
*SCHUYLKILL COUNTY HOUSING
AUTHORITY*

HUD-50075

2010-2014 FIVE-YEAR AND ANNUAL PLAN

December 15, 2009

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Schuylkill County Housing Authority</u> PHA Code: <u>PA016</u> 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>04/2010</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>610</u> Number of HCV units: <u>631</u>				
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PH A Cod e	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program PH HCV
	PHA 1:				
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: The mission of the Schuylkill County Housing Authority is: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. <u>See attached Section 10.0 Additional Information</u>				
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.				
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i>				
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.				
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing. <u>See Attached Annual Statement/Performance and Evaluation Reports</u>				
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. <u>See Attached Capital Fund Program Five-Year Action Plan</u>				
8.3	Capital Fund Financing Program (CFFP). <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.				

9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p>
9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan. See Section 5.2 Above</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification” A significant change is defined as: (1) Changes to rent or admissions policies or organization of the waiting list except where the changes are to bring them into compliance with HUD requirements or expands options for residents. (2) Addition of non-emergency work items (items not included in the current Annual Statement or Five-Year Plan). (3) Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.</p>
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

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

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

Instructions form HUD-50075

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

1.0 PHA Information

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

2.0 Inventory

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

3.0 Submission Type

INDICATE WHETHER THIS SUBMISSION IS FOR AN ANNUAL AND FIVE YEAR PLAN, ANNUAL PLAN ONLY, OR 5-YEAR PLAN ONLY.

4.0 PHA Consortia

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

5.0 Five-Year Plan

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

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

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

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

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

PHA Plan Elements. (24 CFR 903.7)

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

maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A

description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

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

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm

Note: This statement must be submitted to the extent that

approved and/or pending demolition and/or disposition has changed.

- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>
 - (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
 - (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.
- 8.0 Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

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

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

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

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

8.2 Capital Fund Program Five-Year Action Plan

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

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

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

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

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

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

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

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*

- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

6.0 PHA Plan Update.

II. PHA Plan Elements. (24 CFR 903.7)

The following elements of the Schuylkill County Housing Authority's (SCHA) plan elements have been revised since the Authority's prior submission:

- 3. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** SCHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists, **have not been revised since the Authority's prior submission.**

The Following is a Summary of Key Components of SCHA's Policies Governing Eligibility, Selection, and Admissions_[24 CFR Part 903.12 (b), 903.7 (b)]

A. Public Housing

(1) Eligibility: Verification of eligibility for admission to public housing occurs when families are within 45 days of application.

SCHA uses the following non-income (screening) factors to establish eligibility for admission to public housing:

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

SCHA request criminal records from local and State law enforcement agencies and INTELLICORP for screening purposes

(2)Waiting List Organization: SCHA uses a Community-Wide list to organize its public housing waiting list and optional site-based waiting lists.

Interested persons may apply at SCHA's main administrative office at 245 Parkway, Schuylkill Haven, PA and at each of its development site management offices for admission to public housing, or via a home visit as a reasonable accommodation for applicants unable to come to the office.

Applicants may be on more than one list simultaneously (9 lists).

(3) Assignment: Ordinarily, SCHA permits applicants only one 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.

(4) Admissions Preferences: Income targeting: **SCHA does not exceed the federal targeting requirements** by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income.

Transfer policies: SCHA has established the following policy for transfers taking precedence over new admissions:

- Emergencies
- Over-housed – to meet waiting list demand
- Under-housed
- Medical justification
- Administrative reasons determined by SCHA (e.g., to permit modernization work)
- Non-handicapped household occupying a handicapped unit

Preferences: SCHA has established preferences for admission to public housing (other than date and time of application).

SCHA employs the following admission preferences:

- Involuntary Displacement (Disaster, Government Action)
- Victims of domestic violence
- Substandard housing
- Homelessness
- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Nursing Home Transition Participants

SCHA employs prioritizes admissions preferences as follows:

- Date and Time: 1
- Involuntary Displacement (Disaster, Government Action): 1
- Victims of domestic violence: 1
- Substandard housing: 1
- Homelessness: 1
- Working families and those unable to work because of age or disability: 1
- Veterans and veterans' families: 1
- Nursing Home Transition Participants: 1

SCHA applies preferences within income tiers – if needed to meet statutory requirements that 40% be Extremely Low Income.

(5) Occupancy: The following are reference materials applicants and residents use to obtain information about the rules of occupancy of public housing:

- The SCHA-resident lease
- The SCHA's Admissions and (Continued) Occupancy policy
- SCHA briefing seminars or written materials

Residents must notify SCHA of changes in family composition:

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision

B. Section 8

(1) Eligibility: SCHA request criminal records from local and State law enforcement agencies and INTELLICORP for screening purposes.

SCHA does not share its criminal and drug related background checks with the landlord.

(2) Waiting List Organization: SCHA does not merge its Section 8 waiting list with its public housing waiting list. Each list is kept separate.

Interested persons may apply for admission to section 8 tenant-based assistance SCHA's main administrative office at 245 Parkway, Schuylkill Haven, PA. SCHA also provides reasonable accommodations via home visits for those unable to come to the office.

(3) Search Time: SCHA does give extensions on standard 60-day period to search for a unit in accordance with its Section 8 Administrative Plan.

(4) Admissions Preferences:

Income targeting: SCHA 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 median area income.

Preferences: SCHA has established preferences for admission to section 8 tenant-based assistance program (other than date and time of application). These preferences include the following:

- Involuntary Displacement (Disaster, Government Action)
- Victims of domestic violence
- Substandard housing
- Homelessness
- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Nursing Home Transition Participants

SCHA has prioritized the following admissions preferences, as noted:

- Date and Time: 1
- Involuntary Displacement (Disaster, Government Action): 1
- Victims of domestic violence: 1
- Substandard housing: 1
- Homelessness: 1
- Working families and those unable to work because of age or disability: 1
- Veterans and veterans' families: 1
- Nursing Home Transition Participants: 1

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

SCHA employs preferences for “residents who live and/or work in the jurisdiction.” This preference has previously been reviewed and approved by HUD

The current pool of applicant families ensures that SCHA will meet income targeting requirements.

SCHA applies preferences within income tiers.

(5) Special Purpose Section 8 Assistance Programs

The Section Administrative Plan contains the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by SCHA. In addition, SCHA makes know to the participants, its policies governing eligibility, selection and admissions to any special-purpose section 8 programs at the time of the briefing sessions and in written materials.

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

- 4. Financial Resources.** The following statement of financial resources, includes a listing by general categories of the Housing Authority’s anticipated resources, Operating, Capital and other anticipated Federal resources available to SCHA, as well as tenant rents and other income available to support public housing or tenant-based assistance:

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2009 grants)		
a) Public Housing Operating Fund	\$1,494,110	Operating
b) Public Housing Capital Fund	\$866,741	Capital/Operating
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$2,509,284	HAP & Administration
f) Resident Opportunity and Self-Sufficiency Grants		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (unobligated funds only) (list below)		
Capital Fund Program 2009	\$842,741	Capital/Operating
Cap Fund Recovery Grant 2009	\$25,000	Capital Improvements
Cap Fund Recovery Competitive Grant 2009	\$821,000	Capital Improvements
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Capital Fund Program 2008	\$184,222	Capital/Operating
3. Public Housing Dwelling Rental Income	\$1,668,408	Operating
Excess Utilities	\$39,388	Operating
4. Other income (list below)		
Interest	\$45,000	Operating
Miscellaneous	\$244,517	Operating
4. Non-federal sources (list below)		
County Act 137 Funds	\$50,000	Affordable Housing
Total Resources	\$8,790,411	

3. Rent Determination. The policies of SCHA governing rents charged for public housing and HCV dwelling units, **have not been revised since the Authority’s prior submission.**

The Following is a Summary of SCHA’s Rent Determination Policies [24 CFR Part 903.12(b), 903.7(d)]

A. Public Housing

(1) Income Based Rent Policies

The following describes SCHA’s income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions:

Use of discretionary policies: SCHA does not employ any discretionary rent-setting policies for income-based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions).

Minimum Rent: SCHA has established \$50.00 as a minimum rent and has adopted the following discretionary minimum rent hardship exemption policies:

- The family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;
- The family would be evicted as a result of the imposition of the minimum rent requirement;
- The income of the family has decreased because of changed circumstance, including loss of employment;
- A death in the family has occurred; and
- Other circumstances determined appropriate and acceptable by the Housing Authority or the Department of Housing and Urban Development

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

Rent re-determinations: Tenants must report changes in income or family composition to SCHA any time the family experiences such changes that may result in an adjustment to rent. Any time a family experiences an income increase above the following threshold amount: interim increase in rent due to a change in income shall only be implemented when the total annual gross income increases three thousand five hundred dollars (\$3,500) or more, except:

(1) if a new member is added to the lease, an adjustment will be made regardless of the amount of income; or

(2) if a tenant paying a minimum rent (\$50) obtains income from any source, an adjustment will be made regardless of the amount of income.

SCHA does not plan to implement individual savings accounts for residents (ISA) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year.

(2) Flat Rents: In setting the market-based flat rents, SCHA utilizes the payment standard approved by the Board which is based on a percentage of the current FMRs to establish a flat rent for each development.

B. Section 8 Tenant-Based Assistance

(1) Payment Standards: SCHA's payment standard is established at 100% of current HUD published Fair Market Rents (FMR) for two bedroom units and above for the area.

The payment standards are reevaluated annually by SCHA for adequacy. SCHA will consider the success rates of assisted families in locating and leasing affordable housing that meets HQS in its assessment of the adequacy of its payment standard.

(2) Minimum Rent: SCHA has established \$50.00 as the minimum rent for the Section 8 Voucher Program.

SCHA has adopted the following discretionary minimum rent hardship exemption policies:

- the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program;
- the family would be evicted as a result of the imposition of the minimum rent requirement;
- the income of the family has decreased because of changed circumstance, including loss of employment;
- a death in the family has occurred; and
- other circumstances determined appropriate and acceptable by the Housing Authority or the Department of Housing and Urban Development .

4. Operation and Management. A statement of the rules, standards, and policies of the Housing Authority governing **maintenance management** of housing owned, assisted, or operated by the public housing agency (which includes measures necessary for the prevention or eradication of pest infestation, including cockroaches), and policies governing Section 8 Management are list below.

5. Grievance Procedures. The policies of SCHA governing the grievance and informal hearing and review procedures that the Housing Authority makes available to its residents and applicants, **have not been revised since the Authority's prior submission.**

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

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

Policy Overview

Community Service is defined as “the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community.” Community Service is not employment and may not include political activities.

The Community Service and Economic Self-Sufficiency requirements mandate that each non-exempt adult household member (18 years or older), shall either contribute eight hours per month of community service within their community, or participate in an Economic Self-Sufficiency program for eight hours per month. This Chapter provides SCHA’s requirements.

Community Service Contributions

Federal regulations mandate that all adult residents must contribute eight (8) hours per month of community service, or participate in an economic self-sufficiency program for eight (8) hours per month as a condition for continued public housing assistance.

The exceptions to this requirement are for person(s) that are:

- Elderly
- Blind or disabled as defined under law and unable to comply with the community service requirement, or the caretaker of such an individual.
- Working or exempted from work by the State.
- Receiving assistance and not in noncompliance with State or TANF requirements.

Persons with a disability are not automatically exempt from community service requirements. A person is exempt only to the extent the disability makes the person “unable to comply.”

Community Service Activities

The Authority will strive to give residents the greatest choice possible of community service activities. These activities could include, but are not limited to:

- Improving the physical environment of the resident’s development.
- Volunteer work in a local school, hospital, childcare center, homeless shelter, etc.
- Working with youth organizations.
- Helping neighborhood groups on special projects.

- Participation in programs that develop and strengthen resident self responsibility such as drug and alcohol abuse counseling and treatment, household budgeting and credit counseling, and English proficiency.

Federal regulations specifically prohibits political activity as community service.

Housing Authority Options For Community Service:

The Authority can administer its own community service program, with cooperative relationships with other entities, or contract the entire community service program to a third party, which includes qualified resident councils.

The Authority must follow procurement policies and 24 CFR 85.36 in order to contract out the community service program. When third party contractors are used, the Authority will strive to ensure the contractor doesn't have a financial interest in where participants are assigned.

The Authority will ensure that all community service programs are accessible for persons with disabilities, and determine as well as possible, the work being performed is not hazardous.

Documentation

Reasonable documentation must verify the community service, and must be placed in the resident's file at time of reexamination.

15.5 Noncompliance

- The Authority will determine if non-exempt residents are in compliance. If a family is found to be non-compliant, the non-compliant adult and the head of household must sign an agreement to make up the hours within the next three to 12-month period.
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.
1. Local police provide up to date information regarding criminal activity on or near the public housing developments
 2. Police cooperation with SCHA in hearings involving drugs and other criminal activities
 3. Police cooperate with state and federal (OIG) for local drug and fraud cases involving housing participants
 4. Police inform SCHA of registered sex offenders
 5. SCHA has installed exterior and interior camera security system in elderly and family complex

9. **Pets.** SCHA's policies and requirements pertaining to the ownership of pets in public housing, **have not been revised since the Authority's prior submission.**
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** *In the opinion of Polcari and Company , CPA, who conducted and independent audit of the Housing Authority as of March 31, 2008, "...the results of its operations, changes net assets and cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America."*
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to ensure victim safety in assisted families.

EXCEPTION TO LEASE TERMINATION RELATING TO VIOLENCE AGAINST WOMEN:

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

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

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

Nor does this section limit any otherwise available authority of SCHA:

- to evict a tenant for any violation of a lease not premised on the act or acts of violence in question against the tenant or member of the tenant's household, provided that SCHA does not subject an individual who is or has been a victim of domestic violence, dating violence, or stalking to a more demanding standard than other tenants in determining whether to evict or terminate; or
- to limit the authority of a public housing agency to terminate the tenancy of any tenant if SCHA can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if that tenant's tenancy is not terminated; and
- nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, or stalking.

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

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

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

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

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

1. requested or consented to by the individual in writing;

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

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

III. PHA Plan Posting

The SCHA 2009 Annual Plan may be obtained by the public including updates, at each Asset Management Project (AMP) and main office of the Authority at 245 Parkway, Schuylkill Haven, Pennsylvania. SCHA has also provided each Commissioner and Advisory Council member with a copy its 2010 Annual Plan and Five-Year Plan.

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

(d) Homeownership:

The Housing Authority has included a procedure in its Administrative Plan to administer a Homeownership Program utilizing its Housing Choice Vouchers if there is a determination of need.

9.0 Housing Needs

Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table.

In the “Overall” Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, 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.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction By Family Type							
Family	Over all	Afforda bility	Su pply	Qu ality	Accessi bility	Ty pe Size	Loca tion
Income <= 30% of AMI	1,625 (57%)	5	2	3	2	4	2
Income >30% but <=50% of AMI	1,478 (50%)	5	2	2	2	4	2
Income >50% but <80% of AMI	510 (18%)	2	1	2	2	1	1
Elderly	1,366 (34%)	5	1	1	3	1	1
Families with Disabilities	1,117 (35%)	5	4	4	4	3	3
White-Non-Hispanic	3,588 (28%)	5	2	3	2	4	2
White – Hispanic	58 (35%)	5	2	3	2	4	2
Black – Non-Hispanic	54 (54%)	5	2	3	2	4	2
Asian (No Pacific Islanders)	33 (46%)	5	2	3	2	4	2

Sources for information: Northeast Region of State Plan; Comprehensive Housing Affordability Strategy (CHAS); and the American Housing Survey Data

Housing Needs of Families on the Public Housing Waiting Lists

The following table represents the characteristics of the families on the Public Housing Waiting List for Schuylkill County:

Housing Needs of Families on the Waiting List Public Housing

HUD-50075

	# of families	% of total families	Annual Turnover
Waiting list total	342		112
Extremely low income <=30% AMI	251	73%	
Very low income (>30% but <=50% AMI)	74	22%	
Low income (>50% but <80% AMI)	17	5%	
Families with children	118	35%	
Elderly families	57	17%	
Families with Disabilities	128	37%	
Nondisabled, nonelderly, no children	102	30%	
White – Non- Hispanic	311	91%	
White - Hispanic	15	4%	
Black – Non- Hispanic	15	4%	
Pacific Islander – Non-Hispanic	1	1%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	42	12%	35
1BR	161	47%	26
2 BR	93	27%	19
3 BR	39	11%	28
4 BR	5	2%	2
5 BR	1	1%	2
5+ BR			

Housing Needs of Families on the Section 8 Tenant- Based Assistance Waiting Lists

Housing Needs of Families on the Waiting List
Section 8 tenant-based assistance

HUD-50075

	# of families	% of total families	Annual Turnover
Waiting list total	539		114
Extremely low income <=30% AMI	389	72%	
Very low income (>30% but <=50% AMI)	137	25%	
Low income (>50% but <80% AMI)	13	3%	
Families with children	311	58%	
Elderly families	31	6%	
Families with Disabilities	91	17%	
Nondisabled, nonelderly, no children	142	26%	
White – Non-Hispanic	486	90%	
White - Hispanic	27	5%	
Black – Non-Hispanic	19	4%	
Black - Hispanic	1	<1%	
Multi-racial – Non- Hispanic	4	<1%	
Multi-racial – Hispanic	2	<1%	

10.0 Additional Information.

(a) Progress in Meeting Mission and Goals

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

Goals

SCHA Goal: Expand the supply of assisted housing

Objectives:

- Apply for additional rental vouchers:
- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:

The Authority has made major improvements to the Minersville High Rise including the provision of new windows and upgrade to the heating system, upgrades to plumbing system and bathroom, and upgraded security in order to meet the needs of current residents and make the units more marketable. The Authority has also worked closely with agencies providing services to those with disabilities which have resulted in expanded services to residents. All units are now fully occupied except for normal turnover.

Also, during the first five-years, the Housing Authority established a nonprofit corporation to expand affordable housing options in the County. During 2007 a grant in the amount of \$50,000 was provided to the nonprofit by the Schuylkill County Affordable Housing Trust Fund (Act 137). The Authority's nonprofit has committed a match of \$120,000. The non-profit corporation has renovated three houses that are now being leased to Housing Choice Voucher families who are participating in the Family Self-Sufficiency Program. The goal is for these families to become homeowners. The corporation hopes to continue the program with the assistance of additional Act 137 funding, other grants, and by utilizing the sales proceeds when the houses are sold. The Authority applied for additional public funds to create additional housing opportunities. An Act 137 grant in the amount of \$50,000 was awarded and allocated for modernization work at the Minersville High Rise.

SCHA Goal: Improve the quality of assisted housing

Objectives:

- Increase customer satisfaction:
- Renovate or modernize public housing units:

Status: Capital Fund Program is proceeding on schedule.

Capital Fund Program Status		
<i>FFY</i>	<i>% Obligated</i>	<i>% Expended</i>
2006	100%	100%
2007	100%	100%
2008	79%	59%
2009	2%	0%
2009 CFRG	97%	39%
2009 CFRC	0%	0%

See attached P&Es for detail

SCHA Goal: Increase assisted housing choices

Objectives:

- Increase voucher payment standards
- Implement voucher homeownership program:

The Authority has maintained its Payment Standards at the 2004 FMRs level for two bedroom and larger apartments as the lower 2005 FMRs would have driven current and prospective owners away from the program. The 2005 FMRs were higher than the 2004 level for efficiency and one bedroom apartments so these higher levels have been adopted as the current experience indicates that the higher level would be helpful.

In 2006, 2007, 2008, 2009 and 2010 the FMRs have steadily increased. The Authority will closely monitor the appropriateness of its Payment Standards in order to maintain a workable, high-quality program balanced by the fiscal restraints of the program. Due to the reduced HUD funding, the Authority cannot raise its Payment Standards to the new FMR levels. It will continue to closely monitor the appropriateness of the Standards within the fiscal restraints of the program. The efficiency Payment Standard is being increased by \$11 for 2010 to \$367 compared to the proposed FMR for 2010 of \$386. The one-bedroom Payment Standard is being increased by \$18 to \$478 compared to the new FMR of \$503. The two, three, four, and five bedroom Standards for 2010 are being maintained at the increased FMR levels of \$579, \$723, \$795 and \$914 respectively.

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

SCHA Goal: Provide an improved living environment

Objectives:

- Implement public housing security improvements:

The Authority has installed security cameras at all nine of its family and senior housing developments. The cameras can be viewed via the Internet enabling both the Authority and the Police Departments to monitor activities on the exterior of its buildings. A strong working relationship has been

developed with the Schuylkill County Drug Task Force to help eliminate drug activity. Also, drug education for children implemented through the Summer BLAST Program has been provided.

SCHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Promote self-sufficiency and assist families to obtain supportive services through the various service agencies with which the Housing Authority has inter-agency agreements.

During the last five-year period, the Authority established an effective Family Self-Sufficiency program for Section 8 Voucher participants; outreach was provided to Voucher holders to urge their participation; and families have been enrolled. Three of the participating families have moved into the houses that were renovated by the Authority's housing corporation with the goal of them becoming homeowners.

Food banks have been established and will be continued in the senior buildings. During 2007 the program was expanded to elderly units in the family developments.

SCHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

Continue to provide suitable living environments regardless of race, color, religion, national origin, sex, familial status, or disability. Continue to make special outreach efforts to house disabled persons in handicapped housing through the Anthracite Center for Independent Living. Continue to work closely with Career Link, Schuylkill Community Action, the REDCo Group, Senior Services, Department of Public Welfare, Service Access Management, Allied Services, Schuylkill MH/MR and LHOT (Local Housing Options Team). Allied Services has provided on-site supportive services for persons with disabilities at the Minersville High Rise. They rent a deprogrammed unit for office purposes.

The Authority has agreed to participate in a program sponsored by the Pennsylvania Housing Finance Agency (PHFA) which is designed to increase housing resources for person with disabilities and for those transitioning from nursing homes. Under this Tenant Based Rental Assistance (TBRA) program, PHFA will provide up to 24 months of HOME funded rental assistance to disabled persons and those transitioning from nursing homes who are referred by the Authority, while the Authority maintains them on its waiting list(s) until a permanent voucher or public housing subsidy becomes available.

Resident Membership on PHA Governing Board:

Rose Marteslo, a resident of public housing in Cass-Minersville, was appointed to the Authority Board by the Schuylkill County Commissioners effective August 13, 2008, to fill the unexpired term of Raymond Putt. Ms. Marteslo's term will end on December 15, 2012.

Resident Advisory Board:

SECTION 8

Jolynn Logan – Minersville
Elmer Logan – Minersville
Stacy McDonough – Minersville
Linda Newton – Pottsville
Brian Mantz – Ashland
Mary Zagata – McAdoo
William Thomas - Tamaqua

PUBLIC HOUSING

16-2 – Coaldale Housing Development:

16-3 – Minersville High Rise:

Beverly Brown
Vincent Verbilla

16-5 – Schuylkill Haven High Rise:

Dorothy Bieski
Joan Cake
Tina Drey
Loretta Miree
Jimmie Reber
Karen Roeder
Mary Knott

16-7 – Shenandoah High Rise:

Nabil Yousseff

16-8 Shenandoah Family Development:

Nicolette Davco
Patrick McDonald
Anthony Wysoski, Jr.

16-10 – Cass-Minersville Family Development:

Rose Marteslo
Tiffany Schorr
Rhonda Weaver

16-12 – St. Clair Family Development:

Kimberly Daubenspeck

16-13 – Schuylkill Haven Family Development:

Charlette Golphin

Darnell Golphin

Judy Renner

16-14 – Ashland High Rise:

Edward Andrews

Joanne Negron

11.0 Required Submission for HUD Field Office Review.

- (f) Resident Advisory Board (RAB) comments.

RESIDENT ADVISORY MEETING:

November 18, 2009: 10:30 AM – Schuylkill Haven High Rise

1. Regarding community service, can we use people for our maintenance?
2. Lighting is needed between Units 167-195 at the Shenandoah Family Development. SCHA will address with 2009 Capital Fund.
3. Regarding cameras and security at the Schuylkill Haven High Rise; the police and office take care of calls right away.
4. The Shenandoah Community Watch Captain works with the Shenandoah Police in the development.
5. Residents are in favor of a Family Drug Program during the winter months. BLAST is a good thing. The office is doing a good job. Schuylkill County Drug and Alcohol will be contacted.
6. The staff is doing a good job and we need to let the residents know how busy and how much is involved in the housing process.
7. Regarding the hot water boiler replacement at the Schuylkill Haven High Rise; boilers are good. Hot water is efficient. It made a big difference in the hot water. You do not have to wait to get hot water.
8. Is it a Section 8 landlord's responsibility for safety? Yes, it is the landlord's responsibility.
9. Smoking in housing. The Housing Authority is aware of HUD's suggestion and is evaluating it. No one smokes in elevators or in common areas. A question was raised about a designated smoking area if it comes to a no smoking policy.
10. Area for pets – dog run. It will be reviewed by the Housing Authority.

Comments from Residents

Project PA-16-2 – Coaldale Housing Development

(4 residents in attendance)

Residents stated they don't think we need new doors; just paint them. New doors are in plan. Lighting fixtures in kitchen do not produce enough light. New light are in plan.

Project PA-16-3 – Minersville High Rise and Project PA-16-10 – Cass- Minersville Family Development (meeting combined)

(29 residents in attendance)

Longer strip light above sink. New lights in plan.

Project PA-16-5 – Schuylkill Haven High Rise

(5 residents in attendance)

No comments were made.

Project PA-16-7 – Shenandoah High Rise

(21 residents in attendance)

No comments were made.

Project PA-16-8 – Shenandoah Family Development

(3 residents attended)

A suggestion was made that students from the development who need community service in order to graduate be given the opportunity to perform the service around the development (parking line painting, sweeping parking lot, cleaning or painting inside or outside of the units, etc.)

Entry doors and storm doors are in desperate need of being replaced. Doors in plan.

Project PA-16-12 – St. Clair Family Development

(1 resident in attendance)

Happy with trees recently planted; will there be more plantings?

Any plans for central location for trash such as dumpster?

Project PA-16-13 – Schuylkill Haven Family Development

(No residents in attendance)

Project PA-16-14 – Ashland High Rise

(8 residents in attendance)

No comments were made.

(g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.

There are no challenged elements.

(h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report*

(attached electronically).

(i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan*

(attached electronically).

Asset Management Statement

Schuylkill County Housing Authority

The Schuylkill County Housing Authority has adopted an asset management philosophy that seeks to maximize the value of its assets, and guides all decisions for its financial well-being as well as its clients. The Housing Authority's transformation to asset management, include the following:

ASSET MANAGEMENT PLAN

1. **Financial Assessment:** Prepare financial assessments of each property based on actual income, repair costs, administrative expenses and utility costs. Monitor income, expenses, and cash flows to track trends in financial performance.
2. **Historical Operating Analysis:** Maintain and analyze the historical operating results for each of the Authority's asset management properties. Compare the financial performance of each asset management property with indicators from comparable properties in the affordable housing industry. Analyze trends if the property is losing money and develop solutions.
3. **Physical Needs Assessment:** Utilize the recently completed comprehensive Physical Needs Assessment to cure deferred maintenance and physical deterioration. The assessment addresses remaining useful short life components. The PNA identifies functional obsolescence, both curable and incurable and provides information that will assist in the scheduling of future capital expenditures and replacements.
4. **Viability Analysis:** SCHA performed a portfolio evaluation to determine the most appropriate use of each site. Portfolio evaluation is a major asset management planning tool. The Viability Analysis provides SCHA with key benefits to: integrate the physical and financial characteristics of the housing with market conditions to develop highest and best use; evaluate alternative treatments and strategies in light of available resources; and prioritize future actions and clarify strategies going forward.
5. **Energy Performance Audit:** Utilize the recently completed Energy Performance Audit of each of SCHA's public housing developments to reduce utility costs by implement energy cost savings recommendations. Areas addressed in the energy performance audit findings include: reduce operating costs by updating and upgrading the HVAC systems, installing additional insulation and weather stripping where indicated, and installing energy efficient windows, replacing inefficient and wasteful shower heads, faucets, toilets, etc. and revamping lighting and electrical systems with energy/cost saving alternatives.

PERFORMANCE EXCELLENCE

1. **Public Housing:** Maintain “High Performer” status under HUD’s Public Housing Assessment System (PHAS). Ensure that SCHA properties continue to be managed to the highest possible standards, including thorough and uniform applicant eligibility determination, fair lease enforcement, regular preventative maintenance, prompt responses to maintenance work orders, full occupancy and timely turnover of vacant units, timely and accurate reporting of financial data, and all other components of quality property management and maintenance. Continue implementing “project-based accounting” as required by the new Public Housing Operating Fund rule. Continue to advocate for full funding and program reform.
2. **Section 8 Housing Choice Vouchers:** Maintain “High Performer” status under HUD’s Section 8 Management Assessment Program (SEMAP). Maintain high utilization of vouchers and budget without exceeding authorized limits. Continue to advocate for full voucher funding and program reform.
3. **Capital Improvements:** Continue renovating public housing properties and making capital improvements which promote fire safety and life safety as well as preserve the asset. Maintain high quality and timely design, bidding and construction. Continue to actively involve residents, staff and the community in planning capital improvements.

EMPLOYEE AND ORGANIZATIONAL DEVELOPMENT

1. **Equal Opportunity and Diversity:** Promote and enforce equal employment opportunity and affirmative action. Attract and retain a diverse and qualified work force. Manage workplace diversity by fostering respect for and valuing of diversity.
2. **Employee and Organizational Development:** Promote education, growth and advancement of employees through career planning, training opportunities and other resources. Continue internal rethinking strategies to promote organizational development, continuous improvement, and appropriate responses to budget challenges and program changes.
3. **Safety and Security:** Maintain safety and security at all SCHA housing and work sites for residents, staff and the public. Promote non-violence in all aspects of the SCHA’s work. Continue making physical improvements to properties that enhance safety and security.

RESPECTED AND RESPONSIVE COMMUNITY PARTNER

1. **Fair Housing:** Work cooperatively with community representatives and other units of government to ensure non-discrimination in SCHA programs and to affirmatively further fair housing objectives. Promote the value of diversity and respect for differences.
2. **Linking Residents to Community Services:** Promote links to community services through SCHA Community Centers and at other sites to meet the changing needs of SCHA residents, focusing on programs and services that enrich residents’ lives, promote independence, increase community involvement and support successful tenancies in public housing. Continue and promote transitional housing and other assisted living programs.

3. **Housing Preservation and Development:** Work with other agencies and organizations to preserve, develop, and/or manage affordable housing and other cooperative and entrepreneurial efforts. Seek out opportunities to produce additional affordable housing with federal resources (such as Replacement Vouchers) and/or other methods.

4. **Leadership Responsibilities:** Continue to advocate for full funding and program reform, including additional reform to HUD's "Asset Management" guidance. Continue to provide assistance to other housing authorities and organizations seeking organizational development, business systems, or program support.

SCHUYLKILL COUNTY HOUSING AUTHORITY

MAINTENANCE
MANAGEMENT
PROGRAM

Prepared by: T. Elias & Associates

MAINTENANCE MANAGEMENT STANDARDS

SCHUYLKILL COUNTY HOUSING AUTHORITY

INTRODUCTION

The mission of the Schuylkill County Housing Authority's (SCHA) Maintenance Program is to provide residents with responsive, cost effective, and quality repair and preservation services. The key to carrying out these functions is good planning and organization. SCHA's goal is to provide public housing that is decent, safe, sanitary and in good repair in accordance with the Department of Housing and Urban Development's Physical Conditions Standards described in 24 CFR §5.701(c).

The Property Managers of the Schuylkill County Housing Authority are responsible for managing the maintenance function in the most cost effective manner possible while maximizing the useful life of Authority properties and providing the best service to Authority residents. The following policy statements are designed to establish the structure of an effective and efficient maintenance system.

1.0 COMPONENTS OF A MAINTENANCE SYSTEM

The Housing Authority's maintenance system shall include certain components:

- A. A system of priorities for work requests;
- B. Comprehensive working procedures;
- C. Performance goals;
- D. A work order system;
- E. A skills training program; and
- F. A long-range planning system.

By developing a maintenance system that has these components in place, the authority will have the tools it needs to control the performance of maintenance work at the Housing Authority.

1.1 PRIORITY SYSTEM

The work priorities adopted by the Housing Authority exemplify its philosophy of delivering maintenance services. This priority system ensures that the most important maintenance work is done at a time it can be performed most cost-effectively. Minimizing vacancy loss is part of the cost-effectiveness calculation. The maintenance priorities of the Housing Authority are the following:

- A. Emergencies
- B. Scheduled Operations and Services
- C. Vacancy Preparation
- D. Resident On-Demand Requests

Placing planned maintenance and vacancy preparation work ahead of resident work requests does not indicate that resident requests are unimportant. It emphasizes the importance of maintaining control of the maintenance work by performing scheduled routine and preventive work first. By doing so, the Authority will decrease on-demand work and maintain the property in a manner that will keep and attract good tenants.

1.2 DEVELOP PROCEDURES

The Property Manager and Working Foreman will ensure that there are sufficient clear procedures in place to allow staff to implement this maintenance policy statement. All procedures will include the following:

- A. A statement of purpose;
- B. The job title(s) of the staff member(s) responsible for carrying out the activities in the procedure;
- C. Any forms needed to carry out the activities; and
- D. The frequency of any specified activities.

After their adoption, maintenance procedures will be reviewed and updated at least annually.

1.3 DEVELOP PERFORMANCE STANDARDS AND GOALS

The Property Manager and Working Foreman will establish measures that will allow the effectiveness of maintenance systems and activities to be evaluated. In establishing these standards the Housing Authority will take into consideration certain factors:

- A. Local housing codes;
- B. HUD Housing Quality Standards;
- C. Public Housing Assessment System (PHAS) standards; and
- D. The Housing Authority job descriptions.

Nothing in the documents listed above will prevent the Housing Authority from setting a standard that is higher than that contained in the documents.

These standards and goals will be used to evaluate current operations and performance and to develop strategies to improve performance and meet the standards that have been set.

1.4 WORK ORDER SYSTEM

The Housing Authority shall have a comprehensive work order system that includes all work request information: source of work, description of work, priority, cost to complete, days to complete, and hours to perform. This information is required for the Authority to plan for the delivery of maintenance services as well as evaluate performance. ***To obtain the greatest effectiveness from the work order system, all work requests and activities performed by maintenance staff must be recorded on work orders.***

Work orders will contain, at a minimum, the following information:

- A. Preprinted number
- B. Source of request (planned, inspection, resident, etc.)
- C. Priority assigned
- D. Location of work
- E. Date and time received

- F. Date and time assigned
- G. Worker(s) assigned
- H. Description of work requested (with task number)
- I. Description of work performed (with task number)
- J. Date and time completed
- K. Materials used to complete work
- L. Resident charge
- M. Resident signature

1.5 TRAINING

In order to allow its staff members to perform to the best of their abilities, the Housing Authority recognizes the importance of providing the staff with opportunities to refine technical skills, increase and expand craft skills, and learn new procedures. Each employee must participate in any training sponsored by the Authority.

The Working Foreman is responsible for developing a training curriculum for the maintenance staff and working with the Deputy Executive Director to identify the means of delivering the training.

1.6 LONG-RANGE PLANNING

The Housing Authority will put in place a long-range maintenance planning capability in order to ensure the most cost-effective use of Authority resources and the maximum useful life of Authority properties.

The Property Manager and Working Foreman will develop a property-specific long-range planning process that includes the following components:

- A. A property maintenance standard;
- B. An estimate of the work required to bring the property to the maintenance standard;

- C. An estimate of the work required to keep the property at the maintenance standard including routine and preventive maintenance workloads, vacant unit turn-around, inspection requirements and resident on-demand work;
- D. An estimate of the on-going cost of operating the property at the maintenance standard;
- E. A market analysis of the property to determine if there are any capital improvements needed to make the property more competitive;
- F. A cost estimate to provide the specified capital improvements; and
- G. A revised work plan and cost estimate of maintaining property at the improved standard.

By developing a work plan, the Authority will be able to anticipate its staff, equipment and materials needs. It will also be possible to determine need for contracting particular services.

2.0 MAINTAINING THE PROPERTY

All maintenance work performed at Housing Authority properties can be categorized by the source of the work. Each piece of work originates from a particular source -- an emergency, the routine maintenance schedule, the preventive maintenance schedule, a unit inspection, a unit turnover, or a resident request.

2.1 RESPONDING TO EMERGENCIES

Emergencies are the highest priority source of work. The Housing Authority will consider a work item to be an emergency if the following occur:

- A. The situation constitutes a serious threat to the life, safety or health of residents or staff; or
- B. The situation will cause serious damage to the property structure or systems if not repaired within twenty-four (24) hours.

If a staff member is unsure whether or not a situation is an emergency, he or she will consult with his or her supervisor. If a supervisor is not available, the employee will use his or her best judgment to make the decision.

For emergencies that occur after regular working hours, the Housing Authority shall have a twenty-four (24) emergency response system in place. This response system

includes the designation of a maintenance employee in charge for each day as well as a list of qualified pre-approved contractors, open purchase orders for obtaining required supplies or equipment, and access to Authority materials and supplies. The designated employee shall prepare a work order and report on any emergency within twenty-four hours after abatement of the emergency.

2.2 PREPARE VACANT UNITS FOR REOCCUPANCY

It is the policy of the Housing Authority to reoccupy vacant units as soon as possible. This policy allows the Authority to maximize the income produced by its properties and operate attractive and safe properties.

The Property Manager and Working Foreman is responsible for developing and implementing a system that ensures an average turn-around time of seven (7) calendar days. In order to do so, he or she must have a system that can perform the following tasks:

- A. Forecast unit preparation needs based on prior years' experience;
- B. Estimate both the number of units to be prepared and the number of hours it will take to prepare them; and
- C. Control work assignments to ensure prompt completion.

The maintenance procedure for reoccupying vacant units relies on the prompt notification by management of the vacancy, fast and accurate inspection of the unit, ready availability of workers and materials, and good communication with those responsible for leasing the unit.

The Working Foreman has the ability to create special teams for vacancy turnaround or to recommend hiring contractors when it may be necessary to maintain Authority goals.

2.3 PREVENTIVE MAINTENANCE PROGRAM

Preventive maintenance is part of the planned or scheduled maintenance program of the Housing Authority. The purpose of the scheduled maintenance program is to allow the Authority to anticipate maintenance requirements and make sure the Authority can address them in the most cost-effective manner. The preventive maintenance program focuses on the major systems that keep the properties operating. These systems include heating and air conditioning, electrical, life safety and plumbing.

A. General Operating Systems

The heart of any preventive maintenance program is a schedule that calls for the regular servicing of all systems. The development of this schedule begins with the identification of each system or item that must be checked and serviced, the date it must be serviced, and the individual responsible for the work. The servicing intervals and tasks for each system must be included in the schedule. The completion of all required tasks is considered a high priority for the Housing Authority.

The systems covered by the preventive maintenance program include but are not limited to:

1. Catch basins
2. Compactors
3. Condensate pumps
4. Electric transformer and emergency generators
5. Elevator equipment
6. Emergency lighting
7. Exhaust fans
8. Exterior lights
9. Fire extinguishers and other life safety systems
10. Heating plants
11. Mechanical equipment and vehicles
12. Sanitary drains
13. Air Conditioning equipment
14. Domestic water

A specific program will be developed for each system. This program shall include a list of the scheduled service maintenance for each system and the

frequency and interval at which that service must be performed. The equipment and materials required to perform the service will be listed as well so that they will be on hand when needed. An assessment of the skills or licensing needed to perform the tasks will also be made to determine if an outside contractor must be used to perform the work. The preventive maintenance schedule must be updated each time a system is added, updated, or replaced.

B. Roof Repairs/ Replacement

Maintenance of roofs requires regular inspections by knowledgeable personnel to ensure that there is no unauthorized access to roof surfaces and that there is good drainage, clear gutters and prompt discovery of any deficiencies.

The Working Foreman is responsible for the development of a roof maintenance plan that includes these features:

1. The type, area, and age of roof
2. Warranties and/or guarantees in effect
3. Company that installed the roof
4. Expected useful life of roof
5. History of maintenance and repair
6. Inspection schedule

The Authority maintenance staff will usually undertake only minor roof repairs. Therefore there should be a list of approved roofing contractors to take on more serious problems for roofs no longer under warranty.

C. Vehicle/Equipment Maintenance

The Housing Authority will protect the investment it has made in vehicles and other motorized equipment by establishing a comprehensive maintenance program. The vehicles and equipment to be covered include:

1. Cars, trucks and vans
2. Tractors

3. Snow blowers
4. Leaf blowers
5. Weed cutters
6. Lawn Mowers
7. Chain saws

The Working Foreman is responsible for the development of this plan which shall contain components for minimal routine service as well as servicing for seasonal use. Serviceable components for each vehicle or piece of motorized equipment will be listed in the plan along with the type and frequency of service required.

The Working Foreman shall also maintain a system to ensure that any employee that operates a vehicle or piece of motorized equipment has the required license or certification.

C. Lead-Based Paint

The Housing Authority is committed to controlling lead-based paint hazards in all its dwellings, especially family dwellings constructed before 1978. If any hazards are discovered, the Authority will develop a plan to abate the hazard. The Executive Director or his/her designee shall have the authority and responsibility to direct all activities associated with lead hazard control. The control plan will include such activities as:

1. Detecting the possible presence of lead paint;
2. Protection of residents and workers from lead-based paint hazards;
3. Surface protection of non-painted surfaces;
4. Equipment use and care;
5. Paint quality; and
6. Method of application.

Other responsibilities include directing training sessions, issuing special work orders, informing residents, responding to cases of children with

elevated blood lead levels, correcting lead-based paint hazards on an emergency repair basis, and any other efforts that may be appropriate.

The Housing Authority's plan to control such hazards is detailed in a risk assessment report and lead hazard control plan.

C. Life Safety Systems

The Housing Authority shall have a comprehensive program for maintenance of life safety systems to ensure that they will be fully functional in the case of an emergency. The Working Foreman shall be responsible for the development and implementation of a schedule that includes the inspection, servicing and testing of this equipment. The equipment to be included in the plan includes the following:

1. Fire alarms and fire alarm systems
2. Fire extinguishers
3. Fire hoses
4. Emergency generators
5. Emergency lighting
6. Smoke detectors
7. Sprinkler systems

The plan will include the required testing and servicing as required by manufacturer's recommendations. It will also include a determination of the most reliable and cost effective way to perform the work including the recommendation to hire a contractor.

Missing or inoperable smoke detectors will be replaced or repaired in less than 24 hours whenever feasible. Tenants shall be appropriately notified, in writing, if the smoke detector cannot be repaired or replaced in less than 24 hours.

2.4 INSPECTION PROGRAM

The Housing Authority's goals of efficiency and cost-effectiveness are achieved through a carefully designed and rigorously implemented inspection program. This

program calls for the inspection of all areas of the Authority's facilities -- the dwelling units, the grounds and building exteriors, and major service systems.

A. Dwelling Unit Inspections

The unit inspection system of the Housing Authority has two primary goals:

1. To assure that all dwelling units comply with standards set by HUD and local codes; and
2. To assure that the staff of the Housing Authority knows at all times the condition of each unit for which it is responsible.

The achievement of these goals may require more than the annual HUD required inspection. The Property Manager and Working Foreman are responsible for developing a unit inspection program that schedules inspections at the frequency required.

For all non-emergency inspections, the Resident shall be given at least two (2) days written notice of the inspection.

The maintenance staff shall perform the unit inspection program of the Housing Authority. During each inspection, the staff shall perform specified preventive and routine maintenance tasks. Any other work items noted at the time of the inspection will be documented on the Housing Authority inspection form. All uncompleted work items shall be converted to a work order within twenty-four hours of the completion of the inspection. The maintenance staff shall endeavor to complete all inspection-generated work items within 30 days of the inspection.

All maintenance staff is responsible for monitoring the condition of dwelling units. Whenever a maintenance staff member enters a dwelling unit for any purpose, such as completing a resident request for service or accompanying a contractor, he or she shall record on an inspection form any required work he or she sees while in the apartment. These work items shall also be converted to a service request within twenty-four hours of discovery.

B. Building and Grounds Inspections

Regular inspections of the property grounds and building exteriors are required to maintain the curb appeal of the property. This curb appeal is required to maintain the attractiveness of the property for both current and prospective residents. The inspection procedure will specify the desired condition of the areas to be inspected. This defined condition will include any

HUD or locally required standards. The existence of these standards shall not prevent the Housing Authority from setting a higher standard that will make the property more competitive in the local market.

Building and grounds inspections must cover these areas:

1. Hallways
2. Stairwells
3. Community room and other common space such as kitchens or public restrooms
4. Laundry facilities
5. Lobbies
6. Common entries
7. Basements
8. Grounds
9. Porches or patios
10. Parking lots
11. Sidewalks and fences
12. Lawns, shrubs and trees
13. Trash compactors or collection areas
14. Building foundations

An inspection form will be developed for common areas and building exteriors and grounds. The staff member responsible for the inspection shall note all deficiencies on the form and ensure that these deficiencies are recorded on work order within twenty-four hours of the inspection. The Housing Authority will complete all inspection-generated work items within thirty (30) days of the inspection.

Nothing in this policy shall prevent any Housing Authority staff member from reporting any needed work that they see in the regular course of their daily

activities. Such work items shall be reported to the site manager of the appropriate property.

C. Systems Inspections

The regular inspection of all major systems is fundamental to a sound maintenance program. The major systems inspection program overlaps with the preventive maintenance program in some areas. To the extent that inspections, in addition to those required for scheduled service intervals, are needed, they will be a part of the inspection schedule. Any work items identified during an inspection shall be converted to a work order within twenty-four hours and completed within thirty (30) days.

2.5 SCHEDULED ROUTINE MAINTENANCE

The Housing Authority includes in this work category all tasks that can be anticipated and put on a regular timetable for completion. Most of these routine tasks are those that contribute to the curb appeal and marketability of the property.

A. Pest Control/Extermination

The Housing Authority will make all efforts to provide a healthy and pest-free environment for its residents. The Authority will determine which, if any, pests infest its properties and will then provide the best possible treatment for the eradication of those pests.

The Working Foreman will determine the most cost-effective way of delivering the treatments -- whether by contractor or licensed Authority personnel.

The extermination plan will begin with an analysis of the current condition at each property. The Working Foreman shall make sure that an adequate schedule for treatment is developed to address any existing infestation. Special attention shall be paid to cockroaches. The schedule will include frequency and locations of treatment. Different schedules may be required for each property.

Resident cooperation with the extermination plan is essential. All apartments in a building must be treated for the plan to be effective. Residents will be given information about the extermination program at the time of move-in. All residents will be informed at least one week and again twenty-four hours before treatment. The notification will be in writing and will include instructions that describe how to prepare the unit for treatment. If necessary, the instructions shall be bi-lingual to properly notify the resident population.

B. Landscaping and Grounds

The Housing Authority will prepare a routine maintenance schedule for the maintenance of the landscaping and grounds of its properties that will ensure their continuing attractiveness and marketability.

Routine grounds maintenance includes numerous activities:

1. Litter control
2. Lawn care
3. Maintenance of driveways, sidewalks and parking lots
4. Care of flower and shrubbery beds and trees
5. Maintenance of playgrounds, benches and fences
6. Snow removal (when required by climate)

The Property Manager and Working Foreman shall be responsible for the development of a routine maintenance schedule that shall include the following:

1. A clearly articulated standard of appearance for the grounds that acknowledges but is not limited to HUD and local code standards;
2. A list of tasks that are required to maintain that standard and the frequency with which the tasks must be performed;
3. The equipment, materials, and supplies required to perform the tasks and a schedule for their procurement; and
4. A separate snow removal plan including a schedule for preparing equipment for the season and the procurement of other necessary materials and supplies.

C. Building Exteriors and Interior Common Areas

The appearance of the outside of Authority buildings as well as their interior common areas is important to their marketability. Therefore, the Housing Authority has established a routine maintenance schedule to ensure that

they are always maintained in good condition. The components to be maintained include:

1. Lobbies
2. Hallways and stairwells
3. Elevators
4. Public restrooms
5. Lighting fixtures
6. Common rooms and community spaces
7. Exterior porches and railings
8. Building walls
9. Windows

The Working Foreman is responsible for the development of a routine maintenance schedule for building exterior and interior common areas. The schedule shall be based on the following:

1. A clearly articulated standard of appearance for the building
2. A list of tasks required to maintain that standard
3. The frequency with which the tasks must be performed
4. A list of materials, equipment and supplies required to perform the tasks.

D. Interior Painting

The appearance and condition of the paint within each unit is important to unit condition and resident satisfaction. Accordingly, the Housing Authority will develop a plan to ensure that interior paint in resident dwelling units is satisfactorily maintained.

As part of this plan painting standards will be developed that include:

1. Surface preparation

2. Protection of non-painted surfaces
3. Color and finish
4. Paint quality
5. Methods of application approved
6. Lead paint testing and abatement if required

The plan will set out the conditions for the consideration of a painting request. These standards include the period of time that has elapsed since the last time the unit was painted. Alternatives for performance of the work will be included including the conditions under which a resident will be allowed to paint his or her own unit.

2.6 RESIDENT ON-DEMAND SERVICE

This category of work refers to all resident generated work requests that fall into no other category. These are non-emergency calls made by residents seeking maintenance service. These requests for service cannot be planned in advance or responded to before the resident calls.

It is the policy of the Housing Authority to complete these work requests within seven (7) days. However, unless the request is an emergency or entails work that compromises the habitability of the unit, these requests will not be given a priority above scheduled routine and preventive maintenance. By following this procedure, the Housing Authority believes it can achieve both good resident service and a maintenance system that completes the most important work first and in the most cost effective manner.

3.0 CONTRACTING FOR SERVICES

The Housing Authority will contract for maintenance services when it is in the best interests of the Authority to do so. When the employees of the Authority have the time and skills to perform the work at hand, they will be the first choice to perform a given task. When the employees of the Authority have the skills to do the work required, but there is more work than there is time available to complete it, the Housing Authority will determine whether it is more cost effective to use a contractor to complete the work. If the Authority staff does not have the skills to complete the work, a contractor will be chosen. In the last instance, the Authority

will decide whether it will be cost effective to train a staff member to complete the work.

Once the decision has been made to hire a contractor, the process set out in the Housing Authority Procurement Policy will be used. These procedures vary depending on the expected dollar amount of the contract. The Working Foreman will work with the Deputy Executive Director to facilitate the contract award. The Working Foreman will be responsible for the contribution of the maintenance staff to this process. The most important aspect of the bid documents will be the specifications or statement of work. The clearer the specifications the easier it will be for the Authority to get the work product it requires.