

# PHA Plans

## Streamlined Annual Version

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

OMB No. 2577-0226  
(exp. 05/31/2006)

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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# Streamlined Annual PHA Plan

## for Fiscal Year: 2006

### PHA Name: ERIE COUNTY

**NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.**

## Streamlined Annual PHA Plan Agency Identification

**PHA Name:** Erie County Housing Authority      **PHA Number:** PA087

**PHA Fiscal Year Beginning:** 01/2006

**PHA Programs Administered:**

**Public Housing and Section 8**       **Section 8 Only**       **Public Housing Only**  
Number of public housing units: 120      Number of S8 units:      Number of public housing units:  
Number of S8 units: 598

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

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

**PHA Plan Contact Information:**

Name: Erie County Housing Authority      Phone: 814-665-5161  
TDD: 814-665-5161      Email (if available): eriech@erie.net

**Public Access to Information**

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

X      PHA's main administrative office            PHA's development management offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection.      X Yes       No.

If yes, select all that apply:

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

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

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

**Streamlined Annual PHA Plan**  
**Fiscal Year 2006**  
[24 CFR Part 903.12(c)]

**Table of Contents**  
[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

**A. PHA PLAN COMPONENTS**

- 1. Site-Based Waiting List Policies  
**903.7(b)(2) Policies on Eligibility, Selection, and Admissions**
- X 2. Capital Improvement Needs  
**903.7(g) Statement of Capital Improvements Needed**
- 3. Section 8(y) Homeownership  
**903.7(k)(1)(i) Statement of Homeownership Programs**
- 4. Project-Based Voucher Programs
- X 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
- X 6. Supporting Documents Available for Review
- X 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- X 8. Capital Fund Program 5-Year Action Plan

**B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE**

**Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan** identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

**Form HUD-50070, Certification for a Drug-Free Workplace;**

**Form HUD-50071, Certification of Payments to Influence Federal Transactions; and**

**Form SF-LLL & SF-LLL a, Disclosure of Lobbying Activities.**

**C. ATTACHMENT A. AMENDMENT TO THE STATEMENT OF POLICIES GOVERNING ADMISSION TO AND CONTINUED OCCUPANCY OF PUBLIC HOUSING**

### **1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)**

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

#### **A. Site-Based Waiting Lists-Previous Year**

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B. No

<b>Site-Based Waiting Lists</b>				
<b>Development Information:</b> (Name, number, location)	<b>Date Initiated</b>	<b>Initial mix of Racial, Ethnic or Disability Demographics</b>	<b>Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL</b>	<b>Percent change between initial and current mix of Racial, Ethnic, or Disability demographics</b>

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4.  Yes  No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

#### **B. Site-Based Waiting Lists – Coming Year**

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component.

1. How many site-based waiting lists will the PHA operate in the coming year?
2.  Yes  No: Are any or all of the PHA’s site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?

- If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

## **2. Capital Improvement Needs**

[24 CFR Part 903.12 (c), 903.7 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

### **A. Capital Fund Program**

1. X Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2.  Yes X No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

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

1.  Yes X No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).
2. Status of HOPE VI revitalization grant(s):

<b>HOPE VI Revitalization Grant Status</b>	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
<input type="checkbox"/>	Revitalization Plan under development
<input type="checkbox"/>	Revitalization Plan submitted, pending approval
<input type="checkbox"/>	Revitalization Plan approved
<input type="checkbox"/>	Activities pursuant to an approved Revitalization Plan underway

3.  Yes X No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name(s) below:
4.  Yes X No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:
5.  Yes X No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

**3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**  
(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

1.  Yes X No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

2. Program Description:

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?

b. PHA-established eligibility criteria

- Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?  
If yes, list criteria:

c. What actions will the PHA undertake to implement the program this year (list)?

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):

**4. Use of the Project-Based Voucher Program**

**Intent to Use Project-Based Assistance**

Yes  No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:

- low utilization rate for vouchers due to lack of suitable rental units
- access to neighborhoods outside of high poverty areas
- other (describe below):

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

**5. PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: COMMONWEALTH OF PENNSYLVANIA

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- X The PHA has based its statement of needs of families on its waiting lists on the needs expressed in the Consolidated Plan/s.
- X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  - Improve the Quality of Housing Stock through Rehabilitation
  - Preserve Neighborhoods and Communities
  - Improve Rental Housing Opportunities
  - Assist Families and Individuals to Become Home Buyers
  - Further Fair Housing and Address Community Opposition
  - Build Capacity of Community-Based Organizations and Local Governments

Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

THE COMMONWEALTH OF PENNSYLVANIA'S CONSOLIDATED PLAN PROVIDES FOR THE ALLOCATION OF A VARIETY OF STATE AND FEDERAL FUNDS WHICH THE AUTHORITY UTILIZES TO BENEFIT THE LOCAL POPULATION WITH THE FIRST TIME HOMEBUYERS PROGRAM, THE RENTAL REHABILITATION PROGRAM, CDBG FUNDS, FEDERAL TANF, STATE HOME FUNDS, STATE CDBG FUNDS, REHABILITATION PROGRAM FOR OWNER OCCUPIED STRUCTURES AND THE HANDICAP ACCESS PROGRAM.

THE AUTHORITY PARTICIPATES IN THE ANNUAL UPDATE PROCESS IN ORDER TO ENSURE THAT THE NEEDS OF ITS JURISDICTION ARE PROPERLY ACCOUNTED FOR YEAR TO YEAR.



## **6. Supporting Documents Available for Review for Streamlined Annual PHA Plans**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
X	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. X Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. X Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. X Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
n/a	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
		Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

<b>Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: ERIE COUNTY		Grant Type and Number Capital Fund Program Grant No: PA28P08750105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	75,000			
3	1408 Management Improvements				
4	1410 Administration	3,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	5,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	38,700			
11	1465.1 Dwelling Equipment—Nonexpendable	39,372			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	161,072			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26					

**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

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

PHA Name: ERIE COUNTY		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: 2006			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
SALSBURY/87-1	REHAB BATHS	1460	65	18,500				
	ACCESSIBLE AUTO ENTRY DOORS	1465.1	1	5,500				
	UPDATED CALL SYSTEM	1465.1	1	10,000				
COLLEGE VIEW/87-2	ACCESSIBLE AUTO ENTRY DOORS	1465.1	1	5,500				
	CARB MON DETECTORS	1465.1	2	209				
	INSTALL AIR EXCHANGERS	1465.1	2	11,288				
	REHAB BATHS	1460	40	12,000				
	UPDATED CALL SYSTEM	1465.1	1	5,000				
MARVIN J. SCHICK APTS./87-3	CARB MON DETECTORS	1465.1	15	1,875				
	REHAB BATHS	1460	16	8,200				

**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

<b>Annual Statement/Performance and Evaluation Report                      Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)                      Part III: Implementation Schedule</b>							
PHA Name: ERIE COUNTY			Grant Type and Number Capital Fund Program No: PA28P08750105 Replacement Housing Factor No:				Federal FY of Grant: 2005
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PA087-1	6-30-06			12-31-06			
PA087-2	6-30-06			12-31-06			
PA087-3	6-30-06			12-31-06			
HA WIDE NEEDS	6-30-06			12-31-06			

## 8. Capital Fund Program Five-Year Action Plan

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name ERIE COUNTY				<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b>	
				<input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 3 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 4 FFY Grant: 2009 PHA FY: 2009	Work Statement for Year 5 FFY Grant: 2010 PHA FY: 2010
	Annual Statement				
87-1/SALSBURY		15,500	43,750	77,650	39,717
87-2/COLLEGE VIEW		20,488	20,700	12,338	17,325
87-3 MARVIN J. SCHICK APTS.		54,000	25,538		21,030
PHA-WIDE (Includes operations, administration, fees and costs and contingency)		79,000	79,000	79,000	79,000
CFP Funds Listed for 5-year planning		168,988	168,988	168,988	157,072
Replacement Housing Factor Funds					

## 8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : <u>2007</u> FFY Grant: 2007 PHA FY: 2007			Activities for Year: <u>2008</u> FFY Grant: 2008 PHA FY: 2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>	SALSBURY/87-1	REPLACE CLOSET DOORS	15,500	SALSBURY/87-1	REPLACE ENTRY DOORS AND FRAMES	8,100
<b>Annual</b>					UPDATE ALL EXTERIOR LIGHTING	7,500
<b>Statement</b>	COLLEGE VIEW/87-2	REPLACE CLOSET DOORS	20,488		REFINISH PARKING LOT, LIGHTING POLES	2,500
					REPLACE PANIC HARDWARE	7,200
	SCHICK APTS./87-3	REPLACE ROOF GUTTERS & DWNSPTS	54,000		REPLACE GARAGE DOOR	4,000
					NON-DWELLING EQUIPMENT	9,000
					CAULK ALL HVAC UNITS	5,450
				COLLEGE VIEW/87-2	INSTALL RAILINGS AT ENTRYS	2,500
					REPLACE DAMAGED CURBS AND PAVING	3,200
					UPDATE ALL EXTERIOR LIGHTING	6,000
					NON-DWELLING EQUIPMENT	9,000
				87-3/SCHICK APTS.	INSTALL NEW MAIL BOX UNIT	4,500
					CHANGE HALL, STAIR, & BATHROOM LTNG TO FLRESCENT	7,000
					UPDATE FRONT AND REAR EXT. LIGHTING	5,300
					UPDATE PARKING LOT LIGHTING	2,000
					NON-DWELLING EQUIPMENT	2,238
					NEW STORAGE SHED	4,500
<b>Total CFP Estimated Cost</b>			<b>\$89,988</b>			<b>\$89,988</b>

## 8. Capital Fund Program Five-Year Action Plan

<b>Capital Fund Program Five-Year Action Plan</b> <b>Part II: Supporting Pages—Work Activities</b>					
Activities for Year : <u>2009</u> FFY Grant: 2009 PHA FY: 2009			Activities for Year: <u>2010</u> FFY Grant: 2010 PHA FY: 2010		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
SALSBURY/87-1	REPLACE CARPET IN UNITS	49,150	SALSBURY/87-1	REPLACE REFRIGERATORS	21,547
	REPLACE HOT H2O TANKS	25,000		REPLACE SIDEWALK & ACCESSS AREA @ WEST ENTRY	4,450
	REBUILD FIRE PUMP	3,500		REHAB & CLEAN HVAC UNITS	7,000
				INSTALL 8 HDPC TOILETS	6,720
			COLLEGE VIEW/87-2	INSTALL RAILINGS @ FRONT ENTRY	3,500
COLLEGE VIEW/87-2	REPLACE BATHROOM WALL HEATERS	1,000		INSTALL RAILINGS @ NORTH ENTRY	2,500
	REPLACE DAMAGED SIDEWALK	6,000		RELOCATE & REBUILD FENCE & SIDEWALK FOR ACCESSIBILITY	4,500
	REPAIR/REPLACE WORK SHED	5,338		WIDEN SIDEWALK W/ RAILING @ S.E. SIDE OF BLDG	4,500
				INSTALL 2 HDPC TOILETS IN PUB RR	2,325
			MARVIN J. SCHICK/87-3	REPLACE ALL LOCKSETS & LATCHSETS	4,500
				REPLACE STAIR TREADS & RISERS	9,200
				REPLACE PLAYGROUND EQUIPMENT	5,330
				REPLACE SIDEWALK	2,000
<b>Total CFP Estimated Cost</b>		<b>\$89,998</b>			<b>\$78,072</b>



# ATTACHMENT A: AN AMENDMENT TO THE STATEMENT OF POLICIES GOVERNING ADMISSION TO AND CONTINUED OCCUPANCY OF PUBLIC HOUSING:

## II. ELIGIBILITY FOR ADMISSION AND PROCESSING OF APPLICATIONS

### B. Reasonable Accommodation

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the Housing Authority's housing programs and related services. When such accommodations are granted, they do not confer special treatment or advantage for the person with a disability; rather, they make the program accessible to them in a way that would otherwise not be possible due to their disability. This policy clarifies how people can request accommodations and the guidelines the Housing Authority will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the Housing Authority will ensure that all applicants/residents are aware of the opportunity to request reasonable accommodations.

### GENERAL PRINCIPLES

1. The person requesting the reasonable accommodation is usually an expert in regard to his or her own disability and the accommodations that may be appropriate. Generally, we presume that the information the person provides concerning his or her own needs is accurate and the method proposed for accommodation those needs is the most appropriate.
2. This procedure for evaluation and responding to requests for a reasonable accommodation relies on a cooperative relationship between us and the applicant/resident. The process is not adversarial.
3. The form, "***Request for a Reasonable Accommodation***" is designed to help us and applicants/residents. If an applicant/resident does not, or cannot, use the Form, we will still respond to the request for an accommodation.
4. If the accommodation is reasonable (see procedure 3 below), we will grant it (also see principle 5 below).
5. Where the reasonable accommodation is requested by an applicant in order to overcome negative information, or by a resident in order to overcome a lease violation, we will make the following additional determinations:
  - What is the essential impact of the negative information or lease violation? How serious is it, and exactly how does it affect us?
  - Does the requested accommodation eliminate, or satisfactorily reduce, the essential impact, so that the person can occupy the housing with a reasonable expectation of success?

If the requested accommodation is reasonable and produces a reasonable expectation of success, we will grant the request.

6. Reasonable accommodations will be focused on the individual and designed to address each person's situation.
7. In some cases, reasonable accommodations may be perceived (incorrectly) by non-disabled residents as conferring a special advantage on a person with disabilities; however, we will not base our decisions on how the decisions will be perceived, but rather on whether the accommodation is effective in removing the barriers which inhibit a person with disabilities from accessing and using the housing program.
8. Communications under this policy will be in plain language, in a format appropriate to meet the communication needs of the person with disabilities. Where the following procedures refer to written documents this plain language directive shall apply and alternative formats will be used in order to communicate information and decisions to applicant or resident.
9. Any meetings required by this policy will be held in an accessible location.
10. If a tenant needs a physical modification to a unit as a reasonable accommodation, we will normally pay for the modification unless it causes an undue financial and administrative burden.
11. In some cases, a tenant may wish to make modifications to a unit at his or her own expense or have an outside agency pay for the modification. In these circumstances, we would not charge any additional fees, such as an additional security deposit. We would generally give permission for such changes unless it would affect the structural integrity of the building. We will have 10 days to either consent to the changes or deny it, using written notification procedures. This does not in any way affect our obligation to pay for modifications as a reasonable accommodation for a disability.

#### **PROCEDURE 1 – COMMUNICATION WITH APPLICANTS AND RESIDENTS**

1. All applicants will be provided the “*Request for a Reasonable Accommodation*” form (“Request Form”) at the time of application.
2. All residents will be provided the Request Form again at the time of recertification, upon notice of lease violation, and upon request.
3. We will respond in writing to all Request Forms.
4. All decisions to grant or deny reasonable accommodations will be communicated in writing and in the form requested by the individual.

#### **PROCEDURE 2 – SEQUENCE FOR MAKING DECISIONS**

1. Is the applicant/resident a qualified “individual with handicaps?”\*
  - (a.) If NO, we are not obliged to make a reasonable accommodation, and we may deny the request.
  - (b.) If YES, got to step 2.
  - (c.) If more information is needed, either write for more information using the standard Request for Information letter, or request a meeting using the standard Request for a Meeting letter.

2. Is the requested accommodation related to the disability?
3. Is the requested accommodation reasonable? We will make this determination by following Policy 3 – Guidelines for Determining Reasonableness.
  - (a.) If YES, we will approve the request for reasonable accommodation. A written description of the accommodation will be prepared and included in the approval letter.
  - (b.) If NO, we may deny the request. Denial will be made in writing.
  - (c.) If more information is needed, either write for more information using the standard Request for Information letter, or request a meeting using the standard Request for meeting letter.

### **POLICY 3 – GUIDELINES FOR DETERMINING REASONABLENESS**

1. In accordance with principle #1, in most instances we will accept the judgment of the person with a disability that an accommodation is needed. However, we retain the option to require the person with disabilities to show the need for an accommodation to enable him/her to access and use the housing program.
2. In accordance with principle #1, in most instances we will accept the judgment of the person with disabilities that the requested accommodation is the most appropriate for him or her. However, we retain the option to investigate equally effective alternatives to the requested accommodation, and/or alternative methods of providing the requested accommodation.
3. If a number of potential accommodations would clearly satisfy the needs of the person with disabilities, we retain the option to select the accommodation which is most convenient and cost-effective for us. This includes the option to select a change in procedure or policy, rather than to make a structural change, when the procedure change would be equally effective.

The following steps refer to requested accommodations which are needed, and which represent the most appropriate means of accommodating the disability:

4. Does the requested accommodation constitute a fundamental alteration? If so, we will deny the request.
5. Does the requested accommodation create undue financial and administrative burdens for us? If so, we will comply with the request only up to the extent that we can do so without creating undue burdens.