



Housing Authority of the City of Hazleton

EXECUTIVE OFFICE  
320 West Mine Street  
Hazleton, Pennsylvania 18201  
Phone 570 / 455-9503  
T.D.D. 570 / 459-5380  
Fax. No. 570 / 455-8553

September 23, 2009

Mr. Edward Williams  
Housing Specialist  
US Dept of HUD  
The Wanamaker Building  
100 Penn Square East  
Philadelphia, PA 19107-3380

Dear Mr. Williams:

Enclosed, please find the following certifications with original signatures and attachments that accompany our Agency Plan for fiscal year 2010.

- HUD Form 50075-Annual Plan cover page
- HUD form 50077-Certification of Compliance with the PHA Plans and related Regulations
- Board Resolution # 924 adopted September 22, 2009
- HUD form 50070-Certification for a Drug-free Workplace
- HUD form 50071-Ceertification of Payment to influence Federal Transactions
- Form SF-LLL-Disclosure of Lobbying Activities
- Resident Advisory Board Comments
- Certification by State and or Local Official of PHA Plans consistency with the Annual Plan for 2010

If you require any additional documentation, please do not hesitate to contact our office. Thank you.

Respectfully yours,

*Dorothy George, E. D.*

Dorothy George, Executive Director  
Hazleton Housing Authority

enclosures



**HAZLETON HOUSING  
AUTHORITY**

**PHA PLAN  
ANNUAL PLAN FOR 2010  
5 YEAR PLAN 2010-2014**

*High Performing PHA*

*299 Public Housing Units  
347 Housing Choice Voucher Units*

HUD FORM 50075  
Attached

# **PHA Plan update**

## **Hazleton Housing Authority**

### **5.0 Five-Year Plan:**

#### **5.1 Mission:**

The HHA will provide clean, safe, affordable and well-maintained housing for the Residents of our Community and will help them to improve the quality of their lives by supporting opportunities for their economic independence.

#### **5.2 Goals and Objectives:**

- Expand the supply of assisted housing by reducing public housing vacancies.
- Improve the quality of assisted housing by improving our public housing PHAS scores, our SEMAP scores, increasing customer satisfaction.
- Continue to concentrate on efforts to improve specific management functions, and continue to renovate public housing units.
- Increase assisted housing choices by conducting outreach efforts to potential voucher landlords.
- Continue to partner with local agencies to promote home ownership possibilities.
- Provide an improved living environment by implementing measures to deconcentrate poverty by bringing higher income public housing households into lower income developments.
- Continue to implement public housing security improvements.
- Promote self sufficiency and asset development of assisted households by increasing the number and percentage of employed persons in assisted families, providing supportive services to improve assistance recipients' employability, and providing supportive services to increase independence for elderly and families with disabilities.
- Ensure equal opportunities and affirmatively further fair housing objectives by undertaking affirmative measures to assure access and to provide a suitable living environment to assisted housing regardless of race, color, religion, national origin, sex, familiar status and disability.
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit sizes required.
- Retain partnerships that continue to benefit our Residents at little or no costs to our Residents
- Continue to develop programs to help increase self-sufficiency for our Residents.
- Increase participation in our learning center for computer skills, English as a second language, GED classes, family literacy, employment skills, parenting classes, etc.

## 5.2 Report on Progress of Goals and Objectives:

HHA has continued to maintain our status as a "high performing" agency for the past three years. We are constantly working on methods to improve the availability of housing units by completing the renovations needed to be done on vacant units, improving our unit turn around time, thus creating more availability of housing units.

We have completed an Organizational Assessment study and have concentrated on improving our waiting list management functions in order to provide equal opportunity and fair housing objectives.

We continue to solicit input from Residents of public housing to assist us to develop a plan for our major initiatives for renovations of our public housing stock through the Capital Fund Program.

We continue to perform outreach initiatives to potential voucher landlords by attending the *Hazleton Area Landlord Association Meetings* to promote the Section 8 Voucher program and Homeownership Program. We currently have 2 Homeownerships on the Section 8 Program.

We also continue to partner with local agencies such as *Commission on Economic Opportunity, Consumer Credit Counseling Services, Catholic Social Services*, and various other agencies. We have received a ROSS Homeownership Grant for homeownership possibilities for our public housing family units.

We have created a partnership with *Catholic Social Services, Pennsylvania Association of Resident Councils, Commission on Economic Opportunity, Consumer Credit Counseling Services* and many other community agencies to promote homeownership for our public housing residents.

We plan to establish a working preference for working families and those that cannot work due to age or disability.

We have established a system of nationwide criminal background checks on prospective applicants to promote public housing security improvement.

We continue to work with local colleges and agencies to increase participation in our learning center for computer skills, English as a second language, family literacy, citizenship and GED classes.

## 6.0 Plan Update:

- (a) Plan elements that have been revised since last Annual Plan submission:

**Eligibility, Selection and Admissions Policies,  
including Deconcentration and Wait List procedures:**

- 1.) Revised preferences to include working families and those unable to work due to age or disability in the PH wait list procedure, and prioritized this preference. (See preferences below)
- 2.) Revised our plans for both Section 8 and PH to include the Violence Against Women Act regulations.
- 3.) Revised our preference in Section 8 Administrative Plan to include Vouchers relating to the Family Unification Program

**All other areas of the HHA policies that govern Eligibility, Selection and Admission Policies, including Deconcentration and Wait list procedures have not been revised since the Authority's prior submission.**

(b) Copies of the Annual and 5-year Plan can be obtained at:  
HHA Main Administrative Offices  
320 W Mine Street  
Hazleton, Pa. 18201

Copies will also be posted at our Asset Management Project offices (AMPS) and all Resident Councils will have a copy for reference.

**PHA Plan Elements (24CFR 903.7)**

**#1. Eligibility, Selection and Admissions Policies,  
including Deconcentration and Wait List Procedures:**

Eligibility:

Eligibility for admission is verified when families are within a certain number of being offered a unit, and within a certain time frame, depending on vacancies.

High-rise buildings eligibility is verified upon application.

The screening factors that are used are a nationwide background search that obtains any drug related activity rental history, terrorist search, housekeeping, and social security verification. Immigration status verification through the *SAVE (Systematic Alien Verification for Entitlements)* Program.

We also have access to the FBI criminal records through a fingerprint system from an authorized source.

### Waiting list Organization:

We utilize the community wide method to organize our public housing wait list. Applications for both Public Housing and HCV are accepted at our Main Administrative Office. We have no site-based waiting list. HHA has no pending fair housing complaint by HUD or any COURT order or agreement or complaint.

### Assignment

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

### Admissions Preferences:

Income targeting requirements are met by targeting more than 40% of new admissions to public housing to families at or below the 30% of median income.

### Transfer Policy:

The circumstances where transfers will take precedence over new admissions will be for  
Emergencies;  
Over-housed;  
Under housed;  
Medical justification;  
and administrative reasons determined by the HHA

### Preferences:

The HHA has established preferences for admission into public housing. The preferences are:

- Date and Time
- Working families and those unable to work due to age  
Or disability
- Victims of Domestic Violence
- Involuntary Displacement
- Veterans and veteran's families
- Residents who live and/or work in the jurisdiction
- Employed non-residents

HHA employs prioritized admissions preferences as follows:

- Date and time 1
- Working families and those unable to work due to age or disability 1
- Victims of Domestic Violence 1
- Involuntary Displacement 1
- Veterans and veteran's families 1
- Residents who live/work in jurisdiction
- Employed non-Residents

Income targeting requirements:

The pool of applicant families ensures that the PHA will meet income and targeting requirements.

Occupancy:

The reference materials that applicants and residents can use to obtain information are:

The Resident lease;  
HHA Admissions and Occupancy Policy  
HHA briefing sessions or written materials

Residents must notify the HHA of any changes in family composition at any time the family composition changes.

Deconcentration and Income Mixing:

The HHA has general occupancy (family) public housing developments covered by the deconcentration rule. We have no average incomes above or below 85% to 115% of the average incomes of all developments.

SECTION 8:

Eligibility:

Eligibility for Section 8 is conducted by completing a nationwide criminal and drug related activity search that is to the extent required by law and/or regulation.

Immigration status search conducted through the SAVE (Systematic Alien Verification Program) system.

We also have access to FBI reports through an authorized search. Tenants past history only when required by landlords on the Section 8 Voucher Program.

Waiting list Organization:

**HHA does not merge its Section 8 waiting list with its public housing list. Each list is kept separate.**

Interested persons may apply at our main Administrative Offices.

Search time: HHA will give extensions on the standard 60 day period to search for a unit based on justified circumstances.

Admissions Preferences:

We plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median income.

HHA has established preferences for admission to the Section 8 Voucher Program.

- Date and time of application.
- Family Unification Program

Relationship to preferences to income targeting requirements:

The pool of applicant families ensures that the HHA will meet income-targeting guidelines.

The Section 8 Waiting list is currently closed and will be opened for FUP eligible families only.

Special Purpose Section 8 Assistance Program:

HHA makes known to the participants, its policies governing eligibility, selection and admission to any special purpose section 8 programs at the time of the briefing sessions and in written materials.

HHA announces the availability of any special-purpose section 8 programs to the public through published notices in the local news media of general circulation.

## #2. Statement of Financial Resources:

### Sources

#### 1. Federal Grants FY 2010 grants

a) Public Housing Operating Fund	\$807,696
b) Public Housing Capital Fund	414,269
c) HOPE VI Revitalization	-0-
d) HOPE VI Demolition	-0-
e) Annual Contributions for Section 8 Tenant based rent	1,354,655
f) Resident Opportunity and Self Sufficiency grants	154,387
g) Community Development Block	-0-
h) HOME	-0-
Other federal grants	-0-

#### 2. Prior Year Federal Grants

(unobligated funds only)

a) Public Housing Capital Fund	\$259,627
b) Public Housing Dwelling rental income	876,000
c) Other income (excess utilities)	7,548
Non-federal sources	-0-

## #3. Rent Determination:

### Rent Determination Policies:

The HHA does not employ discretionary policies for determining income-based rent. Income based rents are set at the higher of the 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (Less HUD mandatory deductions and exclusions)

### Minimum Rent: (For both PH and Section 8 Voucher Program:

The HHA minimum rent is \$50.00. A hardship exemption shall be granted to residents who can document that they are unable to pay the \$50.00 because of a long-term hardship (over 90 days) Examples under which residents would qualify for the hardship exemption would be limited to the following:

- The family has lost eligibility for or is applying for an eligibility determination for a Federal, State or local assistance program;

- The family would be evicted as a result of the imposition of the minimum rent requirements;
- The income of a family has decreased because of changed circumstances, including loss of employment beyond tenant's control;
- A death in the family has occurred, or;
- other circumstances as determined by HHA

Rents:

HHA does not plan to charge rents at a fixed amount or percentage less than 30% of adjusted income.

Ceiling rents:

None

Rent Re-determinations:

**Tenants must report changes in income or family composition at the time of occurrence.**

Flat rents:

HHA has set flat rents for public housing based on the Section 8 rent reasonableness of comparable housing.

Payment Standards:

The HHA Voucher payment standard is set at 100% of FMR.

Payments standards are reevaluated for adequacy on an annual basis.

The factors HHA considers in its assessment of the adequacy of payment standards is:

the success rates of assisted families, and; the rent burdens of assisted families.

**# 4. Operation and Management:**

A statement of the rules, standards, and policies of the Housing Authority governing **maintenance management** of housing owned, assisted, or operated by the public housing agency is contained within our Admissions and Occupancy Policy, and various other documents listed below.

» **Attached is a copy** of our Preventative Maintenance Plan that addresses the measures necessary for the prevention or eradications of pest infestation.

List of HHA's Public Housing Management and Maintenance Policy Documents:

-Admissions and Occupancy Policy-Personnel Policy-Union Contract-Civil Service Contract-Public Housing Handbook-Occupancy Handbook-Grievance Procedure-Procurement Policy-Pet Policy-Pest Policy- Screening, Eviction and Termination Policy-De concentration Policy-Community Service Policy-Preventative Maintenance Plan-Mold Policy-Emergency Response Action Plan-Emergency Evacuation Plan-Right to Know Policy-Affirmative Action Plan

List of Section 8 Management Policies:

Section 8 Administrative Plan-Housing Choice Voucher Handbook-Housing Quality Standards Handbook-Rent Reasonableness Handbook

» Attached is a copy of our Organizational Chart showing the HHA's management structure and organization is attached.

**# 5. Grievance Procedures:**

The policies of the HHA governing grievance and informal hearing and review procedures that the Housing Authority makes available to its residents and applicants, is contained in our A & O Policy, Chapter 18 and **has not been revised since the Authority's prior submission.**

» Attached is a copy of our Grievance Procedures.

**#6. Designated Housing for Elderly and Disabled Families:**

With respect to public housing projects owned, assisted or operated by HHA, **there are no projects (or portions thereof) in the upcoming fiscal year, that the Housing Authority has designated or will apply for designation for occupancy by elderly and disabled families.**

**# 7. Community Service and Self-Sufficiency:**

A statement of rules concerning the Community Service and Economic Self Sufficiency are contained in our PH Admissions and Occupancy Policy in Chapter 15.

The HHA has entered into a cooperative agreement with the TANF/Dept of Public Assistance agency to share information and/or target supportive services.

### Self-Sufficiency Policies:

The following discretionary policies are employed by the HHA to enhance the economic and social self-sufficiency of assisted families:

Public Housing rent determination policies  
Public Housing Admissions Policies  
Section 8 Admissions Policies  
Preference for family's working/live in area  
Section 8 Homeownership option  
Public Housing Homeownership Program-ROSS grant

The HHA is complying with statutory requirements regarding the service and treatment of income resulting from welfare program requirements.

» Attached is a copy of our Community Service Policy.

### **# 8. Safety and Crime Prevention:**

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

Due to the extensive background search and the enforcement of our lease and One Strike and Your Out Policy, we have actually observed a lower level of crime and vandalism in our Vine West Community.

#### Crime Prevention Activities:

The HHA conducts nationwide criminal background searches on all prospective applicants. The search contains criminal and drug related activity, terrorist search, and sex offender search and social security verifications.

Local police provide up to date information regarding any criminal activity on or near the public housing development, and will assist in eviction cases if needed.

HHA has installed surveillance cameras in all elderly high-rise buildings.

Police have established a physical presence on housing authority property as the HHA has given office space at our Vine West Community building for a Police sub station.

Volunteer Block watchers Program for crime watch  
in neighborhood

Police involvement in enforcement of "One Strike and Your Out Policy,  
by providing crime data to housing authority staff for analysis and  
action.

Police Department conducts Educational seminars with our residents  
to educate residents on crime prevention, etc.

» Attached is a copy of our *Tracking and Reporting Crime Procedures*  
and our One Strike and your out Policy.

#### # 9. Pets:

The HHA policies and requirements pertaining to the ownership of  
pets in public housing is contained in our A & O Policy and **has not  
been revised since our last submission.**

#### # 10. Civil Rights Certification:

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

Certification from local official statement included in the HHA Plan  
assures that the annual plan is consistent with the Consolidated Plan.

#### # 11. Fiscal Year Audit:

In the opinion of Polcari & Co., CPA, who conducted an independent  
audit of the HHA, ***it is stated, as of December 31, 2007 and 2006, and  
the results of its operations, changes in net assets and cash flows for  
the years ended in conformity with generally accepted  
accounting principles in the United States of America.***

#### # 12. Asset Management

The HHA will carry out its asset management functions. We have set  
up AMPS for each of our Project sites. In addition, we are in the  
process of establishing a COCC center.

Our inventory is currently entered into our computer system and we  
have established a computer generated work order system to monitor the  
inventory for each AMP.

We have conducted an Organizational Analysis of our staff and have transferred duties so that we are prepared to enter into the asset based type of system. We have created the position of Public Housing Manager to monitor all aspects of the public housing procedure, rules, and supervise.

Our Project Managers will be involved in the planning of the long-term operating, capital investments, rehabilitation, and modernization items.

### **#13. Violence Against Women Act:**

(1) Created the following:

EXCEPTION TO LEASE TERMINATION RELATING TO VIOLENCE AGAINST WOMEN:

In accordance with the Violence Against Women Act of 2005, criminal activity directly related to domestic violence, dating violence, or stalking, engaged in by a member of the tenant's household or any guest or other person under the tenant's control, shall not be a cause for termination of the tenancy or occupancy rights, if the tenant or immediate member of the tenant's family is a victim of that domestic violence, dating, violence or stalking.

HHA may bifurcate a lease in order to evict, remove or terminate assistance to any individual who is tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant.

Nothing in this section may be construed to limit the authority of the HHA, when notified to honor court orders addressing rights of access to or control of the property, including civil protections orders issued to protect the victim and issued to address the distribution or possession of property among the household members in cases were a family breaks up.

Nor does this section limit otherwise available authority of the HHA:

- to evict a tenant for any violation of a lease not premised on the act or acts of violence in question against a tenant or member of the tenant's household, provided that HHA does not subject an individual who is or has been a victim of domestic violence, dating violence, or stalking to a more demanding standard than other tenants in determining whether to evict or terminate; or

- to limit the authority of a public housing agency to terminate the tenancy of any tenant if HHA can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if that tenant's tenancy is not terminated, and
- nothing in this section shall be construed to supersede any provision of any Federal, State or local law that provides greater protection than this section for victims of domestic violence, dating violence, or stalking.

CERTIFICATION: HHA may request that an individual certify via a HUD approved certification form, the individual is a victim of domestic violence, dating violence, or stalking, and that the incident or incidents in question are bona fide incidents of such actual or threatened abuse and meet the requirements set forth in the aforementioned paragraphs. Such certification shall include the name of the perpetrator. The individual shall provide such certification within 14 business days after HHA requests such certification.

FAILURE TO PROVIDE CERTIFICATION: If the individual does not provide the certification within 14 business days after the HHA has requested such certification in writing, nothing in this subsection may be construed to limit the authority of HHA to evict any tenant or lawful occupant that commits violations of a lease. The Housing Authority may extend the 14-day deadline at its discretion. HHA may provide, at its discretion, benefits to an individual based solely on the individual's statement or other corroborating evidence.

CONTENTS OF THE CERTIFICATION: In individual may satisfy the certification requirement by:

1. providing the requesting public housing agency with documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance is addressing domestic violence, dating violence, or stalking, or the effects of the abuse, in which the professional attests under penalty of perjury (28 U.S.C> 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse, and the victim of domestic violence, dating violence, or stalking has signed or attested to the documentation; and
2. producing a Federal, State, or local police or court record.

CONFIDENTIALITY: All information provided to the HHA pursuant to paragraph (1), including the fact that an individual is a victim of domestic violence, dating violence, or stalking, shall be retained in confidence by HHA, and shall neither be entered into any shared database nor provided to any related entity, except to the extent that the disclosure is;

requested or consented to by the individual in writing:

1. required for use in an eviction proceeding; or
2. otherwise required by applicable law.

NOTIFICATION: HHA will provide notice to tenants assisted under section 6 of the United States Housing Act of 1937 of their rights under the Violence Against Women's Act, including their right to confidentiality and the limits thereof.

(2)

**Activities, services, or programs provided or offered by HHA that helps adult victims of domestic violence:**

One of our admission preferences includes Victims of Domestic Violence.

**7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Home Ownership Programs, and Project-Based Vouchers:**

**(d) Homeownership:**

The Housing Authority is administering a Homeownership Program utilizing its Housing Choice Vouchers. Two families are participating in the program and have purchased homes.

**8.0 Capital Improvements:**

**8.1 to 8.2:**

» **Please see attached 50075.1 and 50075.2** reports for the Annual and Five-Year Plan.

**8.3:** HHA has no debts incurred to finance capital improvements.

**9.0 Housing Needs:**

Statement of Housing Needs

**Combined Section 8 and Public Housing:**

	<u># of families</u>	<u>%of total families</u>
Waiting list total	409	
Extremely low income <=30% AMI	295	72%
Very low income (>30% but <=50% AMI)	76	19%
Low income (>30% but <80% AMI)	38	9%

Families with children	285	70%
Elderly families	17	4%
Families with Disabilities	81	20%
Race/ethnicity (WHITE)	102	25%
Race/ethnicity (HISPANIC)	278	68%
Race/ethnicity (BLACK)	28	7%
Race/ethnicity (ASIAN)	1	.03%

**Characteristics by Bedroom**

**PUBLIC HOUSING ONLY**

1 BR	77	31%
2 BR	82	33%
3 BR	78	31%
4 BR	14	5%

## **#.1 Strategy for Addressing Housing Needs:**

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

- Employing effective maintenance and management policies to minimize the number of public housing units off line.
- Reducing 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.
- Maintain or increase section 8 lease up rates by marketing the program to owners, particularly those outside of the areas of minority and poverty concentration.
- Maintain or increase section 8 lease up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated plan development process to ensure coordination with broader community strategies.

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

- Apply for additional section 8 units should they become available.
- Choosing working families for occupancy in public housing to increase tenant contributions and decrease our portion of the rent, therefore, enabling us to increase the number of families subsidized.

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

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

By adopting rent policies to support and encourage work

**Need: Specific families at or below 50% of median**

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

By employing admission preferences aimed at families who are working, and, adopting rent policies to support and encourage work.

**Need: Specific family types: The elderly**

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

By applying for special-purpose vouchers targeted to the elderly should they become available, and continue to market our high rises by educating the public on eligibility requirements to maintain a healthy waiting list.

**Need: Specific family types: Families with Disabilities**

**Strategy 1: Target available assistance to families with disabilities:**

By applying for special-purpose vouchers targeted to families with disabilities, should they become available.

Affirmatively market to local non-profit agencies that assist families with disabilities.

**Need: Specific family types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of HHA resources among families of race and ethnicities with disproportionate needs:**

By affirmatively marketing to race/ethnicities shown to have disproportionate housing needs

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

By counseling section 8 tenants as to the location of units outside the area of poverty or minority concentration and assist them to locate those units.

By marketing the section 8 program to owners outside the areas of poverty/minority concentrations

## **Other Housing Needs & Strategies**

### **(2) Reasons for strategies:**

Funding constraints, staffing constraints, evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the HHA, Community priorities regarding housing assistance, results of consultations held with local or state government, results of consultations with residents and the Resident Advisory Board, and results of consultation with advocacy groups.

## **10.0 Additional Information:**

### **(a) Progress in meeting Mission and goals:**

**Strategic goal: Increase the availability of decent, safe and affordable housing:**

- HHA goal: Expand the supply of assisted housing by reducing public housing vacancies:

*Status: We are constantly working on improving our unit turnaround time by completing the renovations needed on vacant units, so that we can create availability of the housing units.*

*We have recently placed a member of our staff in a position to manage the waiting list function in order to continue improvement on our unit turnaround time and provide equal opportunity and fair housing objectives.*

- HHA goal: Improve the quality of assisted housing

- Improve public housing management (PHAS score)
- Improve Voucher Management (SEMAP score)
- Increase customer satisfaction
- Concentrate on efforts to improve specific management functions
- Renovate or modernize public housing units

*Status: HHA has continued to maintain our status as a "high performing" agency for the past three years. Our 2008 SEMAP score was 100%.*

We continue to solicit input from Residents of public housing and meet on a regular basis with the Resident council groups. We are concentrating on improving management functions By transition into the asset based management system and Have completed an organizational analysis of our management operation and making needed changes to improve management functions. Capital fund Program is proceeding on schedule.

### **Capital Status**

<i>FFY</i>	<i>% Obligated</i>	<i>% Expended</i>
2005	100%	100%
2006	100%	95%
2007	92%	90%
2008	39%	16%

HHA goal: Increase assisted housing choices:

- Conduct outreach efforts to potential voucher landlords
- Implement voucher homeownership program

*Status: We have a number of our staff complete outreach efforts by attending the area landlord association meetings, and local senior citizen meetings to promote both the section 8 voucher program, public housing and homeownership.*

*We currently have 2 voucher homeownership participants and we have recently received ROSS grant for homeownership possibilities for our family development.*

**Strategic goal: Improve community quality of life and economic vitality**

HHA goal: Provide an improve living environment

- Implementing measure to deconcentrate poverty by bringing higher income public housing households into lower income developments
- Implement public housing security improvements

*Status: We have changed our preference to include working families or families with disabilities in order to get a broad range of income and bring higher income households into lower income developments.*

*We have implemented a system of criminal searches that include "nationwide" searches on prospective applicants to promote housing security improvement.*

*We have also included in our Annual Plan to update the Surveillance camera system that is currently installed in our senior high-rise building.*

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

HHA goal: Promote self-sufficiency and asset development of families and individuals

- Increase the number and percentage of employed persons in assisted families
- Provide or attract supportive services to improve assistance recipient's employability
- Provide or attract supportive services to increase independence for the elderly or families with disabilities

*Status:*

*We continue to partner with local agencies to promote self-sufficiency and asset development through local coalition of housing.*

*We solicit supportive services, such as blood-pressure screening, nutrition classes, etc. at little or no cost to residents.*

**Strategic goal: Ensure equal opportunity in housing for all Americans**

HHA goal: Ensure equal opportunity and affirmatively further fair housing

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability
- . Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familiar status, and disability
- . Undertake affirmative measures to ensure accessible housing to persons of all varieties of disabilities regardless of unit size required

*Status: When necessary, the HHA modifies housing units for tenants with various disabilities such as handicap ramps, grab bars and bathroom modifications.*

**(b) Significant Amendment and Substantial Deviation/Modification:**

Basic criteria the HHA will use for determining a significant amendment from the 5-year plan and annual plan:

**Amendment and Deviation Definitions**

**(a) Substantial Deviation from the 5-year plan**

The Hazleton Housing Authority (HHA) will consider the following to be a substantial deviation from the 5-year plan:

- (a) The addition of new activities that do not otherwise further HHA's stated mission or further set goals as set forth in the current five-year plan.
- (b) Insufficient budget authority from HUD necessitating the need to terminate program activities.
- (c) An exception to this definition will be made for any new activities adopted to reflect changes in HUD regulatory requirements as a result of a declared emergency; such changes will not be considered a substantial deviation by HHA.

**(b) Significant Amendment or Modification to the Annual Plan**  
HHA will consider the following to be a significant amendment or modification:

- (a) Significant changes to rent or admissions policies or organization of waiting lists;
- (b) Addition of new program initiatives not included in the current 5-year plan;
- (c) Demolition or disposition, designation, or conversion activities not current identified in the plan or otherwise approved by HUD;
- (d) An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements or as a result of a declared emergency, such changes will not be considered significant amendments by HHA.

□ Changes under the above definitions, which are funded by any source other than federal funds, will not required amendment or modification to the Agency Plan.

**Resident Advisory Board Recommendations**

The HHA held public meetings with Residents from each development in order to obtain comments on the annual and Five year plan.

HHA considered the comments, but determined no changes to the HHA plan were necessary at this time

The Resident Advisory Board has reviewed and voted unanimously on their acceptance of the Hazleton Housing Authority's Agency Plan FY 2010, and also the submission of the 5-year plan for the fiscal years 2011-2014. Members of the RAB are as follows:

Charles B. Gennaro  
Ann Miller  
Rebecca Wright  
Marcella Kraynak  
Catherine & Milton Cramond  
Joseph Kuba  
Donald Pence  
Jackie & Bobby Renner  
Carole Koch  
Sharon Warholak  
Dana Resuta

**Resident Membership on PHA Governing Board:**

The HHA has one member on the Board of Directors who is assisted by the PHA.

Name of Resident Member: Charles B. Gennaro

The term of the appointment expires is January, 2012

**Consolidated Plan jurisdiction is:** City of Hazleton

The HHA has based its statement of needs of families on the waiting list on the needs expressed in the Consolidated Plan.

The HHA has participated in any consultation process offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The HHA has consulted with the Consolidated plan agency during the development of the HHA plan. Activities to be undertaken by the HHA in the coming year are consistent with the initiatives contained in the Consolidated plan.

**Project Based Voucher Program:**

The HHA does not plan to project base any tenant-based Section 8 vouchers in the coming year.

**Required Submission for HUD Field Office review:**

Required forms will be submitted to the Field Office through the mail.

Items 50075.1 and 50075.2 will be submitted electronically.

**See attached continuation:**

**Executive Directors Summary Report**

**EXECUTIVE SUMMARY**  
**HHA's Agency Plan FY 2010**

The Housing Authority of the City of Hazleton is required by federal law to develop, with input from Residents, elected officials and the public, a plan that sets forth its major initiatives for the coming year.

Prior to finalizing the PHA Plan, the Hazleton Housing Authority (HHA) reached out to the public, elected officials and interested residents to solicit their comments and recommendations. To facilitate such comments, the Authority held four (4) meetings during the month of April and a public meeting in July.

Following the public hearing, the Authority met with the Resident Advisory Board (RAB) to obtain final comment. The Authority has revised the FY 2009 Agency Plan based upon comments consulted with the Hazleton Association of Resident Councils and the public. In addition to the identified required and optional attachments and list of supporting documents, identified in the Plan, the Housing Authority utilized information provided in the City's current Consolidated Plan. The final plan will be submitted to the U.S. Department of Housing and Urban Development (HUD) by October 17, 2009.

The Agency Plan FY 2009 is available for public review at the Authority's main office. Copies of the Agency Plan FY 2009 are also available at each development's Management Offices and have been provided to each public housing Resident Association President.

We are in the process of assisting the City of Hazleton in updating the current Consolidated Plan. We are sure that this will identify a large number of families with housing needs. During the coming year, the Housing Authority of the City of Hazleton plans an aggressive outreach program to encourage families to apply for all the housing assistance, support and educational training available to them.

Relative to eligibility, the Housing Authority of the City of Hazleton, screens all applicants for both the Section 8 Voucher Program and the Public Housing Programs for criminal and drug related activity only to the extent required by law. A police sub station is operating out of our Community building located in our family development which helps deter criminal activity not only in the neighborhood of our family units, but that quadrant of the City. We enforce our rules on criminal activity by adhering to our "One Strike and your Out" Policy. Also, relative to eligibility, we are now required to check immigration status through the SAVE Program, Systematic Assessment of Verification of Eligibility for each new applicant.

We are also administering a ROSS family home ownership grant and partnering with various local agencies to assist our Residents to move toward home ownership. We are constantly exploring new programs and grant opportunities.

Our Housing Choice Voucher Homeownership Program, with our partner, CEO, Commission on Economic Opportunity, continues. We have completed two (2) homeownership settlements and we continue to encourage families to enroll to achieve the goal of homeownership and become self-sufficient.

Our partnership with the local drug prevention agency, Sorrento Gardens, remains strong along with Luzerne County Community College and the local Police Department and the Head Start Program. The majority of the children enrolled in the Head Start Program are the children of residents that live in the family community. We also provide English as a second language classes sponsored through Luzerne County Community College.

We are in the process of converting to Asset Based Management. We have created amps for each of our projects. In addition, we have completed an *organizational assessment* of our management staff and created new positions to implement the new asset management procedures. This will improve our business processes and improve customer service in the areas of applications, tenancy administration, leased housing and management operations. We continue to

provide training for our employees and take advantage of the HUD websites for web cast training seminars to decrease our costs of training.

All of our buildings are more than 40 years old. HHA is constantly challenged to maintain these older buildings' systems and infrastructure at a significant expense. The Capital Fund program continues to manage the majority of the projects, however, we are constantly seeking additional funding through grants, so that we can maintain our existing housing stock. A portion of the Capital Fund Program will focus on repairs to building exteriors, foundations, concrete repairs, and roofing. In 2010, we are pursuing the possibility of increasing the stock of affordable housing units.

HHA has included in the Capital Fund program "green" initiatives to produce energy savings. This includes, replacement of boilers with energy efficient types, instantaneous hot water heaters, lighting upgrades, low flush toilets, and water saving showerheads.

In the near future, we would like to have a green assessment completed of our facilities to identify green investment options for our properties. The assessment will address energy efficiency, water conservations, indoor air quality, materials and construction and any other areas that should be considered.

We are in process of developing a recycling program in all of our developments to help reduce our trash hauling expenses and help the environment. We are also planning on adopting green operations and maintenance Practices.

The Housing Authority of the City of Hazleton hopes to retain its designation as a high performing agency, and strives for excellence in providing housing for low-income families.

A handwritten signature in blue ink that reads "Dorothy George, E.D." The signature is written in a cursive style.

Dorothy George, Executive Director  
Hazleton, Housing Authority

**CAPITAL FUND PROGRAM**  
**P & E'S DATED 6/30/2009 FOR**  
**2006,2007,2008 & 2009 ARRA**

**2009 ORIGINAL**  
**2010 DRAFT**  
**2011-2014- 5 YR**  
**FOR ANNUAL PLAN**

9/15/2009

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

<b>PHA Name:</b> <b>Housing Authority of the City of Hazleton</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>PA26PO4450106</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2006</b>
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Original Annual Statement     Reserve for Disasters/Emergencies  
 Performance and Evaluation Report for Program Year Ending **6/30/2009**     Revised Annual Statement (revision no. )  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost			Total Actual Cost	
		Original	Revised	Obligated	Expended	
1	Total Non-CGP Funds					
2	1406 Operations	10,680.00	10,680.00	10,680.00	10,680.00	10,680.00
3	1408 Management Improvements	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
4	1410 Administration	33,120.00	33,120.00	33,120.00	33,120.00	33,120.00
5	1411 Audit	-	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-	-
7	1430 Fees and Costs	11,305.00	11,305.00	11,305.00	11,305.00	11,305.00
8	1440 Site Acquisition	-	-	-	-	-
9	1450 Site Improvement	-	-	-	-	-
10	1460 Dwelling Structures	283,559.00	293,559.00	293,559.00	274,703.42	274,703.42
11	1465.1 Dwelling Equipment - Nonexpendable	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00
12	1470 Nondwelling Structures	-	-	-	-	-
13	1475 Nondwelling Equipment	-	-	-	-	-
14	1485 Demolition	-	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-	-
18	1499 Development Activities	-	-	-	-	-
19	1501 Collateralization or Debt Service	-	-	-	-	-
20	1502 Contingency	10,000.00	-	-	-	-
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 372,164.00	\$ 372,164.00	\$ 372,164.00	\$ 353,308.42	\$ 353,308.42
22	Amount of line 21 Related to LBP Activities	-	-	-	-	-
23	Amount of line 21 Related to Section 504 Compliance	-	-	-	-	-
24	Amount of line 21 Related to Security - Soft Costs	-	-	-	-	-
25	Amount of line 21 Related to Security - Hard Costs	-	-	-	-	-
26	Amount of line 21 Related to Energy Conversation Measures	\$285,059.00	295,059.00	295,059.00	295,059.00	\$89,582.00





**Part I: Summary**

PHA Name: \_\_\_\_\_

**Your Housing Authority**

Grant Type and Number: \_\_\_\_\_  
Capital Fund Program Grant No: \_\_\_\_\_  
Date of CFFP: \_\_\_\_\_

FFY of Grant Approval: 2007

PA26F044501-07

Original Annual Statement       Reserve for Disasters/Emergencies  
 Performance and Evaluation Report for Period Ending 06/30/2009

Revised Annual Statement (revision no. \_\_\_\_\_)  
 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost			Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup>	Obligated	
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	10,680.00	20,680.00	20,680.00	19,879.00
3	1408 Management Improvements	10,000.00	-	-	-
4	1410 Administration	33,120.00	33,120.00	33,120.00	33,120.00
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	11,000.00	11,000.00	11,000.00	11,000.00
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	17,000.00	89,100.00	89,100.00	92,969.00
10	1460 Dwelling Structures	270,188.00	208,088.00	204,688.00	176,833.27
11	1465.1 Dwelling Equipment - Nonexpendable	10,800.00	10,800.00	10,800.00	10,800.00
12	1470 Non-dwelling Structures	10,000.00	10,000.00	-	-
13	1475 Non-dwelling Equipment	-	-	-	-
14	1485 Demolition	-	-	-	-
15	1492 Moving to Work Demonstration	-	-	-	-
16	1495.1 Relocation Costs	-	-	-	-
17	1499 Development Activities <sup>4</sup>	-	-	-	-
18a	1501 Collateralization or Debt Service paid by the PHA	-	-	-	-
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	-	-	-	-
19	1502 Contingency (may not exceed 8% of line 20)	10,000.00	-	-	344,601.27
20	Amount of Annual Grant (Sum of lines 2-19)	\$ 382,788.00	\$ 382,788.00	\$ 368,587.00	\$ 344,331.27
21	Amount of line 20 Related to LBP Activities	-	-	-	-
22	Amount of line 20 Related to Section 504 Compliance	-	-	-	-
23	Amount of line 20 Related to Security - Soft Costs	-	-	-	-
24	Amount of line 20 Related to Security - Hard Costs	-	-	-	-
25	Amount of line 20 Related to Energy Conversation Measures	223,824.00	55,568.00	44,056.00	44,056.00

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

**Part I: Summary**

PHA Name: **Your Housing Authority** Federal FY of Grant: **2007**  
 Capital Fund Program Grant No: **6/29/1905 PA26P044501-07** FFY of Grant Approval: **2007**  
 Date of CFFP:

Type of Grant  
 Original Annual Statement  
 Reserve for Disasters/Emergencies  
 Performance and Evaluation Report for Period Ending **06/30/2009**  
 Revised Annual Statement (revision no. )  
 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost	Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup>	Expended
	Signature of Executive Director <i>Marachy George. EW</i>	Original	Date <i>9/23/09</i>	Signature of Public Housing Director	Date	

<b>Part II: Supporting Pages</b>											
PHA Name: <b>Hazleton Housing Authority</b>		Grant Type and Number		CFPP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Federal FY of Grant:					
Your Housing Authority		Capital Fund Program Grant No: <b>PA26P04450107</b>		<b>2007</b>							
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Funds		Funds		Status of Work	
				Original	Revised 1	Obligated 2	Expended 2				
PHA Wide	Operations	1406.00		\$10,680.00	\$20,680.00	\$20,680.00	\$19,879.00			Fund inc. cost	
PHA Wide	RIC Coordinator Mgt. Improvements	1408.00		\$10,000.00	-					Elim. Line item	
PHA Wide	PHA Wide Admin. CFP Co-ord Wages	1410.00		33,120.00	33,120.00	\$33,120.00	\$33,120.00				
PHA Wide	Fees and Costs A & E	1430.00		\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00				
PA-044-2	Sidewalk replacement	1450.00	31	9,000.00	24,000.00	24,000.00	24,000.00			Inc.in \$	
PA-044-3	Sidewalk replacement	1450.00	42	8,000.00	65,100.00	65,100.00	68,969.00			Inc.in \$	
PA-044-1	Heating and hot water units	1460.00	2	189,624.00	39,368.00	39,368.00	34,363.93			used sidewalks	
PA-044-1	Toilet replacement-low flush	1460.00	12	8,000.00	1,200.00					Energy audit	
PA-044-1	Foundation repair	1460.00	6	-	80,700.00	80,700.00	72,668.34			from 501-08	
PA-044-2	A/C Laundry room	1460.00	1	10,000.00	10,000.00						
PA-044-2	Toilet replacement-low flush	1460.00	10	4,000.00	1,000.00						
PA-044-3	Water shut off valves	1460.00	100	40,564.00	40,564.00	40,564.00	25,745.00				
PA-044-3	Water filtration system	1460.00	2	20,000.00	-						
PA-044-3	Toilet replacement-low flush	1460.00	12.00	8,000.00	1,200.00						
PA-044-3	Door Replacement	1460.00	8	-	31,256.00	31,256.00	31,256.00			Add. 501-06	
PA-044-3	Boiler Replacement	1460.00	4	-	12,800.00	12,800.00	12,800.00			Add. 501-06	
PA-044-1	Ranges & Refrigerators *Energy	1465.10	10	3,600.00	3,600.00	3,600.00	3,600.00				
PA-044-2	Ranges & Refrigerators *Energy	1465.10	10	3,600.00	3,600.00	3,600.00	3,600.00				
	<i>Continued</i>										

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.





**Part I: Summary**

PHA Name: **Hazleton Housing Authority**

Grant Type and Number: **PA26PO44501-08**

Capital Fund Program Grant No.: \_\_\_\_\_

Date of CFFP: \_\_\_\_\_

Federal FY of Grant: **2008**

FFY of Grant Approval: **2008**

Type of Grant: \_\_\_\_\_

Original Annual Statement       Reserve for Disasters/Emergencies

Performance and Evaluation Report for Period Ending **06/30/2009**       Final Performance and Evaluation Report

Revised Annual Statement (revision no. **1**)

Lane	Summary by Development Account	Total Estimated Cost			Total Actual Cost	
		Original	Revised <sup>2</sup>	Obligated	Obligated	Expended
1	Total non-CFF Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	20,000.00	20,000.00	12,173.00		11,572.50
3	1408 Management Improvements	10,000.00	-	-		-
4	1410 Administration	33,120.00	33,120.00	-		-
5	1411 Audit	-	-	-		-
6	1415 Liquidated Damages	-	-	-		-
7	1430 Fees and Costs	15,000.00	10,125.00	15,000.00		4,465.58
8	1440 Site Acquisition	-	-	-		-
9	1450 Site Improvement	10,000.00	2,500.00	-		-
10	1460 Dwelling Structures	274,749.00	297,124.00	128,041.50		25,543.29
11	1465.1 Dwelling Equipment - Nonexpendable	11,400.00	11,400.00	1,400.00		198.00
12	1470 Non-dwelling Structures	-	-	-		-
13	1475 Non-dwelling Equipment	30,000.00	30,000.00	22,513.00		22,513.00
14	1485 Demolition	-	-	-		-
15	1492 Moving to Work Demonstration	-	-	-		-
16	1495.1 Relocation Costs	-	-	-		-
17	1499 Development Activities <sup>4</sup>	-	-	-		-
18a	1501 Collateralization or Debt Service paid by the PHA	-	-	-		-
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	-	-	-		-
19	1502 Contingency (may not exceed 8% of line 20)	10,000.00	10,000.00	179,127.20		64,292.37
20	Amount of Annual Grant (Sum of lines 2-19)	\$ 414,269.00	\$ 414,269.00	\$ 358,254.70		\$ 128,584.74
21	Amount of line 20 Related to LBP Activities	-	-	-		-
22	Amount of line 20 Related to Section 504 Compliance	-	-	-		-
23	Amount of line 20 Related to Security - Soft Costs	-	-	-		-
24	Amount of line 20 Related to Security - Hard Costs	-	-	-		-
25	Amount of line 20 Related to Energy Conversation Measures	246,149.00	308,524.00	129,441.50		25,741.29

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.

<sup>4</sup> RHF funds shall be included here.

Page 1 of 5

Form HUD-50075.1 (4/2008)

**Part I: Summary**

PHA Name:  <b>Hazleton Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: Date of CFFP:	Federal FY of Grant: 2008 FFY of Grant Approval: 2008	PA26P04450108
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending <u>06/30/2009</u> <input type="checkbox"/> Revised Annual Statement (revision no. <u>1</u> ) <input type="checkbox"/> Summary by Development Account <input type="checkbox"/> Final Performance and Evaluation Report			
Line Signature of Executive Director  <i>Narochy George</i>		Total Estimated Cost     Revised     Total Actual Cost 1     Expended Original     Obligated Signature of Public Housing Director     Date  Date <u>9/23/09</u>	

<b>Part II: Supporting Pages</b>										
PHA Name: <b>Hazleton Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:PA26P044501-08		CFPP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Federal FY of Grant: <b>2008</b>		Revision #1		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	original	Revised # 2	Funds Obligated 2	Funds Expended 2	Status of Work		
PHA Wide	Operations-Non Capital Costs	1406.00		20,000.00	20,000.00	12,173.00	11,572.50			
PHA Wide	Mgt. Improvements RIC Co duties	1408.00		10,000.00	-					
PHA Wide	Computers	1475.00		30,000.00	30,000.00	22,513.00	22,513.00			
PHA Wide	Admin. FFP Coordinator wages	1410.00		33,120.00	33,120.00					
PHA Wide	A & E Fees	1430.00		15,000.00	10,125.00	15,000.00	4,465.58			
PA-AMP-044-1	Replace lighting	1460.00	1,120	40,000.00	74,000.00					
PA-AMP-044-1	Replace heating and hot water	1460.00	10	214,749.00	147,152.00	119,082.50	25,543.29			
PA-AMP-044-1	Ranges-Energy Star	1465.10	5	1,625.00	1,625.00					
PA-AMP-044-1	Refrigerators-Energy Star	1465.10	5	2,175.00	2,175.00					
PA-AMP-044-1	Foundations	1460.00		-	-			Moved to 07		
PA-AMP-044-2	Extend parking lot	1450.00	1	10,000.00	2,500.00					
PA-AMP-044-2	Air Conditioning	1460.00		-	15,972.00			Add. \$ 501-07		
PA-AMP-044-2	Ranges-Energy Star	1465.10	5	1,625.00	1,625.00					
PA-AMP-044-2	Refrigerators-Energy Star	1465.10	5	2,175.00	2,175.00					
PA-AMP-044-3	Water filtration	1460.00	2	20,000.00	40,000.00					
PA-AMP-044-3	Shut off valves	1460.00		-	20,000.00	8,959.00				
PA-AMP-044-3	Ranges-Energy Star	1465.10	5	1,625.00	1,625.00					
PA-AMP-044-3	Refrigerators-Energy Star	1465.10	5	2,175.00	2,175.00	1,400.00	198.00			
PHA Wide	Contingency	1502.00		10,000.00	10,000.00			A/C 44-2		

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.





Original Annual Statement  
 Performance and Evaluation Report for Period Ending 06/30/2009  
 Reserve for Disasters/Emergencies  
 Revised Annual Statement (revision no. )  
 Final Performance and Evaluation Report

**ARRA GRANT**

Line	Summary by Development Account	Total Estimated Cost			Total Actual Cost
		Original	Revised <sup>2</sup>	Obligated	
1	Total non-CFF Funds				Expended
2	1406 Operations (may not exceed 20% of line 21) 3	-	-	-	-
3	1408 Management Improvements	-	-	-	-
4	1410 Administration	-	-	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	16,000.00	-	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	-	-	-	-
10	1460 Dwelling Structures	508,382.00	-	494,900.00	-
11	1465.1 Dwelling Equipment - Nonexpendable	-	-	-	-
12	1470 Non-dwelling Structures	-	-	-	-
13	1475 Non-dwelling Equipment	-	-	-	-
14	1485 Demolition	-	-	-	-
15	1492 Moving to Work Demonstration	-	-	-	-
16	1495.1 Relocation Costs	-	-	-	-
17	1499 Development Activities 4	-	-	-	-
18a	1501 Collateralization or Debt Service paid by the PHA	-	-	-	-
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	-	-	-	-
19	1502 Contingency (may not exceed 8% of line 20)	-	-	-	-
20	Amount of Annual Grant (Sum of lines 2-19)	-	\$	\$ 494,900.00	\$
21	Amount of line 20 Related to LBP Activities	-	-	-	-
22	Amount of line 20 Related to Section 504 Compliance	-	-	-	-
23	Amount of line 20 Related to Security - Soft Costs	-	-	-	-
24	Amount of line 20 Related to Security - Hard Costs	-	-	-	-
25	Amount of line 20 Related to Energy Conversation Measures	524,382.00	-	-	-

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 CFF Grants for operations.  
 4 RHF funds shall be included here.

**Part I: Summary**

PHA Name: <b>Hazleton Housing Authority, 320 W Mine St. Hazleton, PA</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>PA26S04450109</b> Date of CFFP: <b>03/18.2009</b>	Federal FY of Grant: 2009 FFY of Grant Approval: 2009		
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending <b>06/30/2009</b> <input type="checkbox"/> Revised Annual Statement (revision no. - - ) <input type="checkbox"/> Summary by Development Account <input type="checkbox"/> Final Performance and Evaluation Report				
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>	<b>Revised<sup>2</sup></b>	<b>Total Actual Cost<sup>1</sup></b>
		Original	Obligated	Expended
Signature of Executive Director <i>Marochy George, EN</i>		Signature of Public Housing Director Date <i>9/23/2009</i>		

**Part II: Supporting Pages**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
PHA Wide								
	Architect & Engineering costs for design of plans, specifications and cost estimates and all other services required for replacement of hot water heaters and boilers	1430.00		16,000.00				
	Replacement of boilers and hot water heaters at AMP 44-1	1460.00	22	508,382.00		494,900.00		
	<b>Note:</b> The work item of replacem. of boilers and hot water heaters are in the 501-08 CFP and also in the 5-year plan as ongoing boiler replacement at AMP 44-1							

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.



**Part I: Summary**

PHA Name: **Hazleton Housing Authority**

Grant Type and Number: **ORIGINAL 2009**

Capital Fund Program Grant No.: **PA26F044501-09**

Date of CFFP: \_\_\_\_\_

Federal FY of Grant: **2009**

FFY of Grant Approval: **2009**

Type of Grant:  Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement (revision no. \_\_\_\_\_)  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Revised <sup>2</sup>	Total Actual Cost <sup>1</sup>
		Original	Obligated		
1	Total non-CFF Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	60,000.00	-	-	-
3	1408 Management Improvements	-	-	-	-
4	1410 Administration	33,120.00	-	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	15,000.00	-	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	-	-	-	-
10	1460 Dwelling Structures	294,283.00	-	-	-
11	1465.1 Dwelling Equipment - Nonexpendable	12,075.00	-	-	-
12	1470 Non-dwelling Structures	-	-	-	-
13	1475 Non-dwelling Equipment	-	-	-	-
14	1485 Demolition	-	-	-	-
15	1492 Moving to Work Demonstration	-	-	-	-
16	1495.1 Relocation Costs	-	-	-	-
17	1499 Development Activities <sup>4</sup>	-	-	-	-
18a	1501 Collateralization or Debt Service paid by the PHA	-	-	-	-
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	-	-	-	-
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant (Sum of lines 2-19)	\$ 414,478.00	\$	\$	\$
21	Amount of line 20 Related to LBP Activities	-	-	-	-
22	Amount of line 20 Related to Section 504 Compliance	-	-	-	-
23	Amount of line 20 Related to Security - Soft Costs	-	-	-	-
24	Amount of line 20 Related to Security - Hard Costs	36,000.00	-	-	-
25	Amount of line 20 Related to Energy Conversation Measures	194,358.00	-	-	-

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 CFF Grants for operations.  
 4 RHF funds shall be included here.

**Part I: Summary**

PHA Name:  <b>Hazleton Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: Date of CFFP:	Federal FY of Grant: 2009 FFY of Grant Approval: 2009	PA26P044501-09
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending _____ <input type="checkbox"/> Final Performance and Evaluation Report (revised no. _____ )			
Summary by Development Account		Total Estimated Cost     Revised     Obligated     Expended	
Signature of Executive Director  <i>Norothy George, E.D.</i>		Signature of Public Housing Director  Date <i>9/15/2009</i>	
Total Actual Cost 1		Date	

**Part II: Supporting Pages**

PHA Name: <b>Hazleton Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA26P04450109</b>		CFFP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Federal FY of Grant: <b>2009</b>		Status of Work
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Original	Revised 1	Funds Obligated 2	Funds Expended 2
AMP 1	Operations	1406.00	LS	\$20,000.00				
AMP 1	Fees @ Costs	1430.00	LS	5,000.00				
AMP 1	Heating and Hot water units*	1460.00	5	102,283.00				
AMP 1	Foundation repairs	1460.00	6	62,000.00				
AMP 1	Clothes line poles	1460.00	20	5,000.00				
AMP 1	Refrigerators Energy Star*	1465.10	5	2,400.00				
AMP 1	Ranges-Energy Star*	1465.10	5	1,625.00				
COCC	CFP Management	1410.00	LS	33,120.00				
AMP 2	Operations	1406.00	LS	20,000.00				
AMP 2	Fees and Costs	1430.00	LS	5,000.00				
AMP 2	Replace Heat and A/c Main office*	1460.00	1	40,000.00				
AMP 2	Replace lighting with energy eff.*	1460.00	400	40,000.00				
AMP 2	New entry system-security	1460.00	1	8,000.00				
AMP 2	Refrigerators-Energy Star*	1465.10	5	2,400.00				
AMP 2	Ranges-Energy Star*	1465.10	5	1,625.00				
	<i>Continued</i>							

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.





**Part I: Summary**

PHA Name: **Hazleton Housing Authority**

Grant Type and Number: **2010**

Capital Fund Program Grant No: **DRAFT**

Date of CFFP: **PA26P04450110**

Federal FY of Grant: **2010**

FFY of Grant Approval: **2010**

Type of Grant:  Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement (revision no. -- )

Performance and Evaluation Report for Period Ending  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Revised <sup>2</sup>	Total Actual Cost <sup>1</sup>
		Original	Obligated		
1	Total non-CFF Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	60,000.00	-	-	-
3	1408 Management Improvements	-	-	-	-
4	1410 Administration	38,700.00	-	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	15,000.00	-	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	-	-	-	-
10	1460 Dwelling Structures	287,609.00	-	-	-
11	1465.1 Dwelling Equipment - Nonexpendable	12,960.00	-	-	-
12	1470 Non-dwelling Structures	-	-	-	-
13	1475 Non-dwelling Equipment	-	-	-	-
14	1485 Demolition	-	-	-	-
15	1492 Moving to Work Demonstration	-	-	-	-
16	1495.1 Relocation Costs	-	-	-	-
17	1499 Development Activities <sup>4</sup>	-	-	-	-
18a	1501 Collateralization or Debt Service paid by the PHA	-	-	-	-
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	-	-	-	-
19	1502 Contingency (may not exceed 8% of line 20)	-	-	-	-
20	Amount of Annual Grant (Sum of lines 2-19)	\$ 414,269.00	\$	\$	\$
21	Amount of line 20 Related to LBP Activities	-	-	-	-
22	Amount of line 20 Related to Section 504 Compliance	-	-	-	-
23	Amount of line 20 Related to Security - Soft Costs	-	-	-	-
24	Amount of line 20 Related to Security - Hard Costs	-	-	-	-
25	Amount of line 20 Related to Energy Conversation Measures	\$300,569.00	-	-	-

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

**Part I: Summary**

<b>PHA Name:</b> <b>Hazleton Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: Date of CFFP:		<b>Replacement Housing Factor Grant No:</b> 1/0/1900 <b>PA26P04450110</b>		<b>Federal FY of Grant:</b> 2010 <b>FFY of Grant Approval:</b> 2010	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending		<input type="checkbox"/> Revised Annual Statement (revision no. - ) <input type="checkbox"/> Final Performance and Evaluation Report					
<b>Line Summary by Development Account</b>		<b>Total Estimated Cost</b>		<b>Revised<sup>2</sup></b>		<b>Total Actual Cost<sup>1</sup></b>	
Signature of Executive Director		Original		Signature of Public Housing Director		Obligated	
		Date		Date		Expended	

Part II: Supporting Pages									
PHA Name: <b>Hazleton Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: 2010			CFFP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Federal FY of Grant: 2010		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Revised 1	Funds Obligated 2	Funds Expended 2	Status of Work
				Original					
AMP 1	Operations- non capital funds	1406.00	LS	\$20,000.00					
AMP 1	Fees @ Costs	1430.00	LS	5,000.00					
AMP 1	Replace heat and hot water units*	1460.00	6	127,609.00					
AMP 1	Toilet replacement low flush*	1460.00	50	5,000.00					
AMP 1	Refrigerators-Energy Star*	1465.10	5	2,400.00					
AMP 1	Ranges-Energy Star*	1465.10	5	1,920.00					
COCC	CFP Management	1410.00	LS	38,700.00					
AMP 2	Operations-non capital funds	1406.00	LS	20,000.00					
AMP 2	Fees @ Costs	1430.00	LS	5,000.00					
AMP 2	Replace hot water heaters*	1460.00	2	115,000.00					
AMP 2	Refrigerators-Energy Star*	1465.10	5	2,400.00					
AMP 2	Ranges-Energy Star*	1465.10	5	1,920.00					
	<i>Continued</i>								

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.









## **ENCLOSED ATTACHMENTS TO PLAN**

### **MANDATORY**

- a) **HUD FORM-50075**
- b) **FORM HUD-50077-Certification of Compliance with the PHA Plans and Related Regulations**
- c) **FORM HUD-50070-Certification for a Drug-Free Workplace**
- d) **FORM HUD-50071-Certification of Payment to Influence Federal Transactions**
- e) **FORM SF-LLL-Disclosure of Lobbying Activities**
- f) **RESIDENT ADVISORY BOARD COMMENTS**
- g) **FORM HUD-50075.1 Capital Fund Program Annual Statement/Performance Evaluation Report**
- h) **FORM HUD-50075.2 Capital Fund Program Five-Year Action Plan**

### **ADDITIONAL**

- a) *Hazleton Housing Authority Organizational Structure*
- b) *Hazleton Housing Authority Community Service Policy*
- c) *Hazleton Housing Authority Preventative Maintenance Policy*
- d) *Hazleton Housing Authority Deconcentration Policy*
- e) *Hazleton Housing Authority Procedure for tracking Crime*
- f) *Hazleton Housing Authority EIV Policy*
- g) *Hazleton Housing Authority Grievance Procedure Policy*
- h) *Hazleton Housing Authority Addendum to S8 for FUP*

**ENCLOSED MANDATORY ATTACHMENTS:**

- a) **HUD form 50075-Annual Plan cover page**
- b) **HUD form 50077-Certification of Compliance with the PHA Plans and Related Regulations and Board Resolution # 924**
- c) **HUD form 50070-Certification for a Drug-Free Workplace**
- d) **HUD form 50071-Certification of Payment to Influence Federal Transactions**
- e) **FORM SF-LLL-Disclosure of Lobbying Activities**
- f) **RESIDENT ADVISORY BOARD COMMENTS**
- g) **Certification by State or Local Official of PHA Plans consistency with the Annual Plan**
- h) **HUD FORM-50075.1-Capital Fund Program Five Year Action Plan**
- i) **HUD form 50075.2-Capital Fund Program Five-Year Action Plan**

**PHA 5-Year and Annual Plan**

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

**OMB No. 2577-0226  
Expires 4/30/2011**

<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>Housing Authority of the City of Hazleton</u> PHA Code: <u>PA-44</u> PHA Type: <input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>01/2010</u>				
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>299</u> Number of HCV units: <u>347</u>				
<b>3.0</b>	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	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:				
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update. <b>SEE ATTACHED DOCUMENT</b>				
<b>5.1</b>	<b>Mission.</b> 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:  <b>SEE ATTACHED</b>				
<b>5.2</b>	<b>Goals and Objectives.</b> 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.  <b>SEE ATTACHED</b>				
<b>6.0</b>	<b>PHA Plan Update</b> (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (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. <b>SEE ATTACHED, Plan element # 1, Eligibility, Selection and Admission, Pages 3,4,5. Violence against Women, page 12</b>				
<b>7.0</b>	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i> <b>SEE ATTACHED</b>				
<b>8.0</b>	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable. <b>SEE ATTACHED</b>				
<b>8.1</b>	<b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> 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. <b>SEE ATTACHED</b>				
<b>8.2</b>	<b>Capital Fund Program Five-Year Action Plan.</b> 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. <b>SEE ATTACHED</b>				
<b>8.3</b>	<b>Capital Fund Financing Program (CFFP).</b> <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. <b>NOT APPLICABLE</b>				
<b>9.0</b>	<b>Housing Needs.</b> 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. <b>SEE ATTACHED</b>				

9.1	<p><b>Strategy for Addressing Housing Needs.</b> 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. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b>  <b>SEE ATTACHED</b></p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”  <b>SEE ATTACHED</b></p>
11.0	<p><b>Required Submission for HUD Field Office Review.</b> 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. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(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.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

**PHA Certifications of Compliance  
with PHA Plans and Related  
Regulations**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the  X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 2010 , hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Housing Authority of the City of Hazleton

PHA Name

PA-044

PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2011-2014

Annual PHA Plan for Fiscal Years 2010

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Charles B. Gennaro	Chairman of Board of Commissioners
Signature	Date
	9/23/09

RESOLUTION NO. 924  
ADOPTED: SEPTEMBER 22, 2009

RESOLUTION APPROVING SUBMISSION OF ANNUAL PLAN  
FYE 2010

**WHEREAS**, it is a requirement of the Department of Housing and Urban Development that the Housing Authority of the City of Hazleton prepare and submit an Annual Plan stating the Authority's goals for fiscal year beginning January 1, 2010.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the City of Hazleton do hereby approve the submission of attached Annual Plan for fiscal year beginning January 1, 2010.

APPROVED BY VOTE OF:

MOTIONED - PAT CAPECE

SECONDED - ANN SULLIVAN

KITTY WARREN

CHARLES GENNARO

ABSENT: JOHN KEEGAN

I certify, that the above resolution was approved by the Board of Commissioners at a Regular Monthly Meeting held on September 22, 2009.

Dorothy George, E. D.

Dorothy George, Executive Director

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Housing Authority of the City of Hazleton, 320 West Mine Street, Hazleton, Pa. 18201

Program/Activity Receiving Federal Grant Funding

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

**2. Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Dorothy George	Title Executive Director
Signature X <i>Dorothy George, E.N.D.</i>	Date <i>9-23-2009</i>

# Certification of Payments to Influence Federal Transactions

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

Applicant Name

Housing Authority of the City of Hazleton, 320 West Mine Street, Hazleton, PA 18201

Program/Activity Receiving Federal Grant Funding

Public Housing Operating Subsidy/Housing Choice Voucher Program/Capital Fund

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

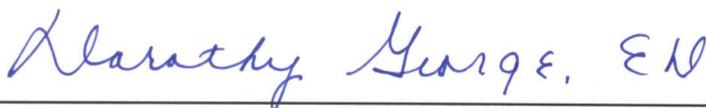
Name of Authorized Official

Dorothy George

Title

Executive Director

Signature



Date (mm/dd/yyyy)

9-23-2009

## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i> :  Congressional District, <i>if known</i> : <sup>4c</sup>	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Congressional District, <i>if known</i> :	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, <i>if applicable</i> : _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i>	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u>          Dorothy George E.D          </u> Print Name: <u>          Dorothy George          </u> Title: <u>          Executive Director          </u> Telephone No.: <u>          (570) 455-9503          </u> Date: <u>          9-23-09          </u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

# Vine Manor Resident Council

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320 West Mine Street  
Hazleton, PA 18201

(717) 455-9536  
Fax: (717) 455-8553

September 23, 2009

Ms. Dorothy George, Executive Director  
Hazleton Housing Authority  
320 West Mine Street  
Hazleton, Pa. 18201

Dear Ms. George:

This letter is to confirm the approval of the Hazleton Housing Authority Agency Plan FY 2010 by the Hazleton Coalition of Resident Councils in conjunction with the Resident Advisory Board of the Hazleton Housing Authority.

If we can be of further service to you, please do not hesitate to contact us.

Sincerely,



Charles B. Gennaro, President  
Hazleton Coalition of Resident Councils

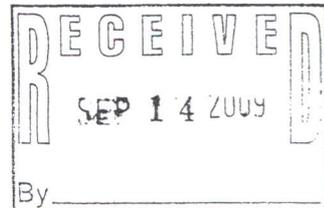
C.B.G./am  
ccfile

**Certification by State or Local Official of PHA Plans Consistency with  
The Consolidated Plan**

I, Louis Barletta, the Mayor certify  
That the Five Year and Annual PHA Plan of the Hazleton Housing Authority is  
consistent with the Consolidated Plan of The City of Hazleton prepared  
pursuant to 24 CFR Part 91.



Signed/Dated by Appropriate State or Local Official



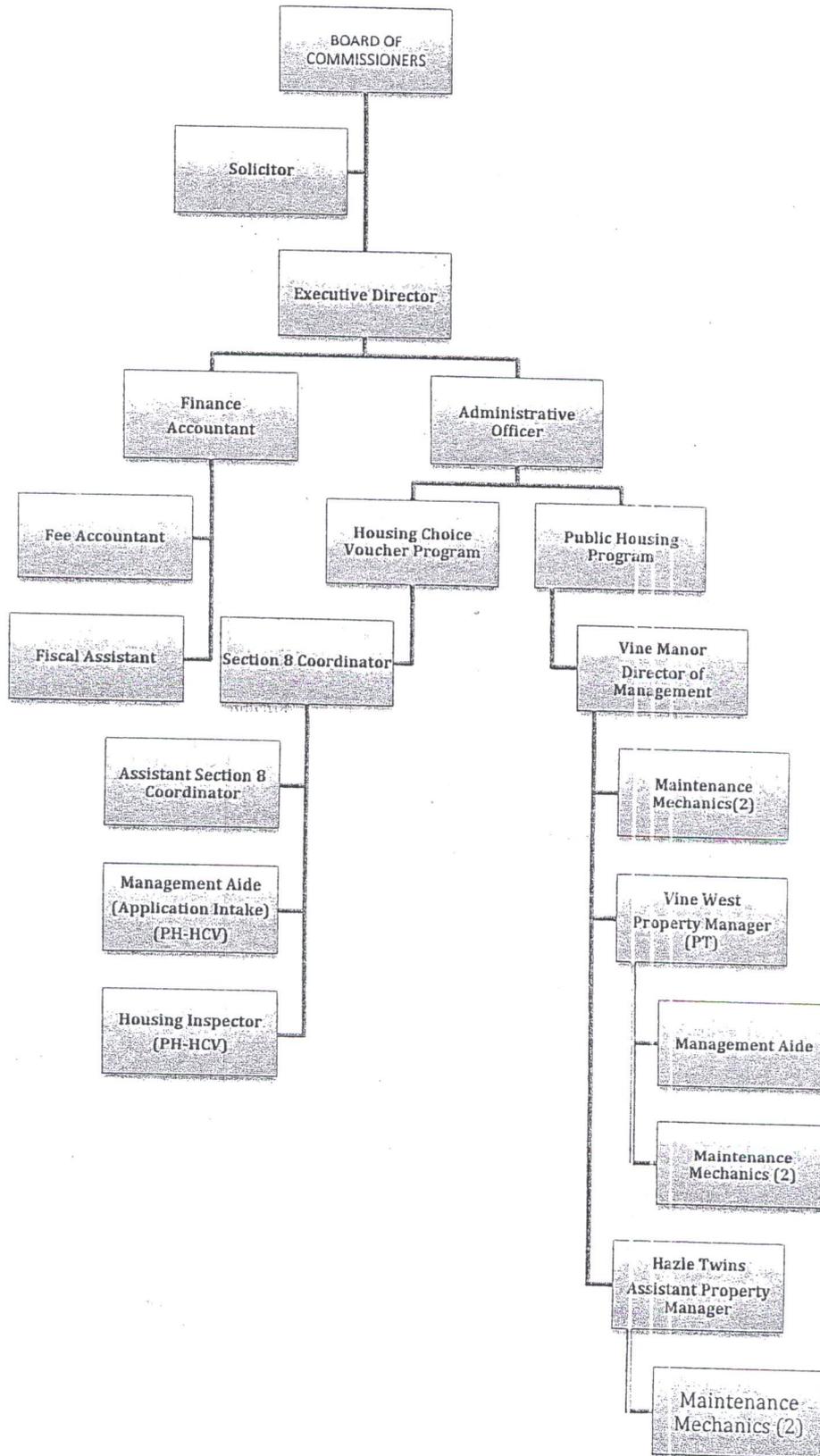
## HHH

### ADDITIONAL ATTACHMENTS

- a) *Hazleton Housing Authority Organizational Structure*
- b) *Community Service Policy*
- c) *Preventative Maintenance Policy*
- d) *Deconcentration Policy*
- e) *Procedure for Tracking Crime*
- f) *EIV Policy*
- g) *Grievance Procedure Policy*
- h) *Section 8 Addendum for Family Unification Program*

a.)

# HAZLETON HOUSING AUTHORITY ORGANIZATIONAL STRUCTURE



b.)

HAZLETON HOUSING

AUTHORITY

POLICY FOR ADMINISTRATION OF

COMMUNITY SERVICE REQUIREMENTS

HAZLETON HOUSING AUTHORITY  
POLICY FOR ADMINISTRATION OF  
COMMUNITY SERVICE REQUIREMENTS

In compliance with the Quality Housing and Work Responsibility Act of 1998, (QHWRA) and in an effort to create a rewarding activity that will serve to improve the quality of life, enhance Resident self-sufficiency, and increase Resident self-responsibility in the Community, the Hazleton Housing Authority has adopted and will administer the following Policy:

All adult Public Housing Residents, with important exceptions, must contribute at least 8 hours per month in community service or participate in an economic self-sufficiency program for 8 hours per month.

Community service is further defined as the performance of voluntary work or duties. Community service is not employment and may not include political activities.

This Community Service and self-sufficiency applies to “nonexempt” adult Residents in Public Housing. There are numerous exemptions for adult Residents who are unable to participate or for whom the provision is unfeasible:

Exemptions are:

- . Age 62 or older;
- . Blind or disabled (as defined under 216-(i) I or 1614 of the Social Security Act (42.U.S.C 416 (i) (I), 1382 C; and who certify that because of their disability they are unable to comply with the service provisions or primary care takers of such individuals;
- . Is engaged in work activities;
- . Meets the requirement for being exempted from having to engage in work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S. C. 601 et seq.) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare to work program;

Members of a family receiving assistance, benefits, or services under the State program funded under part A of title IV of the Social Security Act (42 U.S. C. 601 et seq.); or under any other welfare program of the State in which PHA is located, including a State-administered welfare-to-work program and has not been found by the state or other administering entity to be in noncompliance with such a program.

*Service Requirements.* The obligation of each adult resident, other than an exempt individual, to perform community service or participate in an economic-self sufficiency program is required in accordance with subpart 24F in the CFR, part 960.603.

Persons with disabilities are not automatically exempt from community service requirements. A person is exempt only to the extent that their disability makes the person "unable to comply."

**PROCEDURE FOR VERIFYING RESIDENT EXEMPTIONS:**

1. HHA will notify the family of its determination identifying the family member (s) who are subject to the service requirements and the family member (s) who are exempt.
2. HHA will provide the family with a written description of the service requirement, and of the process for determining any changes to the exempt or non-exempt status of family members.
3. The HHA will review the family compliance with the service requirements and must verify such compliance annually at least 30 days before the end of the twelve month lease.
4. The HHA will retain reasonable documentation of the service requirement performance or exemption in participant files.  
-A separate file will be created for all non-exempt residents in order to maintain resident compliance.
5. The HHA will implement this provision at the family's annual re-examination on or after 10-1-2000, and for all families admitted after 10-1-2000.
6. The HHA will comply with the non-discrimination and equal opportunity requirements.

ASSURING RESIDENT COMPLIANCE:

(a) Third Party Certification:

When qualifying services are administered by an organization Other than the HHA, a family member who is required to fulfill a service requirement must provide signed certification to the HHA by such other organization that the family member has performed such qualifying activities.

The HHA will provide the certification forms to the third party for written compliance confirmation.

(b) HHA notice of non-compliance:

(1) If the HHA determines that there is a family member who is required to fulfill a service requirement, but who has violated the family obligation (non-compliant resident) the HHA will notify the tenant "in writing" of this determination.

(2) The notice to the tenant will describe the noncompliance, and State that the HHA will not renew the lease at the end of the twelve month term unless:

(a) The tenant, and any other non-compliant resident enter into an written agreement with the HHA to cure the non-compliance or,

(b) the family provides written assurance satisfactory to the HHA that the tenant or other non-compliant resident no longer resides in the unit.

(iii) Tenant must be informed that they can request an a grievance hearing on the HHA determination in accordance with the Authority's Grievance Policy and that the tenant may exercise available judicial remedy to seek timely redress for the HHA's non renewal of the lease because of such determination.

**TENANT AGREEMENT TO COMPLY WITH SERVICE REQUIREMENT:**

If the tenant or any other family member has violated the service requirement, the HHA may not renew the lease upon expiration of the term unless:

- (1) The tenant, and any other non-compliant resident, enter into a written agreement with the HHA in the form and manner required by the HHA, to cure such non-compliance by completing the additional hours of community service or economic self sufficiency activity needed to make up the total hours required over the twelve month term of the new lease, and
- (2) All other members of the family who are subject to the service requirement is currently complying with the service requirement or is no longer residing in the unit.

**RESIDENT RESPONSIBILITY:**

- . Provide and cooperate with the HHA regarding verification of exempt or non-exempt status for community service and self sufficiency requirement
- . Report any changes regarding exempt or nonexempt status to the HHA
- . Provide HHA with information verifying compliance with service requirement including number of hours accomplished under activity.

**ADMINISTRATOR RESPONSIBILITY:**

The HHA will determine what activities are acceptable under community service. The determination will encourage self-sufficiency by exposing the residents to various voluntary work or duties that are a public benefit and that serve to improve the quality of life and increase resident self-sufficiency in the community.

It will further give tenants the opportunity to explore training and employment areas that have not been available in the past. Tenants will be exposed to different types of job skills and work environments.

HHA will develop a list of eligible opportunities from which resident can select. They will ensure that all community service programs are accessible for persons with disabilities, and that all non-discrimination and equal opportunity requirements are being complied with.

HHA will create a cooperation agreement with the Dept. of Public Assistance to strengthen and enhance the self sufficiency activities and collaboration efforts that support low income families to achieving economic independence.

This agreement will assist the HHA in the verification process of persons who are either exempt from the service requirement due to participation or work activities or receiving benefits under a state or local welfare program.

c.)

4.25

# **HAZLETON HOUSING AUTHORITY**

## **PREVENTATIVE MAINTENANCE PLAN/TASKS**

## HAZLETON HOUSING AUTHORITY

### DETAILED FREQUENCY OF MAINTENANCE TASKS

The following tasks conform to the job description outlined in the approved negotiated Bargaining Contract between the Hazleton Housing Authority and the HHA Maintenance Personnel. The purpose for inserting these tasks into the Preventative Maintenance Manual is to emphasize and clarify any ambiguity that may exist with the minds and/or attitudes of any individuals in our Maintenance Department.

The performance of the following tasks should be the FULL and EQUAL responsibility of each person in our Maintenance Department. These tasks shall be divided between all maintenance personnel on a "*Rotating Basis*" i.e. the maintenance individual who may be mopping all vinyl floors while the other maintenance individual may be engaged in other tasks such as vacuuming, cleaning Sanitizing rest rooms and hallways, shall then, on the following day reverse the procedure of the tasks performed.

This "*Rotating Basis*" of tasks shall assure the fair and equal responsibility of performing said tasks without partiality, prejudice or discrimination whatsoever. There shall be a strict observance of this Administrative directive by all Hazleton Housing Authority Maintenance personnel, unless otherwise directed by management in accordance with its management prerogative under the Collective Bargaining Agreement.

#### DAILY TASKS

1. Clean and sanitize all rest rooms.\*
2. Vacuum, mop clean, dust: -Main entrance; Lobby; First floor areas and Hallways; All office areas; Elevators, Community Room; Rear Entrance passage way. (Front and Rear entrances must be vacuumed and mopped for the second time prior to quitting time for weekends/and or Holidays)\*
3. Sweep and clean front and rear entrance sidewalks; inspect and pick up all trash and litter scattered over entire HHA grounds.\* Empty all trashcans and cigarette butt containers.
4. Inspect and replenish toilet tissue, soap and paper towels. Special attention To be given for weekends and holidays.\*
5. Mop laundry room and all vinyl floors on each floor level-Mondays-Wednesdays and Fridays\*

## WEEKLY TASKS

1. Laundry rooms-mop clean w/sanitizing detergent-rinse and dry-buff all vinyl floors.
2. Chute rooms and Compactor rooms-Sweep, clean; deodorize.
3. Stairwells-Landing steps; sweep clean, handrails, clean and deodorize.
4. Windows-Inspect and clean all Authority windows as needed.\*
5. Lawns- Mowed, trimmed, seeded and fertilized as needed. \*

## BI-MONTHLY TASKS

1. Clean elevator interior walls and ceilings
2. Vacuum all floor hallway carpets on a regular rotating schedule; wash all handrails with disinfectant.
3. Apply non-skid dressing on laundry room floor and wherever vinyl tile floor exists after being thoroughly cleaned. Buff all vinyl floors.

## QUARTERLY

1. Vacuum and shampoo all hallway carpets on a regular rotating schedule.
2. Community Room rugs vacuumed and shampooed.
3. Front lobby and rear entrance rugs vacuumed and shampooed.

## SEMI-ANNUALLY

1. Strip all vinyl floors of build up contaminates. Apply non-skid top dressing in the normal fashion as per manufacturers recommendations.

## IMPORTANT NOTES: "PRIORITY" ITEMS ARE AS FOLLOWS:

1. EMERGENCY WORK ORDERS
2. SNOW REMOVAL
3. VACANT UNITS

Work on vacated units will "follow" the daily cleaning of the rest rooms and also the vacuuming of the main entrance and lobby areas. The reason and the purpose of this sequence is to assure the Authority's appearance will be of an acceptable quality at all times.

## \*VINE WEST MAINTENANCE:

Exclude all items that are not pertinent to the Vine West Community. This does not exclude the duties of maintaining the cleanliness of the office areas, rest rooms and related areas. Special attention must be given to building and grounds inspections and grounds cleaning. (See\* items for specific tasks at Vine West)

**MASTER  
INSPECTION SCHEDULE**



Master Inspection Schedule

Type of Inspection	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
BUILDING AND GROUNDS												
INSPECTIONS(WEEKLY) # 2												
SAFETY INSPECTIONS:												
Check Complete Fire System												
( 6 times year) Use Fire												
Drill Log												
Complete internal Safety	X					X						
Inspection-Completed by												
Safety Director (2 x yr)												

6.

7.

8.



**PREVENTATIVE  
MAINTENANCE TASKS**

## PREVENTATIVE MAINTENANCE TASKS

### CODES:

SSI...SERVICE SYSTEMS INSPECTIONS  
 SRM..SCHEDULE ROUTINE MAINTENANCE  
 SI.....SAFETY INSPECTION REPORTS

OUTSIDE CONTRACT: WE ALSO HAVE AN OUTSIDE CONTRACT FOR THIS SERVICE

REPORTS COLUMN WILL STATE IF A REPORT IS REQUIRED. NEEDED REPORTS ARE ATTACHED.

### DAILY:

<u>CODE:</u>	<u>TASKS:</u>	<u>REPORTS:</u>	<u>OUTSIDE CONTRACT</u>
SSI	CHECK BOILERS AND GAUGES CHECK HOT WATER HEATERS	#1	ANNUAL
CLEANING			
SRM	CHECK INTERIOR AND EXTERIOR LIGHTS		

### WEEKLY:

<u>CODE:</u>	<u>TASKS:</u>	<u>REPORTS:</u>	<u>CONTRACT</u>
SRM	BUILDING AND GROUNDS INSP.	#2	
SSI	COMPACTOR AND REFUSE CHUTE INSPECTION	#3	
SSI	RUN AND SERVICE EMERGENCY GENERATOR	#4	ANNUAL
SRM	CHECK EMERGENCY PHONES IN ELEVATORS		
SRM	DEODORIZE TRASH CHUTES		
SRM	CHECK LAUNDRY ROOM DRAINS		
SRM	CHECK COMMUNITY ROOM DRAINS AND FAUCETS		
SRM	CHECK REST ROOM DRAINS AND FAUCETS		

WEEKLY:

<u>CODE:</u>	<u>TASKS:</u>	<u>REPORTS:</u>	<u>CONTRACT:</u>
SRM	CHECK UTILITY ROOM DRAINS AND FAUCETS		
SRM	CHECK MAIN UTILITY LINES (WATER AND GAS) FOR LEAKS		
SRM	CHECK ELECTRONIC SECURITY DEVICES		
SSI	CHECK ALL EXTERIOR LIGHTS		

MONTHLY:

<u>CODE:</u>	<u>TASKS:</u>	<u>REPORTS:</u>	<u>CONTRACT:</u>
SSI	ELEVATOR EQUIP INSPECTION		MONTHLY
SSI	FIRE EXTINGUISHER AND ALARM INSPECTION		
SRM	VEHICLE MAINTENANCE	#5	AS NEEDED
SRM	PEST CONTROL		MONTHLY
SSI	LIGHTED EXIT AND SIGN INSPECTION		
	LUBRICATE CIRCULATING MOTORS ON BOILERS AND CHECK LINES		

QUARTERLY: FOUR (4) TIMES A YEAR

<u>CODE:</u>	<u>TASK:</u>	<u>REPORTS:</u>	<u>CONTRACT</u>
SSI	EMERGENCY LIGHT INSPECTION SERVICE		
SRM	CHECK ROOFS-MAR-MAY-JULY-SEPT		ANNUAL (HI-RISES)
SRM	LUBE, OIL AND CHECK CIRCULATING PUMPS, CHECK ALL PLUMBING LINES CHECK GAS LINES		

BI-ANNUAL TWO (2) TIMES A YEAR

<u>CODE:</u>	<u>TASK:</u>	<u>REPORTS:</u>	<u>CONTRACT</u>
SRM	PREPARE LAWN MOWER EQUIP-APRIL & SEPT		
SRM	PREPARE SNOW BLOWER NOV-MAR		
SSI	EXHAUST FAN SERVICES JAN-JUNE		
SSI	A/C EQUIP. MAINTENANCE APRIL-SEPT.	#6	
SSI	SANITARY DRAIN INSPECTION AND CLEANOUT-APRIL-SEPT		
SRM	LANDSCAPING AND GROUNDS APRIL-SEPT		
SRM	VEHICLE MAINTENANCE CHECK OIL-6 MONTH	#5	

ANNUAL: ONE (1) TIME A YEAR

LIVING UNIT INSPECTIONS-CURRENTLY COMPLETED BY HOUSING INSPECTOR

**REQUIRED  
REPORTS**

DAILY  
 HAZLETON HOUSING AUTHORITY  
 320 WEST MINE STREET  
 HAZLETON, PA. 18201

REPORT #1

BOILER CHECK LIST (DAILY)

MONTH:

Building	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
Time																													
Temp.																													
Time																													
Temp																													
Time																													
Temp																													

COMMENTS:

MONTH:

Building	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Time																														
Temp																														
ime																														
emp																														
lme																														
em																														

COMMENTS:

BUILDINGS AND GROUNDS INSPECTION REPORT

Development: \_\_\_\_\_ Address: \_\_\_\_\_

Condition Key: - Approved - Defective (Specify)

INSPECTION ITEM	NO.	COND.	LOCATION	DEFICIENCY	ACTION TAKEN
Sidewalks					
Yards					
Parking areas					
Fencing					
Areaways					
Garage area					
Fencing					
Lobby					
Community room					
Office areas					
Stairtower					
Stairtower					
Roofs					
Corridors					
Laundries					
Dumpsters					

INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_





VEHICLE \_\_\_\_\_

## VEHICLE MAINTENANCE LOG

DATE: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_

MONTH-END MILEAGE: \_\_\_\_\_

DESCRIPTION:  
 REGISTRATION:  
 VIN:  
 PURCHASED FROM/DATE:  
 INSPECTION DUE:

COMPLETE ANNUALLY	DATE COMPLETED	MILEAGE	COMMENTS/DEFICIENCIES
1.) State Inspection			
<b>COMPLETE EVERY 6 MO. OR 3,000 MI.</b>			
2.) Change Oil			
3.) Replace Oil Filter			
4.) Replace Air Filter			
5.) Lubricate			
<b>CHECK VISUALLY EACH MONTH—Item O.K? (Circle "Yes" or "No"—If "No," note deficiency &amp; make necessary repairs)</b>			
6.) Tires 35 lb. max.	YES/NO		
7.) Belts	YES/NO		
8.) Wipers	YES/NO		
9.) Lights	YES/NO		
10.) Turn Signals	YES/NO		
11.) Doors	YES/NO		
12.) Exhaust System	YES/NO		
13.) Seat Belts	YES/NO		
14.) Brake Fluid	YES/NO		
15.) Transmission Fluid	YES/NO		
16.) Radiator Coolant	YES/NO		
17.) Windshield Washer Fluid	YES/NO		
18.) Engine Oil	YES/NO		
19.) Battery Fluid	YES/NO		
20.) Power Steering Fluid	YES/NO		
21.) Rear End Fluid	YES/NO		
22.) Mace	YES/NO		

VEHICLE WAS LAST WASHED ON:

HOUSING AUTHORITY  
 CITY OF HAZLETON  
 320 W. MINE STREET  
 HAZLETON, PA 18201



DAILY CHECK LIST

Date: W/E \_\_\_\_\_

COMPLETED DAILY

Initials of Maintenance man doing work

TURNED INTO MANAGERS EVERY FRIDAY

	MON.	TUES.	WED.	THUR	FRI
#1. CLEAN AND SANITIZE REST ROOMS					
#2. VACUUM, MOP, CLEAN, DUST					
MAIN ENTRANCE					
OFFICES					
LOBBY & 1ST FLOOR AREAS					
ELEVATORS					
COMMUNITY ROOM					
#3. CLEAN FRONT SIDEWALKS					
#4. EMPTY TRASH CANS					
#5. CIGARETTE BUTT CONTAINERS					
#6. CLEAN GROUNDS					
#7. REPLENISH TOILET TISSUE, ETC.					
#8. MOP LAUNDRY ROOM					
#9. MOP VINYL FLOORS (all levels)					

d.)

HAZLETON HOUSING AUTHORITY

DECONCENTRATION PLAN

Each applicant shall be assigned his appropriate place on a community-wide basis in sequence based upon date and time his application is received, suitable type or size of unit, and factors affecting preference or priority established by the Authority's regulations which are not inconsistent with the objectives of Title VI of the Civil Rights Act of 1964 and the HUD regulations and requirements currently in effect.

The Plan for selection of applicants and assignment of dwelling units to assure equal opportunity and nondiscrimination on grounds of race, color, national origin, familial status, creed, religion, age, sex, or special needs/handicap.

The Authority hereby established a plan in accordance with the Authority Admission Policy under which the eligible applicant first in sequence at such time shall be offered a suitable unit at the location that contains the largest number of vacancies. If the applicant rejects the vacancy offered, he shall be moved to the last place on the eligible applicant list.

"Location" means any low rent-housing site established in a Development Program, except that when sites are adjacent or within a block of each other, such sites collectively shall be considered one location. In scattered site developments, the Authority shall make reasonable determination of "Locations" based on the specific scatterization, including any groupings that may be reasonably consistent with the purpose of these requirements. (Such determinations shall be submitted for approval to the Assistant Regional Administrator for Housing Assistance as part of the submission required by paragraph 1d (3) of Exhibit 2, Section 102.1 of the Low-rent Housing Manual dated July, 1967.

If the applicant is willing to accept the unit offered but is unable to move at the time of the offer and presents clear evidence of his inability to move to the Authority's satisfaction, refusal of the offer shall not require the applicant to be placed on the bottom of the eligible list.

If an applicant presents to the satisfaction of the Authority clear evidence that acceptance of the given offer of suitable vacancy will result in undue hardship handicap not related to considerations of race, color, or national origin, such as or accessibility to source of employment, children's day care and the like, refusal of such an offer shall not require the applicant to be placed at the bottom of the eligible applicant list.

Lack of waiting list assures housing for low and very low-income applicants. Adoption of the ceiling rent will help to keep higher rent tenants in the units.

e)

## HAZLETON HOUSING AUTHORITY

### PROCEDURE FOR TRACKING

### AND REPORTING CRIME

#### TRACKING:

1. For all calls received from residents regarding crime incidents, the form entitled, "Telephone Allegation Form" will be used. The HHA staff will investigate any information received.
2. Police will be contacted to verify that the information received from the resident is accurate.
3. Local Newspapers will be checked daily for incidents involving any of our Residents. All newspaper articles will be clipped and placed in the resident's file.
4. Letter will be sent to resident involved in the crime. If the crime is serious in nature, the One Strike and your Out" policy will be enforced and the resident will receive notice to vacate. If the crime is not serious, the resident will be called into the office for a conference regarding the incident.
5. The Conference agreement will state the violation of the lease. Resident will be counseled on the violation. Resident will stipulate on agreement that they are aware of the violation. They will be informed that any future violations will result in eviction. This is only for the non-serious type crimes.
6. All related correspondence would be placed in the resident files for future reference.
7. A "log:" of crimes will be maintained at the project site and all crimes will be documented on this log.

#### REPORTING:

1. Housing Manager will meet with a member of the Police Department to discuss Crime related incident. Police Department will provide any information available for the HA for use in documentation of resident files. Copies of police reports will be made available for the Housing Manager whenever possible
2. Housing Manager will meet with the Police Department on a regular basis to

Discuss the crime related issues. Housing Manager will give any information that the HA has on resident crimes in an effort to form a cooperative system for tracking and reporting to local police.

3. Upon receipt of a anonymous report of drug activity in the development the Housing Manager will “document” the information and call the Hazleton Police to report the information. HA will leave the investigation up to the Police Dept.
4. HA will attempt to develop a community policing program with residents and the Local Police Department. This will involve our residents in observing and reporting crime to the local police. The HA will provide training to residents and staff whenever possible.
5. Police will be allowed space at our Vine West Community for the purpose of a sub station.

#### **SCREENING OF APPLICANTS:**

1. ALL applicants must have a criminal background check completed prior to admission.
2. These criminal checks will be completed on a national level and provide us with information on criminal background, nationwide sex offender, social security verification, terrorist search and single county criminal search if needed.
3. We will also have access to fingerprinting and more intense screening through the FBI if needed.

#### **LEASE ENFORCEMENT:**

1. New Residents will be counseled on the “One Strike and your Out Policy” at the time of admission.
2. All residents will receive a copy of the “One Strike and your Out Policy.”
3. Any crime related problems will be dealt with in the manners stated under the above components.

**SEE ATTACHED ONE STRIKE AND YOUR OUT POLICY OF THE  
HAZLETON HOUSING AUTHORITY**

HAZLETON HOUSING AUTHORITY

APPENDIX

“ONE STRIKE AND YOU’RE OUT POLICY”

I. PURPOSE

It is the policy of the Hazleton Housing Authority that all residents shall enjoy decent, safe, and sanitary living conditions.

II. AUTHORITY

Drug-related criminal activity, other criminal activity and alcohol abuse in public housing communities increases resident fear and decreases unit marketability. Therefore, the Hazleton Housing Authority will not tolerate such behavior from its applicants or residents.

III. DEFINITIONS

Drug-related criminal activity is the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use a controlled substance.

IV. PROCEDURES FOR APPLICANTS

The Housing Authority shall screen out and deny admission to any applicant who:

- a. has a recent history of criminal activity involving crimes to persons or property and/or other criminal acts that affect the health, safety, or right to peaceful enjoyment of the premises by other residents;
- b. was evicted from assisted housing within three years of the projected date of admission because of drug-related criminal activity. This requirement may be waived if:
  1. the person demonstrates successful completion of a rehabilitation program approved by the Housing Authority; or

## HAZLETON HOUSING AUTHORITY

2. the circumstances leading to the eviction no longer exist. For example, the individual involved in drugs is no longer in the household because the person is incarcerated;
- c. the Housing Authority has determined the individual to be illegally using a controlled substance;
- d. the Housing Authority has determined the individual to be abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents;
- e. the Housing Authority has determined that there is reasonable cause to believe that the applicant's pattern of illegal use of a controlled substance or pattern of abuse of alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
- f. the Housing Authority may waive policies prohibiting admission in these circumstances if the applicant demonstrates to the Housing Authority's satisfaction that the applicant is no longer engaging in illegal use of a controlled substance or abuse of alcohol and:
  1. the applicant has successfully completed a supervised drug or alcohol rehabilitation program; or
  2. the applicant has otherwise been rehabilitated successfully.

## V. PROCEDURES FOR RESIDENTS

The Housing Authority shall terminate the tenancy of any resident who:

- a. the Housing Authority has determined is illegally using a controlled substance;
- b. the Housing Authority has determined that the resident's abuse of alcohol interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents;
- c. the Housing Authority has determined to be engaging in drug-related criminal activity on or off the premises;
- d. engages in any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents.

## HAZLETON HOUSING AUTHORITY

- e. Any criminal activity that threatens the health, safety or right to peaceful enjoyment of their residences by persons residing in the immediate vicinity of the premises.
- f. Any criminal activity that threatens the health or safety of any on-site property management staff responsible for managing the premises or other employees of the Authority.
- g. Any drug related activity on or near such premises, engaged in by a resident, any member of the residents household, or any guest or other person under the residents control shall be grounds for termination of tenancy.

### VI. PROCEDURES FOR HOUSING AUTHORITY

- a. The Housing Authority shall track crime related problems at its developments and report any incidence of crime to the local police authorities to improve law enforcement and crime prevention:
  - 1. the Housing Authority will forward to the local police authorities any resident complaints received concerning crime related problems; and
  - 2. the Housing Authority will review the police reports and newspaper articles concerning crime related problems with our residents and bring the problems to the attention of the proper local police personnel.
- b. The Housing Authority shall document that it is meeting its goals under the implementation plan for any drug prevention or crime reduction program funded by the Department of Housing and Urban Development and being administered by the Housing Authority.

RESOLUTION NO. 612

ADOPTED NOVEMBER 26, 1996

RESOLUTION APPROVING "ONE STRIKE AND YOU'RE OUT POLICY"

WHEREAS, the Department of Housing and Urban Development recommends that Public Housing Authorities adopt a "One Strike and You're Out Policy" to improve the safety and quality of life in public housing; and

WHEREAS, the "One Strike and You're Out Policy" will reflect a genuine community compact among residents, housing officials, local courts and law enforcement agencies to build safe, strong and inspiring communities for families and children; and

WHEREAS, this policy will give the Housing Authority broad authority to screen applicants, deny occupancy on the basis of illegal drug-related activity, alcohol abuse, and other criminal activities that threaten the well-being of residents.

NOW THEREFORE BE IT RESOLVED, that the "One Strike and You're Out" policy be and is hereby adopted by the Board of Commissioners of the Housing Authority of the City of Hazleton.

APPROVED BY VOTE OF:

E. J. DULINA

JOSEPH SCARCELLA - SECOND

JOHN MUNDIE

ANNE ANDRES - MOTIONED

JILL MORAN, ABSENT

f.)

**The Housing Authority  
Of The City of**

**HAZELTON, PENNSYLVANIA 18201**

**EIV POLICY**

**7/30/2009**

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Date Adopted

**922**

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By Resolution Number

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**Policy:**

The HUD EIV (enterprise income verification)/UIV (upfront income verification) system will be used as the preferred method of verifying income of Public Housing (Low Rent) and Section 8 (housing choice voucher) programs. EIV/UIV information is to be considered confidential and may only be utilized for the intended purpose of verifying income for eligibility and continued eligibility. The EIV/UIV data is subject to the provisions of the Federal Privacy Act (5 U.S.C. § 552, As Amended By Public Law No. 104-231, 110 Stat. 3048), The Freedom of Information Act (5 U.S.C. § 552, As Amended By Public Law No. 104-231, 110 Stat. 3048), and any related amendments.

**Privacy Act Requirements:**

Whenever the HA requests information about a tenant the HA should ensure the following:

1. The data is only used for verification of tenant income to determine:
  - a. A tenant's eligibility for participation in a rental assistance program
  - b. The level of assistance that they are entitled to receive
2. It is not disclosed in any way that would violate the privacy of the individuals represented in the system
3. The tenant is notified of the following:
  - a. HUD or the PHA's authorization and purpose for collecting the information
  - b. The uses that may be made of the data collected, and
  - c. The consequences to the individual for failing to provide the information
4. On request, the tenant is provided with access to records pertaining to them and an opportunity to correct or challenge the contents of the records.

**Civil Penalties Associated with the Privacy Act:**

1. A tenant may take legal action against HUD or a PHA for the following agency actions:
  - a. Refusal to grant access to a record
  - b. Refusal to amend or correct a record
  - c. Failure to maintain a record with accuracy, relevancy, timeliness or completeness
  - d. Failure to comply with any other provision of the Privacy Act, where there is an adverse effect on the tenant
2. If found liable, HUD or the PHA will be required to pay the tenant:
  - a. Damages sustained as a result of the agency's action.
  - b. The costs of the lawsuit, including reasonable attorney fees.

**Criminal Penalties Associated with the Privacy Act:**

A HUD or PHA employee can be found guilty of a misdemeanor or a felony if that employee, knowingly and willfully:

1. Discloses a tenant or tenants records to an unauthorized party.
2. Maintains a system of records without publishing a public notice.
3. Fraudulently represents himself/herself to obtain another individual's record.

Definitions:

Administrator/Coordinator	The HA employee, usually designated by the Executive Director who is responsible for authorizing access to WASS. Note: this person is not allowed to obtain EIV/UIV information.
Authorized User:	An authorized user is one who is employed by the HA, has a need to know, and has been authorized WASS access by the Executive Director or his/her designated representative who is the (Administrator/Coordinator).
EIV	Enterprise Income Verification System.
Employee	For the purposes of this document "Employee" shall mean a person on the Housing Authority payroll.
Improper Disclosure	The viewing or removal of EIV/UIV data by a/an unauthorized individual(s).
Internet	An interconnected system of networks that connects computers around the world
Intranet	A privately maintained computer network that can be accessed only by authorized persons, especially members or employees of the organization that owns it.
Monitor/CRT	A video display attached to a computer that displays information.
Need-to Know	A criterion used in security procedures that requires the custodians of secure information to establish, prior to disclosure, that the intended recipient must have access to the information to perform his or her official duties.
Proper Disposal	The disposal of EIV/UIV information by either burning or shredding.
REAC	Real Estate Assessment Center.
Secure System WASS User ID	A secure id issued to a user enabling access to the system.
Security Officer	The HA employee so designated by the Executive Director to monitor and insure users EIV/UIV compliance. Note: this person is not allowed to obtain EIV/UIV information.
UIV	Up-Front Income Verification.
WASS	HUD's Web Access Security System (Secure connection/Secure systems)

## Staff Rolls:

### 1. Executive Director:

The Executive Director shall appoint an Administrator/Coordinator and a Security Officer whose responsibilities are defined herein. In some instances the Executive Director may be the Administrator/Coordinator and appoint another HA employee as the Security Officer. In the case of a very small agency the Executive Director may act as both Administrator/Coordinator and Security Officer.

### 2. Administrator/Coordinator:

The Administrator/Coordinator shall provide each authorized user a HUD/PHA Access Authorization Form (Form UIV-1b) and the rules of Behavior and User Agreement (Form UIV-3) form and the user will apply for a User ID and Password. Authorized users must safeguard and insure the confidentiality of User Codes and Passwords.

### 3. Security Officer:

The Security Officers shall be responsible to insure that all authorized users are utilizing and safeguarding the EIV information. This includes but is not limited to:

- a. Maintain a log of all authorized users. The log shall be updated on a quarterly or more frequent basis.
- b. Conduct staff training and/or perform a review of the EIV/UIV security procedures on a regular basis but not less than annually and maintain a log all personnel who have attended.
- c. Distribute all user guides and security procedures to personnel using EIV system's data.
- d. Record and report improper disclosure in accordance with the improper disclosure procedure.
- e. Monitoring EIV system utilization reports
- f. Insure that locks/combinations are reset regularly, including whenever an employee who had access is no longer employed by the HA.
- g. Insuring confidentiality of information displayed on monitors/crt's.
- h. Insuring the confidentiality of printed EIV reports.
- i. Monitoring file storage areas.
- j. Monitoring the disposal of EIV information.

### 4. Classes of Users:

The HA has established the following classes of authorized personnel:

- a. Employees who must determine income for rent computation purposes for the Public Housing (Low Rent) program.
- b. Employees who must determine income for rent computation purposes for the Section 8 (Housing Choice Voucher) program.
- c. Employees who must determine income for rent computation purposes for Move-in purposes (Low Rent & Housing Choice Voucher programs).
- d. Employees who must determine income for internal quality control purposes.

5. Certified Users:

All EIV/UIV users (HA staff only) are authorized by the Executive Director or his/her designee and shall have access on a need-to-know basis. Once a need-to-know status does not exist the authorization will be immediately terminated.

6. Prior to EIV Use:

Prior to use of the EIV System all EIV/UIV users that have been granted access to the EIV Systems by completing Form UIV-b must execute the "Rules of Behavior and User Agreement" – Form UIV-3.

**Disclosure of EIV System to Tenant:**

1. At move-in and thereafter at each recertification the HA will disclose to the prospective resident or housed resident its intent make use of the EIV/UIV system. This will include the following: (may be accomplished in the tenant briefing or with a written handout).
  - a. An explanation of the EIV/UIV procedure.
  - b. How income discrepancies are identified, their effect on rent calculations, and the penalties for committing fraud.
  - c. An explanation of how discrepancies are resolved.
  - d. What action(s) the HA may seek after determining that income has been unreported or underreported.
2. All tenant files shall contain a properly completed, current HUD-9886 Form or equivalent.
3. EIV/UIV data will be kept in a secure environment.
4. EIV/UIV data will be disposed of by burning or shredding as specified in the disposal section of the policy.

**Security:**

EIV/UIV data will be safeguarded at all times:

1. Monitors/CRT's:

EIV information displayed on Monitors and/or CRT's will safeguarded by:

- a. Insuring that data displays are only active when the information is being utilized and only when no unauthorized persons are within viewing distance.
- b. When exiting the office, even for short periods, employees will either:
  - i. Screen protect/blank the screen. Or
  - ii. Close and lock the door to the office.

2. Printed Reports:

Employees will insure that all EIV information in printed format has:

- a. Been immediately removed from printer trays. This is especially true if the printer utilized is in an unsecured area.
- b. At no time left unattended.
- c. Not been left in viewing distance of unauthorized personnel or visitors.

- d. When not in use been properly filed in a secure filing cabinet located in a designated and locked secure area.

3. Filing:

EIV reports may be filed:

- a. In a “EIV” consolidated file by month, or
- b. Filed with the tenant file.
- c.

**Note:** In either case the file cabinet must be lockable and located behind a lockable door.

4. Discussing EIV information.

- a. EIV information can only be discussed with others on a “need-to-know” basis. (example: HUD staff or Auditors performing an audit have a “need-to-know” another HA staff member not involved in any decision process affecting the resident does not have a “need-to-know” and discussing or divulging EIV information would be a security violation.)
- b. EIV information is protected at the individual level. Therefore specific information pertaining to one family member cannot be discussed in the presence of other family members or other individuals who do not have a “need-to-know.”

5. The Security Officer will insure that:

- a. Locking storage file cabinets and file locations are approved for EIV information, and
- b. Only staff members who have been previously authorized by the Executive Director may be given keys and/or access to the data. The Security Officer or designee will maintain a log of users receiving keys to controlled areas.

6. Disposition:

EIV/UIV data will be disposed of by:

- a. Crosscut shredding, or
- b. Burning

**Note:** Crosscut shredding may be accomplished by authorized PHA staff and/or contract crosscut shredding firms.

7. Logs:

The Security Officer shall maintain a log of which documents were destroyed and the date and time of destruction.

**Note:** The EIV/UIV data may be maintained in the tenant file. File is destroyed in accordance with applicable PHA policies, with the following exception:

The PHA **must** destroy wage, unemployment, employment and new hire information two years from print date. This destruction requirement **does not** apply to SS/SSI benefits.

**Resolving Discrepancies:**

The HA requires that all household income is reported by the family as specified in the Admissions and Continued Occupancy Policy (ACOP), lease, and the Section 8 Administrative Plan. These documents are made a part of this policy by reference.

When EIV/UIV information is substantially different (\$200 per month or greater) from the tenant reported and/or third party reported income, the following procedure will be followed:

1. In any case where staff has relied solely on EIV/UIV data to document the discrepant income, staff shall submit a third-party verification form to the income source.
2. Staff shall review historical data for prior patterns of employment, benefit payments, and/or other income source histories.
3. Staff shall discuss the discrepancy with the tenant and the tenant shall be given the opportunity to resolve the discrepancy. Such discussion shall be either verbally or in writing.
  - a. Although the tenant shall be given the opportunity to resolve the discrepancy, the final authority shall be either third-party verification or UIV/EIV data, whichever is accurate, unless the tenant can provide documentation that one or both parties' data is incorrect.
  - b. If the tenant is able to produce sufficient documentation of incorrect third party and/or UIV/EIV data, staff shall contact the proper personnel in charge of this data for resolution.

**Adverse Actions:**

If the HA finds, after a review of all of the information, that the tenant has failed to fully disclose all family income, the HA will as soon as possible meet with the head of house. The HA will:

1. Offer the tenant the opportunity to repay all retro rent charges in accordance with the HA's established policy.
2. If the family is unable or unwilling to repay, the HA will take the following action(s):  
Seek immediate eviction (and) if the amount owed is:

<b>At Least</b>	<b>But Less Than</b>	<b>Action</b>
\$100	\$4,999.00	Turn over to collection agency and/or District Attorney
\$5,000		Turn over to Office of the Inspector General (OIG)*

\* OIG – Richard B. Russell Federal Building, 75 Spring St. S.W., Suite 346, Atlanta, GA 30303. (404)331-3359

**Reporting Improper Disclosures:**

- Report any evidence of unauthorized access or known security breaches to the Executive Director's designated individual who shall be Marie Hart.
- Document all improper disclosures in writing
- Report all security violations regardless of whether the security violation was intentional or unintentional



## Appendix 10B. EIV Disposal Log

(Program Administrator Name)

### EIV Disposal Log

Name of Employee	What was Disposed	How	Date



## Appendix 4. Access Authorization Form for Program Administrators



# Enterprise Income Verification (EIV) System

## Rules of Behavior and User Agreement

HUD Office or Field

Office Name: \_\_\_\_\_

(To be completed by HUD employees/contractors)

HUD Field Office Code: \_\_\_\_\_

(e.g. 1HBOS)

PHA Name: \_\_\_\_\_

(To be completed by PHA employees/contractors)

PHA Code: \_\_\_\_\_

(e.g. MD999)

### A. Rules of Behavior

#### 1. Introduction

The U.S. Department of Housing and Urban Development (HUD), Public and Indian Housing Real Estate Assessment Center (PIH-REAC) is actively involved in implementing and maintaining Office Departmental policies and procedures to keep PIH-REAC Systems secure from unauthorized access and inappropriate use. In compliance with various security-related Federal laws and regulations, PIH-REAC created these of rules of behavior for the Enterprise Income Verification (EIV) system. This document was created to ensure that EIV system users comply with HUD and PIH-REAC security policies. In addition, this document ensures that system accounts remain secure and are used in the appropriate manner.

PIH-REAC may grant limited system access to users (e.g. HUD employees, contractors, clients/customers, and program participants) who have a need to utilize the PIH-REAC information resources. EIV resources are for official use only. As a condition of receiving access, you are required to understand and abide by the HUD and PIH-REAC's EIV system security policies and procedures. The purpose of these policies and procedures is to safeguard the PIH-REAC's valuable information resources.

All EIV users must adhere to the Rules of Behavior outlined in this document. The rules clearly delineate responsibilities of, and expectations for, all individuals with access to the EIV system. Non-compliance with these rules will be disciplined through sanctions commensurate with the level of infraction. This may include removal of system access for a specific period of time or termination depending on the severity of the violation. See Section B for potential civil and criminal penalties.



## 2. Responsibilities

The System Owner is responsible for ensuring that an adequate level of protection is afforded to the EIV system through an appropriate implementation of technical, operational, and managerial security controls.

EIV system users are responsible for the protection of passwords, information, equipment, systems, networks, and communication pathways to which they have access. All HUD computer resources including hardware, software, programs, files, paper reports, and data are the sole property of HUD.

## 3. Other Policies and Procedures

The Rules of Behavior do not replace existing HUD or PIH-REAC policy, rather they are intended to enhance and further define the specific rules each user must follow while accessing the EIV system. The rules are consistent with the policy and procedures described in the following security documents:

HUD Security Program Policy The policy, HUD Handbook 2400.25, Rev. 1 dated May 2005, prescribes responsibilities, practices, and conditions that directly or indirectly promote security in the development, operation, maintenance, and support of all HUD IT resources.

## 4. Application Rules

The Web Access Security System (WASS) user identification (userID) and password issued to you are to be used solely in connection with the performance of your responsibilities in support of HUD's mission and may not be used for personal or private gain. You agree to be responsible for the confidentiality of the assigned information and accountable for all activity with your userID. Furthermore, you agree that you will not provide this confidential userID/password to another user during employment and upon leaving the employment of the Department. Additional rules of the EIV system are as follows:

System Access (on-site only) – Users are required to use only approved HUD software, software settings, and comply with vendor software license agreements. Users are allowed to access the system only using the mechanisms specified by PIH-REAC.

Unofficial use of government information – Users must be aware that personal use of information resources is prohibited. EIV data is personal information covered by the Privacy Act and penalties apply to the misuse of that data.



Information protection – Users must avoid leaving system output records or reports unattended or unsecured. Users should lock the computer or log-out of the system when leaving work areas unattended. Users shall not violate Public Law 93-579, Privacy Act of 1974, which requires confidentiality of personal data contained in government and contractor data files. Users should back up their data, test the data backups, and securely store the data in accordance with PIH-REAC policy.

Use of passwords – User passwords and userIDs are for your individual use only and are confidential HUD information. Users are required to change passwords every 21 days. Users are encouraged to avoid creating passwords that can be easily associated with.

System privileges – Users are given access to the system based on a need to perform specific work. Users shall only access the information for which they are authorized.

Individual accountability – Users shall be held accountable for their actions while accessing the system. Be aware that all computer resources are monitored and audited.

Incident Response – Users should contact their supervisor and the PIH-REAC Security Officer immediately regarding any suspected violation or breach of system security.

## **B. User Agreement**

I have read the above policy regarding system security awareness and practices when accessing PIH-REAC's information technology resources. I understand the policies and procedures as set forth above, and I agree to comply with these requirements as a condition of being granted limited access to the Enterprise Income Verification System and data.

As an authorized user of the Enterprise Income Verification System, I understand the information obtained may only be used for official HUD/PHA business. I understand that only authorized HUD or PHA employees may access, disclose, inspect and use upfront income verification (UIV) data.

I also understand that willful unauthorized inspection of UIV data can result in civil and criminal penalties. The penalties are as follows:

- **Unauthorized disclosure** can result in a felony conviction and a fine of up to \$5,000 and/or imprisonment up to five (5) years, as well as civil penalties.



- **Unauthorized inspection** of UIV data can result in a misdemeanor penalty of up to \$1,000 and/or one (1)-year imprisonment, as well as civil damages.

I understand that my user ID and password are to be used only by me. Under no circumstances will I reveal or allow use of my password by another person. Nor will I use another person's password and user ID.

I understand and agree to follow all HUD/PHA standards, policies and procedures.

\_\_\_\_\_  
EIV System User's Name  
(Signature)

\_\_\_\_\_  
EIV System User's Name  
(Print)

\_\_\_\_\_  
Date

Copy – File

8)

# HAZLETON HOUSING AUTHORITY

## GRIEVANCE PROCEDURES

EFFECTIVE DATE MAY 20, 1976  
REVISED DECEMBER 21, 1999  
REVISED SEPTEMBER 13, 2001

### I. PURPOSE AND SCOPE

These procedures are established and shall henceforth be implemented for the purpose of assuring that tenants are afforded an opportunity for a hearing if the Tenant disputes within a reasonable time any Management action or failure to act involving Tenant's lease or Managements regulations which adversely affect the individual Tenant's rights, duties, welfare or status. These procedures are to be incorporated in all dwelling leases to which the provisions of 24 CFR ss 866.1 and 866.2 (1975) are applicable.

### II. APPLICABILITY

- A. These grievance procedures shall be applicable to all individual grievances as defined in subsection III.A. below, between the Tenant and Management.
- B. These grievance procedures are not applicable in the following situations:
  - 1. disputes involving the use of the Authority's Admissions, Screening & Eviction Policy,
  - 2. disputes between Tenants not involving the Authority, nor
  - 3. to class grievances. These grievance procedures are not intended to be used as a forum for initiating or negotiating policy changes between a group or groups of Tenants and the Authority's Board of Commissioners.

### III. DEFINITIONS

- A. Grievance - Grievance shall mean any dispute which a Tenant may have with respect to the Authority's action or failure to act in accordance with the individual's lease or the Authority's regulations which adversely affect the individual Tenant's rights, welfare, or status.

## HAZLETON HOUSING AUTHORITY GRIEVANCE PROCEDURES

The summary shall be in writing and shall specify the names of the participants in the grievance and the specific reasons therefor, and shall specify the procedures by which the Complainant may obtain a hearing if he/she is not satisfied by the proposed disposition of the grievance.

### V. PROCEDURE TO OBTAIN A HEARING

- A. Request for Hearing. If the Complainant is not satisfied with the results of the informal conference, the Complainant may submit a written request for a hearing to the appropriate development office not later than seven (7) days after receipt of the summary of discussion provided for in Section IV above. The written request shall specify the reasons for grievance, and the action or relief sought.
- B. Selection of Hearing Officer or Hearing Panel. Grievances shall be presented before a Hearing Officer or Hearing Panel. The Hearing Officer shall be an impartial, disinterested person selected jointly by the Authority and the Complainant. If the Authority and the Complainant cannot agree on a Hearing Officer, they each shall select one member of a Hearing Panel and the members so appointed shall select a third member. If the members appointed by the Authority and the Complainant cannot agree on a third member, such member shall be appointed by an independent arbitration organization, such as the Center for Disputes Settlement of the American Arbitration Association, or by any other third party agreed upon by the Authority and the Complainant.
- C. Failure to Request a Hearing. If the Complainant does not request a hearing in accordance with subsection V-A, the Authority's disposition of the grievance under Section IV shall become final; provided, that failure to request a hearing shall not constitute a waiver by the Complainant of his/her right thereafter to contest the Authority's action in disposing of the complaint in an appropriate judicial proceeding.
- D. Hearing Prerequisite. All grievances shall be personally presented in writing pursuant to the informal procedure prescribed in Section IV as a condition precedent to a hearing under this Section; provided, that failure to request a hearing shall not constitute a waiver by the Complainant of his/her right thereafter to contest the Authority's action in disposing of the complaint in an appropriate judicial proceeding.
- E. Escrow Deposit. Before a hearing is scheduled in any grievance involving the amount of rent as defined in the Dwelling Lease Agreement which the Authority claims is due, the Complainant shall pay to the Authority an amount equal to the amount of the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The Complainant shall thereafter deposit

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5. A decision based solely and exclusively upon the facts presented at the hearing.
- C. The Hearing Officer or Hearing Panel may render a decision without proceeding with the hearing if the Hearing Officer or Hearing Panel determines that the issue has been previously decided in another proceeding.
- D. If the Complainant or the Authority fails to appear at a scheduled hearing the Hearing Officer or Hearing Panel may make a determination to postpone the hearing for a period not to exceed five (5) business days, or may make a determination that the party has waived his/her right to a hearing. Both the Complainant and the Authority shall be notified by the determination by the Hearing Officer or Hearing Panel within five (5) days; provided, that a determination that the Complainant has waived his/her right to a hearing shall not constitute a waiver of any right the Complainant may have to contest the Authority's disposition of the grievance in an appropriate judicial proceeding.
- E. At the hearing, the Complainant must first make a showing of an entitlement to the relief sought and thereafter the Authority must sustain the burden of justifying the Authority's action or failure to act against which the complaint is directed.
- F. The hearing shall be conducted informally by the Hearing Officer or Hearing Panel and oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The Hearing Officer or Hearing Panel shall require the Authority, the Complainant, Counsel and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the Hearing Officer or Hearing Panel to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.
- G. The Complainant or the Authority may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript. If the hearing is private the consent of the Complainant is necessary for the purchase of the transcript by anyone other than the Authority or Complainant.

## VII. DECISION OF THE HEARING OFFICER OR HEARING PANEL

- A. The Hearing Officer or Hearing Panel shall prepare a written decision, together with the reasons therefore, within five (5) working days after the hearing.

h.)

## ADDENDUM TO SECTION 8

### ADMINISTRATIVE PLAN

#### FAMILY UNIFICATION PREFERENCE:

Families who qualify for the Family Unification Program preference are families whom the lack of adequate housing is a primary factor in the imminent placement of the family's child or children in the out-of-home care, or in the delay of discharge of a child or children to the family from out-of-home care, will have their referral/pre-application forms from the Luzerne County Children and Youth (LCCY) to the Hazleton Housing Authority (HHA) date and time-stamped and placed on the Family Unification Program (FUP) waiting list in chronological order, and HHA will determine if the families are eligible for Section 8 rental assistance.

If a family for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child or children in out-of-home care is determined eligible by HHA to receive a housing choice voucher, the family will be invited to participate in the program in accordance with HUD regulations and other requirements, and with the policies stated in the HHA Administrative Plan.

All persons interested in utilizing this preference must be referred to HHA by LCCY. The Housing Authority will accept referrals/pre-applications only from the LCCY staff. LCCY will designate Caseworkers to identify and refer eligible families to HHA. The Housing Authority will determine if the families are eligible for Section 8 Housing Choice Voucher for rental assistance.

This preference will enhance the City of Hazleton and Luzerne County's continuing efforts to maintain intact families and to provide decent, safe and sanitary housing for families. The Section 8 FUP waiting list will remain open for this preference and HHA will accept referrals/pre-applications until further notice. The FUP waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

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A copy of the decision shall be sent to the Complainant and the Authority. The Authority shall retain a copy of the decision in the Tenant's folder.

A copy of such decision, with all names and identifying references deleted, shall also be maintained on file by the Authority and made available for inspection by a prospective Complainant, his representative, or the Hearing Panel or Hearing Officer.

- B. The decision of the Hearing Officer and Hearing Panel shall be binding on the Authority which shall take all actions, or refrain from any actions, necessary to carry out the decision unless the Authority's Board of Commissioners determines within twenty (20) working days and promptly notifies the Complainant of its determination that:
1. The grievance does not concern Authority action or failure to act in accordance with or involving the Complainant's lease or Authority regulations which adversely affect the Complainant's rights, duties, welfare or status;
  2. The decision of the Hearing Officer or Hearing Panel is contrary to applicable Federal, State or local law, HUD regulations or requirements of the Annual Contributions Contract between HUD and the Authority.
- C. A decision by the Hearing Officer, Hearing Panel, or Board of Commissioners in favor of the Authority or which denies the relief requested by the Complainant in whole or in part shall not constitute a waiver of, nor affect in any manner whatever, any rights the Complainant may have to a trial de nova or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

## VII. AUTHORITY EVICTION ACTIONS

If a tenant has requested a hearing in accordance with Section V on a complaint involving an Authority Notice of Termination on the tenancy and the Hearing Officer or Hearing Panel upholds the Authority's action to terminate the tenancy, the Authority shall not commence an eviction action in a State or local court until it has served a Notice to Vacate on the Tenant, and in no event shall the notice to vacate be issued prior to the decision of the Hearing Officer or Hearing Panel having been mailed or delivered to the Complainant. Such Notice to Vacate must be in writing and specify that if the Tenant fails to quit the premises with the applicable statutory period, or on the termination date stated in the Notice of Termination, whichever is later, appropriate action will be brought against him/her and he/she may be required to pay court costs and attorney fees.

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the same amount of the monthly rent in the escrow account monthly until the complaint is resolved by a decision of the Hearing Officer or Hearing Panel.

These requirements may be waived by the Authority in extenuating circumstance. Unless so waived, the failure to make such payments shall result in a termination of the grievance procedure; provided, that failure to make payment shall not constitute a waiver by the Complainant of his/her right thereafter to contest the Authority's action in disposing of the complaint in an appropriate judicial proceeding.

- F. Scheduling of Hearings. Upon Complainant's compliance with paragraphs, A, D, and E of this section, a hearing shall be scheduled by the Hearing Officer or Hearing Panel promptly for a time and place reasonably convenient to both the Complainant and the Authority. A written notification, specifying the time, place and the procedures governing the hearing shall be delivered to the Complainant and the appropriate Authority official. All hearings must be held within thirty (30) days of a date hearing is requested.

### VI. PROCEDURES GOVERNING THE HEARING

- A. The hearing shall be held before a Hearing Officer or Hearing Panel, as appropriate.
- B. The Complainant shall be afforded a fair hearing providing the basic safeguards of due process, which shall include:
1. The opportunity, after request in writing, to examine before the hearing and, at the expense of the Complainant, to copy all documents, records and regulations of the Authority that are relevant to the hearing. Any document not so made available after request therefor by the Complainant may not be relied on by the Authority at the hearing;
  2. The right to be represented by counsel or other person chosen as his/her representative;
  3. The right to a private hearing unless the Complainant requests a public hearing;
  4. The right to present evidence and arguments in support of his/her complaint, to controvert evidence relied on by the Authority or project management, and to confront and cross-examine all witnesses on whose testimony or information the Authority or project management relies; and

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- B. Complainant - Complainant shall mean any Tenant whose grievance is presented to the Authority in accordance with Section IV and V below.
- C. Elements of due process - This shall mean, in an eviction action or a termination of tenancy in a State or local court the following required procedural safeguards:
1. Adequate notice to the Tenant of the grounds for terminating the tenancy and for eviction;
  2. Opportunity for the Tenant to examine all relevant documents, records, and regulations of the Authority prior to the trial for the purpose of preparing a defense;
  3. Right of the Tenant to be represented by counsel;
  4. Opportunity of the Tenant to refute the evidence presented by the Authority including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the Tenant may have;
  5. A decision on the merits.
- D. Tenant - Tenant shall mean any lessee or the remaining head of the household of any tenant family.
- E. Hearing Officer - Hearing Officer shall mean a person selected in accordance with Section V of these procedures to hear grievances and render a decision with respect thereto.
- F. Hearing Panel - Hearing Panel shall mean a panel selected in accordance with Section V of these procedures to hear grievances and render a decision with respect thereto.

### IV. INFORMAL SETTLEMENT OF GRIEVANCE

Any grievance shall be personally presented in writing to the Authority's central management office or to the management office of the housing development in which the complainant resides within seven (7) days after the occurrence giving rise to the grievance, so that the grievance may be discussed informally in an attempt to settle it without a hearing. The Authority, at the time of presentation or within five (5) business days after such presentation, shall informally discuss the grievance with the Complainant or his/her representative. Within a reasonable time, not in excess of five (5) days after the presentation of the grievance, a summary of the informal discussion shall be prepared by the Authority, and a copy thereof shall be provided to the complainant and a copy retained in the Authority's tenant file.