



8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.  <b>SEE ATTACHED</b></p>
8.1	<p><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></p>
8.2	<p><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></p>
8.3	<p><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>NO</b>  <b>SEE ATTACHMENT</b></p>
9.0	<p><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.</p>
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></p> <p><b>PLEASE 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) <b>Progress in Meeting Mission and Goals.</b> Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) <b>Significant Amendment and Substantial Deviation/Modification.</b> Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p><b>PLEASE SEE ATTACHED</b></p>

11.0

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

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights) **Attached**
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only) **Attached**
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only) **Attached**
- (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only) **Attached**
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)
- (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. **Attached**
- (g) Challenged Elements 6.0 Above
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only) **Attached**
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only) **Attached**

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

## **Instructions form HUD-50075**

**Applicability.** This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

### **1.0 PHA Information**

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

### **2.0 Inventory**

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

### **3.0 Submission Type**

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

### **4.0 PHA Consortia**

Check box if submitting a Joint PHA Plan and complete the table.

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

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

**5.1 Mission.** A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

**5.2 Goals and Objectives.** Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

**6.0 PHA Plan Update.** In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

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

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.

3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected.

7. **Community Service and Self-Sufficiency.** A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (Note: applies to only public housing).

8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.

12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

#### 7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

(a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>

(b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm)

**Note:** This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.

(c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

(d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.

(e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 **Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 **Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

#### 8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 **Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

**9.0 Housing Needs.** Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

**9.1 Strategy for Addressing Housing Needs.** Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

**10.0 Additional Information.** Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. (Note: Standard and Troubled PHAs complete annually).

**11.0 Required Submission for HUD Field Office Review.** In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

## GOALS AND OBJECTIVES

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation.

### A. Expand the supply of assisted housing.

1. Apply for additional rental vouchers
2. Leverage private or other public funds to create additional housing opportunities
3. Acquire or build units or developments
4. Reduce Public Housing Vacancies

The Authority has made major improvements to the Michael Close and Laurel Court Hi-Rise with the addition of the American Recovery Act Funds and the Capital Fund. Hot and Cold Water Lines, and Windows were upgraded at the Michael Close Hi-Rise. Vestibule, new doors, and new Windows at the Laurel Court Hi-Rise. New air conditioning/heating units were upgraded at the Patterson Building. This work has made the buildings more energy efficient and improved the quality of housing and made the buildings more marketable.

The Housing Authority has developed a non-profit corporation which expands affordable housing to the City of Pottsville. The non-profit has built, acquired and renovated houses and buildings that are being leased by Housing Choice Voucher families.

### B. Improve the quality of assisted housing.

1. Increase customer satisfaction
2. Renovate or modernize public housing units

#### Capital Fund Program Status

FFY	% Obligated	% Expended
2008	100%	100%
2009	100%	100%
2010	58%	54%
ARRA	100%	100%

### C. Increase Assisted housing choices.

1. Implement voucher homeownership programs.

The Authority will learn about voucher homeownership program with the desire of implementing as an Authority initiative.

### D. Provide an improved living environment.

1. The Authority has installed security cameras at all housing and elderly developments. The Housing Authority employs a Liason Police Officer through the City of Pottsville to handle all issues with security. The Housing Authority has a strong development with the Schuylkill County Drug Task Force to help eliminate any drug activities. The Housing Authority sponsors The Schuylkill Community Action BLAST program to educate youth living in public housing against drug and alcohol abuse.

E. Promote self-sufficiency and asset development of families and individuals

1. Provide or attract services to improve assistance.
2. Provide or attract supportive services to improve assistance recipients' employability.
3. Provide or attract supportive services to increase independence for the elderly or families with disabilities.

To promote families to start work, the Pottsville Housing Authority shall phase in the impact on Rent of an increase in earned income of certain families. The Pottsville Housing Authority Shall not increase a public housing family's rent for a period of 12 months if the increase In income results from (1) earnings of a previously unemployed family member; (2) earnings Of a family member during participation in a self-sufficiency or job training program; or (3) Earnings of a family member that had been receiving welfare in the previous six months. After the 12-month disallowance, a family's rent increase must be phased in. The phased-in Rent cannot increase as a result of the earned income by more than 50% for an additional 12 months.

Food Bank through Schuylkill Community Action has been established at the Roundhouse Community Building. In conjunction with the Berks Food Bank the Housing Authority delivers food to elderly at every development on the fourth Wednesday of every month. The Housing Authority sponsors the Summer Food Program through the Department of Education.

The Housing Authority promotes the Resident Council at the Patterson Building.

F. Ensure Equal Opportunity in Housing for All Americans

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

Continue to provide a suitable living environment regardless of race, color, religion, national Origin, sex, familial status, or disability.

The Housing Authority supports and attracts supportive services by working closely with Schuylkill Community Action, Department of Public Welfare, Anthracite Center for Independent Living, Career Link, the REDCO Group, Senior Services, Schuylkill MH/MR, Salvation Army, Veterans Administration.

## 6.0 PLAN UPDATE

### PHA PLAN ELEMENTS

1. The Housing Authority's elements (Eligibility, Selections, Admissions policies, deconcentration, And waiting list, rent determination, operation and management, grievance procedures, designated Housing for elderly and disabled families, community service and self sufficiency, safety and Crime prevention, pets, Violence against Women Act, Reasonable Accommodation Policy and Procedures is outlined in its Admissions and Continued Occupancy Policy and its Section 8 Administrative Plan. **The Admissions and Continued Occupancy Policy is on display and a Copy can be requested at the Main Office of the PHA and a copy is issued at each lease signing.**

Resolution 727 (11/12/08) Amended the Admissions and Occupancy Policy and the Section 8 Administrative Plan to provide a preference worth one point to all Veterans making application To either of the programs.

Resolution 705 (10/10/07) Violence Against Women Act Policy was adopted and amended in The Admissions and Occupancy Policy and the Section 8 Administrative Plan.

Resolution 668 (11/9/2005) Reasonable Accommodation Policy and Procedures.

There have not been any PLAN elements revised.

### **Deconcentration of Poverty and Income-Mixing in Public Housing Section 513 of the QHWRA**

The PHA adopts these admission policies to achieve both the goals of reducing poverty and income mixing in public housing. The Housing Authority shall make every effort to maintain the following income mix for each development.

- 40 % of families with incomes below 30 percent of median (very poor families) in a fiscal year.
- 60 % of other admissions shall comply with eligibility limits under the current regulations and law.

### Voluntary Conversion Assessment

Five Developments are subject to the Required Assessment. Conversion would be inappropriate at this time because the PHA has a 100% vacancy rate.

### 2. Criteria for Admission.

- Police Officers
- Who Qualify as a Family
- Who Qualify as Single
- Whose Annual Income does not exceed income limits for occupancy
- Whose past performance in meeting financial obligations, especially rent, is satisfactory
- Who have no record of disturbance of neighbors, destruction of property, or living or housing habits at prior residences which would adversely affect the health, safety, or welfare of other residents.

- Who are not currently adequately housed in a Housing Authority low-rent dwelling unit
- Who is determined not to have a conflict of interest

### 3. Preferences

- Involuntarily Displaced by Government Action 1
- Involuntarily Displaced by Fire or Natural Disaster 1
- City Working Families 1
- In Job Training or Education Family 1
- City Resident 1
- Elderly/Disabled 1
- Displacement by Domestic Violence to Avoid Reprisals or by Hate Crimes 1
- Veterans & Veterans Families 1

### 4. Waiting List Management

- Once the applicant clears the initial pre-screening the applicant shall be placed on the waiting list in sequence based upon date and time the application is received, type and size of unit needed and selected by the family, and factors affecting preference or priority that are consistent with these policies and procedures.
- Applicants shall be selected from the waiting list in sequence based upon date and time the Application is received, type and size of unit needed and selected by the family, and factors affecting preference or priority that are consistent with the policies and procedures.
  - The Housing Authority uses a Community Wide List.
  - Interested person may apply at the Bart J. Flannery Administration Building, 410 Laurel Blvd., Pottsville, PA. At the present time the PHA is organizing a WEB site where interested person may start the application process.
  - **Site Based Waiting List** – The PHA has no site based waiting lists.

### 5. An application must be completed and signed by the head of household, spouse, and other adult Members. An adult member is defined as any person 18 years of age or older.

#### 1. Information to be submitted and verified at this time:

- The completed application form
- Verification of Income for the PHA's Housing Assistance Program
- Criminal Background check – authorization to release criminal reference and Form HUD 9886, Authorization for the Release of Information/Privacy Act Notice
- Proof of citizenship
- Certification of Local Preferences
- 504 Questionnaire
- Certification of Past History for Subsidized Housing Program
- Verification of Exemption/non exemption for Community Service and Economic Self-Sufficiency.
- Immigration Form
- 

#### 2. Pre-Screening of all applicants

All applications are pre-screened for initial eligibility.

- Applications will be accepted from applicants who have been evicted from public housing or Section 8 programs because of Drug-Related Criminal Activity only after the three-year period has expired.
- Determination by the PHA that there is reasonable cause to believe that the person abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The PHA shall deny admission to a Household member under this definition until the applicant can provide evidence of successfully completing a supervised drug or alcohol rehabilitation program.
- Dangerous sex offenders are never allowed admission
- Only legal citizens and legal, eligible non-citizens shall be accepted for occupancy.

The PHA does not exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income.

6. Transfer Policies take precedence over new admissions:

- Emergencies
- Over-housed-to meet waiting list demand
- Under-housed
- Medical justification
- Administrative reasons (modernization)
- Non-handicapped household occupying a handicapped unit

7. Full Application, Interviews and Verifications

Once the applicant clears the pre-screening criteria and a unit of appropriate size becomes Available, the family is selected for occupancy and the following items verified.

Updated Application (not more than 90 days old)

Annual Income

Assets and Asset Income

Allowance Information

Social Security Numbers of all Family Members

Utility Receipts

Additional information used in Applicant Screening.

8. Orientation Meeting

All applicants are required to attend an Orientation Meeting. The purpose of the meeting is to Explain the lease provisions, lease enforcement and eviction procedures.

The Agenda will include:

- Orientation to the PHA facilities, services, appliances, and housekeeping standards
- Landlord/Resident obligations and rights, as well as the PHA's lease and grievance procedures
- Housing Authority's Comprehensive Crime Prevention Program including One Strike, You're Out, community policing and NO Trespass policies
- Resident Initiatives including the PHA's resident programs, Family Self-Sufficiency Programs, training, employment and supportive services programs

9. Occupancy

Residents must notify PHA of changes in family composition:  
At the Annual Reexamination and lease renewal  
Any time family composition changes  
At family request for revision

## Section 8

### Verification Requirements Applicable to all Admissions

The PHA may verify any application information through a variety of methods, including but not limited to, third party verification and computer-matching.

Section 8 application list a separate from public housing list.

### Preferences

Involuntarily Displaced by Government Action  
Involuntarily Displaced by Fire/Natural Disaster  
City Working Family  
In Job Training or Education Family  
City Residency  
Elderly/Disabled  
Displaced Due to Violence  
Veterans or Veterans Families  
Victims of domestic violence

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

The Pottsville Housing Authority is responsible for complying with all existing and subsequent changes in HUD regulations pertaining to the Public Housing Programs and the Section 8 Voucher Program. If, at any time such changes conflict with the policies, HUD regulations shall have precedence. All issues not addressed in the Admissions and Occupancy Policy and the Section 8 Administrative Plan related to residents and participants are governed by the QHWRA, HUD Regulations, the Code of Federal Regulations, HUD Memos, Notices, and Guidelines or other Applicable law (s).

## 6. Financial Resources

### Federal Grants

Public Housing Operating Fund	\$1,735,058.00
Annual Contributions for Section 8 tenant based Assistance	\$1,330,027.00
Capital Funds	\$ 784,365.00
Public Housing Dwelling Rental Income	\$1,467,259.00
MOD Rehab	\$ 254,000.00
Non-Dwelling Rent	\$ 25,701.00
Interest	\$ 2,057.00
Miscellaneous charges to Residents	\$ 36,442.00

The planned use for these funds are to promote a suitable living environment through modernization, operations and management, community service, safe prevention and affordable housing.

The PHA is participating in activities that contribute to the long term asset management of its inventory. Developments have been broken down into AMPS and Budgets, Management and Account have been broken into respective AMP developments.

The PHA audit was in compliance with HUD's procedures.

**The PHA PLAN may be obtained at the main office of the Pottsville Housing Authority, 410 Laurel Blvd., Pottsville, PA 17901. The Resident Council receives a copy as well as the members of the Advisory Board**

### **Rent Determination**

The PHA shall adopt the total tenant payment for families of:

30% of family monthly adjusted income

The current Flat Rent

Welfare Shelter Rent

10 percent of family monthly income

\$25.00 minimum rent

The PHA shall take action to ensure that families with severe hardships are not evicted specifically as a result of their inability to pay the minimum rents.

Actions that may be taken by PHA in lieu of eviction are:

- Establishing a process to determine if the hardship is severe
- Exercising discretion to refrain from evicting affected families, and using alternative means of assistance, such as rescheduling rental payments
- Counseling affected families on the availability of assistance to help with their rental payment

### **Flat Rents**

Flat rents are intended as an incentive for residents to remain in public housing after they have attained a level of self-sufficiency. The PHA utilizes the payment standards which is based on the current FMRs to establish a flat rent.

Section 8 payment standards is established at 100% of current HUD published Fair Market Rents.

### **Maintenance**

The PHA uses a work order program. Work orders are recorded and issued and logged out then maintenance is completed. All emergency work orders are completed within a 24 hour period.

The PHA has an ongoing contract with Ehrlich Pest Control. Housing Authority Units are under scrutiny to eradicate and control infestations from bed bugs, cockroaches and other vermin on a monthly basis.

### **Grievance Procedures**

#### **Informal Settlement of Grievance**

1. The Resident must, within ten (10) calendar days of the grievable event, request an informal settlement or grievance conference in writing to the PHA's office in which the complainant resides.

2. As soon as the written request for an informal settlement of a grievance is received by the Pottsville Housing Authority, the Executive Director shall review the request.
3. The complainant will be contacted to arrange a mutually convenient time within five (5) calendar days to meet to discuss the grievance informally and settle without a hearing. At the informal hearing the complainant will represent the grievance and a PHA Supervisor who was involved in the original decision will attempt to settle the grievance to the satisfaction of both parties.
4. Within five (5) calendar days following the informal discussion, the Pottsville Housing Authority will prepare and either give or mail, return receipt requested, to the resident a summary of the discussion that must specify the names of the participants, the dates of meeting, the nature of the proposed disposition of the complaint and the specific reasons therefore, and will specify the procedures by which a formal hearing under this procedure may be obtained if the complainant is not satisfied. A copy of this summary will also be placed in the Resident's file.

#### Request for a Formal Hearing

1. If the complainant does not agree with the settlement of the informal hearing, the complainant must Submit a written request for a hearing to the management office of the development where the Resident resides no later than ten (10) calendar days after the summary of the date of informal hearing summary.
2. If the complainants fail to request a formal hearing within ten (10) calendar days after receiving the Summary of the informal hearing, the PHA's decision rendered at the informal hearing becomes final and Housing Authority is not obligated to offer the complainant a formal hearing unless the complainant can show and provide third party verification of a good cause why he/she failed to proceed in accordance with the procedure.
3. If the complainant requests a formal hearing as per the above requirement, the hearing officer will notify the complainant in writing of the time, place and procedures governing the hearing within five (5) calendar days of the request. The notice will be either personally delivered to the complainant or sent by US mail, return receipt requested.

#### Designated Housing for Elderly and Disabled Families

The PHA has not designated or will apply for designation for occupancy by elderly and disabled families.

#### Community Service and Self-Sufficiency

The Pottsville Housing Authority shall verify an adult's exemption status upon admissions and annually. An individual exempt by being over 62 years in age would not need verification. The PHA shall document all exemptions for the resident's file. The PHA shall follow the same standards of documentation for exemptions as it does for other verifications.

The PHA sends survey's to all residents to see if they have any skill or training that might be used by contractors doing work under the Capital Fund Program. (Section 3 Requirement).

#### Safety and Crime Prevention

The Pottsville Housing Authority contracts with the City of Pottsville for a Liaison Police Officer. He patrols the developments and residents can contact him at any time. The Patrolman meets with PHA Supervisor on a weekly basis to discuss any problems.

The PHA sponsors the BLAST program for children on the dangers and prevention of drug and alcohol abuse.

Security Cameras are in place at all the developments.

The PHA has a working relationship with the Sch County Drug Task Force.

### **Capital Fund Financing Program**

The PHA does not propose to pledge any portion of its CFP/RHF funds to repay debt incurred to finance capital improvements.

### **Pets**

Both elderly and non-elderly families are permitted to keep common household pets in their dwelling units in accordance with the terms and conditions of their leases.

Common household pet means cat, dog, bird, small fish or turtle.

Pets must be registered with the PHA office prior to the pet being brought onto the premises. The registration should include documentation that the pet has had required inoculations. Documentation that the dogs and cats over six months old have been spayed and neutered. The name address and phone number of one or more responsible parties who will care for the pet if the pet owner dies or is incapacitated.

The resident must pay a \$99.00 refundable security deposit, known as pet deposit. In addition to the security deposit the resident must pay \$5.00 a month in maintenance fee.

May have 1 Dog – 20 pound maximum – 6 months old – spayed or neutered – distemper and rabies shot – treated for fleas regularly – licensed and tagged.

May have 1 Cat – 10 pounds maximum – 6 months old – spayed or neutered – distemper and rabies shot – treated for fleas regularly.

Small caged animal – 1

Fish and turtles – 20 gallon aquarium

Full description of the pet policy is included in the Admissions and Occupancy Policy.

### **Civil Rights Certification**

Civil Rights Certifications are included in the PHA Plans Certifications of Compliance with the PHA Plans and Related Regulations.

### **Fiscal Year Audit**

There were no finding in the Fiscal Year Audit and it was in compliance with HUD's procedures.

### **Asset Management**

The PHA is participating in activities that contribute to the long-term asset management of its inventory. Developments have been broken down into AMPS and Budgets, Management and Account have been broken into respective AMP developments.

The PHA Plan can be obtained at the main office of the Pottsville Housing Authority. The Resident Council receives a copy as well as members of the Advisory Board.

### Violence Against Women Act (VAWA)

The Violence Against Women Act Policy shall be referenced in and incorporated in and made a part of PHA's Admissions and Continued Occupancy Policy.

In general, The Housing Authority of the City of Pottsville may not terminate the lease of a resident who is a certified victim of an actual or threatened incident of domestic abuse as defined by VAWA. Also, in general The PHA may not terminate the lease of a certified victim for criminal activity that is directly related to domestic abuse.

The PHA work in close contact with Schuylkill Women In Crisis.

## 9.0

### Housing Needs

#### Housing Needs of Families in the Jurisdiction

##### By Family Type

Family type	Overall	Afordability	Supply	Quality	Accessibility	Size	Location
Income <30% AMI	783	5	2	2	2	4	2
Income >30%but <=50% AMI	619	5	2	2	2	4	2
Income >50% but <80% AMI	455	5	2	2	2	4	2
Elderly	674	5	2	2	4	2	1
Families with Disabilities	523	5	3	2	3	1	2
Race/Ethnicity White	1765	5	3	2	2	3	2
Race/Ethnicity Black	58	5	3	2	2	3	1
Race/Ethnicity Hispanic	24	5	3	2	2	3	2
Race/Ethnicity Asian	10	5	3	2	2	3	2

Source Comprehensive Housing Affordability Strategy, Consolidated Plan

#### HOUSING NEEDS OF FAMILIES ON THE WAITING LIST PUBLIC HOUSING

Waiting List Total	297		
Extremely Low <=30%	196	66%	

Very Low >30% but <=50%	67	23%	
Low Income >50% but <80%	32	11%	
Families with Children	188	63%	
Elderly Families	35	12%	
Families with Disabilities	74	25%	
Race White	266	90%	
Race Black	25	8%	
Race Hispanic	3	1%	
Race Asian	3	1%	
Bedroom Size			
1BR	176	59%	
2BR	75	25%	
3BR	27	9%	
4BR	14	5%	
5BR	5	2%	

#### Housing Needs of Families on the Waiting List Section 8

	# of families	% of total families	
Waiting List Total	267		
Extremely Low Income <=30%	204	76%	
Very Low Income >=30% but <=50%	56	21%	
Low Income >50% but <80%	7	3%	
Families with Children	259	97%	
Elderly Families	8	3%	
Families with Disabilities	56	21%	
Race White	240	90%	
Race Black	21	8%	
Race Hispanic	2	1%	
Race Asian	4	1%	

#### Strategies for addressing needs

- Employ effective maintenance and management policies to minimize the number of public housing units off-line.
- Reduce turnover time for vacated public housing units.
- Reduce time to renovate public housing units.
- Seek replacement of public housing units lost.
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required.
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

- Pursue housing resources other than public housing or Section 8 tenant based assistance
- Adopt rent policies to support and encourage work.
- Convert Units of Elderly Housing to Assisted Living.
- Affirmatively market to local non-profit agencies that assist families with disabilities.
- Affirmatively market to races/ethnicities shown to have disproportionate housing needs.
- Counsel Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units.

### **Progress in Meeting Missions and Goals**

The Pottsville Housing Authority's mission and goal is to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The PHA does this by applying for additional rental vouchers, working to leverage private or other public funds to create additional housing opportunities. The Housing Authority has established a non-profit Development Corporation to assist the mission and goals of the Housing Authority.

An employee is responsible for Community relations with all residents. This employee provides services and community programs to all the Housing Authority and Section 8 Residents.

The Housing Authority uses effective maintenance practices to reduce turnover time in public housing units. Management staff is abreast of any maintenance or bad housekeeping practices of residents to reduce units offline for substantial maintenance.

The Authority is on course to meet its five-year goal and mission to provide adequate and affordable housing, economic opportunity and a suitable environment free from discrimination for its residents.

### **10.0**

#### **Statement of Deviation**

The Pottsville Housing Authority's "Definition of Substantial Deviation from its 5 Year Plan or Significant Amendment or Modification to the Agency Plan".

The "Definition of Substantial Deviation" or "Significant Amendment" is one that represents more than 40% change in the Capital Fund, is not a result of HUD funding shortfall and not a HUD mandated regulation change. If one or more of these criteria is met, it will be considered a substantial deviation or significant amendment to the Agency Plan. This would then require the same requirements for submitting the Agency Plan with the public hearing, Resident Advisory Board, etc.

However, the Pottsville Housing Authority (PHA) will not be required to perform all the public hearing and other requirements if changes to the Agency Plan meet the following criteria:

- The changes to the Capital fund are less than 40% of the total amount of funding for that year.
- The PHA may change any part or all of the Agency Plan if the changes are needed to meet any HUD required programmatic changes or funding shortfalls.
- The PHA may change any part or all the Agency Plan if the changes are needed to meet any judicial decrees.
- The PHA may change any part or all of the Agency Plan if HUD or Congress makes any regulation changes which are different from that in the Plan.

In making these changes, the PHA will adopt the changes at a public meeting. This public meeting of the Board of Commissioners of the PHA will then review our requested changes or modifications to the Agency Plan to determine if in accordance with 24CFR9032.23(a).

HUD will approve such request if found consistent with the following criteria:

- The changes or modifications to the Agency Plan has sufficient information to show it meets with the PHA definition of an amendment or change to the Plan.
- The changes or modifications to the Plan are consistent with the information and data available to HUD.
- The changes or modifications to the Plan are consistent with the Consolidated Plan.

## **ADDITIONAL INFORMATION**

### **RESIDENT MEMBER TO PHA BOARD OF COMMISSIONERS**

Marie Wilson, Resident, resides at 800-29 North Second Street (PA37-006). She was appointed by Mayor John D.W. Reiley of the City of Pottsville to the Board of Commissioners on 4/10/2000. Her term expired on 4/10/2005 and was reappointed by City Council at its Regular Meeting on April 11, 2005. Her term expired on April 7, 2010 and was reappointed by City Council at its Regular Meeting on April 14, 2010. Her term will expire on April 10, 2015.

### **Resident Advisory Board Meeting**

Thursday, September 23, 2010

2:00 p.m.

Bart J. Flannery Administration Building

Present:

Aaron Edling-562 Laurel Terrace  
Barbara Brown-Section 8  
John Bowden-Patterson 209  
Nancy Mariano-Patterson 506  
Joan Keating-Patterson 206  
Anne McDowell-Patterson 205  
Betty Heffner-Patterson 307  
Andrew Steffanic-Laurel Court  
Germaine Stranko-Section 8  
Joseph Mooney-Laurel Terrace Apt. 597  
Deanne Mease-665 John O'Hara Street  
Billie Payne-Deputy Executive Director  
Violet Howell-Administrative Assistant

The meeting was opened by Billie Payne at 2:00 p.m. Copies of the 5-Year PLAN and the Annual PLAN for 2011 were distributed and those in attendance were asked to look over the information and give recommendations.

The residents suggested some energy savings.

Andrew Steffanic suggested individual thermostats at Laurel Court. The building Gets too hot and you must open windows.

John Bowden and Anne McDowell, 2<sup>nd</sup> Floor at Patterson. Takes too long to get Hot water. Must run it a long time and only get luke warm water. Wasting too Much water.

Andrew Edling, Laurel Terrace said the buildings need new windows and apartment doors. You cannot get these windows open.

Deanne Mease said her bathroom at 665 John O'Hara the caulking is bad and it seems there might be mold behind the boards. She would like to see good publicity about the developments and Section 8. It always seems she says that it's all bad but there are a lot of good people living in housing and would like to see something good.

Margie Gluntz would like to see electric doors at Patterson. It would make it much easier for the handicapped to enter and leave.

Barbara Brown said she lives under Section 8 and has seen and been in housing a lot. She said the Housing Authority in Pottsville is #1 in her book. And this housing authority does a good job.

The Residents were told that if they had any suggestions to please contact the Housing Authority.

The meeting adjourned at 2:30 p.m.

From the suggestions given at the Resident Advisory Meeting the following was added:

Boilers at Patterson was added to the Five Year Plan  
Apartment Doors at Laurel Terrace was added to the Five Year Plan  
Electric Door Openers was added to the Five Year Plan

#### Notice of Public Hearing

The Pottsville Housing Authority hereby invites the general public to a public hearing to be held on Wednesday, December 29, 2010 at 2:00 p.m. at the Terence P. Reiley Community Center, 216 N. 12<sup>th</sup> St, Pottsville, PA 17901. The purpose of the hearing is to receive comments from local government, residents, citizens, and other interested parties in the City of Pottsville on the Authority's Annual Plan. The plan will be submitted to the Department of Housing & Urban Development.

Written comments prior to the hearing should be submitted to:

Craig S.L. Shields  
Executive Director  
Housing Authority of the City of Pottsville  
410 Laurel Blvd.  
Pottsville, PA 17901

The Pottsville Housing Authority is an equal opportunity agency, which does not discriminate against any person because of race, color, age, religion, sex, national origin, disability or familial status.

Run: Monday, October 25, 2010

Classified Ad – Public Notice

Proof of Publication Requested

Public Meeting

Wednesday, December 29, 2010 2:00 p.m.

Terence P. Reiley Community Center

216 N. 12<sup>th</sup> Street

Pottsville, PA 17901

Attending:

Billie Payne, Deputy Executive Director

Lauren Wychunas

Virginia Miller ( Michael Close Building)

Billie Payne explained why the meeting was being held and asked if anyone had suggestions.

Virginia Miller from the Michael Close Building asked if the pipes in the Laundry Room could be cleaned and the Laundry Room in general be kept cleaner. She also asked if there could be fire drills. Ms Payne said keeping the Laundry Room cleaner would do with Maintenance and she will look into the matter. Also fire drills can be arranged with the Pottsville Fire Department.

There were no other comments or questions and the meeting adjourned at 2:30 p.m.

**1 Capital Fund Program—Five-Year Action Plan**  
Development

U.S. Department of Housing and Urban

Office of Public and Indian

Housing

Expires

4/30/2011

Part I. Summary		(410 Laurel Blvd., Pottsville PA 17901) Schuylkill				
Number Pottsville Housing Authority PA037		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:				
A.	Development Number and Name Housing Authority of the City of Pottsville PA037	Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012	Work Statement for Year 3 FFY 2013	Work Statement for Year 4 FFY 2014	Work Statement for Year 5 FFY 2015
B.	Physical Improvements Subtotal	Annual Statement	277309.00	277309.00	277309.00	277309.00
C.	Management Improvements		195,000.00	195,000.00	195,000.00	195,000.00
D.	PHA-Wide Non-dwelling Structures and Equipment		26,747.00	26,747.00	26,747.00	26,747.00
E.	Administration		78436.00	78436.00	78436.00	78436.00
F.	Other		0.00	0.00	0.00	0.00
G.	Operations		156873.00	156873.00	15673.00	15673.00
H.	Demolition		0.00	0.00	0.00	0.00
I.	Development		0.00	0.00	0.00	0.00
J.	Capital Fund Financing - Debt Service		0.00	0.00	0.00	0.00
K.	Total CFP Funds		50000.00	50000.00	50000.00	50000.00
L.	Total Non-CFP Funds		0.00	0.00	0.00	0.00
M.	Grand Total		784365.00	784365.00	784365.00	784365.00

Housing  
4/30/2011

Office of Public and Indian  
Expires

Work Statement for Year 1 FFY 2011	Work Statement for Year 2012 FFY 2012			Work Statement for Year: 2013 FFY 2013		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
PA037000001P				PA037000001P		
Barefield/Arch St				Barefield/Arch St		
Ground Improvements	5000SF	5000.00		Ground Improvements	5000SF	5000.00
Carpet/Linoleum	1500SY	5000.00		Carpet/Linoleum	1500SY	5000.00
Appliances	10	4000.00		Appliances	10	4000.00
Electric Panels (BF)	50	18750.00		Electric Panels (BF)	50	18750.00
Bathrooms (AS)	32	8000.00		Bathrooms (AS)	32	8000.00
Doors - Sreendoors	4	5000.00		Doors - Sreendoors	4	5000.00
Windows (AS)	100	5000.00		Windows (AS)	100	5000.00
Storage Sheds	2500 SF Storage Bldg	747.00		Storage Sheds	2500SF Storage Bldg	747.00
Sidewalks	500 LF	3000.00		Sidewalks	500 LF	3000.00
Paving	30000SF	5000.00		Paving	30000SF	5000.00
Smoke Detectors	10	1000.00		Smoke Detectors	10	1000.00
Vehicle	1	2500.00		Vehicle	1	2500.00
Boilers (Emergency)	4	5000.00		Boilers (Emergency)	4	5000.00
Playground Equip	Repair Equip	2000.00		Playground Equip	Repair Equip	2000.00
Total		69997.00		Total		69997.00
PA037000002P				PA037000002P		
Michael Close/ Laurel Court				Michael Close/Laurel Court		
Hot & Cold Water Lines	Throughout Bldg	5000.00		Hot & Cold Water Lines	Throughout Bldg	5000.00
Sidewalks	200 LF	5000.00		Sidewalks	200 LF	5000.00
Windows	42	5000.00		Windows	42	5000.00
Ground Improvements	5000SY	10000.00		Ground Improvements	5000SY	10000.00
Doors/Vestibule	1	5000.00		Doors/Vestibule	1	5000.00

3 Capital Fund Program—Five-Year Action Plan  
Development

U.S. Department of Housing and Urban

Office of Public and Indian

Housing

Expires

4/30/2011

Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
Carpet/Linoleum	1500SY	13750.00	Carpet/Linoleum	1500SY	13750.00
Appliances	10	4000.00	Appliances	10	4000.00
Elevators	4	10000.00	Elevators	4	20000.00
Sidewalks	600LF	10000.00	Sidewalks	600LF	10000.00
Smoke Detectors	10	1000.00	Smoke Detectors	10	1000.00
Vehicle	1	2500.00	Vehicle	1	2500.00
Total		71250.00	Total		71250.00
Subtotal of Estimated Cost			Subtotal of Estimated Cost		
\$145500.00			\$145500.00		

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2011	Work Statement for Year 2014			Work Statement for Year 2015		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
PA03700001P				PA03700001P		
Barefield/Arch St				Barefield/Arch St		
Ground Improvements	5000SF	5000.00		Ground Improvements	5000SF	5000.00
Carpet/Linoleum	1500SY	5000.00		Carpet/Linoleum	1500SY	5000.00
Appliances	10	4000.00		Appliances	10	4000.00
Electric Panels (BF)	50	18750.00		Electric Panels (BF)	50	18750.00
Bathrooms (AC)	32	8000.00		Bathrooms (AC)	32	8000.00
Doors - Screendoors	4	5000.00		Doors - Screendoors	4	5000.00
Windows	100	5000.00		Windows	100	5000.00
Storage Sheds	2500SF Storage Bldg	747.00		Boilers	4	747.00
Paving	30000 SF	5000.00		Paving	30000 SF	5000.00
Sidewalks	500 LF	3000.00		Sidewalks	500 LF	3000.00
Smoke Detectors	10	1000.00		Smoke Detectors	10	1000.00

4 Capital Fund Program—Five-Year Action Plan  
Development

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Expires

Vehicle	1	2500.00	Vehicle	1	2500.00
Boilers (Emergency)	4	5000.00	Boilers	4	5000.00
Playground Equip	Repair Equip	2000.00	Playground Equip	Repair Equip	2000.00
<b>Total</b>		<b>69997.00</b>	<b>Total</b>		<b>69997.00</b>
<b>PA037000002P</b>			<b>PA037000002P</b>		
Michael Close/Laurel Court			Michael Close/Laurel Court		
Hot & Cold Water Lines	Throughout Bldg	5000.00			
Sidewalks	200LF	5000.00	Sidewalks MC	200 LF	10000.00
Windows	42	5000.00	Windows	42	5000.00
Doors/Vestibule	1	5000.00	Doors/Vestibule	1	5000.00
Ground Improvements	5000SY	10000.00	Ground Improvements	5000SY	10000.00
Carpet/Linoleum	1500SY	13750.00	Carpet/Linoleum	1500SY	13750.00
Appliances	10	4000.00	Appliances	10	4000.00
Elevators	4	10000.00	Elevators	4	15000.00
Sidewalks	600LF	10000.00	Sidewalks LC	600LF	10000.00
Smoke Detectors	10	1000.00	Smoke Detectors	10	1000.00
Vehicle	1	2500.00	Vehicle	1	2500.00
<b>Total</b>		<b>71250.00</b>	<b>Total</b>		<b>71250.00</b>
<b>Subtotal of Estimated Cost</b>		<b>\$145500.00</b>	<b>Subtotal of Estimated Cost</b>		<b>\$145500.00</b>

Work Statement for Year 1 FFY 2011	Work Statement for Year 2012 FFY 2012			Work Statement for Year: 2013 FFY 2013		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	PA03700003P Peacock, Second St, John O'Hara			PA03700003P Peacock, Second St, John O'Hara		
	Ground Improvements	5000SY	13750.00	Ground Improvements	5000SY	13750.00
	Carpet/Linoleum	1500SY	15000.00	Carpet/Linoleum	1500SY	15000.00
	Appliances	10	4000.00	Appliances	10	4000.00
	Roofs JO	44	10000.00	Roofs JO	44	10000.00
	Tubs Curtain Rods JO	44	10000.00	Tubs Curtain Rods JO	44	10000.00
	Bathrooms SS	55	20000.00	Bathrooms SS	55	20000.00
	Sidewalks	600LF	2000.00	Sidewalks	600LF	2000.00
	Doors	4	5000.00	Doors	4	5000.00
	Paving	2000LF	5000.00	Paving	2000LF	5000.00
	Smoke Detectors	10	1000.00	Smoke Detectors	10	1000.00
	Vehicle	1	2500.00	Vehicle	1	2500.00
	Electric Panels	44	1000.00	Electric Panels	44	1000.00
	Playground Equip	Repair Equip	2000.00	Playground Equip	Repair Equip	2000.00
	<b>Total</b>		<b>91250.00</b>	<b>Total</b>		<b>91250.00</b>
	PA03700004P Patterson/Laurel Terrace			PA03700004P Patterson/Laurel Terrace		
	Ground Improvements	5000SY	10000.00	Ground Improvements	5000SY	10000.00
	Carpet	1500SY	13750.00	Carpet	1500SY	13750.00
	Appliances	10	4000.00	Appliances	10	4000.00
	Roofs LT	8	5000.00	Roofs LT	8	5000.00
	Replace Thermostats LT	118	3000.00	Replace Thermostats LT	118	8000.00
	elevators	8	7309.00	Elevators	8	12309.00

6 Capital Fund Program—Five-Year Action Plan  
Development

U.S. Department of Housing and Urban

Housing

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Expires

4/30/2011

Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
Sidewalks	600LF	5000.00	Sidewalks	600LF	5000.00
Windows (LT)	118	5000.00	Windows (LT)	118	5000.00
A/C Units	50	1000.00	A/C Units	50	5000.00
Smoke Detectors	10	1000.00	Smoke Detectors	10	1000.00
Vehicle	1	2500.00	Vehicle	1	2500.00
Apartment Doors LT	118	5000.00	Apartment Doors LT	118	5000.00
Boiler PA	1	5000.00	Boiler PA	1	5000.00
Electric Door PA	2	4000.00	Electric Doors PA	2	4000.00
<b>Total</b>		<b>71559.00</b>	<b>Total</b>		<b>71559.00</b>
Subtotal of Estimated Cost			Subtotal of Estimated Cost		
\$162809.00			\$162809.00		

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2011	Work Statement for Year 2014			Work Statement for Year 2015		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
Sec Annual Statement	PA03700003P Peacock, Second St, John O'Hara			PA03700003P Peacock, Second St, John O'Hara		
	Ground Improvements	5000SY	13750.00	Ground Improvements	5000SY	13750.00
	Carpet/Linoleum	1500SY	15000.00	Carpet/Linoleum	1500SY	15000.00
	Appliances	10	4000.00	Appliances	10	4000.00
	Roofs JO	44	10000.00	Roofs JO	44	10000.00
	Tubs Curtain Rods JO	44	10000.00	Tubs Curtain Rods JO	44	10000.00
	Bathrooms SS	55	20000.00	Bathrooms SS	55	15000.00
	Sidewalks	600LF	2000.00	Sidewalks	600LF	2000.00
	Doors	4	5000.00	Doors	4	5000.00
	Paving	2000LF	5000.00	Paving	2000LF	5000.00
	Smoke Detectors	10	1000.00	Smoke Detectors	10	1000.00
	Vehicle	1	2500.00	Vehicle	1	2500.00
	Electric Panels	44	1000.00	Electric Panels	44	1000.00

7 Capital Fund Program—Five-Year Action Plan  
Development

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Expires

Playground Equip	Repair Equip	2000.00	Playground Equip	Repair Equip	2000.00
<b>Total</b>		<b>91250.00</b>	<b>Total</b>		<b>91250.00</b>
PA037000004P			PA037000004P		
Patterson/Laurel Terrace			Patterson/Laurel Terrace		
Ground Improvements	5000SY	10000.00	Ground Improvements	5000SY	10000.00
Carpet	1500SY	13750.00	Carpet	1500SY	13750.00
Appliances	10	4000.00	Appliances	10	4000.00
Roofs LT	8	5000.00	Roofs LT	8	5000.00
Replace Thermostats LT	118	8000.00	Replace Thermostats LT	118	8000.00
elevators	8	12309.00	Elevators	8	12309.00
Sidewalks	600LF	5000.00	Sidewalks	600LF	5000.00
Windows (LT)	118	5000.00	Windows (LT)	118	5000.00
A/C Units	50	5000.00	A/C Units	50	5000.00
Smoke Detectors	10	1000.00	Smoke Detectors	10	1000.00
Vehicle	1	2500.00	Vehicle	1	2500.00
Apartment Doors	118	5000.00	Apartment Doors	118	5000.00
Boilers	1	5000.00	Boiler PA	1	5000.00
Door Opener PA	2	4000.00	Door Opener PA	2	4000.00
<b>Total</b>		<b>71559.00</b>	<b>Total</b>		<b>71559.00</b>
<b>Subtotal of Estimated Cost</b>		<b>\$162809.00</b>	<b>Subtotal of Estimated Cost</b>		<b>\$162809.00</b>

8 Capital Fund Program—Five-Year Action Plan  
Development

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Expires

Work Statement for Year 1 FFY 2011	Work Statement for Year 2012 FFY 2012		Work Statement for Year: 2013 FFY 2013	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
	PA037000001P Barefield/Arch St Public Housing Liaison Officer	12,500.00	PA037000001P Barefield/Arch St Public Housing Liaison Officer	12,500.00
	Staff Training	750.00	Staff Training	750.00
	EOC Blast & Other Recreation Programs	15000.00	EOC Blast & Other Recreation Programs	15000.00
	Support Services	500.00	Support Services	500.00
	Software Updates	500.00	Software Updates	500.00
	Computer Hardware	4000.00	Computer Hardware	4000.00
	Architect & Engineering Fees	15000.00	Architect & Engineering Fees	15000.00
	Consultant Fees	500.00	Consultant Fees	500.00
	Total	48750.00	Total	48750.00
	PA037000002P Laurel Court/Michael Close Public Housing Liaison Officer	12,500.00	PA037000002P Laurel Court/Michael Close Public Housing Liaison Officer	12,500.00
	Staff Training	750.00	Staff Training	750.00
	EOC Blast & Other Recreation Programs	15000.00	EOC Blast & Other Recreation Programs	15000.00
	Support Services	500.00	Support Services	500.00
	Software Updates	500.00	Software Updates	500.00
	Computer Hardware	4000.00	Computer Hardware	4000.00
	Architect & Engineering Fees	15000.00	Architect & Engineering Fees	15000.00
	Consultant Fees	500.00	Consultant Fees	500.00
	Total	48750.00	Total	48750.00

9 Capital Fund Program—Five-Year Action Plan  
Development

U.S. Department of Housing and Urban

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Expires

Work Statement for Year 1 FFY 2011	Work Statement for Year 2014 FFY 2014		Work Statement for Year: 2015 FFY 2015	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
	PA037000001P Barefield/Arch St		PA037000001P Barefield/Arch St	
	Public Housing Liaison Officer	12,500.00	Public Housing Liaison Officer	12,500.00
	Staff Training	750.00	Staff Training	750.00
	EOC Blast & Other Recreation Programs	15000.00	EOC Blast & Other Recreation Programs	15000.00
	Support Services	500.00	Support Services	500.00
	Software Updates	500.00	Software Updates	500.00
	Computer Hardware	4000.00	Computer Hardware	4000.00
	Architect & Engineering Fees	15000.00	Architect & Engineering Fees	15000.00
	Consultant Fees	500.00	Consultant Fees	500.00
	Total	48750.00	Total	48750.00
	PA037000002P Michael Close, Laurel Court		PA037000002P Michael Close, Laurel Court	
	Public Housing Liaison Officer	12,500.00	Public Housing Liaison Officer	12,500.00
	Staff Training	750.00	Staff Training	750.00
	EOC Blast & Other Recreation Programs	15000.00	EOC Blast & Other Recreation Programs	15000.00
	Support Services	500.00	Support Services	500.00
	Software Updates	500.00	Software Updates	500.00
	Computer Hardware	4000.00	Computer Hardware	4000.00
	Architect & Engineering Fees	15000.00	Architect & Engineering Fees	15000.00
	Consultant Fees	500.00	Consultant Fees	500.00
	Total	48750.00	Total	48750.00

Part III: Supporting Pages – Management Needs Work Statement(s)

10 Capital Fund Program—Five-Year Action Plan  
Development

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Work Statement for Year 1 FFY 2011	Work Statement for Year 2012 FFY 2012		Work Statement for Year: 2013 FFY 2013	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
	PA037000003P Second St, Peacock, John O'Hara Public Housing Liaison Officer	12,500.00	PA037000003P Second St, Peacock, John O'Hara Public Housing Liaison Officer	12,500.00
	Staff Training	750.00	Staff Training	750.00
	EOC Blast & Other Recreation Programs	15000.00	EOC Blast & Other Recreation Programs	15000.00
	Support Services	500.00	Support Services	500.00
	Software Updates	500.00	Software Updates	500.00
	Computer Hardware	4000.00	Computer Hardware	4000.00
	Architect & Engineering Fees	15000.00	Architect & Engineering Fees	15000.00
	Consultant Fees	500.00	Consultant Fees	500.00
	Total	48750.00	Total	48750.00
	PA037000004P Patterson, Laurel Terrace Public Housing Liaison Officer	12,500.00	PA037000004P Patterson, Laurel Terrace Public Housing Liaison Officer	12,500.00
	Staff Training	750.00	Staff Training	750.00
	EOC Blast & Other Recreation Programs	15000.00	EOC Blast & Other Recreation Programs	15000.00
	Support Services	500.00	Support Services	500.00
	Software Updates	500.00	Software Updates	500.00
	Computer Hardware	4000.00	Computer Hardware	4000.00
	Architect & Engineering Fees	15000.00	Architect & Engineering Fees	15000.00
	Consultant Fees	500.00	Consultant Fees	500.00
	Total	48750.00	Total	48750.00

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**Part III: Supporting Pages -- Management Needs Work Statement(s)**

Work Statement for Year 1 FFY 2011	Work Statement for Year 2014 FFY 2014		Work Statement for Year: 2015 FFY 2015	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
	PA03700003P Second St, Peacock, John O'Hara Public Housing Liaison Officer	12,500.00	PA03700003P Second St, Peacock, John O'Hara Public Housing Liaison Officer	12,500.00
	Staff Training	750.00	Staff Training	750.00
	EOC Blast & Other Recreation Programs	15000.00	EOC Blast & Other Recreation Programs	15000.00
	Support Services	500.00	Support Services	500.00
	Software Updates	500.00	Software Updates	500.00
	Computer Hardware	4000.00	Computer Hardware	4000.00
	Architect & Engineering Fees	15000.00	Architect & Engineering Fees	15000.00
	Consultant Fees	500.00	Consultant Fees	500.00
	Total	48750.00	Total	48750.00
	PA03700004P Patterson, Laurel Terrace Public Housing Liaison Officer	12,500.00	PA03700004P Patterson, Laurel Terrace Public Housing Liaison Officer	12,500.00
	Staff Training	750.00	Staff Training	750.00
	EOC Blast & Other Recreation Programs	15000.00	EOC Blast & Other Recreation Programs	15000.00
	Support Services	500.00	Support Services	500.00
	Software Updates	500.00	Software Updates	500.00
	Computer Hardware	4000.00	Computer Hardware	4000.00
	Architect & Engineering Fees	15000.00	Architect & Engineering Fees	15000.00
	Consultant Fees	500.00	Consultant Fees	500.00
	Total	48750.00	Total	48750.00

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

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

**Part I: Summary**  
 PHA Name: Housing Authority of the City of Pottsville  
 Grant Type and Number: Capital Fund Program Grant No. PA26P0375011  
 Replacement Housing Factor Grant No.:  
 Date of CFFP:

FFY of Grant: 2011  
 FFY of Grant Approval:

Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/2010	Summary by Development Account	Reserve for Disasters/Emergencies <input type="checkbox"/> Reserve for Disasters/Emergencies for Period Ending: 9/30/2010	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
				Original	Revised <sup>2</sup>	Obligated	Expended
1		Total non-CFF Funds		0.00	0.00	0.00	0.00
2		1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		156873.00	0.00	0.00	0.00
3		1408 Management Improvements		117000.00	0.00	0.00	0.00
4		1410 Administration (may not exceed 10% of line 21)		78436.00	0.00	0.00	0.00
5		1411 Audit		0.00	0.00	0.00	0.00
6		1415 Liquidated Damages		0.00	0.00	0.00	0.00
7		1430 Fees and Costs		62000.00	0.00	0.00	0.00
8		1440 Site Acquisition		0.00	0.00	0.00	0.00
9		1450 Site Improvement		80536.00	0.00	0.00	0.00
10		1460 Dwelling Structures		205000.00	0.00	0.00	0.00
11		1465.1 Dwelling Equipment—Nonexpendable		24000.00	0.00	0.00	0.00
12		1470 Non-dwelling Structures		0.00	0.00	0.00	0.00
13		1475 Non-dwelling Equipment		60520.00	0.00	0.00	0.00
14		1485 Demolition		0.00	0.00	0.00	0.00
15		1492 Moving to Work Demonstration		0.00	0.00	0.00	0.00
16		1495.1 Relocation Costs		0.00	0.00	0.00	0.00
17		1499 Development Activities <sup>4</sup>		0.00	0.00	0.00	0.00

<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.

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

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

Part I: Summary		Type of Grant		Performance and Evaluation Report for Period Ending:		Summary by Development Account		Total Estimated Cost		Total Actual Cost <sup>1</sup>	
PHA Name:	Grant Type and Number	Original Annual Statement	Reserve for Disasters/Emergencies	Original	Revised <sup>2</sup>	Obligated	Expended	Original	Revised <sup>2</sup>	Obligated	Expended
Housing Authority of the City of Pottsville	Capital Fund Program Grant No: PA26703750111 Replacement Housing Factor Grant No: Date of CFPP:	<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Reserve for Disasters/Emergencies								
18a	1501 Collateralization or Debt Service paid by the PHA			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	Amount of Annual Grant:: (sum of lines 2 - 19)			784365.00	0.00	0.00	0.00	784365.00	0.00	0.00	0.00
21	Amount of line 20 Related to LBP Activities			0				0			
22	Amount of line 20 Related to Section 504 Activities			0				0			
23	Amount of line 20 Related to Security - Soft Costs			50000.00				50000.00			
24	Amount of line 20 Related to Security - Hard Costs			0				0			
25	Amount of line 20 Related to Energy Conservation Measures			40000.00				40000.00			
Signature of Executive Director				Signature of Public Housing Director				Date			
								3/17/11			

<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 CFPP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

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

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
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Part II: Supporting Pages		Grant Type and Number		Federal FY of Grant: 2011							
PHA Name: Housing Authority of the City of Pottsville		Capital Fund Program Grant No: PA26P03750111									
Development Number Name/PHA-Wide Activities		Development Account No.		Total Estimated Cost		Total Actual Cost		Status of Work			
General Description of Major Work Categories		Quantity		Original		Revised <sup>1</sup>		Funds Obligated <sup>2</sup>		Funds Expended <sup>2</sup>	
PA037000001P	Ground Improvements (Landscaping, Mulch, Tree Trimming, Tree Removal, Fence, Fertilization, Planting)	1450	5000SF	8000.00	0.00	0.00	0.00	0.00	0.00		
Barefield/Arch Street	Carpet/Linoleum	1460	1500SY	10000.00	0.00	0.00	0.00	0.00	0.00		
	Electric Panels (From 2010)	1460	50	5000.00	0.00	0.00	0.00	0.00	0.00		
	Windows (From 2010)	1460	32	40000.00	0.00	0.00	0.00	0.00	0.00		
	Bathrooms (From 2010)	1460	32	20000.00	0.00	0.00	0.00	0.00	0.00		
	Sidewalks/Paving From 2009	1450	600LF	10000.00							
	Appliances (8 Stoves, 8 Refrigerators)	1465	16	6000.00	0.00	0.00	0.00	0.00	0.00		
	Vehicle (More economical and energy efficient)	1475	1	10000.00	0.00	0.00	0.00	0.00	0.00		
	Boilers Emergency	1460	4	20000.00	0.00	0.00	0.00	0.00	0.00		
	Playground Equipment	1475	Replace worn supports	2264.00	0.00	0.00	0.00	0.00	0.00		
	Total			131264.00	0.00	0.00	0.00	0.00	0.00		
PA037000002P	Ground Improvements (Landscaping, Mulch, Tree Trimming, Tree Removal, Fence, Planting, Fertilization)	1450	5000SF	10000.00	0.00	0.00	0.00	0.00	0.00		
Michael Close/Laurel Court	Carpet/Linoleum	1460	1500SY	10000.00	0.00	0.00	0.00	0.00	0.00		
	Elevators (From 2010)	1460	4	50000.00	0.00	0.00	0.00	0.00	0.00		
	Sidewalks/Paving	1450	200LF	12264.00	0.00	0.00	0.00	0.00	0.00		
	Appliances (8 Stoves, 8 Refrigerators)	1465	16	6000.00	0.00	0.00	0.00	0.00	0.00		
	Vehicle (More economical and energy efficient)	1475	1	10000.00	0.00	0.00	0.00	0.00	0.00		

	Total			98264.00	0.00	0.00	0.00
PA037000003P	Ground Improvements (Landscaping, Mulch, Tree Trimming, Tree Removal, Fence, Planting, Fertilization)	1450	5000SF	10000.00	0.00	0.00	0.00

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

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

U.S. Department of Housing and Urban Development  
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Part II: Supporting Pages		Federal FFY of Grant: 2011					
PHA Name: Housing Authority of the City of Pottsville		Grant Type and Number Capital Fund Program Grant No: PA26P03750111 CFPP (Yes/ No): Replacement Housing Factor Grant No:					
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work	
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>
Second St/Peacock St/John O'Hara St	Carpet/Linoleum Sidewalks/Paving Appliances (8 stoves/8 refrigerators) Vehicle	1460 1450 1465 1475	3000SY 600LF 16 1	10000.00 10000.00 6000.00 10000.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00
	Electric Panels Playground Equipment	1460 1475	44 Replace worn supports	10000.00 2264.00	0.00 0.00	0.00 0.00	0.00 0.00
	Total			58264.00	0.00	0.00	0.00
PA037000004P	Ground Improvements (Landscaping, Mulch, Planting, Tree Trimming, Fertilization)	1450	5000SF	8000.00	0.00	0.00	0.00
Laurel	Carpet/Linoleum	1460	1500SY	10000.00	0.00	0.00	0.00





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

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

**Part I: Summary**  
 PHA Name: Housing Authority of the City of Pottsville  
 Grant Type and Number: Capital Fund Program Grant No: P Replacement Housing Factor Grant No: PA26R03750211  
 Date of CFFP: \_\_\_\_\_  
 FFY of Grant: 2011  
 FFY of Grant Approval: \_\_\_\_\_

Line	Type of Grant	Original	Total Estimated Cost		Total Actual Cost <sup>1</sup> Expended
			Revised <sup>2</sup>	Obligated	
1	Total non-CPP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 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>	9008.00	0.00	0.00	0.00

<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> RHIF funds shall be included here.

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

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

Part I: Summary		FFY of Grant: 2011	
PHA Name: Housing Authority of the City of Pottsville		FFY of Grant Approval:	
Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: PA26R03750211 Date of CFPP:			
Type of Grant	Original Annual Statement <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/2010	Revised <sup>2</sup>	Expend <sup>3</sup>
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Obligated
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)	9008.00	0.00
21	Amount of line 20 Related to LBP Activities	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities		
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 Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
		Date	

*[Signature]*  
 Date: 3/16/11

<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 CFPP Grants for operations.  
<sup>4</sup> REIF funds shall be included here.





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

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

**Part I: Summary**  
 PHA Name: Housing Authority of the City of Pottsville  
 Grant Type and Number: Capital Fund Program Grant No: PA26P03750110  
 Replacement Housing Factor Grant No: \_\_\_\_\_  
 Date of CFFPP: \_\_\_\_\_  
 FFY of Grant: 2010  
 FFY of Grant Approval: \_\_\_\_\_

Line	Type of Grant <input type="checkbox"/> Original Annual Statement and Evaluation Report for Period Ending: 09/30/2010 <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 09/30/2010	Reserve for Disasters/Emergencies <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 09/30/2010	Summary by Development Account		Total Estimated Cost		Total Actual Cost <sup>1</sup>	
			Original	Revised <sup>2</sup>	Obligated	Expended		
1	Total non-CFF Funds							
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	156873.00	156873.00	156873.00	156873.00	156873.00	156873.00	156873.00
3	1408 Management Improvements	117000.00	133000.00	50348.85	50348.85	50348.85	50348.85	50348.85
4	1410 Administration (may not exceed 10% of line 21)	78436.00	78436.00	78437.00	78437.00	78437.00	78437.00	78437.00
5	1411 Audit	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	62000.00	72000.00	43580.01	43580.01	43580.01	43580.01	43580.01
8	1440 Site Acquisition	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	1450 Site Improvement	40000.00	36000.00	32812.85	32812.85	32812.85	32812.85	32812.85
10	1460 Dwelling Structures	200056.00	224056.00	92909.59	92909.59	48075.59	48075.59	48075.59
11	1465.1 Dwelling Equipment-Nonexpendable	24000.00	24000.00	10573.08	10573.08	10573.08	10573.08	10573.08
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	56000.00	60000.00	0.00	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	1499 Development Activities <sup>4</sup>	0.00	0.00	0.00	0.00	0.00	0.00	0.00

<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.

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<b>Part I: Summary</b>		FFY of Grant: 2010	
PHA Name: Housing Authority of the City of Pottsville	Grant Type and Number Capital Fund Program Grant No: PA26P03750110 Replacement Housing Factor Grant No: Date of CFFP: 2010	FFY of Grant Approval:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/2010 <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report		Revised Annual Statement (revision no: 1 )	
Line	Summary by Development Account	Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	50000.00	0.00
20	Amount of Annual Grant: (sum of lines 2 - 19)	784365.00	465534.38
21	Amount of line 20 Related to LBP Activities	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities	0.00	0.00
23	Amount of line 20 Related to Security - Soft Costs	50000.00	0.00
24	Amount of line 20 Related to Security - Hard Costs	0.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures	0.00	0.00
Signature of Executive Director		Signature of Public Housing Director	
<i>[Signature]</i>		<i>[Signature]</i>	
Date		Date	
3/16/11		3/21/11	

<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 CFFP Grants for operations.  
<sup>4</sup> RHP funds shall be included here.

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U.S. Department of Housing and Urban Development  
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Part II: Supporting Pages		Federal FFY of Grant: 2010						
PHA Name: Housing Authority of the City of Pottsville		Grant Type and Number Capital Fund Program Grant No: PA26P03750110						
Development Number Name/PHA-Wide Activities		CFPP (Yes/No): YES Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
PA037000001P	Ground Improvements (Landscaping Mulch, Tree Trimming, Tree Removal, Fertilization)	1450	5000SF	8000.00	8000.00	17555.30	17555.30	In Progress
Barefield/Areh St	Carpet/Linoleum	1460	1500SY	15747.00	10000.00	2945.75	2945.75	In Progress
	Windows	1460	32	40000.00	10000.00	0.00	0.00	Pending
	Bathrooms	1460	32	34309.00	20056.00	0.00	0.00	Pending
	Vehicle (More economical and Energy Efficient)	1475	1	10000.00	10000.00	0.00	0.00	Pending
	Appliances (8 Stoves, 8 Refrigerators)	1465	20	6000.00	6000.00	2706.18	2706.18	In Progress
	Electric Panels	1460	50	2000.00	2000.00	0.00	0.00	Pending
	Boilers/Heating System (Emergency temporary repair)	1460	4 Boilers	0.00	30000.00	30000.00	0.00	Pending
	Total			116056.00	96056.00	53207.23	23207.23	
PA037000002PMichael Close/Laurel Court	Ground Improvements (Landscaping Mulch, Tree Trimming, Planting, Fertilization)	1450	5000SF	10000.00	10000.00	1262.00	1262.00	In Progress
	Carpet/Linoleum	1460	1500SY	10000.00	10000.00	1887.40	1887.40	In Progress
	Elevators	1460	4	50000.00	50000.00	0.00	0.00	Pending
	Vehicles (More economical and Energy Efficient)	1475	1	10000.00	10000.00	0.00	0.00	Pending
	Appliances (8 Stoves, 8 Refrigerators) Windows(from CF09 Finishing Bldg. (Painting) etc. Window Installation)	1465 1460	20 Finishing	6000.00 0	6000.00 18695.80	3737.90 18695.80	3737.90 18695.80	In Progress In Progress
	Total			86000.00	104695.80	25583.10	25583.10	
PA037000003P SS St.	Ground Improvements (Landscaping,	1450	5000SF	10000.00	10000.00	12732.80	12732.80	In Progress

PK, John O'Hara	Mulch, Tree Trimming, Tree Removal, Fertilization)	1460	3000SY	20000.00	10000.00	11872.63	11872.63	In Progress
	Carpet/Linoleum	1460	44	0.00	16920.00	16920.00	2086.00	In Progress
	Electric Panels FR CF08	1475	1	10000.00	10000.00	0.00	0.00	Pending
	Vehicle (More economical and Energy Efficient)	1465	20	6000.00	6000.00	4129.00	4129.00	Pending
	Appliances			46000.00	52920.00	45654.43	30820.43	
	Total							

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

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Part II: Supporting Pages		Federal FFY of Grant: 2010							
PHA Name: Housing Authority of the City of Pottsville		Grant Type and Number Capital Fund Program Grant No: PA26P03750110 CIFFP (Yes/No): YES Replacement Housing Factor Grant No:							
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>		
PA037000004P PA Laurel Terrace	Carpet/Linoleum Electric Panels Elevators LT	1460 1460 1460	1500SY 50 9	10000.00 2000.00 20000.00	10000.00 2000.00 34384.20	10588.01 0.00 0.00	10588.01 0.00 0.00	IN Progress Pending Pending	
	Ground Improvements ( Landscaping, Mulch, Planting, Tree Trimming, Fertilization)	1450	5000SF	8000.00	8000.00	1262.75	1262.75	In Progress	
	Vehicle (More Economical and Energy Efficient)	1475	1	10000.00	10000.00	0.00	0.00	Pending	
	Appliances (8 Stoves, 8 Refrigerators)	1465	20	6000.00	6000.00	0.00	0.00	Pending	

	Total			56000.00	70384.20	11850.76	11850.76	
HA WIDE	Operations	1406		156873.00	156873.00	156873.00	156873.00	Completed
	Public Housing Liaison Officer	1408		50000.00	50000.00	14021.00	14021.00	In Progress
	Staff Training	1408		3000.00	3000.00	15340.79	15340.79	In Progress
	EOC BLAST & Other Recreation Prog	1408		60000.00	70000.00	20987.06	20987.06	In Progress
	Support Services	1408		2000.00	2000.00	0.00	0.00	Pending
	Software Updates	1408		2000.00	8000.00	0.00	0.00	Pending
	Total Management Improvements			117000.00	133000.00	50348.85	50348.85	
	Employee Benefits	1410		78436.00	78436.00	78437.00	78437.00	In Progress
	Architect & Engineering Fees	1430		60000.00	70000.00	43207.75	43207.75	In Progress
	Consultant Fees	1430		2000.00	2000.00	372.26	372.26	In Progress
	Total Fees & Costs			62000.00	72000.00	43580.01	43580.01	
	Computer Hardware	1475	3 Comp	16000.00	20000.00	0.00	0.00	Pending
	Contingency (hot water heaters BF)	1502		50000.00	0.00	0.00	0.00	Completed
	Subtotal			480309.00	460309.00	329238.86	329238.86	
	Total			784365.00	784365.00	465534.38	420700.38	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

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<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>			
PHA Name: Housing Authority of the City of Pottsville			
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)	Reasons for Revised Target Dates <sup>1</sup>
	Original	Actual Obligation	Original Expenditure
		Actual Expenditure End	
		Federal FY of Grant: 2010	

	Obligation End Date	End Date	End Date	Date
PA037000001P Barefield/Arch St	09/2012		09/2014	
PA037000002P Michael Close/Laurel Court	09/2012		09/2014	
PA037000003P SS, PK, John O'Hara	09/2012		09/2014	
PA037000004P Patterson, Laurel Terrace	09/2012		09/2014	
HA-Wide	09/2012		09/2014	

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9f of the U.S. Housing Act of 1937, as amended.

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**Part I: Summary**  
 PHFA Name: Housing Authority of the City of Pottsville  
 Grant Type and Number: Capital Fund Program Grant No: PA26R03750210  
 Replacement Housing Factor Grant No:   
 Date of CFPP:   
 FFY of Grant: 2010  
 FFY of Grant Approval: )

Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 09/30/2010	Reserve for Disasters/Emergenetics <input type="checkbox"/> Reserve for Disasters/Emergenetics Performance and Evaluation Report for Period Ending: 09/30/2010	Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report		Total Actual Cost <sup>1</sup>		
			Total Estimated Cost Revised <sup>2</sup>	Obligated	Expended	Expended	
1	Total non-CFP Funds						
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>						
3	1408 Management Improvements						
4	1410 Administration (may not exceed 10% of line 21)						
5	1411 Audit						
6	1415 Liquidated Damages						
7	1430 Fees and Costs						
8	1440 Site Acquisition						
9	1450 Site Improvement						
10	1460 Dwelling Structures						
11	1465.1 Dwelling Equipment—Nonexpendable						
12	1470 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>			9008.00	0.00	9008.00	0.00

<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> PHFAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF Funds shall be included here.

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<b>Part I: Summary</b>		FFY of Grant: 2010	
PHA Name: Housing Authority of the City of Pottsville	Grant Type and Number Capital Fund Program Grant No: PA26R03750210 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval:	
Type of Grant	<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1 ) <input type="checkbox"/> 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	Expended
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)	9008.00	0.00
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
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 Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
Date		Date	

Signature of Executive Director: *[Signature]*  
 Date: 3/16/11

Signature of Public Housing Director: *[Signature]*  
 Date: 5/21/11

<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.





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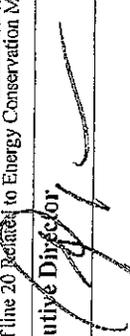
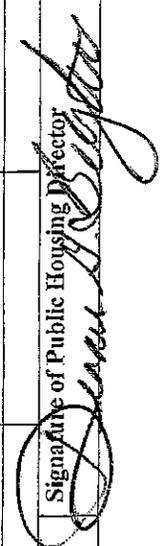
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Part I: Summary		Grant Type and Number		FFY of Grant: 2009	
PHA Name: Housing Authority of the City of Pottsville		Capital Fund Program Grant No: PA26R03750209		FFY of Grant Approval:	
Date of CFFP:		Replacement Housing Factor Grant No: PA26R03750209			
Line	Type of Grant	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>
			Original	Revised <sup>2</sup>	
			Obligated	Expended	
1	Total non-CFF Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 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>		8717.00	8717.00	0.00

<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.

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<b>Part I: Summary</b>		FFY of Grant: 2009	
PHA Name: Housing Authority of the City of Pottsville		FFY of Grant Approval:	
Grant Type and Number Capital Fund Program Grant No: PA26R03750209			
Replacement Housing Factor Grant No: Date of CFFP:			
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/09		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>	<b>Total Actual Cost<sup>1</sup></b>
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)	8717.00	0.00
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
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 Conservation Measures		
Signature of Executive Director:		Original	Revised <sup>2</sup>
		8717.00	0.00
Signature of Public Housing Director:		Obligated	Expended
			
Date: 3/16/11		Date: 3/21/11	

<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 CFFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.





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<b>Part I: Summary</b>		FFY of Grant: 2008R	
PHA Name: Housing Authority of the City of Pottsville		FFY of Grant Approval:	
Grant Type and Number Capital Fund Program Grant No: PA26R03750208 Replacement Housing Factor Grant No: Date of CFFP:			
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/2010 <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/2010		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Obligated
		Revised <sup>2</sup>	Expended
1	Total non-CFFP Funds		
2	1406 Operations (may not exceed 20% of line 21) ?		
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)		
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs		
8	1440 Site Acquisition		
9	1450 Site Improvement		
10	1460 Dwelling Structures		
11	1465.1 Dwelling Equipment—Nonexpendable		
12	1470 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>	8153.00	0.00
		8153.00	0.00

<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 CFFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

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Part I: Summary		FFY of Grant: 2008R		FFY of Grant Approval:	
PHA Name: Housing Authority of the City of Pottsville		Grant Type and Number Capital Fund Program Grant No: PA26R03750208 Replacement Housing Factor Grant No: Date of CFFP:			
Type of Grant		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no: )	
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/31/2009		<input type="checkbox"/> Revised <input type="checkbox"/> Final Performance and Evaluation Report		Total Actual Cost <sup>1</sup>	
Line	Summary by Development Account	Original	Revised <sup>2</sup>	Obligated	Expended
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)	8153.00	8153.00	0.00	0.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
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 Conservation Measures				
Signature of Executive Director		Date: 3/16/11		Date: 3/21/11	
		Signature of Public Housing Inspector			

<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 CFFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.





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**Part I: Summary**

PHA Name: Housing Authority of the City of Pottsville

Grant Type and Number: Capital Fund Program Grant No: PA26R03750207  
 Replacement Housing Factor Grant No: \_\_\_\_\_  
 Date of CFFP: \_\_\_\_\_

FY of Grant: 2007R  
 FY of Grant Approval: \_\_\_\_\_

Type of Grant Line	Original	Revised <sup>2</sup>	Total Actual Cost <sup>1</sup>	
			Obligated	Expended
1	Total non-CFF Funds			
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>			
3	1408 Management Improvements			
4	1410 Administration (may not exceed 10% of line 21)			
5	1411 Audit			
6	1415 Liquidated Damages			
7	1430 Fees and Costs			
8	1440 Site Acquisition			
9	1450 Site Improvement			
10	1460 Dwelling Structures			
11	1465.1 Dwelling Equipment—Nonexpendable			
12	1470 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>	7540.00	0.00	0.00

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report on 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.

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 Capital Fund Financing Program

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 Office of Public and Indian Housing  
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<b>Part I: Summary</b>		FFY of Grant: 2007R	
PHA Name: Housing Authority of the City of Potsville		FFY of Grant Approval:	
Grant Type and Number Capital Fund Program Grant No: PA26R03750207 Replacement Housing Factor Grant No: Date of CFFP:			
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/2009		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Summary by Development Account <input type="checkbox"/> Reserve for Disasters/Emergencies			
Line		Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup>
18a	1501 Collateralization or Debt Service paid by the PHA		Obligated
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		Expended
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	7540.00	0.00
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
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 Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
Date		Date	
3/16/11		3/21/11	

<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 CFFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.







**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 2011, 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 Pottsville PA037

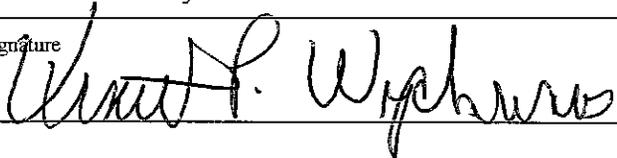
PHA Name

PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20 11 - 20 15

Annual PHA Plan for Fiscal Years 20 11 - 20     

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
Vincent P Wychunas	Chairman
Signature	Date
	1-5-11

# 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 Pottsville

Program/Activity Receiving Federal Grant Funding

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

Craig S.L. Shields

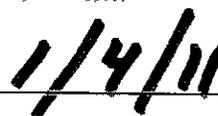
Title

Executive Director

Signature



Date (mm/dd/yyyy)



Previous edition is obsolete

form HUD 50071 (3/98)  
ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3

# Certification for a Drug-Free Workplace

U.S. Department of Housing  
and Urban Development

Applicant Name

Housing Authority of the City of Pottsville

Program/Activity Receiving Federal Grant Funding

Capital Fund

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 Federal agency 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.

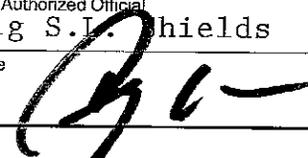
2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each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

Main Office-410 Laurel Blvd Patterson, 101 N. 12th St  
Barefield, Fairmount & Main St Warehouse, 300 E Railroad St  
Michael Close, 510 W Norwegian St  
Laurel Court, 400 Laurel Blvd  
Laurel Terrace/John O'Hara St, 7th & Laurel Blvd  
West Arch St, 1100 West Arch Street  
Peacock & N. Second St.

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 Craig S.L. Shields	Title Executive Director
Signature 	Date 1/4/11

X

**Civil Rights Certification**

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

**Civil Rights Certification**

**Annual Certification and Board Resolution**

*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 Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency 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, and will affirmatively further fair housing.

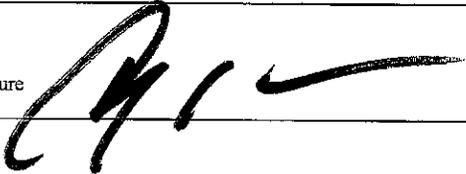
Housing Authority City of Pottsville

PA037

PHA Name

PHA Number/HA Code

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 Craig S.L. Shields	Title Executive Director
Signature 	Date 1/4/11

# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure.)

Approved by OMB  
0348-0046

<b>1. Type of Federal Action:</b> <input checked="" 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 _____, if known:  Congressional District, if known: 4c	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   Congressional District, if known:	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<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> (if individual, last name, first name, MI):	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):	
<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 fier 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:  Print Name: <u>Craig S.L. Shields</u> Title: <u>Executive Director</u> Telephone No.: <u>570-628-2702</u> Date: _____	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

**Resolution 761**  
**Agency PLAN FY 2011, 5 Year Plan for FY's 2011-2015**

The following Resolution was adopted at the Regular Meeting of the Housing Authority of the City of Pottsville held on Wednesday, December 8, 2010.

**BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF POTTSVILLE** that the Board of Commissioners adopts The Housing Authority of the City of Pottsville's Agency Plan for FY 2011, 5 Year Plan for FY's 2011-2015 and updated statements of the Admissions and Continued Occupancy Policy and updated Section 8 Administrative Plan for the submission to HUD.

The motion was made by Wixted seconded by Quirk.

The above Resolution is adopted.

AYES

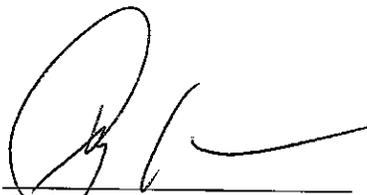
NAYS

Wixted  
Quirk  
Wilson  
Wychunas

The Chairman thereupon declared the motion carried and the Resolution adopted.

I, Craig S.L. Shields, Secretary of the Housing Authority of the City of Pottsville, do hereby certify the foregoing is a true and correct copy of the Resolution duly adopted by the members thereof at a meeting held on Wednesday, December 8, 2010 at which a quorum was present.

Witness my name and the affixing of the official seal of the Authority this 8<sup>th</sup> day of December 2010.

  
\_\_\_\_\_  
Craig S.L. Shields  
Secretary