Apts		
	Floor replacement	2 units	12,500.00	LED Exit signs & T8 lights	116	20,819.00
				Roof replacement	1	16,375.00
	PA041000003 Burgard Apts			Emergency generator	1	10,000.00
	Replace site lighting		3,500.00	Upgrade trash compactor	1	15,200.00
	LED Exit signs & T8 lights	116	18,000.00	Central boiler system	2	12,500.00
	Replace plumbing system	10 units	29,746.00			
	Low-flow toilets	60	10,965.00	PA041000004 Coleman Hse:		
				A/C replacement	40	7,900.00
	PA041000004 Coleman Hse:			Upgrade fire alarm system	1	10,000.00
	Upgrade fire alarm system	1	14,000.00	LED Exit signs & T8 lights	148	7,000.00
	Install second elevator	1	20,000.00	Boiler replacement	1	10,000.00
	LED Exit signs & T8 lights	20	2,269.00			
				PA041000005 Scattered Sites		
				Stove replacement	19	7,500.00
				Rehab-floors,walls,ceiling,plumbing	1	22,595.00
		Subtotal	\$184,929.00		Subtotal	\$178,179.00

Attachment: pa041h02
Housing Authority of the County of Mifflin
Resident Advisory Board Consultation process

- 1. Resident notification of appointment to the Advisory Board**
At beginning of PHA Plan process, sent out letter to all residents/participants of opportunity to serve on Resident Advisory Board [July 15, 2009](#)
- 2. Resident Advisory Board Selection**
Selection made from resident/participant response [July 15, 2009](#)
- 3. Meeting Organization**
Schedule date to meet with Resident Advisory Board for input to PHA Plan [July 22, 2009](#)
Notify Resident Advisory Board of scheduled meeting [July 15, 2009](#)
Hold Resident Advisory Board meeting – [July 22, 2009 & August 5 & 26, 2009 & September 2, 10, 11, 16 & 26, 2009](#)
- 4. Notification of Public Hearing**
Schedule date for Public Hearing and place ad – [July 2, 2009](#)
Notify Resident Advisory Board – [July 22, 2009](#)
Hold Public Hearing meeting – [September 9, 2009](#)
- 5. Documentation of resident recommendations and PHA's response to recommendations (see below)**

RESIDENT ADVISORY BOARD MEETING

JULY 22, 2009

PRESENT Gertrude Lynn
Tonya Miner
JoAnn Carolus
Rose Gipe
Martha Wagner
Cindy Mattern

ABSENT: Sherry Haines
Wilma Shawver
Rhonda Brown

The Director welcomed everyone and thanked the members for their willingness to serve on the Resident Advisory Board. Each member was then introduced and the development represented was identified.

A copy of the Production Schedule for the 2010 PHA Plan was distributed and reviewed. The Director advised the completed Plan must be submitted by October 17, 2009, Board approval of the completed plan will be requested at a regular meeting on September 23, 2009, resident meetings at each public housing development and a public hearing will be held in early September, and a Notice was published in The Sentinel informing members of the Community the draft PHA Plan is on display for 45 days and is available for review and comment.

Ms. Mattern explained all comments received from members of the public, each resident meeting and RAB meetings will be compiled and presented to the Board of Directors for review and consideration. In addition, all comments are attached to the Plan and submitted to HUD.

The following various components of the Plan were outlined and briefly discussed: Goals and Objectives, Housing Needs of Families on the Waiting List, Consistency With Consolidated Plan, Deconcentration and Income Mixing Requirements, Flat Rent Schedule, Capital Improvements, and review of policies to determine if proposed revisions are needed.

The Director reported HUD requirements for preparing the Agency Plan have changed since last year. The 2010 PHA Plan, considered as an Annual Plan and a Five Year Plan, will be completed as in the past. However, not all components of the Plan will need to be submitted next year.

Ms. Mattern reported the Housing Authority was able to proceed with several Capital Fund projects budgeted in previous years as a result of the stimulus funds allocated under the American Recovery and Reinvestment Act. Bids were recently opened for the installation of security cameras at the Coleman House, Administration Building and Maintenance Garage, and the installation of two emergency bells in the laundry room at the Coleman House. A tentative award of the Contract is expected to be made today, with Construction likely to begin by September. In addition, advertisement for bids for

replacing vinyl siding and windows at McCoy Manor (units 37-76) and replacing boilers at Lawler Place and McCoy Manor (units 1-36) were recently published, with bids being due by the end of August.

Martha Wagner questioned if something is approved, how long it takes to become effective or happen. The Director explained if it is a proposed policy revision, it would typically be January 1st of the year following submission and approval of the Annual Plan. All policy revisions must first be approved by the Board of Directors and included in the PHA Plan submission. After HUD approval is received (usually in December), the Board would then formally amend the Policy with the changes to be effective January 1st.

The Director further explained if a Capital Improvement is approved, the Authority cannot proceed until HUD would allocate funds to complete the project or a particular work item. Ms. Mattern reported all capital improvements included in the 2009 PHA Plan were approved by the Board and by HUD, however, HUD has not allocated funds for the 2009 Capital fund program. Typically, Capital Improvement items would proceed 12-18 months following HUD approval.

A copy of the Section 8 Reasonable Rent survey was passed out and discussed. It was noted the Reasonable Rent amounts include rent and estimated utility cost for privately owned rentals in Mifflin County. The results of the Reasonable Rent Survey will be taken into consideration when reviewing the Flat Rent Schedule. Joann Carolus questioned if the Flat Rents would change this year. The Director reported review and any recommendation for changing the Flat Rent Schedule will be discussed at a future RAB meeting.

Ms. Mattern reported the PHA Plan process requires the Authority to complete a Deconcentration and Income Mixing Analysis. A copy of the completed Analysis as of June 30, 2009 was passed out and reviewed. It was noted the average income for the family developments, which includes Lawler Place, McCoy Manor, Derry Township and Lewistown Scattered Sites is \$14,058.

The average income for each development is then determined and compared with 30% of the area median income limit established by HUD for a four (4) person family.

A substantial increase in the total income of McCoy Manor residents since last year was noted. It was speculated the adoption of flat rents encouraged tenants to stay in place and that some families no longer entitled to earned income disallowance accounted for the increase.

In other business, several questions were received and responded to as follows:

Martha Wagner - Do you have to be married to live here? She was asked this question and thought two people couldn't just live together in housing without being married. Ms. Mattern reported the applicant would need to meet the Authority's definition of a Stable

Relationship if they were not married. A copy of the Application for Admission form and packet - which includes information on the Stable Relationship Criteria - was given to each member and discussed.

Tonya Miner questioned what the income limit is for public housing and if each family member of a married couple needed to be elderly or disabled to live here. The Director explained both members of a married couple would not need to be elderly or disabled. Each RAB member received a Housing Authority brochure which includes the current income limits.

JoAnn Carolus asked if her 16 year old son got a job if that income would affect her rent. Ms. Mattern explained as long as her son was a full-time student his income from wages would be excluded from the rent calculation. She questioned if they would still need to report it. Response: Yes, the income must still be reported and verified, and shown on the income work sheet. The Work Sheet would actually show his total wages, but only the first \$480 would be listed as income. However, a child allowance of \$480 would be deducted, making the actual amount of wages used zero.

The Director reported HUD just issued a Notice strongly encouraging all public housing authorities adopt a non-smoking policy that would prevent tenants from smoking in their apartments. After a discussion regarding the pros and cons of establishing such a policy, it was agreed a copy of the Notice would be presented and discussed further at a future RAB meeting.

Gertrude Lynn reported an exterior light located on the side of the Coleman House (adjacent to the handicapped parking area) is not working. The Director assured Ms. Lynn a work order would be prepared and referred to maintenance. It was suggested repairs could be made promptly if tenants called the Housing Authority office to report needed repairs.

In the essence of time, the Capital Fund status report and Community Service Implementation Report were tabled until the next meet.

It was agreed meetings of the Resident Advisory Board will be held on Wednesdays from 11 a.m. to 12 noon. August meeting dates will be August 5th and 26th.

Respectfully submitted,

Cindy L. Mattern PHM
Executive Director

RESIDENT ADVISORY BOARD MEETING

AUGUST 5, 2009

Present:	Wilma Shawver	Absent:	Sherry Haines
	Gertrude Lynn		Tonya Miner
	JoAnn Carolus		Rhonda Brown
	Rose Gipe		
	Martha Wagner		
	Cindy Mattern, Housing Authority		

A revised Agenda was distributed.

The minutes from the July 22, 2009 RAB meeting were presented and passed out. Members were encouraged to review the minutes and advise if any corrections or additions were needed.

A copy of the Grievance Procedures was handed out. The Director explained tenants have the right to request a Grievance Hearing if they are not satisfied with the outcome of an informal conference, particularly in the case of a pending eviction. At the Grievance Hearing level, the tenant's appeal would then be heard by an impartial Grievance Hearing Officer.

Ms. Mattern reported the panel of Grievance Hearing Officers must be approved annually by the tenants and that the Policy refers to approval of the panel by the Tenant Committee. However, only one development has an active tenant group. RAB members agreed approval by the Resident Advisory Board is more appropriate because each Housing Authority development has representation.

The following individuals were presented and recommended to be the new panel of Grievance Hearing officers. The Director commented each person was contacted and agreed to serve in this capacity.

Tommy Grose - former public housing/scattered site tenant
and RAB member

Paula Clark - former public housing/scattered site tenant

Dan Klinger - Constable

The proposed panel was unanimously approved as presented by the RAB.

Martha Wagner questioned the "exceptions" listed in the Grievance Procedure. The Director explained some violations of the Lease, like drug activity, violent criminal activity or anything that would present a threat to the health and safety of other tenants would result in the Tenant receiving a Notice to Vacate and any appeal would be held at the District Magistrate level. Ms. Wager expressed concern about a few individuals living at Burgard Apartment who fail to take their medications and then act out causing

other tenants to become concerned and fearful. Ms. Mattern suggested Ms. Wagner meet with her privately after the meeting to discuss issues regarding the tenants in question.

The Community Service Implementation Report to be included in the 2010 PHA Plan was presented. As of June 30, 2009, a total of eleven (11) tenants were required to complete Community Service and 83 family unit tenants were granted exemption. Two tenants were in compliance. Notices of non-compliance were recently sent to nine (9) tenants, who are now in a one-year make up period. At the end of the 12 month make-up period, eviction proceedings will be started if the tenant fails to comply.

The Director explained the Community Service requirement only applies to the family units and does not include the elderly who are exempt because of age or disability. Martha Wagner questioned if the tenants choose their own Community Service activity or if it is something assigned by the Housing Authority. Ms. Mattern explained each tenant selects his or her own activity which can include volunteering at the Library, Church or School, Sports, etc.

JoAnn Carolus shared she frequently helps out at the School with activities sponsored by the Home and School Association and the President of the group refused to sign a statement verifying her time there. Rose Gipe commented there is a concern about Insurance Coverage and a lot of groups are worried about being sued if something happens.

Ms. Carolus said this person did not want to sign her name, wanted to know what she intended to do with it and asked many questions, making her feel like she was some kind of criminal. She stated she enjoys helping and would like to continue, but doesn't know how to get verification of her time spent volunteering.

Ms. Carolus said she has to sign in and out at the School office each time and asked if she could just keep a list of the dates and times and hand it - that this information could then be verified by the Authority.

After some discussion, it was suggested Ms. Carolus prepare a one sheet log to document the date and time she volunteers at the school and that she ask someone in the School office to sign it. Rose Gipe suggested she could tell them she needs to show her employer she was actually volunteering. The Director commented applicants and tenants frequently say they need something in writing from the Housing Authority office for school or work to verify they were in our office for a meeting.

The proposed Fair Market Rents for FY 2010 were presented as follows:

Efficiency	\$408
One Bedroom	\$472
Two Bedroom	\$579
Three Bedroom	\$752
Four Bedroom	\$941

It was noted these amounts are rent and estimated utility expense. The Fair Market Rents, along with the Section 8 Reasonable Rent and Payment Standards will be reviewed to determine if any adjustment to the Flat Rent Schedule is needed.

Capital Fund Progress reports as of June 30, 2009 for the 2007 and 2008 Capital Fund Program and the 2009 Stimulus Grant were presented. Each report was reviewed in detail by the Director. It was reported Bids for Boiler replacement at Lawler Place (A, B, and C Court) and McCoy Manor (units 1-36) and replacing vinyl siding and windows at McCoy Manor (units 37-76) will be received before the end of August.

A Contract for installing security cameras (more than 50 in total) at the Coleman House, the Administration Building and Maintenance Garage was tentatively awarded last month and work will likely begin in September. The Director reported the Coleman House Security Camera project will be completed in one phase as a result of the additional funds received from the Capital Fund stimulus grant.

Other pending work includes improvements to Scattered Site units in the form of paving, kitchen and bathrooms improvements, replacing roofs and windows; and refurbishing the old elevator at Burgard Apartments by installing new wall panels and a new ceiling; and improving the accessibility at the Market Street entrance of the Coleman House.

Rose Gipe commented she is very pleased with the Scattered site unit she moved into recently, that all of the paneling in the living room and through out the downstairs was removed and replaced with drywall and new carpeting was put in the entire unit. Ms. Mattern reported the bathroom in this unit was also completely renovated. Ms. Gipe said she loves the unit but is disappointed with the oven, that it is a small built-in and is not large enough to use a turkey roaster or cookie sheet.

Ms. Mattern reported the following Capital Fund work items have been completed: Installing new carpet in the hallways at Coleman House, replacing several scattered site roofs, replacing lock sets throughout all developments with new deadbolt locks, installing new storm doors on all units, improvements to the Burgard Apartment hallways by installing handrails and new baseboard, replacing windows in several scattered site units, paving several Scattered Site drive-ways; making modifications for reasonable accommodations to kitchens and bathrooms and installing ramps for tenants with special physical needs; repainting the interior of all common areas of the Coleman House and improving the lighting in each hallway.

The Director reported an Engineering firm recently completed a study of the on-going plumbing drain line problem at Burgard Apartments. According to the Engineering study, the kitchen drain lines were not properly vented and the existing drain line is undersized. In order to properly correct the problem, the report recommends replacing the drain line system through out the building be combined with an up-grade of the kitchen and bathroom in each apartment. An estimated project cost - at today's prices - is \$400,000.

Ms. Mattern stated this work item will be included in the next five year Capital Fund Plan and will need to be completed in phases due to the magnitude of the Project. In addition, several apartments will need to be completed at the same time and must be unoccupied during the course of the work.

Ms. Mattern reported another goal for many years has been to improve accessibility to the Coleman House at the side parking area at the rear of the building by installing a pre-made chairlift adjacent to the existing porch area. Following a study of the proposed project by an Architect and an Engineer, the Authority was advised the cost to complete this work (in compliance with applicable codes and accessibility requirements) would be approximately \$100,000. After considering other options to improve access, it was determined an elevator from the basement level to the first floor could be installed at the rear of the building, adjacent to the trash compactor room, with access into the building provided through an existing janitor closet. The 2010-2015 Five Year Capital Fund Plan will include the installation of a second elevator at the location described above which will provide access from the outside of the building to the first thru fourth floor.

The Director commented some years ago the Authority was required to install a second elevator at Burgard Apartments so residents would have access to all areas while the original elevator was repaired. By planning and installing a second elevator at Coleman House, the Authority would not be faced with a similar issue in future years.

The total amount of each grant was identified, as well as the obligation and expenditure deadline dates. The 2009 Capital Fund allocations have not been announced by HUD as of this date, therefore, it will be necessary to use the 2008 funding allocation for budgeting purposing when preparing the 2010 Annual Statement and Five Year Plan.

The Capital Fund Annual Statement and Five Year Plan submitted with the 2009 PHA Plan, along with additional work items proposed for the 2010 submission will be presented at a future meeting.

Discussion of the "legal residency", residency preference for public housing and Section 8 applicants and portability for Section 8 was tabled until the next meeting.

The next meeting of the Resident Advisory Board will be held at 11:00 a.m. on August 26, 2009.

Respectfully submitted,

Cindy L. Mattern PHM
Executive Director

RESIDENT ADVISORY BOARD MEETING

AUGUST 26, 2009

11:00 a.m.

PRESENT:	Gertrude Lynn	ABSENT:	Wilma Shawver
	JoAnn Carolus		Martha Wagner
	Tonya Miner		Rhonda Brown
	Sherry Haines		
	Rose Gipe (arrived at 11:50 a.m.)		

The minutes from the August 5, 2009 meeting were enclosed with the Agenda mailed to each RAB member prior to the meeting. No comments or corrections regarding the minutes were made.

The proposed Flat Rent Schedule for 2010 was presented and discussed. The Director reported the Section 8 Reasonable Rents decreased for most bedroom sizes since last year, therefore, the staff intends to recommend no change to the current flat rent schedule. Ms. Mattern further stated with the state of the economy and the area's high rate of unemployment, it's important to keep the Authority's rents as affordable as possible.

The capital fund 2009 Annual Statement, as submitted last year with the Annual Agency Plan, was presented and each line item reviewed. The Director explained all Capital Fund budgets include budget line items for Operations, various Management Improvements, Administration, and Fees and Costs for Architect and Engineer services. The remaining budget line items are grouped by Site Improvements, Dwelling Structures, Dwelling Equipment and Non-Dwelling Equipment. Ms. Mattern reported even though HUD approved the annual statement, no funds have been allocated to date. Recent reports indicate announcements may be released by the end of September.

Tonya Miner questioned if the delay in passing the State Budget caused the delay in funding the 2009 Capital Fund Program. The Director explained all funding received by the Housing Authority comes from the federal government so the State budget impasse does not affect the Authority.

Ms. Mattern further reported because of the additional Capital Fund Stimulus Grant, many of the 2009 Annual Statement budget line items have been funded. Specifically, the security cameras planned for the Coleman House, Lawler Place Maintenance Garage and Administration Building and replacing the vinyl siding and windows in 40 units at McCoy Manor. Bids for both projects have been received and work is expected to be completed in the Fall.

Following receipt of the 2009 regular Capital Fund allocation, a revised budget will be prepared and submitted to HUD for approval.

The Director then presented and reviewed the 2009-2013 Five Year Action Plan as submitted to HUD with last year's Annual Agency Plan. It was explained the Five Year Plan includes a wide variety of work items to anticipate future improvements and/or repairs. The following additional work items will be included in the 2010-2014 Five year plan: converting paper blueprint documents into a computerized drafting document; up-grading the Burgard Apt. Security Camera system to be compatible with the new system to be installed at the Coleman House; repairing defective concrete; replacing existing chain link fences - one at McCoy Manor with a guard rail type fence because of it's location at the top of a steep hill, and the Lawler Place fence bordering Rec Park; Repaving parking areas, roads, drive-ways, etc.; up-grading the site lighting throughout Lawler Place and units 1-36 McCoy Manor with new fixture to increase illumination; installing a second elevator at Coleman House; making improvements to a newly acquired parcel adjacent to the Coleman House parking lot - which would include paving, lighting, curbs, etc.; repainting the exterior of the Coleman House, including replacing all deteriorated window sills, jambs, frames, etc.; replacing the hallway carpeting at Burgard Apartments, and Burgard Apartment plumbing repairs - including modernization of kitchens and bathrooms, replacing floor coverings, kitchen cabinets and bathroom fixtures, etc.

Tonya Miner questioned if there were any budget issues that could affect the housing subsidies received for the Section 8 Program. The Director explained within the past few months, some Housing Authorities were reporting the Housing Assistance Payment funds they received were not sufficient to cover the rental assistance for all of the families in their program. In fact, Huntingdon County was among the affected Housing Authorities. In this case, HUD requested all Authorities provide a report of any anticipated short-fall in funding levels and suddenly additional monies were made available. Fortunately, Mifflin County has been receiving adequate funds to provide the rental assistance needed for the 220 units under our Section 8 Program.

The Director reported another item on the meeting Agenda for discussion today involves the Section 8 Program and the participant's use of portability - which means the Voucher received for the rental assistance can be taken anywhere within the United States. If an applicant is a resident of Mifflin County (which means living in or working in Mifflin County) on the date the application is received by the Housing Authority - that applicant has the right to take the Voucher from Mifflin County to any other Housing Authority in the Country who is participating in the Section 8 Program. In some cases, applicants from other areas, sometimes even out of State, will come to the Homeless Shelter, the Abuse Network Shelter or stay with a friend or family member, submit the application for Section 8, wait four or five months to get a Voucher and then immediately move back to where they came from. If the other Housing Authority does not take that applicant into their Section 8 Program, the Rental Assistance provided for that family is paid by Mifflin County - but is based on the rent amounts approved for the other location.

For example, we have had applicants receive a Section 8 Voucher in Mifflin County, use portability, and move to Florida or California where rents are much higher than approved for Mifflin County. And, it seems that friends and family members often follow the

applicants to Mifflin County because they know our Program is open and if they can show that they live or work here, they can receive a Section 8 Voucher and immediately move to another high rent area or in most cases, back to the place they moved from.

The Director stated the Authority staff is recommending the Section 8 Administrative Plan be revised to prevent this from happening by defining “legal residence”, that a temporary residence at a Shelter or stay with family or friends would not be considered as a “legal residence”. Another option would be to change the residency preference to require an applicant reside in Mifflin County for a specific time period prior to becoming eligible to claim the residency preference.

All of the RAB members present agreed the Policy should be revised as suggested. JoAnn Carolus stated it seems some applicants are taking advantage of the Program and the members all agreed Mifflin County funds should benefit County residents. Tonya Miner questioned if the Authority could just deny the applicant’s request to move to another area. The Director explained that would be against HUD regulations and not permitted. Ms. Mattern stated this issue is being reviewed by staff and the Authority Solicitor will be asked to provide the Commonwealth of Pennsylvania’s definition of “legal residence” A specific proposed policy revision will be presented at a future meeting of the RAB for their consideration.

Gertrude Lynn reported tenants at the Coleman House expressed their thanks to the Authority staff for repairing the parking lot light near the side entrance of the building.

Ms. Lynn reported a concern about a parking space on Market Street in front of the building that is now located in front of the handicapped access ramp for the Coleman. Ms. Lynn suggested the handicapped parking sign placed on the lamp post be removed and that something be done about the space because it is blocking the handicapped ramp. Prior to the Monument Square improvement project, there was a designated handicapped parking space beside the ramp, but that parking space was relocated as a result of the Project. Ms. Lynn and other Coleman House tenants spoke with Larry Searer from Lewistown Borough a few months ago, but nothing has been done to correct the problem. She questioned if the Housing Authority could do something about it. The Director assured Ms. Lynn she would look into the matter and contact the Lewistown Borough Manager.

RAB meetings were scheduled for September 2nd and 16th at 11:00 a.m.

Respectfully submitted,

Cindy L. Mattern PHM
Executive Director

RESIDENT ADVISORY BOARD MEETING

SEPTEMBER 2, 2009

11:00 a.m.

PRESENT: Gertrude Lynn
JoAnn Carolus
Sherry Haines
Wilma Shawver
Martha Wagner
Cindy Mattern, Housing Authority

ABSENT: Tonya Miner
Rhonda Brown
Rose Gipe

Copies of the minutes from the August 26, 2009 meeting were presented to each member. No comments or corrections regarding the minutes were made.

The Director stated the Authority's progress report in meeting goals established in PHA Plans submitted during the previous five (5) years will be presented at the next RAB meeting. This information, which is to be included in the 2010 PHA Plan, has been updated, however, a typed document has not been prepared as of this date.

In lieu of the Progress Report, Ms. Mattern presented and distributed copies of the statement of Housing Needs of Families on the Waiting Lists for public housing and Section 8.

It was noted as of the end of August, there were 43 families waiting for public housing. Of these, 67% (29 families) had incomes in the extremely low income category, 23% (10 families) were very low income, and 9% (4 families) were low income. 30% (13 families) were families with children, 63% (27 families) were elderly and 33% (14 families) were families with disabilities. 63% (27 families) were on the One Bedroom waiting list, 23% (10 families) were on the two bedroom waiting list, and 7% (3 families) were on the three bedroom waiting list.

The Director also noted there were a total of 82 public housing vacancies from July 1, 2008 to June 30, 2009.

The Housing Needs of Families on the Section 8 Waiting list was also reviewed. A total of 92 families were on the list as of the end of August. Of these families, 72% (66 families) were extremely low income, 28% (26 families) were very low income and none were in the low income category. 51% (47 families) were families with children, 8% (7 families) were elderly families, and 37% (34 families) were families with disabilities.

Ms. Mattern explained families with extremely low incomes are given priority for the Section 8 rental assistance program and will be selected over other families on the list.

The Director reported each PHA Plan submission also includes a statement of the Authority's Financial Resources. A copy of this document was handed out to each member and reviewed. The overall total estimated income for 2010 from all sources and for all programs is \$3,717,031. Of that total, \$1,480,778.00 is from the Capital Fund Program, \$824,656.00 is from the Section 8 Program, \$758,000 is estimated income from public housing dwelling rent, \$620,597 is from the Operating Fund, and \$33,000 is from other income (i.e. excess utilities, interest on investments, and non-dwelling rent).

A draft of the 2010-2014 Capital Fund Annual Statement and Five Year Plan was handed out and discussed. Because much of this information was reviewed at the last RAB meeting, members agreed only new budget line items would be reviewed. Ms. Mattern reported the following new budget line items were added to the previous year's Five Year Plan: Converting paper blue print documents to computerized format (CAD), up-grading the security camera system at Burgard Apartments to integrate it with the Coleman House System, installing a second elevator at Coleman House, paving, curbing and lighting at 19 West Water Street (a recent addition to Coleman House parking area), repainting the exterior of the Coleman House, including repair/replacement of all deteriorated wood surfaces (i.e. window/door sills, jambs, frames, etc.), and replacement of the plumbing drain system at Burgard Apartments.

The Director stated the Burgard Apartment plumbing drain system will be completed in phases in the future and because of the magnitude of the project, will require much planning and coordination.

Martha Wagner requested exhaust fans be installed in the apartments at Lawler Place. Ms. Mattern reported installing exhaust fans and under cabinet lights above the sink has been in the Five Year Plan as part of up-grading kitchens and bathrooms in these units. The Director commented the 2010 Five Year Plan will be reviewed to see if the exhaust fans and lights can be included as a separate line item, with installation planned in the near future.

Wilma Shawver questioned if the gas stoves would be replaced, that her neighbor's oven has been over heating. Ms. Mattern reported this item is included in the Five Year Plan, however, it was suggested all problems with gas stoves be reported to the Authority office because replacement parts for the stoves are available and repairs can be made quickly.

Ms. Shawver also asked if she would be permitted to install a new commode seat, that she was able to buy one on sale at Lowe's for \$5.00. The Director stated all repairs are to be completed by the Authority staff. It was suggested Ms. Shawver make a request to the Authority office for a new commode seat and that she return the seat she purchased and request a refund from Lowes.

Sherry Haines stated she would like to install a small light fixture to place above her kitchen sink and questioned if she could get one and have one of her aides install it. The Director reported these types of fixtures have been approved in the past, however, once

installed, the fixture would need to remain in the unit after the tenant moves out. It was suggested Sherry purchase the fixture she wants and bring it to the office for approval and the installation would be discussed at that time.

Gertrude Lynn reported someone is holding the elevator on second floor and the other residents are concerned the elevator will be needed for an emergency, such as ambulance personnel or in case of a fire. Ms. Lynn said they have not been able to determine who is doing this, but someone did speak with a tenant on another floor who was holding the elevator while talking to another tenant. Ms. Mattern commented anyone doing this will be easily identified after the Coleman House security camera system is in place, however, in the mean time, little can be done unless the guilty party can be identified. As for emergency personnel, in the case of a fire, the Director stated the elevator would go to first floor and lock so no one would be able to use the elevator during that time and we would hope everyone would respect the need for immediate access to the elevator in the case of ambulance personnel.

Ms. Lynn also stated there is another outside light near the back entrance of the building that is burned out, that three tenants in apartments 108, 109 and 110 did not receive a notice about the tenant meeting next week, and questioned if the Borough of Lewistown had been contacted about the handicapped parking sign on the lamp post in front of the building.

The Director responded by ensuring Ms. Lynn that the outside light near the back entrance of the building would be reported to maintenance and repaired and the Borough of Lewistown will be contacted about the handicapped parking sign and their response will be reported at the next RAB meeting. Ms. Mattern apologized for the over-sight in missing three of the Coleman residents when staff delivered the Tenant Notices. A copy of the tenant notices will be sent to these residents this week.

Ms. Mattern reported a public hearing for the PHA Plan will be held Wednesday, September 9, 2009 at 11:00 a.m.; and, that Resident Meetings will be held as follows: September 10: McCoy Manor @ 10:30 a.m. and Coleman House @ 2:00 p.m.; September 11: Lawler Place @ 10:30 a.m. and Burgard Apartments @ 2:00 p.m.

The next RAB meeting will be held September 26, 2009 at 11:00 a.m.

Respectfully submitted,

Cindy L. Mattern PHM
Executive Director

PHA PLAN FYB JANUARY, 2009

RECORD OF PUBLIC HEARING

SEPTEMBER 9, 2009

11:00 AM.

Present: Cindy Mattern, Executive Director

The Public Hearing was opened by the Director promptly at 11:00 a.m. After due and proper notice by placing a Public Legal Notice in The Lewistown Sentinel on July 7, August 31 and September 8, 2009, no members of the public were present.

At approximately 11:05 a.m., the Public Hearing was suspended for 15 minutes to allow any interested person time to arrive. At 11:25 a.m., the Public Hearing was officially closed.

Respectfully submitted,

Cindy L. Mattern PHM
Executive Director

RESIDENT ADVISORY BOARD MEETING

SEPTEMBER 10, 2009

McCoy Manor and Coleman House

PRESENT:

MCCOY MANOR:

Mildred Robertson
Karl Shilling
Cindy Mattern, Housing Authority

COLEMAN HOUSE:

Doris Hoverter	Gertrude Lynn
Pearl Murphy	Judith Rivera
Janice Gahagan	Betty Gibboney
Lewis Gahagan	Elsie Franklin
Geraldine VanArt	William Jaen
Lucy Ross	Ronald Drass
Elizabeth Earnest	Danny Johns
Lynn Stricker	Cindy Mattern, Housing Authority

The residents present were requested to sign in to provide a record of attendance. Ms. Mattern explained the purpose of the Resident meetings being held today at McCoy Manor and Coleman House and tomorrow at Lawler Place and Burgard Apartments is to share information about the PHA Plan for fiscal years 2010-2014 and seek in-put from the tenants.

In addition to the Resident meetings, Ms. Mattern reported work on the Plan began two months ago and regular meetings have been held with the Resident Advisory, which is comprised of a tenant representative from each Housing Authority development. The following key parts of the PHA Plan for fiscal year beginning January 2010 were reviewed in detail:

1. Mission Statement
2. Progress/achievements during 2005-2009
3. Goals and Objectives
4. Capital Fund Status Reports: 2007: **\$370,388**; 2008: **\$401,824**; 2009 Stimulus Grant: **\$510,062**
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8. Key Policy changes for upcoming year - Public Housing ACOP and Section 8 Administrative Plan
9. Housing Needs of Families on the Waiting List for public housing & Section 8
10. Deconcentration and Income Mixing Calculation
11. Financial Resource

12. Community Service Implementation Report
13. Section 8 Reasonable Rents, Fair Market Rents & Payment Standards
14. Flat Rent Schedule proposed for 2010: **no change recommended**
15. Resident Advisory Board - meeting minutes: July 22, August 5 & 26, September 2.

PANEL OF GRIEVANCE HEARING OFFICERS

Ms. Mattern presented the panel of Grievance Hearing Officers recently approved by the Resident Advisory Board: Tommy Grose, a former public housing and scattered site resident, Brenda Clark, a former public housing and scattered site resident, and Dan Klinger, local constable.

All Tenants attending each resident meeting found the panel of Grievance Hearing acceptable.

PROPOSED POLICY CHANGES FOR THE PUBLIC HOUSING ADMISSION AND CONTINUED OCCUPANCY POLICY AND SECTION 8 ADMINISTRATIVE PLAN

The proposed policy changes for the Public Housing Admission and Continued Occupancy Policy and Section 8 Administrative Plan were presented as follows:

SECTION 8 ADMINISTRATIVE PLAN:

1. **Section V. VERIFICATION REQUIREMENTS**
 - A. **GENERAL REQUIREMENTS**

Change reference to verified information that is less than ninety (90) days old to 120 days old need not be re-verified.

2. **XV. PORTABILITY**

B.2. Revise to state PHA will screen portable families using the established admission criteria for all incoming portable families based on MCHA criteria. *Not only for families who are not a current participant as currently stated in the Admin Plan.*

3. **Revise Admin Plan to provide that for voucher extensions,** after the initial 60 day voucher, a family can request a 30-day extension by telephoning the office prior to the expiration date. If there is a family member who is disabled, an additional 30-day extension can be granted.

4. **Residency preference - Section 8 and Public Housing ACOP
Portability - Section 8**

Need to define “legal residence”, establish specific period of time for applicants to reside or work in Mifflin County to be eligible to claim residency preference and to permit Section 8 applicants to be eligible to port to another area as soon as the Voucher is issued.

5. **Include a permanent ban from public housing and Section 8 for selling, manufacturing or producing any drugs on the premises of any federally assisted housing.**

All residents were in agreement with the proposed Policy changes as set forth above.

The Director reported all comments received from the Resident Advisory Board meetings and various resident meetings will be presented to the Board of Directors for review and consideration at their regular meeting to be held September 23, 2009; and, that all comments would be included as part of the Agency Plan submitted directly to HUD.

Ms. Mattern stated the Board of Directors will be asked to approve the Agency Plan at their regular meeting to be held September 23rd and that the complete Plan must be submitted to HUD by mid-October. In addition to considering the local housing needs, the Authority must also confirm the goals and objectives established in the Plan are consistent with the State’s Consolidated Plan.

Information regarding the Plan will be provided to the State Department of Community and Economic Development. In addition to required HUD certifications, a Certificate of Consistency received from DCED will be submitted with the Plan.

Following presentation of the PHA Plan information and comments, the Director reported representatives from the U.S. Census Bureau recently met with Housing Authority staff to request assistance with the up-coming 2010 Census. Ms. Mattern reported in February or March of 2010, the Census Bureau will be mailing a Ten Year Census survey which is to include ten questions and take about ten minutes to complete. All residents were encouraged to complete the survey form and return it to the Census Bureau promptly. Responses received help to determine vital information about our Community that may be used in the future to bring funding for various programs and services. In addition, an accurate population count is important because it affects the number of Representatives in the State Government for a given area. The Census Bureau has assured all information received will be held confidential and will not be shared with any other source. The Housing Authority has agreed to continue to encourage residents to respond to the Census by including information in our quarterly tenant newsletter and displaying posters/fliers at a future date.

Tenants were advised the Housing Authority is required by Law to allow Census workers access to all public housing properties and provide a list of all residents.

The following comments were received:

MCCOY MANOR:

Mr. Shilling:

- * Recently a group of tenants from the McCoy Manor family units and some adults were playing ball behind his unit. The Director noted the tenants living in that neighborhood will be reminded the area behind the elderly units at McCoy Manor is not a playground or ball field.
- * He is satisfied with his place.
- * He observes the Mifflin County Regional Police on the premises on a fairly regular basis.
- * Questioned who takes care of the clothes lines, that some of the lines on the poles behind units 5-8 are in pretty bad shape and are not the same. The Director reported tenants are responsible for the line and the Authority takes cares of the poles.

Ms. Robertson:

- * Pleased to learn about the McCoy Manor window replacement work to be completed this fall, that the windows in her apartment are hard to open and she needs help to do that.
- * Reported stones, soda cans, and other debris has been placed in the storm sewer inlets at McCoy Manor and said the inlets may need to be cleaned out so they do not back up.
- * Questioned if the list of Capital Fund improvements completed and planned would be given to every tenant. The Director reported this information has been on display with the Agency Plan and any interested tenant may come into the office to review it, that copies of this information would not be sent directly to each resident.
- * Commented the ceiling fan in her bathroom needs a new motor, that the maintenance staff told her the motor was on order, but said she has not heard anything for some time. Ms. Mattern stated she would follow-up on the status of the order and suggested Ms. Robertson call the Authority's office to do the same.
- * Questioned if the merry-go-round removed recently would be replaced and stated the "big kids" are the ones who broke the playground equipment. Ms. Mattern reported the Authority has no plans to replace the playground equipment.

- * Questioned if tenants should report when they see any adults and big kids who are not tenants using the basketball court. The Director encouraged residents to make reports to the Housing Office or Police when they see any activity they feel is improper or not permitted.
- * Questioned why the Housing Authority stopped selling trash bags. Ms. Mattern reported this was a Lewistown Borough decision, that the Borough is no longer providing trash bags and has converted to a “sticker” system. All trash bags are now to be purchased by the resident.
- * Questioned if there were any apartments empty at Lawler Place and stated she would like to live at Lawler Place again. The Director explained the Authority maintains a list of applicants waiting to be housed and a tenant transfer list. Ms. Robertson stated she has not submitted a request to be transferred and that her name is not presently on the transfer list. Ms. Mattern reported the need for transfers between developments must meet specific reasons spelled out in the policy, i.e. medical reasons, victims of domestic violence, needing a different size unit based on family size, and others. Ms. Robertson said she just liked living at Lawler Place and thought she would like to move back to that development. Ms. Mattern stated based on this information, Ms. Robertson’s request for a transfer did not meet the Policy requirements and would not be approved.

COLEMAN HOUSE:

Lewis Gahagan:

- * Reported the back door near the mailboxes is still being left open, that he has found the door to be unlatched several times and in order to do that, a person would need to deliberately pull the door shut behind them but make sure it was not latched. The Director reported after the security surveillance cameras are installed, staff will be able to identify who is responsible for doing this.
- * Reported many times when the Community Room is being rented out and used by others, there are frequently kids running back the hallway near his apartment and even some of the adults have been found to be wandering back there. Mr. Gahagan stated he thought other people should not be back there and expressed his concern because not all of the tenants shut and lock the door to their apartment and in the case of the children, the noise is a problem. The Director reported each person reserving the Community Space is provided with a list of responsibilities and stated this list would be revised to include information that the person reserving the space is responsible to ensure that children are properly supervised and are not permitted to be roaming the halls and/or riding the elevator and that all adults present are free to use the public rest rooms but may not be exploring the rest of the building.

- * Questioned if the camera system will capture the tenant parking area beside the rear of the building. Mr. Gahagan reported someone recently tampered with all of the valve stems on the tires of his car. The Director reported there will be at least two exterior cameras that will hopefully record any activity in the future.

Geraldine VanArt:

- * Reported one of the tenants using a walker is having difficulty managing the slight incline located outside of the elevator in the basement hallway, that trying to control a laundry cart and a walker at the same time is difficult. She questioned if anything could be done with the surface of the floor to slow down a laundry cart and/or walker with wheels. The Director stated the Authority would look into this matter and speculated it may be possible to replace the floor tile in that area with a rubberized type flooring to provide some resistance.
- * Reported the former handicapped parking space in front of the handicapped access ramp along Market Street is still being used by the public, particularly persons going to Dr. Burke's office, that now someone drops off the patient and the driver waits in the vehicle so they can move if needed. The Director stated this is a concern because access to the ramp should not be blocked at any time. Ms. Mattern will speak to the Borough of Lewistown Street Superintendent about this matter to see if the Authority could display a "No Parking at Any time" sign in front of the space or if the Borough would do that. Another tenant questioned if the Housing Authority could fine someone or put a ticket on their vehicle if they park in that area. The Director advised the Housing Authority does not have any legal jurisdiction to assess a parking fine or issue tickets for any vehicle found to have parked along Market Street, which is a public roadway and not the Authority's property.

Elizabeth Earnest:

- * Questioned if it is okay to prop open the secured entry door for guests to arrive when using the Community space for a specific event. Ms. Mattern stated the security of the building should be maintained by having someone associated with the event at the entrance to provide access for those attending, that if the door is propped open and the tenant or person using the room is in the kitchen preparing a meal or refreshments, anyone could walk into the building without being noticed.
- * Ms. Earnest reported she and another tenant found the door to the office area standing wide open at about 9:00 p.m. She said they were unsure what to do, but closed the door without locking it and questioned what should they do in a case like this? The Director reported the Contractor installing the security surveillance cameras do need access to that space and probably left the door open. All tenants were encouraged and requested to lock the door and close it if they see it is open after normal business hours, that anyone needing access to the area would have a key and could un-lock the door if needed.

Gertrude Lynn:

- * Reported there are several cracked tile in the Community Room kitchen and that the timer control on the exterior light nearest the side stair entrance is not working properly and needs to be adjusted.

Lucy Ross:

- * Questioned if the outside of the windows would be cleaned, that some of them are really in need of cleaning and that Kish Apartments contracts with someone to clean the windows of their building once or twice a year. The Director advised the staff will look into contracting with someone to clean the windows.

**PHA PLAN FYB 2010
RESIDENT MEETINGS
LAWLER PLACE AND BURGARD APTS.
SEPTEMBER 11, 2009**

PRESENT:

LAWLER PLACE:

Margaret Criswell	Michael DeArment
Betty Reeder	Norma Mizerek
Carole Snyder	Sally Clark, Aide to Norma Mizerek
Darlene Reichenbach	Cindy Mattern, Housing Authority
Robert Fryer, Sr.	

BURGARD APTS:

Shirley Gesselman	Lois Osenga
Mary Kitting	Jerry Booney
Joan Russler	Jean Croyle
Joann Johnson	Patricia Romig
Beverly Liddick	Arthur Hower
Pearl Verdi	Carol Weyant
Eluid Gonzalez	John Edward Miller
Luis Reyes Rios	Cindy Mattern, Housing Authority
Evelyn Rodriguez	

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Tenants were advised the Housing Authority is required by Law to allow Census workers access to all public housing properties and provide a list of all residents.

The following comments were received:

LAWLER PLACE:

Carol Snyder:

- * Reported there are a lot of kids riding bikes and skate boards in the Authority=s parking lot after the office is closed for the day, that recently the kids were screaming and she heard them clear down at her apartment.
- * Questioned why some of the roofs are turning black, that one of the roofs is D or E court is really bad and looks like there is moss growing on it.
- * Reported the trees in her neighborhood need to be trimmed.
- * Some of the lint filters in the laundry room dryers need to be replaced and stated not everyone using the equipment cleans the filters after using the dryer.
- * Commented the dryvit and wood area below her windows needs painted and the wood is getting bad, that she was glad to hear there are plans to cover this area with a maintenance free material.

Margaret Criswell:

- * Reported her bathroom is cold in the winter - all other rooms of the apartment are comfortable, but her bathroom is always cold.

Norma Mizerek:

- * Reported her bathroom is also cold in the winter and that she is having a problem with her telephone buzzing, that this noise continues after she had dialed a number and made a connection with the person she called. None of the other residents present have this problem. It was suggested Ms. Mizerek try another telephone and contact the telephone company to have the problem checked out.

Betty Reeder:

- * Reported during heavy rains, the water sometimes backs up to the first board on the handicapped ramp located in front of her apartment. Ms. Reeder said she has been told there is a drain somewhere in that area that becomes clogged and the clog causes the water to back up. She requested the drain be checked to make sure the drain line is open.
- * Questioned if the rent would go up this year, that she has heard there will be no raise in social security benefits for the next three years. The Director reported if there is no raise in Social Security and/or SSI benefits, rents will not change; that

the rent will only change if the tenant has a change in their income. However, all tenants were advised to report if they have any increased medical expenses. It has been reported the cost of Medicare may increase and if that happens, some tenants may see a decrease in the rent if their out of pocket medical expenses exceed more than 3% of their gross income.

- * Questioned if something were to happen to her, how much notice would her family need to give the Authority to remove her things from her apartment. The Director reported a 30 Day notice is required.

Robert Fryer:

- * Suggested the Authority consider providing direct access into the Lawler Place laundry room, that if the entry door would lock behind them, all tenants could have a key to use the laundry room at their convenience. The Director reported the staff will look into the feasibility of providing direct access and commented the area would need to be reviewed by an Architect to determine if one of the windows could be eliminated and an entry door installed. Mr. Fryer stated with one of the large windows removed, there may be additional space to install another washer or a dryer.

BURGARD APARTMENTS:

Eliud Gonzalez:

- * Reported the rubber gasket around the door of the refrigerator in his apartment needs to be replaced
- * Reported the plastic shade for the light above his kitchen sink is off and he is unable to put it back on. The Director questioned if the shade is broken and suggested Mr. Gonzalez call the Authority office to report it.
- * Questioned why they are limited to only one Cable Company to choose from, that he would like to see other companies be permitted to provide this service. The Director reported this is a matter decided by the Borough of Lewistown, that in her neighborhood, the local Township makes that decision. It was suggested Mr. Gonzalez speak with someone at Lewistown Borough about this.

Mary Kitting:

- * Commented she is pleased to learn the carpet in units occupied by tenants for ten years or more will be replaced, that she still has the original carpet in her bedroom
- * Reported there are a number of plants, vines, etc, that are growing under the window of her apartment, that some of the vines are climbing up over the window and the air conditioner. She requested these vines be trimmed back.

- * Questioned if she is moved in the future for the plumbing drain system to be replaced, could she be moved back to her old apartment. The Director reported this project will require a lot of money, planning and coordination, and decisions like this will have to be made at a later date. Ms. Kitting said she loves her apartment and hopes she can move back into it when the drain lines are replaced.
- * Reported she has had problems with the bathroom sink drain as described by the Director and that she had experienced having water back up into her sink. Shirley Gesselman said she has had this problem too and that she always calls for the maintenance staff.

Lois Osenga:

- * Questioned if the Authority can screen applicants to ensure they are mentally stable and have the ability to care for their apartments. She said there have been times when other residents have questioned the ability of a tenant and expressed concern about them using the gas stove and just being able to care for the unit. The Director reported the Authority cannot ask if a tenant has the ability to care for themselves or the unit because some residents may not have this ability, but can live independently with supportive services. Ms. Mattern stated this would be a Fair Housing matter and the Authority has to ensure there are no violations of the Fair Housing laws.

Luis Reyes Rios via Eliud Gonzalez:

- * Questioned if he would be permitted to use a small BBQ grill on the patio area in front of the building.
- * Requested a copy of his September rent receipt, that he needs to take it to the Assistance office. The Director stated a copy of Mr. Reyes Rios= receipt would be mailed to him.
- * Suggested the Authority consider having a Spanish speaking interpreter at the Resident meeting next year because he doesn't speak English.

Jerry Booney:

- * Reported he does not have a problem with his kitchen sink not draining properly, but his tub does drain very slowly.
- * Stated he heard Social Security benefits may go down and asked if the rent would go down. The Director reported if a tenant does have a decrease in income, the rent would go down as long as there was no other change in the tenant=s income or assets.

Pearl Verdi:

- * Questioned if the rent goes up when Social Security doesn't go up. The Director reported this question was also asked during the Lawler Place Resident meeting this morning. Ms. Mattern explained the rent will not change unless the tenant has a change in income. So for example, if Social Security and SSI does not increase, the rent will not increase. However, if the cost of Medicare increases and Social Security does not, the tenant may have a decrease in rent because of the additional medical expense, provided the total medical expense for that tenant exceeds more than 3% of their gross income. All residents were encouraged to keep all receipts for any out of pocket medical expenses and bring them along to their annual re-certification appointment.

Joan Russler:

- * Commented her check went down a little bit in August because she had a drug program previously paid by Medicare, but now it is deducted from her check. Ms. Russler was advised to report this change in income to the office.

Shirley Lane:

- * Asked if she needs to keep receipts for the eye drops she uses. The Director indicated if this over the counter purchase is for something being purchased at the direction of her doctor, that this cost could be considered when calculating the medical expense deduction. Co-payments are would be another good example.

RESIDENT ADVISORY BOARD MEETING

SEPTEMBER 16, 2009

PRESENT: Gertrude Lynn
Sherry Haines
Cindy Mattern, Housing Authority

ABSENT: Wilma Shawver
JoAnn Carolus
Martha Wagner
Tonya Miner
Rose Gipe
Rhonda Brown

The minutes from the September 2, 2009 RAB meeting were presented. No comments or corrections were received.

A record of the Public Hearing held for the PHA Plan on September 9, 2009 was presented. Ms. Mattern stated Public Notices were placed in The Sentinel during July, August and September but no one attended the Hearing. The Director reported resident meetings were held at each public housing development on September 10 and 11, 2009. All comments received will be included in the minutes from each meeting and presented to the RAB at the next meeting.

A report listing the Authority's progress in meeting the Goals and Objectives included in previous PHA Plans was presented, including a report showing progress in meeting the Goals and Objectives included in the 2005 PHA Plan. A copy of each report was handed out and reviewed in detail.

The Director reported the 2007 and 2008 Capital Fund budgets were revised to reflect the recent Contract's awarded by the Authority. A revised Capital Fund report for each program year, as of August 31, 2009, were presented and handed out.

Ms. Mattern also reported HUD announced the Authority's allocation for 2009 Capital Fund Program is \$405,609.00. A revised 2009 Capital Fund Annual Statement and the 2010-2014 Capital Fund Five Year Plan must prepared based on this amount. This information will be presented at the next meeting of the Resident Advisory Board.

The Maintenance Work Order Charge List to be effective October 1, 2009 was presented and handed out.

HUD Notice 2009-35 dated September 9, 2009 was presented and a copy provided to each member. Ms. Mattern reported the Authority's public housing Admission and Continued Occupancy Policy and Section 8 Administrative Plan already include a life-time ban for any person required to register on a five year, ten year or life-time sex

offender registry. HUD is now recommending all households be asked at each recertification/reexamination whether any member is subject to a lifetime registration requirement under a state sex offender registration program, that procedures at admission and at annual recertification/reexamination include screening to include background checks on juvenile household members to the extent allowed by state and local law. The Director indicated the Authority's policies and the Authority's application form and recertification forms will be reviewed to ensure these HUD recommendations have been included. Ms. Mattern also noted if an applicant or tenant fails to respond to questions regarding the sex offender registry or provides false information, HUD has recommended the application not be approved and in the case of a tenant, the tenant be terminated or evicted.

HUD Notice 2009-36 dated September 15, 2009 was also presented and reviewed in detail. A copy of said Notice was handed out to each RAB member. Ms. Mattern reported by December 14, 2009, an additional form will be added to the application for admission package and to the Annual Recertification form. All Housing Authorities must provide applicants, as part of their application for housing, the option to include information on an individual or organization that may be contacted to assist in providing any delivery of services or special care to applicants who become tenants and to assist with resolving any tenancy issues arising during tenancy. The form - HUD-92006-is strictly optional for both applicants and tenants and may be changed by the applicant or tenant at any time. The Director further reported applicants or tenants may designate more than one contact person or organization for different purposes. For example, they may designate a relative as a contact for emergency purposes and an advocacy organization for assistance with tenancy issues. More than one form maybe completed by the applicant or tenant, clearly specifying the "reason for contact" on each form.

Information regarding the 2009 H1N1 Flu (Swine Flu) Virus was handed out and briefly discussed.

The hand-out includes helpful information addressing issues such as signs and symptoms, how contagious is it, prevention and treatment, what to do if you get sick and how to kill the influenza virus.

It was agreed the Resident Advisory Board will meet on Wednesday September 23, 2009 at 11:00 a.m. to review the final revisions to the Capital Fund 2009 Annual Statement and the 2010-2014 Capital Fund Five Year Plan and receive the comments from all Resident Meetings.

Respectfully submitted,

Cindy L. Mattern PHM
Executive Director

RESIDENT ADVISORY BOARD MEETING

SEPTEMBER 23, 2009

PRESENT: Wilma Shawver
Gertrude Lynn
Martha Wagner
Sherry Haines
JoAnn Carolus
Cindy Mattern , Housing Authority

ABSENT: Rose Gipe
Tona Miner
Rhonda Brown

The minutes from the September 16, 2009 meeting were presented and reviewed. No comments or corrections were received.

Minutes from the Resident Meetings held at each public housing development on September 10 and 11, 2009 were presented and handed out. The comments received during these meetings were reviewed and discussed. Ms. Mattern reported as a result of a written comment submitted by a tenant at Burgard Apartments, a recommendation is being made to the Board of Directors today to replace the carpeting in any apartment occupied by a tenant for ten years or more. The recommendation will propose this expense be paid from the 2009 annual budget.

Ms. Mattern reported Lewistown Borough has been made aware of the parking issues in front of the Coleman House, particularly patients of Dr. Burke's using the area directly in front of the handicapped ramp. Coleman House residents were requested to keep the Authority informed if this continues to be a problem, that the curb has been painted yellow and the Borough has agreed to place "NO PARKING - LOADING AND UNLOADING AREA" if the matter has not been resolved.

A revised 2009 Capital Fund Annual Statement was presented and reviewed in detail. A copy of this report was handed out to each RAB member.

The 2010 Annual Statement and Five Year Capital Fund Plan was also presented and reviewed. A copy of this report was handed out to each RAB member.

The Director reported the Authority may have an opportunity to submit an application to HUD later this year to request additional Section 8 vouchers for non-elderly disabled persons. The Director reported the information available to date is from a proposed draft Notice of Funding Availability, which is subject to change when released in the final format. At this time, it appears the Housing Authority is not eligible to apply for these special purpose Section 8 Vouchers. However, the draft proposed Notice does require that at least 20% of the current Voucher holders in your Section 8 Program must

be non-elderly families with disabilities. Ms. Mattern reported 51% of the current Section 8 participants are non-elderly families with disabilities, therefore, the Housing Authority would meet this requirement. Upon release, the final Notice of Funding Availability will be reviewed to determine if Mifflin County is eligible to submit an application. .

All applicants must demonstrate resources for providing supportive services for non-elderly disabled families and include a detailed description of what these services are and how they will be delivered.

Applications will be limited to no more than the total of 10% of the PHA's Section 8 Voucher units, therefore, Mifflin County could apply for no more than 22 special purpose vouchers, if eligible to apply.

A copy of the **Housing Needs of Families in the Jurisdiction By Family Type** report was presented and handed out. Ms. Mattern explained the information from the Commonwealth's Consolidated Plan for Federal Years 2009-2013, the 2004 Mifflin-Juniata County Needs Assessment completed by the Mifflin-Juniata County Human Services Department and the U.S. Census Bureau 2005-2007 American Community Survey was used to obtain the data required to complete the Report. The highest priority for renter occupied units included affordability, supply, quality, accessibility and location.

The Director reported the list of proposed Policy Revisions will be revised to correct a minor detail in the Section 8 Administrative Plan, that HUD Form 52517 has been revised and no longer requires a landlord to certify the most recent amount of rent charged for a unit. The Section 8 Admin Plan will be revised to up-date this Section of the Plan.

The following comments were received:

Gertrude Lynn:

- * Reported last week someone used all of the washing machines in the Coleman House laundry and clothes were left in the machines for approximately 24 hours. She questioned if this happens again, could other tenants wanting to use the machine remove the clothes and put them in a cart. The Director stated that would be fine and when the security surveillance cameras are installed, staff will be able to identify who is responsible for leaving clothes unattended.
- * Reported someone is placing paper in the cigarette butt holder at the side entrance of the building. Other tenants are fearful a smoldering cigarette butt will cause a fire. Ms. Mattern stated residents will be notified to refrain from placing paper in this receptacle.

Martha Wagner:

- * Questioned if tenants in the efficiency apartments at Lawler Place are responsible for cutting/removing weeds around their apartment. The Director commented this is the Housing Authority's responsibility, as set forth in the Dwelling Lease. Ms. Mattern noted she has a list of areas that need to be trimmed and the maintenance staff will be taking care of this in the near future.
- * Questioned if there was any further discussion or action about the recent HUD notice and their recommendation for Housing Authorities to establish No Smoking Policies. Ms. Mattern reported this matter was briefly discussed by the Board of Directors, however, there are many questions to be addressed before making a decision to implement such a policy.

Wilma Shawver:

- * Commented last year she helped her neighbor rake and bag the leaves behind her apartment. She said this was hard on her and asked if she should do this again this year. Ms. Mattern stated the Authority's lawn care contractor may take care of the leaves in October. Ms. Shawver was requested to notify the Housing Authority office if the leaves are still a problem and the maintenance staff will remove them.

Respectfully submitted,

Cindy L. Mattern PHM
Executive Director

**PHA PLAN FYB JANUARY 2010
SUMMARY OF BOARD ACTION ON
RESIDENT AND RAB COMMENTS**

On September 23, 2009, the Board of Directors of the Housing Authority of the County of Mifflin, having been provided a record of all comments received from Resident Meetings held at each public housing development and from Resident Advisory Board meetings, took the following action:

CAPITAL FUND:

2009 REVISED ANNUAL STATEMENT:

- * Approved the repainting exterior of the Coleman House and repair/replacement of all deteriorated woodwork – window/door sills, jams, frames.

2010 ANNUAL STATEMENT:

- * Approved the installation of range hoods, a light fixture above kitchen sink, and replacing bathroom exhaust fans at Lawler Place and in units 1-36 McCoy Manor.

BURGARD APARTMENT CARPET REPLACEMENT:

- * Approved replacing carpet in 21 units at Burgard Apartments occupied by tenants for ten years or more by expending funds from the 2009 Operating Fund.

As recommended by the Resident Advisory Board, the following Policy revisions were approved:

SECTION 8 ADMINISTRATIVE PLAN:

1. SECTION V. VERIFICATION REQUIREMENTS

A. GENERAL REQUIREMENTS

Change reference to verified information that is less than ninety (90) days old to state: Information that is less than 120 days old need not be re-verified.

- 2. **Revise XV. PORTABILITY B.2** To state the PHA will screen portable families using the established admission criteria for all incoming portable families based on MCHA criteria. *Not only for families who are not a current participant as currently stated in the Administrative Plan.*

3. **Revise VI. BRIEFING OF FAMILIES AND ISSUANCE OF HOUSING CHOICE VOUCHER. D. EXTENSIONS AND SUSPENSIONS** to provide that in order to have the time of the initial sixty (60) day voucher period extended, a family may request a 30-day extension *by telephoning the office prior to the original expiration date. If there is a family member who is disabled, two 30-day extensions may be requested by telephoning the office prior to the original expiration date. In the case of voucher holders with a disabled family member, the term of the Voucher may be automatically extended without request, at the discretion of the Authority.*
4. **Revise VIII. REQUEST FOR TENANCY APPROVAL, DISAPPROVAL OF OWNER/LANDLORD, RENT REASONABLENESS, EXECUTION OF LEASE AND HAP CONTRACT, AND RENT INCREASE. A.3** to eliminate the first sentence in this paragraph – *The owner/landlord is no longer required to certify to the most recent amount of rent charged for the unit on HUD form 52517.*
5. **Revise XV. PORTABILITY A. OUTGOING HOUSING CHOICE VOUCHERS (PORT OUT) 1.** to state as follows: “Section 8 waiting list applicants who are “*legal*” residents of the PHA’s jurisdiction *for a minimum of six (6) months* may elect to exercise their option to use the portability features of their housing assistance when first leasing”.
6. **Revise the Section 8 Admin Plan and the Public Housing ACOP** to include a requirement that all applicant’s claiming the Residency Preference, must *establish a legal residence* or work in Mifflin County *for a minimum of six (6) months* to be eligible to claim the preference.
7. **Revise the Section 8 Admin Plan and the Public Housing ACOP** to include a *definition of “legal residence”* according to Pennsylvania Law in both policies.
8. **Revise the Section 8 Admin Plan and the Public Housing ACOP** to *include a permanent ban from public housing and Section 8 for selling, manufacturing or producing any drugs on the premises of any federally assisted housing.*