

<b>PHA 5-Year and Annual Plan</b>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011																																							
<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>Housing Authority of the County of Mifflin</u> PHA Code: <b>PA041</b> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>01/2011</u>																																								
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>279</u> Number of HCV units: <u>220</u>																																								
<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																																								
<b>4.0</b>	<b>PHA Consortia</b> <i>N/A</i> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																																								
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update. <b><i>NOT APPLICABLE</i></b>																																								
<b>5.1</b>	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: <b><i>NOT APPLICABLE</i></b>																																								
<b>5.2</b>	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. <b><i>NOT APPLICABLE</i></b>																																								
<b>6.0</b>	<b>PHA Plan Update</b>  (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:  <p style="text-align: center;">The following PHA Plan elements marked '<u>X</u>' have been revised since the last Annual Plan submission by the Housing Authority of the County of Mifflin.  <u>N/C</u> denotes NO CHANGE and <u>N/A</u> denotes NOT APPLICABLE</p> <table style="margin-left: auto; margin-right: auto;"> <tr><td><u>N/C</u></td><td>903.7(1)</td><td>Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures</td></tr> <tr><td><u>X</u></td><td>903.7(2)</td><td>Financial Resources</td></tr> <tr><td><u>N/C</u></td><td>903.7(3)</td><td>Rent Determination</td></tr> <tr><td><u>N/C</u></td><td>903.7(4)</td><td>Operation and Management</td></tr> <tr><td><u>N/C</u></td><td>903.7(5)</td><td>Grievance Procedures</td></tr> <tr><td><u>N/C</u></td><td>903.7(6)</td><td>Designated Housing for Elderly and Disabled Families</td></tr> <tr><td><u>X</u></td><td>903.7(7)</td><td>Community Service and Self-Sufficiency</td></tr> <tr><td><u>N/C</u></td><td>903.7(8)</td><td>Safety and Crime Prevention</td></tr> <tr><td><u>N/C</u></td><td>903.7(9)</td><td>Pets</td></tr> <tr><td><u>N/C</u></td><td>903.7(10)</td><td>Civil Rights Certification</td></tr> <tr><td><u>X</u></td><td>903.7(11)</td><td>Fiscal Year Audit</td></tr> <tr><td><u>N/A</u></td><td>903.7(12)</td><td>Asset Management</td></tr> <tr><td><u>N/C</u></td><td>903.7(13)</td><td>Violence Against Women Act (VAWA)</td></tr> </table>		<u>N/C</u>	903.7(1)	Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures	<u>X</u>	903.7(2)	Financial Resources	<u>N/C</u>	903.7(3)	Rent Determination	<u>N/C</u>	903.7(4)	Operation and Management	<u>N/C</u>	903.7(5)	Grievance Procedures	<u>N/C</u>	903.7(6)	Designated Housing for Elderly and Disabled Families	<u>X</u>	903.7(7)	Community Service and Self-Sufficiency	<u>N/C</u>	903.7(8)	Safety and Crime Prevention	<u>N/C</u>	903.7(9)	Pets	<u>N/C</u>	903.7(10)	Civil Rights Certification	<u>X</u>	903.7(11)	Fiscal Year Audit	<u>N/A</u>	903.7(12)	Asset Management	<u>N/C</u>	903.7(13)	Violence Against Women Act (VAWA)
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**6.0** (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

The following are the specific locations where the public may obtain copies of the 2011 Annual Plan:

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

## 6.0 PHA Plan Elements

### 903.7(1) Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures ***NO CHANGE***

#### A. Public Housing

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

##### (1) Eligibility

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

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

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

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

- Local law enforcement agencies
- State law enforcement agencies

(2) Selection and Assignment

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

(3) Preferences

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

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

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

The PHA plans to employ the following admission preferences for admission to public housing:

## Priority

- |          |  |
|----------|--|
| <u>1</u> | - Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)   |
| <u>1</u> | - Victims of domestic violence   |
| <u>1</u> | - Substandard housing  |
| <u>1</u> | - Homelessness   |
| <u>1</u> | - High rent burden (rent is >50 percent of income)   |
| <u>1</u> | - Residents who live and/or work in the jurisdiction   |
| <u>1</u> | - Individuals who are considering a move from clinically restrictive or congregate situations such as CRRS (group homes), State Hospitals, transitional living programs, personal care boarding homes and nursing homes into an independent living environment, upon verification of receipt of Medicaid-funded long-term care services. |

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

In relationship of preferences to income targeting requirements, the pool of applicant families ensures that the PHA will meet income targeting requirements. If pool of applicants not sufficient to ensure income targeting requirements, PHA will apply preferences within income tiers.

(4) Unit Assignment

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

(5) Maintaining Waiting List

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

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

(6) Occupancy

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

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

Residents must notify the PHA of changes in family composition:

- At any time family composition changes

(7) Deconcentration and Income Mixing

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

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

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

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
Lewistown	11	C – The covered Development’s or Development’s size, location, and/or configuration promote income deconcentration, such as scattered site or small developments.	
Derry Township	7	C – The covered Development’s or Development’s size, location, and/or configuration promote income deconcentration, such as scattered site or small developments.	
Lawler Place	84	C – The covered Development’s or Development’s size, location, and/or configuration promote income deconcentration, such as scattered site or small developments.	

### B. Section 8

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

#### (1) Eligibility

The PHA conducts screening to the extent of:

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

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

- Local law enforcement agencies
- State law enforcement agencies

The PHA shares the following information with prospective landlords:

- Current address of participant, name and address of current and prior landlord(s), if public housing tenant, will provide additional information if release of information has been signed. Information will not be released if applicant is in an abusive situation.

(2) Waiting List Organization

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

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

- PHA main administrative office

(3) Search Time

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

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

(4) Preferences

The PHA does not plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of the median area income.

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

**Priority Preference**

- |          |  |
|----------|--|
| <u>1</u> | - Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)   |
| <u>1</u> | - Victims of domestic violence   |
| <u>1</u> | - Substandard housing  |
| <u>1</u> | - Homelessness   |
| <u>1</u> | - High rent burden (rent is >50 percent of income)   |
| <u>1</u> | - Residents who live and/or work in the jurisdiction   |
| <u>1</u> | - Individuals who are considering a move from clinically restrictive or congregate situations such as CRRS (group homes), State Hospitals, transitional living programs, personal care boarding homes and nursing homes into an independent living environment, upon verification of receipt of Medicaid-funded long-term care services. |

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

In relationship of preferences to income targeting requirements, the pool of applicant families ensures that the PHA will meet income targeting

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Published notices

903.7(2) Financial Resources *CHANGE*

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>1. Federal Grants (FY 2011 grants)</b>		
a) Public Housing Operating Fund	603,156.00	
b) Public Housing Capital Fund	402,422.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	694,706.00	
Estimated Admin.	127,711.00	
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2008 Capital Fund	9,966.00	Public housing capital improvements
2009 Capital Fund	215,981.00	Public housing capital improvements
2010 Capital Fund	402,422.00	Public housing capital improvements
<b>3. Public Housing Dwelling Rental Income</b>		
	785,500.00	Public housing operations
<b>4. Other income (list below)</b>		
Interest on Investments:	10,400.00	
Other income:	20,300.00	
legal fees, maint. charges to tenants, late fees, NSF check charges, etc.		
Non-dwelling rent	700.00	
Excess utilities	19,000.00	
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$3,292,264.00</b>	

**6.0** 903.7 (3) Rent Determination Policies ***NO CHANGE***

A. Public Housing

(1) Income Based Rent Policies

a. Use of discretionary policies

The PHA will employ discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions).

b. Minimum Rent

The PHA's minimum rent is \$50.00.

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

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

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

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

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

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

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

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

- d. Discretionary deductions and/or exclusion policies

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

- e. Ceiling Rents

The PHA does not have ceiling rents.

- f. Rent Re-determinations

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

- Within 10 days of occurrence; anytime there is change

## g. Individual Savings accounts (ISAs)

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

(2) Flat Rents

The PHA used the following sources of information in setting the market-based flat rents to establish comparability. The Flat Rent schedule was amended and approved by the Board of Commissioners on August 25, 2010. They will take affect November 1, 2010.

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

B. Section 8 Tenant-based Assistance(1) Payment Standards

The PHA's payment standard is:

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

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

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

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

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

(2) Minimum Rent

The PHA's minimum rent is \$50.00.

The PHA has adopted discretionary minimum rent hardship exemption policies. (if yes, list below)

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

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

**6.0**

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

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

- 2. If tenant initiates a request for a hardship exemption that the PHA determines is temporary in nature:
  - a. If the hardship is determined to be temporary, minimum rent may be suspended; during the ninety (90) day period beginning on the day the request is made. At the end of the ninety (90) day period, the minimum rent is reinstated retroactively to the date of suspension and the HAP is again adjusted.
  - b. In the case of a temporary hardship, the PHA will allow the family a maximum of six (6) months to make payment of any delinquent minimum rent payments accrued during the suspension period. However, the family must execute a Repayment Agreement.
  - c. If the hardship is subsequently determined to be long-term, the PHA will retroactively exempt residents from the minimum rent requirement for the ninety (90)-day period.
  - d. Note that the PHA can only suspend the minimum rent contribution. If the family is residing in a unit whose Gross Rent exceeds the Payment Standard, the family will be responsible for the excess rent.
- 3. Hardship determinations are subject to the PHA's Informal Hearing Process and families are exempt from any escrow deposit that may be required under regulations governing the hearing process for other determinations.

**6.0** 903.7(4) Operation and Management ***NO CHANGE***

(1) PHA Management Structure

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

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

- Consultants
- Solicitor
- Accountant

Public Housing

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

Section 8

- Section 8 Coordinator
- Section 8 Inspector

Maintenance Department

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

- b. HUD Programs Under PHA Management

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	279	76
Section 8 Vouchers	220	62
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

## c. Management and Maintenance Policies

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

## Public Housing Management:

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

## Section 8 Management:

- Administrative Plan

903.7(5) Grievance Procedures ***NO CHANGE***

## A. Public Housing

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

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

- PHA main administrative office

## B. Section 8 Tenant-Based Assistance

The PHA has not established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982.

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

- PHA main administrative office

**6.0** 903.7(6) Designated Housing for Elderly and Disabled Families *NO CHANGE*

The PHA has not designated or applied for approval to designate or does not plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will not apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year.

903.7(7) Community Service and Self-Sufficiency *CHANGE*

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

1. The PHA has not entered into a cooperative agreement with the TANF Agency, to share information and /or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937.)
2. Other coordination efforts between the PHA and TANF agency include:
  - Client referrals
  - Information sharing regarding mutual clients (for rent determinations and otherwise)
  - Contract with Career Link to provide work-site for public welfare recipients required to complete Community Service to maintain benefits.

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

(1) General

a. Self-Sufficiency Policies

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

- Public housing admissions policies
- Section 8 admissions policies

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

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

### C. Welfare Benefit Reductions

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

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.

### D. Community Service Requirement

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

#### **Description of the Community Service Policy**

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

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

**Administrative Steps Taken to Implement the Requirement**

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

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

**Programmatic Aspects of the Requirements**

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

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

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

**Process to Cure Noncompliance**

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

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

**Noncompliance**

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

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

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

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

Community Service Implementation Report:

- Number of tenants required to perform community service: 13
- Number of tenants performing community service: 9
- Number of tenants granted exemptions: 108
- Number of tenants in non-compliance: 4
- Number of tenants terminated/evicted due to non-compliance: 1\*

\* Termination in process

**6.0** 903.7(8) Safety and Crime Prevention ***NO CHANGE***

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

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

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

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

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

## C. Coordination between PHA and the police.

1. Description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities:
  - Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
  - Police provide crime data to housing authority staff for analysis and action
  - Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
  - Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
2. Developments that are most affected:
  - All developments

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

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

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

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

Limit of one pet per household.

Limit for birds is two (2).

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

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

Pet owner shall license their pet as required by law.

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

Pet must be spayed or neutered.

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

**6.0** 903.7(10) Civil Rights Certification ***NO CHANGE***

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

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

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

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

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

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

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

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

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

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

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

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

#### 903.7(11) Fiscal Year Audit

The PHA is required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)).

The most recent fiscal audit (period beginning 12/31/09) has been conducted and a draft report submitted to the Authority.

There were no findings or recommendations.

Expect the final report to be submitted to HUD prior to the submission of the 2011 PHA Plan.

#### 903.7(12) Asset Management ***NOT APPLICABLE***

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

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

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

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

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

<p><b>6.0</b></p>	<p>The MCHA efforts may include to:</p> <ul style="list-style-type: none"> <li>▪ Provide and maintain housing opportunities for victims of domestic violence, dating violence, or stalking;</li> <li>▪ Create and maintain collaborative partnerships between MCHA, victim service providers, law enforcement authorities, and other supportive groups to promote the safety and well-being of victims of domestic violence, dating violence, or staking (whether actual or imminent threat) who are assisted by MCHA;</li> <li>▪ Ensure the physical safety of victims of domestic violence, dating violence, or stalking (whether actual or imminent threat) who are assisted by MCHA; maintain compliance with all applicable requirements imposed by VAWA.</li> <li>▪ Take appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting families or individuals assisted by MCHA.</li> </ul> <p>The MCHA was already providing a preference for victims of domestic violence prior to passage of the VAWA and will continue to provide this preference. In addition, we have added the circumstances of domestic violence to the transfer policy that will permit the affected family or individual to take precedence over new admissions.</p>
<p><b>7.0</b></p>	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b>  <i>Include statements related to these programs as applicable. <b>NO CHANGE</b></i></p> <p>a. HOPE VI or Mixed Finance Modernization or Development</p> <p>The PHA has not received a HOPE VI revitalization grant.</p> <p>The PHA does not plan to apply for a HOPE VI Revitalization grant in the Plan year.</p> <p>The PHA will not be engaging in any mixed-finance development activities for public housing in the Plan year.</p> <p>The PHA will not be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement.</p> <p>b. Demolition and/or Disposition</p> <p>The PHA does not plan to conduct any demolition or disposition activities in the plan Fiscal Year.</p> <p>c. Conversion of Public Housing</p> <p>Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act</p>

<p><b>7.0</b></p>	<p>The PHA does not have any developments or portions of developments identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act.</p> <p>d. Homeownership</p> <p>1. <u>Public Housing</u></p> <p>The PHA does not administer any homeownership programs for public housing.</p> <p>2. <u>Section 8 Tenant Based Assistance</u></p> <p>The PHA does not plan to administer any homeownership programs for section 8.</p> <p>e. Project-based Vouchers</p> <p>Our agency is not currently operating nor intends to operate a Section 8 Project Based Voucher Program.</p>
<p><b>8.0</b></p>	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
<p><b>8.1</b></p>	<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.</p> <p>Required reports are included as following attachments:</p> <ul style="list-style-type: none"> <li>▪ 2011 Capital Fund Program Annual Estimate - attachment pa041a01</li> <li>▪ 2010 Capital Fund Program Annual Statement - attachment pa041c01</li> </ul>
<p><b>8.2</b></p>	<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.</p> <p>Required report is included as following attachment:</p> <ul style="list-style-type: none"> <li>▪ FY 2011 Capital Fund Program 5 Year Action Plan - attachment pa041b01</li> <li>▪</li> </ul>
<p><b>8.3</b></p>	<p><b>Capital Fund Financing Program (CFFP).</b> <i>N/A</i></p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

<b>9.0</b>	<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, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact”.</p> <p><b><i>NOT APPLICABLE – PHA IS HIGH PERFORMER</i></b></p>
<b>9.1</b>	<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><i>NOT APPLICABLE – PHA IS HIGH PERFORMER</i></b></p>

<b>10.0</b>	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p><b><i>NOT APPLICABLE – PHA IS HIGH PERFORMER</i></b></p> <p>(a) <b>Progress in Meeting Mission and Goals.</b> 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. <b>(Note: <u>Standard and Troubled PHAs complete annually</u> Small and High Performers complete only for Annual Plan submitted with the 5- Year Plan).</b></p> <p>(b) <b>Significant Amendment and Substantial Deviation/Modification.</b> PHA must provide the definition of “significant amendment” and “substantial deviation/modification”. <b>(Note: <u>Standard and Troubled PHAs complete annually</u>; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)</b></p> <p>(c) PHA’s must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. <i>N/A</i></p>
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<b>11.0</b>	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p style="padding-left: 40px;">Form HUD 50077-CR, Civil Rights Certification Provided as attachment pa041d01</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p style="padding-left: 40px;">Provided as attachment pa041d01</p> <p>(g) Challenged Elements – NO ELEMENTS CHALLENGED</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p style="padding-left: 40px;">Provided as attachments pa041a01, and pa041c01</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p> <p style="padding-left: 40px;">Provided as attachment pa041b01</p> <p>Form HUD 50077-CR, Civil Rights Certification Provided as attachment pa041e01</p>
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Attachment pa041a01

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

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

<b>Part I: Summary</b>	
PHA Name: <b>HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN</b>	Grant Type and Number: Capital Fund Program No: <b>PA26P04150111</b> Replacement Housing Factor Grant No: Date of CFFP:
FFY of Grant: 2011 FFY of Grant Approval: 2011	

Original Annual Statement     
  Reserved for Disasters/Emergencies     
  Revised Annual Statement (revision no: )     
  Final Performance and Evaluation Report  
 Performance and Evaluation Report for Period Ending:

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	80,484.00			
3	1408 Management Improvements	61,850.00			
4	1410 Administration	40,242.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	25,000.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	83,415.00			
10	1460 Dwelling Structures	108,931.00			
11	1465.1 Dwelling Equipment-Nonexpendable	0.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	2,500.00			
14	1485 Demolition	0.00			
15	1492 Moving to Work Demonstration	0.00			
16	1495.1 Relocation Costs	0.00			
17	1499 Development Activities 4	0.00			

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

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

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

<b>Part I: Summary</b>						
<b>PHA Name:</b> HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN		<b>Grant Type and Number:</b> Capital Fund Program No: PA26P04150111 Replacement Housing Factor Grant No: Date of CFFP:			<b>FFY of Grant:</b> 2011 <b>FFY of Grant Approval:</b> 2011	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
No.		Original	Revised 2	Obligated	Expended	
18a	1501 Collateralization or Debt Service Paid by the PHA	0.00				
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	-	-			
19	1502 Contingency (may not exceed 8% of Line 20)	0.00				
20	Amount of Annual Grant (sums of lines 2-19)	<b>\$402,422.00</b>				
21	Amount of Line 20 Related to LBP Activities	0.00				
22	Amount of Line 20 Related to Section 504 Compliance	17,500.00				
23	Amount of Line 20 Related to Security - Soft Costs	38,500.00				
24	Amount of Line 20 Related to Security - Hard Costs	0.00				
25	Amount of Line 20 Related to Energy Conservation Measures	0.00				
<b>Signature of Executive Director</b> <i>Cindy L. Mattera</i>			<b>Signature of Public Housing Director</b>			
<b>Date</b> 10-8-10			<b>Date</b>			

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

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

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

<b>Part II: Supporting Pages</b>								
PHA Name: <b>HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN</b>				Grant Type and Number: Capital Fund Program No: <b>PA26P04150111</b>			Federal FFY of Grant: <b>2011</b>	
				Replacement Housing Factor Grant No: _____ CFFP (Yes/No) <b>No</b>				
				Date of CFFP: _____				
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 1	Funds Obligated 2	Funds Expended 2	
	<b>OPERATIONS</b>	1406		80,484.00				
	<b>MANAGEMENT IMPROVEMENTS:</b>							
	1. Protective Services:Contract w/Police Dept	1408		38,500.00				
	2. Agency Plan - Contract for technical assistance	1408		6,950.00				
	3. Policy Revisions - Contract to Revise/update HA policies	1408		3,900.00				
	4. Staff Training: Management & financial staff	1408		10,000.00				
	5. Computer software Upgrades - program updates & revisions	1408		2,500.00				
	<b>ADMINISTRATION: Admin wages &amp; Fringe benefits</b>	1410		40,242.00				
	<b>FEES &amp; COSTS: A&amp;E Fees</b>							
	1. A&E Fees	1430		15,000.00				
	2. Five-year energy audit	1430		10,000.00				
	<b>SITE IMPROVEMENTS:</b>							
PA041000005	1. Pave/re-pave Scattered Site driveways	1450	3	10,000.00				
HA-WIDE	2. Pave/re-pave/seal/replace parking areas & concrete	1450		20,888.00				
PA041000004	3. Parking lot: Paving, sidewalk, curbs, drainage, fencing	1450	1 lot	13,027.00				
HA-WIDE	4. Parking lot lighting - Burgard & Coleman House	1450	2 lots	19,500.00				
PA041000005	5. Replaces porch, concrete & fencing - Scattered Sites	1450	1 site	10,000.00				
PA041000001	6. Replace existing handicapped ramps	1450	4	10,000.00				
	<b>DWELLING STRUCTURES:</b>							
HA-WIDE	1. Floor replacement	1460	1 unit	12,500.00				
PA041000001	2. ADA modifications - kitchen & bath - Lawler Place	1460	1 unit	7,500.00				
PA041000001	3. Install range hoods & under cabinet light - Lawler Place	1460	84	10,000.00				
PA041000004	4. Roof replacement & exterior wood restoration - Coleman	1460	1 bldg	58,931.00				
PA041000005	5. Replace windows & Roof - Scattered Sites	1460	1 house	10,000.00				
PA041000001 & 2	6. Repair/Replace Dryvit - Lawler Place & McCoy Manor	1460	t/b/d	10,000.00				
	<b>NON-DWELLING EQUIPMENT:</b>							
	Replace obsolete computer hardware	1475	2 units	2,500.00				
<b>TOTAL CAPITAL FUNDS GRANT - 2011</b>					<b>\$402,422.00</b>			

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

**Attachment pa041b01**

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

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

Expires: 4/30/2011

<b>Part I: Summary</b>						
PHA Name/Number <b>HOUSING AUTHORITY COUNTY OF MIFFLIN - PA041</b>			Locality (City/County& State) <b>LEWISTOWN / MIFFLIN CO / PENNSYLVANIA</b>		<input checked="" type="checkbox"/> Original <input type="checkbox"/>	
A.	Development Number and Name <b>HA-Wide</b>	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	- 189,846.00	- 194,846.00	- 193,846.00	- 178,346.00
C.	Management Improvements		61,850.00	61,850.00	61,850.00	66,850.00
D.	PHA-Wide Non-dwelling Structures and Equipment		- 15,000.00	- 10,000.00	- 11,000.00	- 21,500.00
E.	Administration		40,242.00	40,242.00	40,242.00	40,242.00
F.	Other		15,000.00	15,000.00	15,000.00	15,000.00
G.	Operations		80,484.00	80,484.00	80,484.00	80,484.00
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		<b>\$402,422.00</b>	<b>\$402,422.00</b>	<b>\$402,422.00</b>	<b>\$402,422.00</b>
L.	Total Non-CFP Funds		0.00	0.00	0.00	0.00
M.	Grand Total		<b>\$402,422.00</b>	<b>\$402,422.00</b>	<b>\$402,422.00</b>	<b>\$402,422.00</b>

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

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

Expires: 4/30/2011

<b>Part I: Summary (Continuation)</b>						
PHA Name/Number		Locality (City/County& State)			<input checked="" type="checkbox"/> Original <input type="checkbox"/>	
HOUSING AUTHORITY COUNTY OF MIFFLIN - PA041		LEWISTOWN / MIFFLIN CO / PENNSYLVANIA				
A.	Development Number and Name	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__
	PA041000001 Lawler		82,688.00	21,819.00	59,871.00	26,186.00
	PA041000002 McCoy		15,364.00	49,712.00	21,914.00	20,650.00
	PA041000003 Burgard Apts		0.00	0.00	27,477.00	48,200.00
	PA041000004 Coleman Hse		33,027.00	40,000.00	36,269.00	25,400.00
	PA041000005 Scattered Sites		30,000.00	41,500.00	17,500.00	12,500.00
	HA-Wide		241,343.00	249,391.00	239,391.00	269,486.00
	<b>Grand Total</b>		<b>\$402,422.00</b>	<b>\$402,422.00</b>	<b>\$402,422.00</b>	<b>\$402,422.00</b>



Capital Fund Program Five-Year Action Plan

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

Expires: 4/30/2011

Part II: Supporting Pages - Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2011	Work Statement for Year <u>2014</u>			Work Statement for Year <u>2015</u>		
	FFY <u>2014</u>			FFY <u>2015</u>		
	Development Number/Name General Description of Major Work Items	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Items	Quantity	Estimated Cost
See	<b>HA-Wide:</b>			<b>HA-Wide:</b>		
Annual	1. ADA kitchens/bathrooms	2 units	7,500.00	1. ADA kitchens/bathrooms	2 units	7,500.00
Statement	2. Replace concrete & fencing	t/b/d	10,815.00	2. Low-flow toilets 1.6 GPM	40 units	10,000.00
	3. Replace site lighting	t/b/d	12,500.00	3. Stove/refrigerator replacement	20	10,000.00
	<b>PA041000001 Lawler:</b>			4. Fire extinguishers/families	94	3,290.00
	1. Sewer line repairs	t/b/d	5,000.00	5. Fluor to T8 lighting	50 units	14,620.00
	2. Replace ADA ramps	8 units	5,000.00	<b>PA041000001 Lawler:</b>		
	3. Boilers/on-demand h/w heaters	11 units	20,000.00	1. Bath exhaust fans & vanities	18 units	8,086.00
	4 Bathroom exhaust fans	32 units	4,871.00	2. Central air for Admin Bldg	1 building	10,000.00
	5. Central air in Admin Bldg	1 building	25,000.00	3. Storage sheds/families	2	600.00
	<b>PA041000002 McCoy</b>			4. New benches & picnic tables	6 & 5	7,500.00
	1. Roof replacement	1 building	12,764.00	<b>PA041000002 McCoy:</b>		
	2. Kitchen refurbishing	2 units	8,500.00	1. Boilers/on-demand h/w heaters	5 units	10,000.00
	3. Storage sheds/families	2	650.00	2. Roof replacement	1 building	10,650.00
	<b>PA041000003 Burgard Apts:</b>			<b>PA041000003 Burgard Apts:</b>		
	1. Replace roof	1	17,111.00	1. Correct plumbing problem	5 units	10,500.00
	2. Correct plumbing problem	5 units	10,366.00	2. Replace 2 boilers	2	12,500.00
	<b>PA041000004 Coleman Hse:</b>			3. Replace emerg generator	1	10,000.00
	1. Upgrade fire alarm system	1	14,000.00	4. Upgrade trash compactor	1	15,200.00
	2. Install second elevator	1	20,000.00	<b>PA041000004 Coleman Hse:</b>		
	3. Install LED Exit signs	20	2,269.00	1. Floor repairs/replacement	4 units	7,500.00
	<b>PA041000005 Scattered Sites:</b>			2. Boiler replacement	2	10,000.00
	1. Floor replacement	1 house	7,500.00	3. A/C replacement	20	7,900.00
	2. Replace porches, fences & sidewalks	1 house	10,000.00	<b>PA041000005 Scattered Sites:</b>		
				1. Roof replacement	1 house	6,500.00
				2. Window replacement	2 houses	6,000.00
		<b>Subtotal</b>	<b>\$193,846.00</b>		<b>Subtotal</b>	<b>\$178,346.00</b>





Attachment pa041c01

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

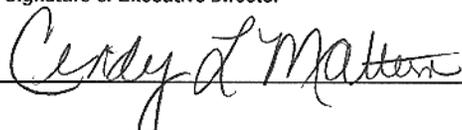
U. S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>					
PHA Name: <b>HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN</b>		Grant Type and Number: Capital Fund Program No: <b>PA26P04150110</b> Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2010 FFY of Grant Approval: 2010	
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserved for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1 )	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	81,120.00	80,484.00	0.00	0.00
3	1408 Management Improvements	61,850.00	61,850.00	0.00	0.00
4	1410 Administration	40,560.00	40,242.00	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	25,000.00	25,000.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	106,015.00	138,000.00	0.00	0.00
10	1460 Dwelling Structures	81,064.00	54,346.00	0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	10,000.00	2,500.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities 4	0.00	0.00	0.00	0.00

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

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

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

<b>Part I: Summary</b>					
PHA Name: <b>HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN</b>		Grant Type and Number: Capital Fund Program No: <b>PA26P04150110</b> Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2010 FFY of Grant Approval: 2010
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserved for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1 )	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report			
No.		Original	Revised 2	Obligated	Expended
18a	1501 Collateralization or Debt Service Paid by the PHA	0.00	0.00	0.00	0.00
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	-	-	-	-
		0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of Line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (sums of lines 2-19)	<b>\$405,609.00</b>	<b>\$402,422.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
21	Amount of Line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of Line 20 Related to Section 504 Compliance	12,500.00	6,346.00	0.00	0.00
23	Amount of Line 20 Related to Security - Soft Costs	38,500.00	38,500.00	0.00	0.00
24	Amount of Line 20 Related to Security - Hard Costs	33,000.00	70,500.00	0.00	0.00
25	Amount of Line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00
Signature of Executive Director		Date		Signature of Public Housing Director	
		10-8-10			

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

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

<b>Part II: Supporting Pages</b>								
PHA Name: <b>HOUSING AUTHORITY OF THE COUNTY OF MIFFLIN</b>				Grant Type and Number: Capital Fund Program No: <b>PA26P04150110</b>			Federal FFY of Grant: <b>2010</b>	
				Replacement Housing Factor Grant No:		CFFP (Yes/No)	<b>No</b>	
				Date of CFFP:				
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 1	Funds Obligated 2	Funds Expended 2	
	<b>OPERATIONS</b>	1406		81,120.00	80,484.00	0.00	0.00	
	<b>MANAGEMENT IMPROVEMENTS:</b>							
	1. Protective Services:Contract w/Police Dept	1408		38,500.00	38,500.00	0.00	0.00	
	2. Agency Plan - Contract for technical assistance	1408		6,950.00	6,950.00	0.00	0.00	
	3. Policy Revisions - Contract to Revise/update HA policies	1408		3,900.00	3,900.00	0.00	0.00	
	4. Staff Training: Management & financial staff	1408		10,000.00	10,000.00	0.00	0.00	
	5. Computer software Upgrades - program updates & revisions	1408		2,500.00	2,500.00	0.00	0.00	
	<b>ADMINISTRATION: Admin wages &amp; Fringe benefits</b>	1410		40,560.00	40,242.00	0.00	0.00	
	<b>FEES &amp; COSTS: A&amp;E Fees</b>							
	1. A&E Fees	1430		15,000.00	15,000.00	0.00	0.00	
	2. Physical need assessment	1430		10,000.00	10,000.00	0.00	0.00	
	<b>SITE IMPROVEMENTS:</b>							
PA041000005	1. Pave/re-pave driveways - Scattered Sites	1450	3	10,000.00	0.00	0.00	0.00	To 5-year plan
HA-WIDE	2. Pave/re-pave/seal/replace parking areas & concrete	1450		10,888.00	65,000.00	0.00	0.00	
PA041000004	3. Parking lot: Paving, sidewalk, curbs, drainage - Coleman House	1450	1 lot	47,127.00	39,000.00	0.00	0.00	
PA041000004	4. Parking lot lighting - Coleman House	1450	1 lot	33,000.00	31,500.00	0.00	0.00	
PA041000001	5. Replace existing handicapped ramps - Lawler Place	1450	4	5,000.00	2,500.00	0.00	0.00	
	<b>DWELLING STRUCTURES:</b>							
PA041000001 & 2	1. Replace hot water heaters with on-demand units	1460	37	20,000.00	0.00	0.00	0.00	Moved to 2012 CFP
PA041000001	2. ADA modifications - kitchen & bath	1460	1 unit	7,500.00	3,846.00	0.00	0.00	
PA041000001	3. Install range hoods & under cabinet light	1460	84	18,000.00	0.00	0.00	0.00	To 2011 CFP
PA041000001 & 2	4. Replace bathroom exhaust fans	1460	120	10,564.00	0.00	0.00	0.00	To 5-year plan
PA041000005	5. Replace windows - Scattered Sites	1460	2 houses	10,000.00	2,500.00	0.00	0.00	
PA041000001 & 2	6. Repair/Replace Dryvit - Lawler Place & McCoy I	1460	t/b/d	15,000.00	9,000.00	0.00	0.00	
PA041000002	7. Replace Security Cameras - Burgard Apartments	1460	5 floors	0.00	39000.00	0.00	0.00	From 5-year plan
	<b>NON-DWELLING EQUIPMENT:</b>							
	Replace obsolete computer hardware	1475	3 units	10,000.00	2,500.00	0.00	0.00	
<b>TOTAL CAPITAL FUNDS GRANT - 2010</b>				<b>\$405,609.00</b>	<b>\$402,422.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

Attachment: pa041d01  
Housing Authority of the County of Mifflin  
Resident Advisory Board Consultation Process and Comments – FYB 2011

1. Resident notification of appointment to the Advisory Board

At beginning of PHA Plan process, sent out letter to all residents/participants of opportunity to serve on Resident Advisory Board

2. Resident Advisory Board Selection

Selection made from resident/participant response

3. Meeting Organization

Schedule date to meet with Resident Advisory Board for input to PHA Plan

Notify Resident Advisory Board of scheduled meeting

Hold Resident Advisory Board meeting **August 11, 18, 25 and September 15, 2010**

4. Notification of Public Hearing

Schedule date for Public Hearing and place ad **July 8, August 31 and September 7, 2010**

Notify Resident Advisory Board **August 11, 2010**

Hold Public Hearing meeting **September 8, 2010**

5. Documentation of resident recommendations and PHA's response to recommendations

RESIDENT ADVISORY BOARD MEETING  
Minutes from August 11, 2010

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

The Director welcomed everyone and thanked the members for their willingness to serve on the Resident Advisory Board.

A copy of the Production Schedule for the 2011 PHA Plan was handed out and reviewed. The Director advised the completed Plan must be submitted to HUD by October 15, 2010. Board approval will be requested at a regular meeting on September 22, 2010. Resident meetings at each public housing development and a public hearing will be held in early September. A public notice was published in The Sentinel in July informing members of the Community the draft PHA Plan is on display for 45 days and is available for review and comment.

The Director reported requirements for preparing the Agency Plan changed last year in an effort by HUD to streamline the PHA Plan process. Beginning with the 2010 PHA Plan submission a five year plan was required, however, for the next four (4) years not all of the usual components of the Plan need to be submitted.

Ms. Mattern explained the Authority's Annual Plan must be consistent with the Consolidated Plan prepared by the PA Department of Community and Economic Development (DCED). After reviewing the State's 2010 Action Plan, it was determined the Authority activities were consistent with the Plan. A completed copy of the Certificate of Consistency Application was presented to each member and reviewed in detail. The following activities were found to be consistent with the Plan:

- \* Rehabilitation of existing public housing stock in a manner that is sensitive to the need for accessibility to and visitability by persons with disabilities.
- \* Home ownership incentives for public housing residents
- \* Supportive services, especially those that support the aging in place of senior residents.
- \* Requests for additional Section 8 vouchers from HUD.

The Director further explained DCED has also established a policy initiative to expand public awareness of the needs of persons with disabilities. As a result housing authorities are required to provide information which allows the State to track the progress of housing providers in addressing the needs of persons with disabilities. This information includes the number of accessible and visitable public housing and section 8 units, the number of people on a yearly basis assisted by the Authority who are physically disabled

and/or require special living accommodations, the number of applicants with other disabilities, a summary of the Authority's efforts and accomplishments in collaborating with other housing and service providers including those whose mission involves accessible housing needs for the physically disabled, and a list of the service agencies we work with. Ms. Mattern reported the completed application will be submitted to DCED this week, along with a request for a signed Certification of Consistency.

Ms. Mattern reported the PHA Plan process also requires the Authority to complete a Deconcentration and Income Mixing Analysis. A copy of the completed analysis as of July 31, 2010 was presented and reviewed. It was noted the average income for the family developments, which includes Lawler Place, McCoy Manor, Derry Township and Lewistown Borough Scattered Sites is \$13,580.00.

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

The Director reported the average income for Lawler Place is low because of the number of senior residents receiving fixed incomes from Social Security and SSI and that of the 84 apartments, only 22 units are occupied by families. HUD's required Earned Income Disallowance contributes to the low average income of the McCoy Manor families. Ms. Mattern reported because of this requirement, tenants are receiving more than \$150,000 in income than the amount used by the Housing Authority to calculate rent.

The following information will be presented and discussed at future meetings of the RAB: proposed revisions to the Public Housing Admission and Continued Occupancy Policy and Section 8 Administrative Plan, Community Service Implementation Report, Section 8 Reasonable Rents, Flat Rent Schedule, the status of modernization activities, the 2010 Capital Fund allocation and revised Annual Statement and the proposed 2011 Capital Fund Annual Statement and Five Year Plan.

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

Gertrude Lynn questioned if Coleman House residents or visitors were permitted to park a bicycle in the lobby area between Market Street and the secure entry doors. Ms. Mattern reported no bicycles or any other items may obstruct the entry way. Ms. Lynn stated in this case, the person parking a bike there is a visitor who has been told numerous times he is not permitted to park his bike in that area. Ms. Lynn questioned if she or other tenants could move the bike out onto the sidewalk in front of the building. The Director discouraged Ms. Lynn and any other tenant from doing that and indicated the Housing Authority staff will address this concern.

Ms. Lynn thanked the Authority for the new accessible entry doors and commented now the residents are looking forward to having a second elevator installed at the rear of their building. The Director reported the second elevator has been included in a future year's Capital Fund budget and stated funds from a couple years will need to be earmarked for this purpose because of the total estimated cost to complete the work.

Ms. Lynn questioned the list of individuals who are banned from Housing Authority property and reported there is an individual whose name appears on that list who arrives late at night after most tenants have gone upstairs for the evening to visit a second floor tenant. Ms. Mattern suspected staff knows the identity of this visitor and commented management would address this problem. Ms. Lynn also commented there is a noticeable odor coming from the tenant's apartment and said the Crime Watch Coordinator Chuck Dicken has requested the residents keep track of the young people visiting this apartment, what they look like, the color of their clothing, etc. The Director stated staff will also view the Security Camera footage to observe the individuals coming and going to this apartment.

Martha Wagner questioned if the Housing Authority receives a report each time the Police are called to a Housing Authority property. Ms. Mattern confirmed the Housing Authority does receive an Incident Report from Mifflin County Regional Police each time they respond to a Housing Authority owned property on a monthly basis. In addition, another monthly report tracks the number of hours spent patrolling. Ms. Wagner stated the Police recently responded to an apartment in her neighborhood a couple of times and she wondered if the Housing Authority would be aware of this.

Up-dating the Vial of Life information was also discussed, that a speaker from the Fame EMS will meet with senior tenants at various developments to review the newest version.

Martha Wagner commented the interior of the old elevator at Burgard Apartments looks very nice since the up-grade was completed. She said the greatest need for improvement in her apartment at Lawler Place would be the addition of a range hood with a fan and lighting over the kitchen sink. Sherry Haines agreed. Ms. Mattern reported both of these items are included in the Capital Fund Five Year Plan.

Ms. Wagner also reported residents at Burgard Apartments would like to have another washer and dryer in the Laundry Room. The Director reported all laundry equipment, repairs, review, etc. is currently being reviewed by the Authority to determine the feasibility of replacing all washers and dryers with leased equipment. Ms. Mattern explained one of the vendors can provide equipment that would use a debit type card, thus eliminating the need for tenants to have quarters to do their laundry.

After discussion, it was the consensus and opinion of the group that most tenants, including seniors, may already have a debit card and would likely welcome this convenience.

The next meeting of the Resident Advisory Board was scheduled for Wednesday, August 18, 2010 at 11:00 a.m.

Respectfully submitted,

Cindy L. Mattern PHM  
Executive Director

RESIDENT ADVISORY BOARD MEETING  
AUGUST 18, 2010

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

The Director welcomed Burgard Apartment representative, Richard McClain, to the Resident Advisory Board.

Each member received a copy of the minutes from the August 11, 2010 RAB meeting. There were no corrections.

A copy of the Section 8 Reasonable Rent survey was presented. Ms. Mattern explained this is an annual survey to determine the total rent (including estimated utility expense) charged in the private market by landlords in Mifflin County.

The Fair Market Rents for Mifflin County, as determined by HUD, for 2010 and the proposed Fair Market Rents for 2011 were handed out and discussed.

The Section 8 Payment Standards to be effective October 1, 2010 were also presented and discussed. The Director explained the payment standard is used to calculate the housing assistance payment for a family. The payment standard for a family is the maximum monthly subsidy payment.

A Flat Rent worksheet was passed out and discussed in detail. The Director reported the annual PHA Plan process includes a review of the Flat Rent Schedule and that the Section 8 Reasonable Rents, Payments Standards and HUD Fair Market Rents are compared. This worksheet included a chart of the current Section Reasonable Rents, Payment Standards, and the Fair Market Rents proposed to be effective October 1, 2011. In addition, the current flat rent schedule was listed by bedroom size.

A chart presenting the proposed Flat Rent Schedule to be effective October 1, 2010 was passed out and reviewed. This chart compared the current flat rent schedule with the average amount of the reasonable rent, payment standard, and fair market rent.

Ms. Mattern reported this average has been used to establish the flat rent amounts, that in prior years, the flat rents were approximately 10% less than the average. The chart also included the average of the total tenant payment (which would be the actual amount of rent based on 30% of the tenant's income if there was no flat rent option). It was noted the current flat rent for three and four bedroom units is considerably less than the average rents being charged in the private market and the fair market rent established by HUD.

Upon further review and discussion, the members agreed with the proposed flat rent schedule presented - there be no change in the flat rent charged for efficiency and one bedroom apartments, the 2 bedroom flat rent be set using 10% less than the average reasonable rent/fair market rent/payment standard, and the current three and four bedroom flat rents increase by \$35 each. The members also agreed the flat rent amounts for Scattered Site residents not increase and rents charged for the Coleman House DCA units be increased by 3%.

In summary, the proposed flat rent schedule to be effective October 1, 2010 would be as follows:

Bedroom Size	Current Flat Rent	Proposed Flat Rent
Efficiency	\$369	No change
1 Bedroom	\$437	No change
2 Bedroom	\$541	\$547
3 Bedroom	\$665	\$700
4 Bedroom	\$763	\$798
5 Bedroom	\$840	\$875

SCATTERED SITES: \*\*

3 Bedroom	\$438	No change
4 Bedroom	\$474	No change

\*\*Note: Flat rents established for Scattered site units does NOT include estimated utility expense.

All utilities are paid directly by the Resident.

DCA UNITS: \*\*\*

1 Bedroom	\$245	\$252
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\*\*\*Note: The DCA rents do not include utilities.

The Director reported the proposed Flat Rent schedule as reviewed and approved by the RAB, would be presented to the Board of Directors at a regular meeting to be held August 15, 2010.

Ms. Mattern reported another component of the Plan is the Community Service Implementation Report. The Community Service requirement and policy was discussed in detail. RAB members received a copy of the Implementation Report. The following information was presented:

Number of tenants required to perform community service:	13	
Number of tenants performing community service		9
Number of tenants granted exemptions		108
Number of tenants in non-compliance		4
Number of tenants terminated/evicted due to non-compliance		1*

\* Termination in progress

Martha Wagner questioned if the Housing Authority assigned where tenants are to complete Community Service. The Director stated the decision is up to the resident and that the Community Service Policy does include a broad list of acceptable sources. JoAnn Carolus commented it isn't always easy to get proper verification.

The Director reported Penn State has completed a final report on the results of the nutrition study completed last year. It was agreed copies of the report would be shared at the next meeting.

Rich McClain reported a tenant at Burgard Apartments was stuck in the elevator last evening and was taken to Lewistown Hospital.

The File of Life meetings schedule for next week were discussed. Some members mentioned they were unable to attend and questioned how they would get the information. Ms. Mattern reported staff would make sure this information was provided to any tenant who is unable to attend.

Gertrude Lynn questioned if the Housing Authority was aware of an alleged incident recently regarding a tenant using the elevator. The Director reported this incident is currently being investigated by staff. Ms. Lynn said the tenant reporting the matter is now saying the incident occurred on a different day.

A brief discussion was held regarding the impending deregulation of electricity and options available to consumers for purchasing electricity.

The Capital Improvement Plan and progress reports were tabled until the next meeting.

The Resident Advisory Board will meet again on Wednesday, August 25, 2010 at 11:00 a.m.

Respectfully submitted,

Cindy L. Mattern PHM, Executive Director

RESIDENT ADVISORY BOARD MEETING  
AUGUST 25, 2010

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

Each member received a copy of the minutes from the August 18, 2010 meeting. There were no corrections.

Copies of a Nutrition Survey conducted by Penn State University last year were provided to each member to review at their leisure.

The Authority's progress on the Capital Improvement Plan was discussed. A Capital Fund grant status report (as of June 30, 2010) for 2007, 2008, 2009, 2009 Stimulus, 2010, was passed out and discussed in detail. Ms. Mattern explained each grant year includes budgeted line items for Operations, Management Improvements (which includes the protective services to purchase one unit of service from the Mifflin County Regional Police Department), Administration and Fees and Costs for Architect/Engineering services. The other categories are Site Improvements, Dwelling Structures, Non-Dwelling Equipment and sometimes Dwelling Equipment.

The Director reported all funds from the 2007 Capital Fund Program have been expended, with the exception of approximately \$18,000 remaining to be paid on the Boiler/Hot water heater project at Lawler Place. Ms. Mattern indicated this project will be completed by mid-September. The 2008 CFP report also includes more than \$100,000 budgeted for the Boiler/hot water heater project. A number of the 2009 Capital Fund line items, specifically the exterior wood work repair and painting, roof replacement and a roof top air conditioner, all at the Coleman House, require the assistance of an architect/engineer to prepare detailed plans, specifications and bid documents.

Ms. Mattern reviewed the improvements made possible by funding received from the 2009 Capital Fund Stimulus grant. The following work items were completed from the \$510,062 grant: Boiler/hot water heater replacement at 42 units at Lawler Place, replacing 302 windows and vinyl siding on units 37-76 McCoy Manor; installing ADA compliant automatic entry doors at the Coleman House, and installing a security alarm and camera system at the Authority's Administrative office, Maintenance Building and Coleman House.

JoAnn Carolus commented the Authority did a good job selecting the work items for the Stimulus Grant.

Work items included in the 2010 Capital Fund Grants include a physical needs assessment, removing an unsafe back porch at 489 Riverview Drive, paving, curbs/sidewalks and lighting of the unimproved parking area at Coleman House and repaving parking areas at the front of Burgard Apartments and the parking area beside the Administration Building; up-grading the site lighting at the rear parking area at Burgard Apartments; up-grading the Security Camera system at Burgard Apts. and repairing/replacing dryvit at Lawler Place and McCoy Manor to eliminate on-going maintenance.

Martha Moore commented there were no range hoods or exhaust fans included in this budget. Ms. Mattern explained every effort would be made to include these items in the 2011 Capital Fund budget.

All members received a copy of HUD correspondence announcing the amount of the 2010 Capital Fund award and a copy of the revised annual statement.

Discussion on the 2011 Annual Statement and Five Year Plan was tabled until the next meeting due to a lack of time.

A copy of the estimated 2011 Financial Resources report was handed out and reviewed in detail.

The next meeting date was scheduled for September 15, 2010 at 11:00 a.m.

Respectfully submitted,

Cindy L. Mattern PHM  
Executive Director

PHA PLAN FYB JANUARY, 2011  
RECORD OF PUBLIC HEARING  
SEPTEMBER 8, 2010  
11:00 AM.

Present: Cindy Mattern, Executive Director

The Public Hearing was opened by the Director promptly at 11:00 a.m. After due and proper notice by placing a Public Legal Notice in The Lewistown Sentinel on July 8, August 31 and September 7, 2010, no members of the public were present.

Respectfully submitted,

Cindy L. Mattern PHM,  
Executive Director

RESIDENT ADVISORY BOARD MEETING  
SEPTEMBER 15, 2010

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

The minutes from the RAB meeting held August 25, 2010 were presented for review and comment. Martha Wagner noticed her name was listed incorrectly on page 2. The Director reported the minutes would be corrected and apologized for the oversight. A record of the public hearing scheduled for September 8, 2010 was also passed out. Ms. Mattern reported no members of the public attended the public hearing.

A copy of the up-dated maintenance work order charge list to be effective October 1, 2010 was handed out. The Director explained the charge list is up-dated annually to reflect current prices for replacement parts. Martha Wagner questioned charges for extermination that she understands in the case of bed bugs, some tenants say they have been charged, while other tenants have had their unit treated, but were not charged. Ms. Mattern explained some tenants who failed to report the infestation in their units have been charged for extermination, that in some cases the unit has obviously been infested for some time, causing the bugs to spread to surrounding apartments. And, that it is necessary for the exterminator to treat not only one unit, but four other units, the one on each side, above and below the infested apartment. In this example, some tenants have been charged for the cost of the extermination. RAB members were reminded all tenants are required by the Lease to immediately report the need for extermination and that failure to do so is a Lease violation. Following this explanation, RAB members agreed a tenant should be charged if he or she fails to report the need for extermination.

The Director reported the Flat Rent Schedule as discussed at the last RAB meeting was approved by the Board of Directors at the August 22, 2010 meeting.

Ms. Mattern reported new Maytag laundry equipment is coming and will be installed in all of the Authority's laundry rooms the last week of September. RAB members were advised all laundry rooms will be closed for a couple days to complete the installation. The price to wash will increase to \$1.50 per load and dryers will be \$1.00 - with 45 minutes dry time for gas dryers and 60 minutes for electric dryers. Ms. Mattern also reported the laundry equipment vendor plans to hold some sessions with residents to explain how to operate the new machines.

A brochure explaining a new Commodity Food Distribution was also handed out. The Director reported this opportunity is for seniors (age 60 and above) only, with incomes within the guidelines established for the Program. The Central PA Food Bank intends to

train Housing Authority staff to pre-qualify interested residents. More information will be forthcoming after the staff training is completed.

The proposed Capital Fund Improvement Plan annual statement for 2011 and five year plan was discussed. Ms. Mattern explained several of the items included the 2010 Capital Fund will likely require additional funds to complete and as a result, will need to be included in the 2011 Annual Statement. Copies of the Capital Fund Five Year Plan prepared last year for the period 2010-2014 were handed out and reviewed. The Director reported all of these items would probably be included in the 2011-2015 five year plan, including up-grading the fire alarm system at the Coleman House in year 2015. Martha Wagner and Sherry Haines were pleased to learn every effort would be made to include installing range hoods and under-cabinet lighting above the kitchen sinks at Lawler Place in the 2011 Annual Statement.

The final 2011 Capital Fund Annual Statement and Five Year Plan will be presented at the next RAB meeting, which was scheduled for September 22, 2011 at 11:00 a.m. Comments from all residents meetings will also be presented at that time.

Respectfully submitted,

Cindy L. Mattern PHM  
Executive Director

RESIDENT MEETING  
ANNUAL PLAN  
BURGARD APARTMENTS  
9/14/10 - 11:00 a.m.

Cindy L. Mattern, PHM, Executive Director, reviewed the PHA Annual plan for the tenants of Burgard Apartments who were present. Following are their questions and concerns:

Luis Reyes-Rios suggested putting cameras in the parking area, cameras that rotate. Ms. Mattern stated the plan will include an upgraded camera system, like the one that is presently at Coleman House.

Lois Osenga questioned if they would be getting new washers and dryers. Ms. Mattern told them that beginning September 27, 2010, brand new Maytag equipment will be installed, not only at Burgard, but each of the developments. There is also a plan to hold classes on the use of the new washes and dryers. Vickie Bowersox suggested putting a sign up that says "No dye".

Pearl Verdi suggested purchasing a new sweeper for the building, as the one in use now is not picking up very well. Also a dust pan is needed in the laundry room. Ms. Mattern stated that would be checked out.

Luis Reyes-Rios suggested having a change machine in the laundry room. Ms. Mattern said she will ask the company installing the new equipment.

Ms. Mattern reported all apartments will undergo major changes in the future for repair of drains, etc. which will involve moving tenants. Pearl Verdi questioned where they will go while this work is being done and Ms. Mattern stated there will be a place for them to go. Luis Reyes-Rios questioned will they have to take our furniture when the repairs are being made and Ms. Mattern stated the Housing Authority will assist with the moving of furniture. Lois Osenga questioned if the apartment will be laid out different. Ms. Mattern stated the layout will remain the same however, new floors and kitchen cupboards will be replaced.

Shirley Gesselman asked if the peep holes in the doors could be lowered. Ms. Mattern reported this would be checked out.

Mary Kitting asked about carpet replacement. Ms. Mattern reported staff will check each apartment and carpet will be replaced in the apartments who show more wear and tear.

Lois Osenga questioned about the thermostat in her apartment that it has never been on in the 13 years she lived there. Ms. Mattern stated she will talk with maintenance regarding this.

RESIDENT MEETING  
ANNUAL PLAN  
COLEMAN HOUSE  
9/14/10 - 2:30 p.m.

Cindy L.Mattern, PHM, Executive Director, reviewed the PHA Annual Plan for the tenants of Coleman House who were present. Following are their questions and concerns:

Danny Johns stated the new front door is very difficult for people in wheel chairs to get in, as you need to get up too close to the door. Ms. Mattern reported the box for the corby key will be relocated.

Geraldine VanArt stated her family has questioned her about defibulators for the building. Ms. Mattern stated there is no staff for this, but possibly the tenant organization could look into the matter as someone would need to be trained and know how to use it. Ms. VanArt questioned if the Housing Authority would help with money for it. Ms. Mattern said this would have to be reviewed.

Lynn Stricker questioned when the rear elevator would be installed. Ms Mattern stated she was not sure yet as the cost would be over \$100,000.00 to \$200,000.00 and is unable to tell what year that would be budgeted for.

William Jaen asked if they could decorate their apartments and wants to be put up bamboo blinds to make his apartment look nice. Ms. Mattern stated if the existing brackets could be used for the bamboo blinds. Ms. Mattern said she would mention to maintenance.

Geraldine VanArt stated there are five tenants in the building who need handicapped parking spaces and there are only four handicapped spaces. Ms. Mattern questioned if all five have the designated placard and Ms. VanArt reported they did. Ms. Mattern stated there is no additional space, but perhaps someone could petition the Borough to have one placed in front of the building.

Herbert Correa-Jimenez (through William Jaen) questioned if any tenants are able to get new carpet. Ms. Mattern said yes money is budgeted for carpet replacement and the Housing Authority prefers to do so when the apartment is empty. He also questioned about apartment being painted and new air-conditioners. Ms. Mattern reported this should be called into the office if the air-conditioner is not working properly.

William Jaen questioned about getting new washing machines. Ms. Mattern told them beginning September 27, 2010, brand new Maytag equipment will be installed. The vendor will also provide instructional classes for those who will be using the machines.

Lucy Ross questioned about washing rugs in the washing machines. Ms. Mattern stated they should use good judgment and if washing multiple rugs, it was suggested washing rugs at another laundry facility.

Lewis Gahagan questioned if the building could have Comcast digital. Ms. Mattern reported that would not be allowed at this time.

Danny Johns questioned how long a tenant can be out of their apartment. Ms. Mattern reported this is all addressed in our policy.

Geraldine VanArt questioned who will make the decision on purchasing electricity. Ms. Mattern reported it would be the Housing Authority's decision of what would be selected.

Lewis Gahagan questioned if CEDA-COG could come into their apartment. Ms. Mattern reported he would need to make the initial contact and the Housing Authority would need to approve any work suggested by them.

RESIDENT MEETING  
ANNUAL PLAN  
MCCOY MANOR  
9/15/10 - 2:00 p.m.

Cindy L. Mattern, PHM, Executive Director, reviewed the PHA Annual Plan for the tenants of McCoy Manor who were present. Following are his questions and concerns:

Karl Shilling complained of knowing two tenants, one at McCoy and one at Goss Terrace, who stay with each other. Says they have their own apartments and does not believe that is fair. Ms. Mattern stated to him that they both pay rent and are allowed to visit and stay with the other person.

Mr. Shilling also stated that he believes he is paying more than his fair share for rent and that he pays more rent than some of his neighbors. He knows of a tenant raising a kid and keeps her rent under \$100.00 and she does not work. Ms. Mattern explained that rents are based on 30% of income for all tenants and that they will vary.

Mr. Shilling questioned if they were doing away with the front of the apartments (the stucco portion under the front windows). Ms. Mattern told him that this was in the five year plan.

Mr. Shilling stated he had an incident with the light outside of his apartment. About a month ago it would go out and then comes back on. He believes it has been repaired and is back to normal now. Ms. Mattern suggested to him if it goes out again to contact the office.

Mr. Shilling commented that the leaves in the fall, no one cleans them up here or Burgard. He stated he has cleaned up the ones down here. Ms. Mattern reported the lawn contractor at the end of the season goes around the developments and takes care of it. She stated that the leaves do accumulate at Burgard and they are cleaned up. She asked Mr. Shilling if this would continue to contact the office and it will be addressed.

RESIDENT MEETING  
ANNUAL PLAN  
LAWLER PLACE  
9/16/10 - 10:30 a.m.

Cindy L. Mattern, PHM, Executive Director, reviewed the PHA Annual Plan for the tenants of Lawler Place who were present. Following are their questions and concerns:

Regarding installation of the new washers and dryers, Betty Reeder commented that Maytags are really good. The tenants present appeared to be okay with the increased cost to wash and dry their clothing, stating that the new price is still cheaper than out in the public laundromats.

When Ms. Mattern questioned whether any of the tenants were having problems with the new hot water installation, Berth Fry stated at first the water was so hot when it came out, but now it is just medium. No problems. Nicole Dudick stated the only problem she has is that the bathtub's hot/cold water handles are on the opposite sides of where they should be. Margaret Criswell stated she has the same problem in her kitchen sink. Ms. Mattern said this will be noted and corrected.

Betty Reeder questioned when C Court section will get the new hot water heaters. Ms. Mattern said when they receive more funds they will continue with the rest of the courts.

David Schiech commented his decking, in back, is in bad shape. Rusty nail heads need nailed down and some of the boards are warped. Helen Earnest stated the front porch at her apartment is coming up. She said maybe it is from the snow plow hitting it too much and now the ramp part is up and may cause a tripping problem. Ms. Mattern said any kind of a tripping hazard should be reported to the office and it will be taken care of. Betty Reeder commented when there is a nail coming up she just uses a mallet to pound it down. Ms. Mattern again reminded them to contact the office so no one trips and falls and gets injured.

Angeline Kepner stated the sign where E section parks, the tenant only sign is posted below the handicapped sign. She said it should be a separate sign and placed higher. Ms. Mattern reported that Housing will take care of that.

Margaret Criswell reported that Thursdays and Sundays when she returns from meetings someone is always parked in her space. She stated for some reason in the Fall it gets worse. She stated it is always after hours when the office is not in.

Carole Snyder complained of people parking in the service access road. Knows it is a tenant who has a parking space in front of F Court. Complains when people park there the garbage trucks cannot get back to remove the garbage and the garbage men will not walk back to remove it. Ms. Snyder commented that ambulances can't get back either at times. Ms. Mattern reported the office tries to monitor this and when it happens in the evening or weekends it is hard to enforce, but we will continue to monitor things.

Helen Earnest stated she will be out of her space off and on for a week and a half as she will be dog sitting for her son.

Darlene Reichenbach stated that the drop off from the porch to the sidewalk is too high and would like it more level with the porch. Ms. Mattern stated maintenance will take a look at it and see what they can do.

David Schiech questioned if all apartments are going to get carpet, since he saw the white carpet truck next door to his apartment. He was told there were only a couple apartments that carpet was placed in for testing purposes.

Bertha Fry complained that the new light pack in back of her placed was moved to the other side. She said she liked the light it gave off at the back of her unit. Ms. Mattern reported there must have been a need or necessity to move it, that it may have interfered with the work being done.

Carole Snyder commented she likes the new big lights down by E Court.

There was talk of a man coming to several of the units and allegedly portraying to be with Random House and some tenants left him in and some did not. Ms. Mattern suggested they not let him or anyone into their apartments unless they show some form of proper ID.

Angeline Kepner asked that in the winter time would maintenance shovel out the handicapped spaces, she is worried about some of the people who can't get around. Betty Reeder said she won't be able to shovel out her car this winter. Margaret Criswell parks at the newer parking lot at Burgard and said that if maintenance would ask them to move their cars when they plow it would be easier on the tenants as opposed to them having to dig the snow out from behind their cars. Says she is unable to do it anymore.

Carole Snyder would like the office to tell the girls in the family units to put stickers on their garbage bags. She complained of a tenant who had been evicted had garbage bags stacked and had been there for a while. She said birds and cats then get into it. Ms. Mattern reported the office will monitor this so it does not happen.

Carole Snyder asked if the new washers will agitate around or go up and down and tangle the clothes. Ms. Mattern reported she was not exactly sure which way the washers will agitate, but others have had a good experience with the Maytag vendor.

Bertha Fry said there was someone, another tenant, who has been placing garbage bags on front porches. Tenants present then discussed who the tenant was and what this tenant has been doing, not only to Ms. Fry but other residents and neighbors. Ms. Mattern stated the office will look into this matter.

#### RESIDENT ADVISORY BOARD MEETING SEPTEMBER 22, 2010

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

The minutes from the September 15, 2010 RAB meeting were presented for review and comment.

Minutes and comments received during the various Resident Meetings held at Burgard Apartments, Coleman House, McCoy Manor and Lawler Place were presented and discussed. Ms. Mattern reported a Spanish speaking interpreter was present at the Burgard Apartment resident meeting. Rich McClain, Burgard Apartment resident, stated he heard some positive comments from other tenants regarding the presence of the interpreter.

The Director presented the current list of Grievance Hearing officers as follows: Tommy Groce, former public housing scattered site tenant and RAB member Dan Klinger, Constable, and Paula Clark, former public housing scattered site tenant. Ms. Mattern recommended the current slate of Hearing Officers be maintained next year. All members were in agreement.

The 2011 Capital Fund Annual Statement and Five Year Plan was presented and discussed. The Director reported a number of the line items from the 2010 Capital Fund Program were included in the 2011 Annual Statement because additional funds will likely be needed to complete the work. The Director indicated professional services from an Architect will be required to prepare detailed cost estimates, plans and specifications for most of the work items. The cost of the Coleman House roof replacement and exterior wood work repair and repainting will determine how many other projects can be completed with the fund budgeted for 2011.

The Capital Fund Five Year Plan was also presented and reviewed in detail.

Martha Wagner reported a tenant from A court mentioned some neighborhood children are playing after dark in the area behind units A 5-8. This tenant reports this area is rather dark and requested additional lighting be installed. Ms. Mattern stated several "wall pack" lighting units could be placed on the back of the apartments in this area. Ms. Wagner stated she personally looked at this area and found there were no site lights along the Authority's property line.

Ms. Wagner questioned if the Authority has considered adding more parking along Chestnut Street behind units A 1-4, that some of the residents have stated there is no parking available in close proximity to their units and walking from the existing off-street parking area is difficult. The Director reported several parking areas along Chestnut Street and Montgomery Avenue have been considered for expansion to provide additional parking.

Gertrude Lynn reported some tenants from Coleman House have questioned if a coin machine will be installed in the laundry rooms when the new laundry equipment is delivered. Ms. Mattern stated the equipment vendor will make this decision and confirmed the new equipment will be installed September 27 and 28, 2011.

Wilma Shawyer questioned Authority's involvement in plans to renovate the Hotel Lewistown to provide housing. Ms. Mattern reported the Authority intends to partner with Kish Bank to convert the buildings into housing for persons 55 years and above and six transitional housing units for the homeless. Ms. Mattern stated the Authority's applications for public housing and Section 8 indicate a strong need for transitional housing, that approximately 84% of the applicants who indicated they were homeless at the time of submitting the application, were NOT assisted by the Housing Authority. The transitional units would be occupied for a period not to exceed 24 months and the residents would continue case management services to prepare them for self sufficiency. All of the RAB members were very supportive of the plans for conversion of the Hotel.

Rich McClain stated he was homeless prior to moving into public housing, that he was at the Shelter and then moved on to a transitional housing unit in Juniata County. Martha Wagner stated she was homeless and moved into public housing from the Abuse Network Shelter. JoAnn Carolus stated her step-mother just took in a young woman and her child because they had no where else to live.

Ms. Mattern thanked all of the RAB members for their time and commitment to the PHA Plan process and reported all of their comments would be presented to the Board of Directors at their regular meeting later today, and, that the Board is expected to approve the Plan at this time.

Respectfully submitted,

Cindy Mattern PHM  
Executive Director

**Civil Rights Certification**

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

RESOLUTION NUMBER 502

September 22, 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.

THE HOUSING AUTHORITY OF THE COUNTY OF  
 MIFFLIN

PA-041

PHA Name

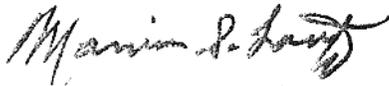
PHA Number/HA Code

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  
 MARVIN S. LANTZ

Title ~~(VICE)~~ CHAIRPERSON

Signature



Date 09/22/2010