

12/8/2022

# SCHUYLKILL COUNTY HOUSING AUTHORITY AGENCY PLAN

2023 – 2027 AGENCY PLAN  
NARRATIVE



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# SCHUYLKILL COUNTY HOUSING AUTHORITY AGENCY PLAN

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## AGENCY PLAN NARRATIVE

### Background

The Schuylkill County Housing Authority is a Housing Authority created under a charter from the Commonwealth of Pennsylvania. 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. The Authority provides decent, safe and sanitary housing for low-income residents of Schuylkill County, exclusive of the City of Pottsville. The Housing Authority has 609 Public Housing units at nine different sites. It also has a Section 8 Housing Choice Voucher Program of 631 Vouchers. The Authority has a non-profit corporation, Schuylkill County Housing Development Corporation. The purpose is to provide additional housing opportunities to low-income residents of Schuylkill County. There are presently three properties under the auspices of the non-profit, with additional properties to be purchased.

The Public Housing Agency Plan is a plan that informs HUD, residents, and the public of the Schuylkill County Housing Authority's (SCHA) mission for serving the needs of low-income and very low-income families and SCHA's strategy for addressing those needs. The Authority has prepared a 5-year plan (2023-2027) for tenant-based assistance and public housing programs and an annual plan for 2023 to supplement the 5-year plan.

The PHA Plan process was established by section 5A of the United States Housing Act of 1937 (42 U.S.C. 1437 et seq.). Section 5A(b) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c-1(b)) was amended by the 2008 Housing and Economic Recovery Act (HERA), Sections 2701 and 2702, Small Public Housing Authorities Paperwork Reduction Act.

### Progress in Meeting Mission, Goals and Objectives

The following summarizes SCHA's quantifiable goals and objectives that will enable SCHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Included in this report on the progress SCHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

#### **SCHA Goal: Expand the supply of assisted housing**

##### **Objectives:**

- Maximize lease-up rates in the Section 8/HCV program subject to budget authority
- 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 Schuylkill Haven High Rise to meet the needs of current residents and make the units more marketable, including the replacement of the kitchen cabinets, countertops, sinks and water-saving faucets in 110 units.*



*The Authority has also worked closely with agencies providing services to those with disabilities which have resulted in expanded services to residents.*

*The Housing Authority established a nonprofit corporation to expand affordable housing options in the County. During the past several years, the nonprofit has received grants in the amount of \$50,000 from the Schuylkill County Affordable Housing Trust Fund (Act 137) combined with a match of \$120,000 from the Authority, the non-profit corporation was able to renovate three houses that are now being leased to Housing Choice Voucher families. 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. Most recently, the authority was awarded an Act 137 grant, in the amount \$50,000 for the removal and installation of new sidewalks consisting of 7,230 square feet; removal and installation of 1,250 lineal feet of curbing; removal and installation of 3,592 yards of new bituminous paving; and 550 lineal feet of bituminous milling and patching for the Shenandoah Family development. In the past, the Authority also received the following Act 137 grants:
- \$60,478 allocated for the Ashland High Rise and Minersville High Rise Roof Replacements.
- \$35,000 allocated to support the Roof Replacement at the Schuylkill Haven High Rise.
- \$39,366 allocated for Ashland High Rise and Shenandoah Family Housing Water Main
- \$40,000 allocated for modernization work at the Minersville High Rise;
- \$39,000 allocated for modernization work at the Schuylkill Haven High Rise;
- \$41,744 which was used in combination with capital funds at the Schuylkill Haven High Rise for the installation of energy efficient improvements to the units and building;
- \$50,000 which was used in combination with capital funds at the Minersville High Rise for elevator modernization; and
- \$20,000 which will be used in combination with capital funds at the Minersville High Rise for the community room renovations.
- \$32,199 used in combination with capital funds at the Shenandoah High Rise for kitchen and roof replacement.
- \$21,117 used in combination with capital funds at the Ashland High Rise for boiler and water heater replacement.

#### **SCHA Goal: Improve the quality of assisted housing**

##### **Objectives:**

- Rehabilitation of the existing public housing stock in a manner that is sensitive to the need for accessibility to and visitability by persons with disabilities;
- Increase customer satisfaction;
- Maximize the use of Capital Funds and other resources to renovate or modernize public housing units, subject to budget authority and funding levels;
- Improve energy efficiency;

In addition to the improvements noted above, the Housing Authority has upgraded a unit at the Schuylkill Haven Family development to meet ADA standards for persons with disability and installed carbon monoxide detectors in all public housing units in conformance with the Pennsylvania Carbon Monoxide Detector Law.

The Authority has made other significant improvements to sustain the viability and livability of its public housing units and to maximize the ever-shrinking Capital Funds, including:

- Upgraded the fire management systems in all developments including smoke detectors and CO2 detectors as required.
- Installation of new 3" and 6" water mains and laterals serving each unit at the Shenandoah Family Development
- Installation of steel doors at the St. Clair family development;
- Installation of new energy efficient lighting at the Schuylkill Haven family development; installation of energy efficient windows at the Schuylkill Haven family development;
- Elevator upgrades at the Shenandoah High Rise using energy efficient equipment.
- Installation of three modern energy efficient oil-fired boilers along with other energy efficient equipment for the heating and hot water systems.
- Upgrades to 77 bathrooms using energy efficient fixtures.
- Elevator modernization work at the Ashland High Rise using energy efficient equipment. An Act 137 grant in the amount of \$50,000 was awarded and allocated for this work;
- New energy efficient lights have been installed at the Coaldale Development both in all 48 units and the exterior lighting.
- ADA accessible sidewalks and ADA patio furniture – Schuylkill Haven High Rise
- ADA office and community room renovations – Shenandoah High Rise
- Energy efficient lighting and heating system thermostats – Shenandoah High Rise
- Energy efficient windows, community room renovations and ADA office – Minersville High Rise
- Hot water boiler replacement – Minersville High Rise
- Electrical panel modernization – Cass-Minersville Family Development
- Energy efficient lighting at the Cass-Minersville Family Development,
- New kitchens and bathrooms at the Schuylkill Haven Family Development,

- Energy efficient lighting at the Schuylkill Haven High Rise with new windows in the community room
- New thermostats and new windows at the Coaldale Family Development.
- Smoke detector replacement at all developments – all units and common areas.
- Energy Efficiency Lighting Modernization at the Shenandoah Family Development and Ashland High Rise.
- Residential Dwelling Addition at the Schuylkill Haven Family Development – ADA bathroom and one bedroom.
- ADA Renovations to one bathroom at the Schuylkill Haven High Rise.
- Cass-Minersville Family Development – converted two units into a four-bedroom unit.
- Elevator modernization at the Schuylkill Haven High Rise.
- Elevator modernization at the Minersville High Rise
- d boilers at the Coaldale Housing Development
- ADA sidewalks at Cass-Minersville
- Sewer replacements at Shenandoah Family Development
- New hot water circulating pumps at Ashland High Rise
- New heat exchange and circulating pump at Minersville High Rise

*Status: Capital Fund Program is proceeding on schedule.*

<b>Capital Fund Program Status as of 07/31/2022</b>		
<b>FFY</b>	<b>% Obligated</b>	<b>% Expended</b>
2018	100%	100%
2019	100%	94%
2020	100%	86%
2021	98%	76%
2022	65%	5%

#### **SCHA Goal: Increase assisted housing choices**

##### **Objectives:**

- Increase voucher payment standards

- Provide Project Based Vouchers for the Cherry Street Commons and Frackville Flats LIHTC developments
- Implement voucher homeownership program:

The Authority has also performed the rent reasonableness and HQS inspections for the Emergency Shelter Grant Program through Schuylkill County to ensure consistency with HUD requirements for the Housing Voucher Program.

### **SCHA Goal: Provide an improved living environment**

#### **Objectives:**

- Conduct Radon Testing to ensure a safe living environment for the residents
- Implement public housing security improvements:

***The Authority completed the Radon Testing, as recommended by the recent environmental review, in its public housing developments with FY 2020 Capital Funds to ensure a safe living environment for the residents.***

*The Authority is upgrading 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.*

*The Authority will evaluate the need to deprogram units with HUD approval, for undercover drug investigative work.*

### **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.

*Food banks have been established and will be continued at all developments for eligible families.*

### **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, sexual orientation, gender identity, marital 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, VASH, the REDCo Group, Senior Services, Department of Public Welfare, Service Access Management, Allied Services, Schuylkill MH/MR and LHOT (Local Housing Options Team).*



## Components of the PHA Plan

### Component One: Housing Needs

The first component of the Agency Plan identifies the housing needs of income-eligible families who reside in the jurisdiction served by the Housing Authority, as well as of families who are on the public housing and Section 8 program waiting lists. The component asks for information on categories of income-eligible families, including: families of different income levels, elderly families, families with members with disabilities, and households of any races or ethnic groups that have greater housing needs than average for the jurisdiction. The final part of this component describes the various strategies the Housing Authority will undertake in the coming year in order to address the needs that have been identified.

### **Housing Needs of Families in the Jurisdiction/s Served by SCHA**

Based upon the information contained in the Pennsylvania Housing Finance Agency (PHFA) County Profiles, Pennsylvania Comprehensive Housing Study (May 2020) applicable to the jurisdiction, and/or other data available to SCHA, provides a statement of the housing needs in the jurisdiction in the table on the following page.

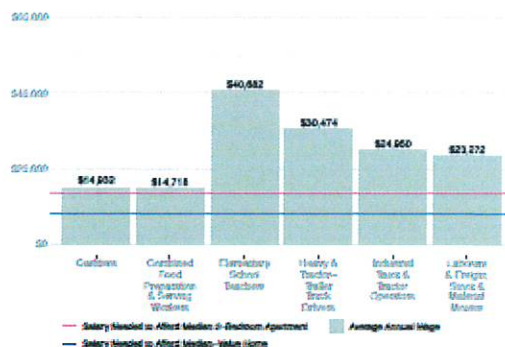
# Schuylkill County



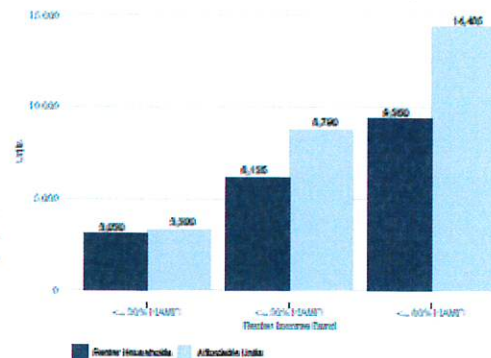
County Type:  
**SMALL URBAN**

	Rent Burden	Homeownership	Median Household Income	Median Rent	Population
<b>County</b>	<b>38.9%</b>	<b>74.8%</b>	<b>\$47,642</b>	<b>\$662</b>	<b>144,287</b>
<b>State Average</b>	<b>44.9%</b>	<b>69.0%</b>	<b>\$56,951</b>	<b>\$885</b>	<b>190,903</b>

Occupational Wages and Housing Costs, 2017



Supply of Affordable Units by Renter Income, 2015



	2000	2010	2017	PA Average (2000-2017)	% Change (2000-2017)
<b>Socioeconomics</b>					
Average Household Size	2.4	2.3	2.3	2.5	-1.3
<b>Population</b>					
Total Population	150,338	148,289	144,287	190,903	-4
Under 5 (%)	4.9	5.2	4.8	5.8	-2.1
5 to 17 (%)	18	14.9	14.8	15.5	-7
18 to 24 (%)	7.2	7.3	7.3	9.5	1.1
25 to 34 (%)	13	11.5	11.7	12.9	-10.1
35 to 44 (%)	15.3	13.7	12.8	11.7	-17.5
45 to 54 (%)	14.1	15.6	14.7	13.8	4
55 to 64 (%)	9.7	13.7	14.7	13.9	52.3
65+ (%)	19.9	18.1	19.4	17.1	-2.5
<b>Race</b>					
Asian (%)	0.4	0.5	0.5	3.2	19.4
Black (%)	2	2.6	2.6	10.6	28.6
White (%)	98	99.2	91.7	77.3	-4.4
Hispanic or Latino (%)	1.1	2.8	3.6	8.6	245.2
Disabled (%)	-	-	20.6	13.7	-
65+ Disabled (%)	-	-	38.5	34.3	-
Veterans (%)	15.8	13.5	10.3	8	-34.6
Median Household Income (\$)	45,240	47,707	47,642	56,951	-1.2
Families Below Poverty Level (%)	8.7	8.2	9.1	8.9	36.1
<b>Transportation</b>					
Average Commute Time (min)	25	25	26	27	3.2
Commute by Car (%)	0.4	0.5	0.7	84.9	75
Commute by Transit (%)	92.3	92.5	93.2	5.8	1
<b>Technology</b>					
Home with Internet Access (%)	-	-	71	81	-
<b>Climate</b>					
Housing Units in 100-year Floodplain (%)	-	-	6.0	2.9	-

	2000	2010	2017	PA Average (2000-2017)	% Change (2000-2017)
<b>Housing</b>					
Median Home Value (\$)	91,214	99,684	95,200	170,500	5.5
Median Gross Rent (\$)	541	612	662	685	22.4
<b>Monthly Rent</b>					
1 Bedroom (\$)	-	-	470	742	-
2 Bedroom (\$)	-	-	674	911	-
Rent Burden (%)	28.3	38.5	38.9	44.9	37.4
Vacancy (%)	10.7	13.2	15.7	11.4	-46.7
Homeownership (%)	78	75.8	74.8	89	-4.1
Median Year Structure Built	1930	1940	1943	1962	0.2
Single-Family (%)	81.9	83.3	82.9	75.7	1.2
<b>Housing Units</b>					
Single-Family	55,521	57,732	57,808	63,693	4.1
2 to 4	5,502	4,701	5,303	7,218	-3.8
5+	3,804	4,051	3,655	8,877	1.3
Total Units	64,827	66,484	66,766	80,087	3.3
<b>Permits</b>					
Single-Family Unit	269	188	105	294	-63.7
Duplex Units	0	1	0	4	-
3 to 4 Units	0	0	0	3	-
5+ Units	11	0	0	4	-100
Total Permits	300	189	105	245	-85
<b>Employment</b>					
Unemployment Rate (%)	5.9	7.8	6.9	6.5	18.3
<b>Average Wage by Industry (\$)</b>					
Education and health services	37,510	35,802	38,042	50,500	0.8
Goods-producing	44,187	47,458	52,374	62,280	18.5
Natural resources and mining	40,484	40,028	44,830	63,021	10.7
Professional and business services	40,945	40,182	41,327	78,050	2.4
Service-providing	31,052	33,702	34,410	51,035	10.6
Trade, transportation, and utilities	29,918	32,761	35,567	43,972	19



### 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			
	# of families	% of families	Annual Turnover
Waiting list total	485		111
Extremely low income <=30% AMI	368	76%	
Very low income (>30% but <=50% AMI)	82	17%	
Low income (>50% but <80% AMI)	35	7%	
Families with children	204	42%	
Elderly families	61	13%	
Families with Disabilities	156	32%	
Nondisabled, nonelderly, no children	127	26%	
White – Non-Hispanic	270	56%	
White – Hispanic	71	15%	
Black – Non-Hispanic	91	19%	
Black – Hispanic	9	2%	
Multi-Racial/Non-Hispanic	12	3%	
Multi-Racial/Hispanic	1	<1%	
Unspecified Race/Hispanic	24	5%	
American Indian/Alaska Native	1	<1%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	6	1%	33
1BR	269	56%	46
2 BR	105	22%	14
3 BR	69	14%	18
4 BR	30	6%	0
5 BR	6	1%	0
5+ BR	0	0	0

### 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			
	# of families	% of total families	Annual Turnover
Waiting list total	417		102
Extremely low income <=30% AMI	310	74%	
Very low income (>30% but <=50% AMI)	107	26%	
Low income	0	0%	



Housing Needs of Families on the Waiting List Section 8 tenant-based assistance			
	# of families	% of total families	Annual Turnover
(>50% but <80% AMI)			
Families with children	197	47%	
Elderly families	52	13%	
Families with Disabilities	135	32%	
Nondisabled, nonelderly, no children	86	21%	
White – Non-Hispanic	221	53%	
White - Hispanic	66	16%	
Black – Non-Hispanic	89	21%	
Black - Hispanic	8	2%	
Multi-racial – Non- Hispanic	8	2%	
Unspecified Race- Hispanic	15	4%	
Unspecified Race-Non- Hispanic	6	1%	
Multi-Racial - Hispanic	2	<1%	
American Indian/Alaska Native	1	<1%	
Native Hawaiian/Other Pacific Non-Hispanic	1	<1%	

### Subcomponent C: Strategies for Addressing Needs

SCHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year is described below:

**To maximize the number of affordable housing units available to SCHA within its current resources, SCHA plans to:**

- Employ effective maintenance and management policies to maximize the number of affordable housing units occupied.
- Conducted Radon Testing to ensure a safe environment for the residents
- Reduce turnover time for vacated affordable housing units.
- Reduce time to renovate affordable housing units.
- Make capital improvements to the current housing stock as funding allows.
- Seek other affordable housing units through mixed finance development.
- Seek affordable housing units utilizing Housing Choice Voucher resources.
- Maintain or increase Housing Choice Voucher lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction.
- Undertake measures to ensure access to affordable housing among families assisted by the SCHA, regardless of unit size required.
- Maximize the Housing Choice Voucher lease-up rates and budget utilization subject to budget authority by marketing the program to owners, particularly those outside of areas of minority and poverty concentration.
- Maintain or increase Housing Choice Voucher lease-up rates by effectively screening Housing Choice Voucher applicants to increase owner acceptance of program



- Updated the Energy Audit for all developments to identify short-term and long-term improvements needed to ensure physical and economic viability of SCHA's housing stock.

**To increase the number of affordable housing units, the SCHA has or plans to:**

- ***Applied for and received 40 Mainstream Vouchers to assist non-elderly families that include a person with disabilities who is at least 18 years old and not yet 62 years old at the effective date of the initial Housing Assistance Payment (HAP) Contract. The Housing Authority currently has 146 applicants on its Housing Choice Voucher waiting list who are non-elderly between 18 years of age and under 62 years of age that includes a family member with a disability.***
- **The Housing Authority is a member of the Schuylkill County Response Recovery and Renewal Task Force. The group is made up of leaders in agriculture, business, education, health care, local government, manufacturing, nonprofit, human services as well as state and federal legislative delegates to provide guidance that addresses the County COVID-19 concerns in concert with guidelines provided by the CDC, PA Department of Health and other agencies.**
- **The Housing Authority partnered with Lehigh Valley Health Network and the Pennsylvania Department of Health to assist the elderly, handicapped and families during the COVID-19 pandemic.**
- ***Entered into an interagency agreement with the Pottsville Housing Authority authorizing PHA to issue HCV program vouchers within SCHA's jurisdiction in support of Independence Square LIHTC project located in Orwigsburg, Schuylkill County.***
- ***Attach Project Based Vouchers to the Cherry Street Commons and Frackville Flats Low-Income Housing Tax Credit development in Frackville.***
- ***Assist other LIHTC Developers with Project Based Vouchers to the extent feasible within the Housing Authority's 20% program baseline.***
- **Apply for additional Housing Choice Voucher units should they become available.**
- **Leverage affordable housing resources in the community through the creation of mixed- finance housing.**
- **Pursue housing resources other than public housing or Housing Choice Voucher tenant-based assistance.**
- **Explore the use of project-based voucher program to help ensure the viability of mixed-finance projects and other developments.**

**To target available assistance to Homeless individuals and families:**

- **Establish an admission preference for chronically homeless applicants who are receiving**

case management assistance.

- Actively participate in initiatives to end homelessness to assist this population.
- Work collaboratively with community partners such as the Local Housing Options Team (LHOT) to find case management services for disabled formerly homeless individuals in Public Housing and the Housing Choice Voucher Program.
- ***Partner with the Eastern Pennsylvania Continuum of Care (CoC) Coordinated Entry System (CES) to coordinate referral to eligible persons experiencing or at imminent risk of homelessness.***
- ***Partner with the Schuylkill County Drug Treatment Court to improve the overall quality of life in the community by providing a court-supervised program for substance dependent offenders that will enhance public safety, reduce recidivism, hold offenders accountable, reduce costs to the community, and ultimately transform offenders into positive, contributing members of the community.***

**To target available assistance to Extremely Low-Income families whose incomes do not exceed the higher of the Federal poverty level or 30% of the AMI, the SCHA plans to:**

- Employ admissions preferences aimed at families with economic hardships.
- Adopt rent policies to support and encourage work.

**To target available assistance to families at or below 50% of AMI, the SCHA plans to:**

- Employ admissions preferences aimed at families who are working.
- Adopt rent policies to support and encourage work.

**To target available assistance to the elderly, the SCHA plans to:**

- Work with local agencies that seek transitional housing for the elderly.
- Apply for special-purpose vouchers targeted to the elderly, should they become available.

**To target available assistance to families with disabilities, the SCHA plans to:**

- Carry out the modifications needed in affordable housing based on the Section 504 Needs
- Assessment for Affordable Housing.
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available.
- Affirmatively market to local non-profit agencies that assist families with disabilities.
- Update SCHA's ADA Needs Assessment and Transition Plan

**To conduct activities to affirmatively further fair housing, the SCHA plans to:**

- **Enter into a Memorandum of Understanding to collaborate with the Commonwealth of Pennsylvania for the preparation of the Assessment of Fair Housing in compliance with the requirements for Affirmatively Furthering Fair Housing found at 24 CFR §§5.150 through 5.180.**
- Counsel Housing Choice Voucher tenants as to location of units outside of areas of

- poverty or minority concentration and assist them to locate those units.
- Market the Housing Choice Voucher program to owners outside of areas of poverty/minority concentrations.

## Component Two: Statement of Financial Resources

In this component, SCHA provides information about the financial resources available to support the housing programs administered by the Authority and described in the Plan.



These include Federal resources such as Public Housing Operating Fund and Capital Fund, and Housing Choice Voucher Tenant-Based Assistance. In addition, SCHA's financial resources includes public housing rental income, County Act 137 Funding and other income from non-Federal sources.

## Component Three: PHA Policies Governing Eligibility

### Selection, and Admissions

In this component, the Housing Authority provides information about the various discretionary policies for the eligibility, admissions and occupancy of both public housing and Section 8 tenant-based assistance

#### Eligibility, Selection, and Admissions Policies.

Affordable Housing Eligibility. Sections of the Public Housing Admission and Occupancy Policy indicate the primary descriptions of the suitability and eligibility requirements for SCHAs conventional Affordable Housing Program (formerly known as the "Public Housing Program"). Eligibility requirements for the Affordable Housing Program include family and household criteria, income verification and limits criteria; citizenship and eligible immigration status; successful passage of criminal history, previous landlord and background screening; option for previous landlord checks; documentation of Social Security numbers; and consent authorization documents.

**The Housing Authority has added an on-line application system to its website at [www.schcoha.org](http://www.schcoha.org) to make the application process more accessible to applicants..**

The Housing Authority has not made revisions to the Admission and Continued Occupancy Policy since the FY 2021 Agency Plan submission.

The Housing Authority has not made revision to the Administrative Plan for the Housing Choice Voucher Program since the FY 2021 Agency Plan submission:

#### Deconcentration Procedures.

Selection Method of the Admission and Occupancy Policy explains that SCHAs provides for deconcentration of poverty and encourages income mixing by ensuring that families are housed in a manner that will prevent, to the extent practicable, a concentration of poverty families and/or a concentration of higher income families in any one development. The specific objective of the SCHAs is to house no less than 40% of its public housing inventory with families that have income at or below 30% of the area median income by public housing development. In addition, the SCHAs will take reasonable actions to ensure that no individual development has a concentration of higher or lower income families in one or more of the developments.

To accomplish the deconcentration goals, the SCHAs contemplates taking the following actions:

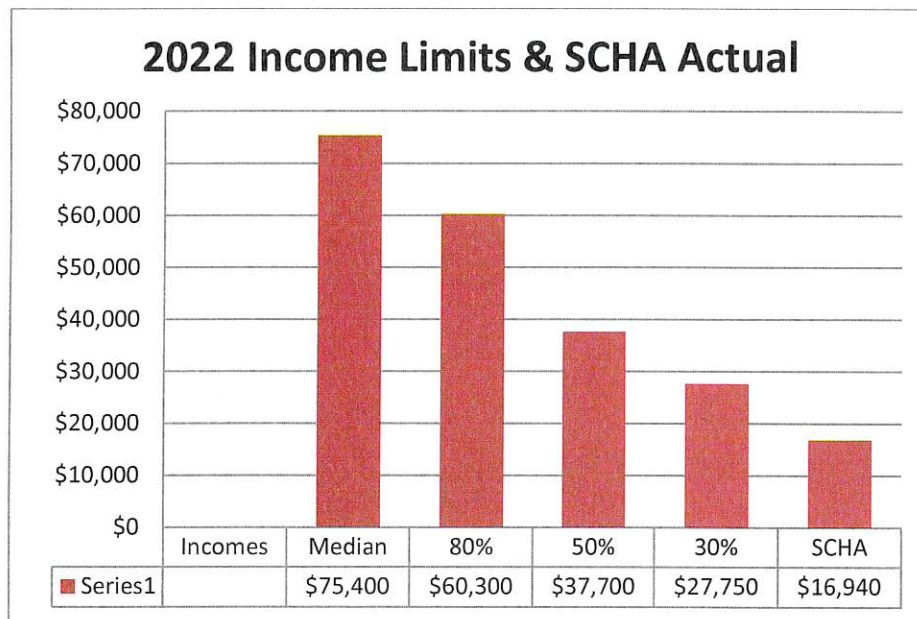
- At the beginning of each SCHAs fiscal year, the SCHAs will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous SCHAs fiscal year.
- Moreover, to accomplish the goals of deconcentration, to the extent practicable, SCHAs annually will monitor the average income of all families residing in all of SCHAs covered developments to determine SCHAs progress in meeting its deconcentration goals and if appropriate, make modifications to address any concerns that arise from the monitoring analysis.



The Regulations indicate that, if all developments have average incomes between 85 and 115 percent of the overall average, then it is presumed that there is no need for further consideration. In the following table, the average incomes at 5 of the 9 developments are within 85 and 115 percent of the overall average and 4 are not. However, when we look at the averages for each AMP, we find that all 3 are within 85 and 115 percent of the overall average.

<b>AMP 1</b>	<b>Units Filled</b>	<b>Total Income</b>	<b>Average Income</b>	<b>% of Average</b>
Shenandoah High Rise	77	\$ 1,125,642.36	\$14,618.73	86%
Shenandoah Family	69	\$ 1,433,816.60	\$20,779.95	123%
Ashland High Rise	50	\$ 660,232.20	\$13,204.64	78%
<b>TOTAL AMP 1</b>	196	\$ 3,219,691.16	\$ 16,427.00	97%
<b>AMP 2</b>				
Minersville High Rise	100	\$ 1,406,610.00	\$ 14,066.10	83%
Cass-Minersville Family	78	\$ 1,463,207.00	\$ 18,759.06	111%
St. Clair Family	34	\$ 609,180.00	\$ 17,917.06	106%
<b>TOTAL AMP 2</b>	212	\$ 3,478,997.00	\$ 16,410.36	97%
<b>AMP 3</b>				
Coaldale Elderly/Family	48	\$ 705,874.00	\$ 14,705.71	87%
Schuylkill Haven High Rise	110	\$ 1,840,660.00	\$ 16,733.27	99%
Schuylkill Haven Family	40	\$ 1,020,273.00	\$ 25,506.83	151%
<b>TOTAL AMP 3</b>	198	\$ 3,566,807.00	\$ 18,014.18	106%
<b>TOTAL ALL AMPS</b>	606	\$ 10,265,495.16	\$ 16,939.76	

The implementing regulations further indicate that if the average incomes of all family developments are less than the Extremely Low Income level (30 percent of median), then no further action is required even if there is a substantial difference. The 2022 median income for Schuylkill County is \$75,400. HUD has established \$27,750 as the average extremely low income level for Schuylkill County for 2022. The average incomes of all the family developments are below 30 percent of the area median income. The average income of family occupants is 22 percent of the area median.



#### Waiting List Procedure.

Sections of the Admission and Occupancy Policy outline the SCHA Waiting List Procedure for affordable housing. The SCHA Affordable Housing Program maintains Community-Wide Waiting Lists for all developments. Interested persons may apply for admission to Affordable Housing at the SCHA Administrative Office, 245 Parkway, Schuylkill Haven, PA, at any of the project offices, or may contact the office for a reasonable accommodation.

SCHA maintains separate waiting lists for Housing Choice Voucher Program, as outlined in the Housing Choice Administrative Plan. Interested persons may apply for admission for Housing Choice assistance at the Administrative Offices located at 245 Parkway, Schuylkill Haven, PA when the applicable waiting list is open or may contact the office for a reasonable accommodation.

#### **Component Four: Rent Determination Policies**

A family's income is used to calculate the family's rent payment. The SCHA uses the policies and methods described in the Public Housing Admission and Occupancy Policy, as well as HUD regulations, to ensure that only eligible families receive assistance and that no family pays more or less than its obligation under the regulations. 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).

**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 Flat Rents approved by the Board which is based on a percentage of the current FMRs to establish a flat rent for each development.



SCHA also utilizes flat rents and ceiling rents, as outlined in Public Housing Admission and Occupancy Policy. Flat rents are market-based rents, which vary by unit size and type and by development location. SCHA has established the Flat Rents for the Public Housing Program effective October 1, 2022 for all new admissions and annual reexaminations with an effective date of November 1, 2022 as follows:

FY 2022-2023 Flat Rents By Occupancy and Unit Bedrooms						
	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom	Five-Bedroom
ALL SCHA Units	\$648	\$652	\$843	\$1,114	\$1,187	\$1,365

Once each year, only at admission or at the annual recertification, all residents are offered the choice of paying an income-based rent or the flat rent. Flat rents represent the actual market value of SCHA's housing units. Flat rents provide an incentive for families to remain in affordable housing until they are ready to transition to conventional housing markets or homeownership.

#### B. Section 8 Tenant-Based Assistance

In SCHA's Housing Choice Voucher Tenant-Based Assistance Program, SCHA's rent payment standard is maintained at 100% of the 2022 Fair Market Rents (FMR) except for the four and five-bedroom units which is at 102% of the 2022 FMR. SCHA has established the Payment Standards for the Housing Choice Voucher Program effective October 1, 2022 for all new contracts and annual reexaminations with an effective date of November 1, 2022 as follows:

PAYMENT STANDARDS-EFFECTIVE 10/1/2021 For 2022-2023 FMRs By Unit Bedrooms						
	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom	Five-Bedroom
FY 2022 FMR	\$648	\$652	\$843	\$1,114	\$1,187	\$1,365
Payment Standard	\$648	\$652	\$843	\$1,114	\$1,216	\$1,398

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.

SCHA's minimum rent for the public housing and Section 8 programs is \$50.00. SCHA has adopted a minimum rent hardship exemption policy for residents/participants paying the minimum rent.

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 .

### Component Five: Operations and Management

SCHA maintains its units in accordance with its Admission and Occupancy Policy, Administrative Plan or other governing policy documents, as well as the use of “best practices” prevalent for multi-family housing. As applicable to each housing program, SCHA employs standardized routine and non-routine maintenance protocols, UPCS inspections, Rent Reasonableness determinations, HQS Inspections, Emergency Inspections, Rent Collection, Periodic Pest Eradication Spraying (for owned units only) and Housekeeping practices and policies designed to enhance the livability housing units owned, assisted, or operated by SCHA.

**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.

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:** The Authority received a Standard Level of Performance status under HUD's Section 8 Management Assessment Program (SEMAP). The Authority will continue to pursue a High-Performance status in the up-coming year.
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.

#### **Component Six: PHA Grievance Procedures**

The Admission and Occupancy Policy outlines the SCHA's Grievance Procedure for affordable housing applicants and residents. The grievance procedure includes the necessary standards and criteria established for SCHA residents to have a fair opportunity for a hearing or informal conference regarding any SCHA action of failure to act involving residents' lease, rights, duties, welfare, or status.

#### **Component Seven: Capital Improvement Needs**

The following Table outlines the Capital Improvement Needs proposed for 2023:

<b>CAPITAL IMPROVEMENT NEEDS PROPOSED FOR 2023:</b>			
Operations		\$ 420,558.00	
Management Improvements		\$ 5,000.00	
Administration		\$ 168,223.00	
Fees and Costs		\$ 90,000.00	
AMP 1			
Shenandoah High Rise			
Replace lobby flooring		\$ 40,000.00	



<b>CAPITAL IMPROVEMENT NEEDS PROPOSED FOR 2023:</b>			
Replace A/C units - community Room		\$	10,000.00
and office			
Refurbish boilers to gas		\$	40,000.00
Install two new direct fired domestic		\$	50,000.00
gas water tanks			
Existing tank removal		\$	50,000.00
<b><u>Shenandoah Family Development</u></b>			
Replace playground equipment		\$	45,000.00
<b><u>Ashland High Rise</u></b>			
Replace emergency generator		\$	175,000.00
<b><u>AMP 2</u></b>			
<b><u>Minersville High Rise</u></b>			
Replace lobby flooring		\$	40,000.00
Security fencing installation		\$	8,453.00
<b><u>Cass-Minersville Family Development</u></b>			
Replace sidewalks - Carbon and		\$	140,000.00
North Streets			
Replace playground equipment		\$	45,000.00
<b><u>St. Clair Family Development</u></b>			
Replace playground equipment		\$	45,000.00
<b><u>AMP 3</u></b>			
<b><u>Coaldale Housing Development</u></b>			
Replace playground equipment		\$	45,000.00
<b><u>Schuylkill Haven High Rise</u></b>			
Replace lobby flooring		\$	80,000.00
Replace air conditioners		\$	10,000.00
Refurbish and upgrade main electrical		\$	175,000.00
line, transformers			
	TOTAL	\$	1,682,234.00



The following are the Work Statements for 2024 through 2027

<b><u>Work Statement for 2024:</u></b>			
<b>Operations, Management Improvements,</b>			
<b>Administration, Fees and Costs</b>		\$ 683,781.00	
<b><u>AMP 1</u></b>			
<b><u>Shenandoah High Rise</u></b>			
Replace stoves - 20		\$ 10,000.00	
Replace refrigerators - 20		\$ 15,000.00	
<b><u>Shenandoah Family Development</u></b>			
Replace stoves - 20		\$ 10,000.00	
Replace refrigerators - 20		\$ 15,000.00	
<b><u>Ashland High Rise</u></b>			
Replace stoves - 20		\$ 10,000.00	
Replace refrigerators - 20		\$ 15,000.00	
<b><u>AMP 2</u></b>			
<b><u>Minersville High Rise</u></b>			
Replace stoves - 20		\$ 10,000.00	
Replace refrigerators - 20		\$ 15,000.00	
<b><u>Cass-Minersville Family Development</u></b>			
Replace stoves - 20		\$ 10,000.00	
Replace refrigerators - 20		\$ 15,000.00	
Install new entry and storm doors - 80		\$ 703,453.00	
<b><u>St. Clair Family Development</u></b>			
Replace stoves - 20		\$ 10,000.00	
Replace refrigerators - 20		\$ 15,000.00	
<b><u>AMP 3</u></b>			
<b><u>Coaldale Housing Development</u></b>			
Replace heater covers - 40		\$ 70,000.00	
Replace stoves - 20		\$ 10,000.00	
Replace refrigerators - 20		\$ 15,000.00	
<b><u>Schuylkill Haven High Rise</u></b>			
Replace stoves - 20		\$ 10,000.00	



<b>Work Statement for 2024:</b>			
Replace refrigerators - 20		\$ 15,000.00	
<b>Schuylkill Haven Family Development</b>			
Replace stoves - 20		\$ 10,000.00	
Replace refrigerators - 20		\$ 15,000.00	
	<b>TOTAL</b>	<b>\$ 1,682,234.00</b>	

<b>Work Statement for 2024:</b>			
<b>Operations, Management Improvements,</b>			
<b>Administration, Fees and Costs</b>			
		\$ 683,781.00	
<b>AMP 1</b>			
<b><u>Shenandoah High Rise</u></b>			
Replace stoves - 20		\$ 10,000.00	
Replace refrigerators - 20		\$ 15,000.00	
<b><u>Shenandoah Family Development</u></b>			
Replace stoves - 20		\$ 10,000.00	
Replace refrigerators - 20		\$ 15,000.00	
<b><u>Ashland High Rise</u></b>			
Replace stoves - 20		\$ 10,000.00	
Replace refrigerators - 20		\$ 15,000.00	
<b>AMP 2</b>			
<b><u>Minersville High Rise</u></b>			
Replace stoves - 20		\$ 10,000.00	
Replace refrigerators - 20		\$ 15,000.00	
<b><u>Cass-Minersville Family Development</u></b>			
Replace stoves - 20		\$ 10,000.00	
Replace refrigerators - 20		\$ 15,000.00	
Install new entry and storm doors - 80		\$ 703,453.00	
<b><u>St. Clair Family Development</u></b>			
Replace stoves - 20		\$ 10,000.00	
Replace refrigerators - 20		\$ 15,000.00	



<b>Work Statement for 2024:</b>			
<b>AMP 3</b>			
<b>Coaldale Housing Development</b>			
Replace heater covers - 40		\$ 70,000.00	
Replace stoves - 20		\$ 10,000.00	
Replace refrigerators - 20		\$ 15,000.00	
<b>Schuylkill Haven High Rise</b>			
Replace stoves - 20		\$ 10,000.00	
Replace refrigerators - 20		\$ 15,000.00	
<b>Schuylkill Haven Family Development</b>			
Replace stoves - 20		\$ 10,000.00	
Replace refrigerators - 20		\$ 15,000.00	
<b>TOTAL</b>		<b>\$ 1,682,234.00</b>	

<b>Work Statement for 2025:</b>			
<b>Operations, Management Improvements,</b>			
<b>Administration, Fees and Costs</b>			
		\$ 683,781.00	
<b>AMP 1</b>			
<b>Shenandoah Family Development</b>			
Replace electrical closet doors		\$ 40,000.00	
Replace entrance doors - 70 units		\$ 448,453.00	
<b>AMP 3</b>			
<b>Schuylkill Haven High Rise</b>			
<b>Replace domestic hot and cold water</b>			
lines - 110 units		\$ 110,000.00	
Replace waste lines - 110 units		\$ 110,000.00	
Replace bathrooms - 110 units		\$ 110,000.00	
<b>Schuylkill Haven Family Development</b>			
Replace sidewalks - 40 units		\$ 180,000.00	
<b>TOTAL</b>		<b>\$ 1,682,234.00</b>	

<b>Work Statement for 2026:</b>			
<b>Operations, Management Improvements,</b>			
<b>Administration, Fees and Costs</b>			
		\$ 683,781.00	



<b>Work Statement for 2026:</b>				
<b>AMP 1</b>				
<b>Shenandoah Family Development:</b>				
Replace four main electrical connection boxes			\$ 88,000.00	
<b>Ashland High Rise</b>				
Replace bathrooms			\$ 173,453.00	
Upgrades and repairs to sprinkler system			\$ 22,000.00	
<b>AMP 2</b>				
<b>Minersville High Rise</b>				
Replace patio awning			\$ 70,000.00	
<b>Cass-Minersville Family Development</b>				
Underground electric line replacement			\$ 10,000.00	
<b>St. Clair Family Development:</b>				
Underground electric line replacement			\$ 10,000.00	
<b>AMP 3</b>				
<b>Coaldale Housing Development:</b>				
Replace underground heating pipes - 48 units			\$ 80,000.00	
Pave parking lots			\$ 45,000.00	
Replace entrance doors - 48 units			\$ 450,000.00	
Replace storm doors - 48 units			\$ 50,000.00	
<b>TOTAL</b>			<b>\$ 1,682,234.00</b>	

<b>Work Statement for 2027:</b>				
<b>Operations, Management Improvements, Administration, Fees and Costs</b>				
			\$ 683,781.00	
<b>AMP 1</b>				
<b>Shenandoah High Rise</b>				
Sealing and repair of exterior brick			\$ 40,000.00	
<b>Shenandoah Family Development</b>				
Replace roofs			\$ 100,000.00	



<b>Work Statement for 2027:</b>				
<b><u>Ashland High Rise</u></b>				
Sealing and repair of exterior brick			\$ 42,000.00	
<b><u>AMP 2</u></b>				
<b><u>Minersville High Rise</u></b>				
Sealing and repair of exterior brick			\$ 65,000.00	
<b><u>Cass-Minersville Family Development</u></b>				
Replace four main electrical connection boxes			\$ 88,000.00	
Replace roofs			\$ 100,000.00	
Replace windows			\$ 293,453.00	
<b><u>St. Clair Family Development</u></b>				
Replace roofs			\$ 100,000.00	
<b><u>AMP 3</u></b>				
<b><u>Coaldale Housing Development</u></b>				
Replace roofs			\$ 100,000.00	
<b><u>Schuylkill Haven High Rise</u></b>				
Sealing and repair of exterior brick			\$ 70,000.00	
		<b>TOTAL</b>	<b>\$ 1,682,234.00</b>	

### **Component Eight: Demolition and Disposition**

### **Component Nine: Designation of Public Housing**

### **Component Ten: Conversion of Public Housing**

### **Component Eleven: Homeownership**

The Housing Authority's Administrative Plan contains a Homeownership component giving the Authority the option of utilizing its Housing Choice Vouchers if the demand warrants. Currently there are no families participating in the program.

### **Component Twelve: Community Service and Self-Sufficiency**

SCHA has employed a collaborative approach to the provision of programs, services and amenities regarding Community Service and Family Self-Sufficiency activities. SCH A entered into a cooperative agreement with its local Welfare ("TANF") Agency on to share information and/or target supportive services as contemplated by section 12(d)(7) of the

Housing Act of 1937. Other coordination efforts between the SCHA and TANF Agency include: (i) client referrals; (ii) information sharing regarding mutual clients (for rent determinations and otherwise); (iii) coordinating the provision of specific social and self-sufficiency services and programs to eligible families; (iv) other like activities.

In addition, both the Admission and Occupancy Policy and Housing Choice Administrative Plan outline specific guidelines for Community Service and Family Self-Sufficiency Independence initiatives.

***The Housing Authority is currently not tracking CSSR due to suspension because of COVID.***

**Policies or Programs for Economic and Social Self-sufficiency.**

SCHA will employ the following discretionary policies to enhance the economic and social self-sufficiency of assisted families:

- Affordable Housing Admissions policies;
- Housing Choice Voucher Program Admissions policies;
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the SCHA;
- Preference/eligibility for Affordable Housing homeownership option participation;
- Preference/eligibility for Housing Choice Voucher Program homeownership option participation; and
- Preferences for homeownership units built by SCHA to families who have successfully completed SCHA's Family Self-Sufficiency and homeownership programs.

**The SCHA Family Self Sufficiency (FSS) Action Plan describes the policies and procedures of for operation of the FSS program. The SCHA FSS Action Plan has been updated and approved by HUD. The FSS Action Plan including procedures concerning the development and approval of the plan, are described in the revised Code of Federal Regulations at 24 CFR 984.201.**

**Homelessness**

***The Schuylkill County Housing Authority is an active member/participant in the Local Housing Options Team (LHOT) which is a collaborative of social services agencies and other public and private organizations that serve Schuylkill County and promotes safe, affordable, accessible housing choices for persons with disabilities and homeless persons.***

***In addition, the Housing Authority has proposed an amendment to the Local Preference Category in both the Admission and Occupancy Policy and Housing Choice Voucher Administrative Plan to eliminate the following language from the "Resident of Schuylkill County" preference: "Note: Persons residing in shelters or half-way houses are considered temporary residences and therefore do not qualify as a permanent resident of Schuylkill County."***

**The Housing Authority will therefore recognize persons residing in shelters or half-way houses in Schuylkill County as qualifying for the "Resident of Schuylkill County" preference.**

**Other Supportive Service Activities**

*The Schuylkill County Housing Authority sponsors a Supportive Services Provider Fair at the Schuylkill Haven, Minersville, Ashland, and Shenandoah High Rise developments for the elderly and persons with disabilities. These service providers include:*

- **AHEDD**
- **Allied Services**
- **Community Development Block Grant (Fair Housing)**
- **Northwestern Human Services**
- **Nutrition Links**
- **Office of Senior Services**
- **Resources for Human Development**
- **Schuylkill Community Action**
- **Schuylkill Hope Center for Victims of Domestic Violence**
- **Servants to All**
- **Service Access and Management, Inc.**
- **Suicide Prevention Task Force**
- **Supportive Services for Veteran Families**
- **Opportunity House**

In addition, the Penn State Cooperative Extension provides a Nutrition Program at the family developments designed to facilitate positive behavior changes to help build caring, safe and healthy communities. The program provides guidelines for individuals aged 2 and over to improve the quality and content of their diet and lifestyle to lower their risk of chronic diseases and conditions.

#### Community Service and Income Changes.

SCHA will comply with the community service and treatment of income changes resulting from welfare program requirements in strict accordance with the applicable provisions in SCHA's Admission and Occupancy Policy, Administrative Plan, Lease and other key program documents.

#### **Component Thirteen: PHA Safety and Crime Prevention**

SCHA works closely with law enforcement agencies to ensure the safety of its public housing residents and to promote safety and crime prevention with its public housing developments, including the following:

1. Local police conduct criminal history background checks in an effort to enforce 1 strike policy
2. Local police provide up to date information regarding criminal activity on or near the public housing developments
3. Police cooperation with SCHA in hearings involving drugs and other criminal activities
4. Police cooperate with state and federal (OIG) for local drug and fraud cases involving housing participants
5. Police inform SCHA of registered sex offenders
6. SCHA has installed and updated exterior and interior camera security system in elderly and family developments.



#### **Component Fourteen: Pet Policy**

The Public Housing Admission and Occupancy Policy explains SCHA's policies on pet ownership in designated communities. The rules adopted are reasonably related to the legitimate interest of SCHA to provide a decent, safe and sanitary living environment for all residents, and to protect and preserve the physical condition of the property, as well as the financial interest of SCHA. Generally, the rules require that residents: (i) identify all pets, (ii) have pets inoculated and licensed according to state and local laws; (iii) show annual updates on pet certifications; (iv) become subject to increased unit inspections to determine damage to the unit caused by pets; (v) pay a pet deposit; and (vi) ensure that the pet does not become a nuisance to the other residents in the community.

#### **Component Fifteen: Civil Rights Certifications**

**SCHA is currently updating its ADA Self-Evaluation and Transition Plan and continues to work with local agencies to improve access to its programs and services, through the following activities and actions:**

##### Civil Rights

SCHA certifies that it will carry out the public housing program of the agency in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing. SCHA has adopted policies that promote non-discrimination, as outlined in the Public Housing Admission and Occupancy Policy and the Housing Choice Administrative Plan. In accordance to Civil Rights Laws, SCHA prohibits discrimination on the basis of race, color, sex, age, religion, national origin, disability, handicap, and family status. SCHA policies ensure consistent application of program rules, services, and procedures for all applicants and participants. Further, SCHA ensures that persons with disabilities are provided reasonable accommodation, as described by Section 504 of the Rehabilitation Act of 1973, Fair Housing Amendments Act of 1988, and Title II of the Americans with Disabilities Act of 1990.

##### Analysis of Impediments to Fair Housing Choice.

SCHA reviews its policies, at least annually, to identify any impediments to fair housing choice within the programs administered. When it is found that impediments exist, the SCHA revises its policies, redesigns the applicable procedures, and provides training to the staff to address and manage areas of concern or potential exposure.

##### Affirmatively Further Fair Housing.

SCHA is part of a community partnership which works with the County and advocacy organizations affirmatively to further fair housing by providing training and guidance within the locality. Information is disseminated countywide utilizing local newspapers, radio, television, and other local media. To support the County's commitment to non-discrimination and equal opportunity in housing, the SCHA makes special efforts to assure that housing programs assisted with federal or local funds are made widely known throughout the community.

SCHA affirmatively markets to races and ethnicities shown to have disproportionate housing needs through local service providers. To provide applicants with an alternative form of communication, if required the SCHA procures services from a qualified sign language interpreter, as well as have written materials explained orally by staff either in person or by telephone.

### **Component Sixteen: Fiscal Audit**

Francis J. McConnell, CPA, who conducted an independent audit of the Housing Authority as of March 31, 2022, stated "..., Schuylkill County Housing Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended March 31, 2022."

### **Component Seventeen: PHA Asset Management**

The Schuylkill County Housing Authority management of its public housing developments emphasizes the most cost effective way to operate, manage and maintain its housing portfolio and to provide for present and future tenants and the communities. The Authority has identified 3 Asset Management Properties (AMPs) that are identified as AMP 1 consisting of the Shenandoah High Rise, Shenandoah Family Development and the Ashland High Rise; AMP 2 consisting of Minersville High Rise, Minersville Family Development and St. Clair Family Development; and AMP 3 consisting of Coaldale Housing Development, Schuylkill Haven High Rise and Schuylkill Haven Family Development. The Housing Authority has contracted with Energy Consulting Services to prepare an updated Physical Needs Assessment and Energy Audit for each of its developments which will provide the Authority with framework for the evaluation and prioritization of capital improvements and the long-term sustainability and viability for each development. Upon completion of the PNA and EA, a copy will be submitted to the Philadelphia HUD Office.

### **Component Eighteen: Other Information**

In this component, the SCHA provides information regarding several topics, including its Resident Advisory Board and Resident Membership in the PHA's Governing Board.

### **Resident Membership on SCHA's Governing Board**

Aaron Earlosky (255 Parkway, Apt. 908, Schuylkill Haven, PA) serves as the Resident Member on the Housing Authority's Board of Commissioners.

### **Resident Advisory Board**

#### **SECTION 8**

James Munley – 34 Blue Mountain Heights, Schuylkill Haven, PA 17972

Cherie Reichard – 22 Oakdale Estates, Orwigsburg, PA 17961

Taja Dixon – 1012 Centre Street, Apt. 4, Ashland, PA 17921

Albert Lombardo – 204 South Kennedy Drive, Apt. 4, McAdoo, PA 18237

Sala Coleman – 68 Lang Street, Apt. 1, Port Carbon, PA 17965

Nancy Gibson – 2 Lewis Street, Apt. 308, Minersville, PA 17954

Lori Kerrigan – 28 North Center Street, Apt. 1B, Ringtown, PA 17967

#### **PUBLIC HOUSING**

##### **16-2 – Coaldale Housing Development:**

Eric Ramirez – Unit 319

##### **16-3 – Minersville High Rise:**

Polly Petersheim – Unit 1107

Rhonda Weaver – Unit 306



**16-5 – Schuylkill Haven High Rise:**

Tracy Shide – Unit 910  
Denise Cresina – Unit 710  
Michelle Kimmel – Unit 302

**16-7 – Shenandoah High Rise:**

Debra Fegley – Unit 511  
Melita Myles – Unit 409

**16-8 Shenandoah Family Development:**

**16-10 – Cass-Minersville Family Development:**

**16-12 – St. Clair Family Development:**

Tina Hall-Baker – Unit 306

**16-13 – Schuylkill Haven Family Development:**

Chyna White – Unit 30

**16-14 – Ashland High Rise:**

***RESIDENT ADVISORY BOARD MEETING:***

**10:00 AM – Eight members joined in on the teleconference**

1. Security is good at the high rise with the key card.
2. Minimum rent of \$50.00 is fair.
3. An interim increase in rent due to a change in income shall only be implemented when the total annual gross income increases \$3,500.00 is good.
4. New flooring would be nice.
5. No smoking on property is good.
6. Smoking in units is a problem.

***Violence Against Women Act Report***

The goal of the Schuylkill County Housing Authority is to fully comply with the Violence Against Women Act (VAWA). It is our objective to work with others to prevent offenses covered by the VAWA to the degree we can.

The Schuylkill County Housing Authority works in cooperation with the following agencies:

**Schuylkill Hope Center for Victims of Domestic Violence**

The Schuylkill Hope Center for Victims of Domestic Violence a private, non-profit organization to provide services to victims of domestic violence in Schuylkill County.

In addition to assisting victims, this agency is working to confront the societal issues that contribute to this problem. The agency provides services to all



individuals regardless of gender, especially women and children who are most vulnerable to this problem. These services include, but are not limited to:

- Counseling for individuals and groups related to domestic violence for adults and children.
- Emergency shelter to victims of domestic violence and their children.
- Transitional housing to assist women in becoming socially and economically independent.
- Legal representations, systems advocacy, and courtroom accompaniment for victims of domestic violence.
- 24-hour crisis hotline.
- Community education and prevention presentations.
- Systems advocacy with local policy makers to improve system response to victims.

### **Schuylkill County Children and Youth Services**

SCHA works with the County Children and Youth Services Office to provide the necessary services to help preserve the family unit. The agency will provide temporary, alternative living arrangements for children when necessary, while providing services directed at reunification of troubled families. The Agency's primary concern while providing all services is the safety and well being of the child.

The Children and Youth Agency provides service to children and families. The Agency offers both In-Home and Placement services.

IN-HOME SERVICES: Service Planning, General Protective Services (Child Abuse), Day Treatment (Operation Plus Program), Homemaker Services, (Individual, Family and Group), Therapeutic Intervention for Families (TIF) and Independent Living Services.

PLACEMENT SERVICES: Foster Care (Specialized and Traditional), Group Home Services (Cloud Home), Contracted Services (Foster, Group and Facility), Adoption Services, Emergency Shelter Services.

### **Victim-Witness Services, Schuylkill County District Attorney's Office**

The Housing Authority also works in partnership with Schuylkill County District Attorney's Office, Victim-Witness Services that offers information on Victims' Rights and Services in the Criminal Justice System and in the Community.

The Schuylkill County Victim/Witness Assistance Program provides services to all victims and witnesses of crime who request such, in accordance and compliance with the Pennsylvania Crime Victims "Bill of Rights," Act 111 of 1998 and the Standards set forth by the Pennsylvania Commission on Crime and Delinquency. The Victim/Witness Assistance Program's goal is to treat all victims and witnesses with respect and dignity and to encourage and support their participation in the criminal justice system to the level and extent they choose however possible.

The Housing Authority has the following procedures in place to assure applicants, residents and participants are aware of their rights and responsibilities under the Violence Against Women Act:

- All residents and participants have been notified of their rights and responsibilities under the Violence Against Women Act.
- The orientation for new residents and participants includes information on their rights and responsibilities under the Violence Against Women Act.
- The Admissions and Continued Occupancy Policy, the HCV/Section 8 Administrative Plan and the Residential Dwelling Lease have been revised to include screening and termination language related to the Violence Against Women Act.

#### **Definition of Significant Amendment and Substantial Deviation/Modification to the Agency Plan:**

SCHA defines substantial deviation or modification to the Agency Plan as:

- Significant changes to rent or admissions policies or organization of the waiting list except as required by federal and state regulations and laws;
- A substantial change in a goal(s) identified in the Five-Year Plan;
- Significant modifications to major strategies to address housing needs;
- Any change in the planned or actual use of federal funds for activities that would prohibit or redirect the Housing authority's strategic goals of increasing the availability of decent, safe and affordable housing for the citizens of Schuylkill County;
- Additions of non-emergency work items (items not included in the current Annual Statement or Five-year Action Plan) or change in the use of funds that exceeds 20% of the Capital Fund Allocation; and
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

An exception to this definition will be made for any new activities that are adopted to reflect changes in HUD regulatory requirements, changes in State Law or as result of a declared emergency; such changes will not be considered a substantial deviation or significant amendment or modification by SCHA.

Any significant amendment or substantial deviation/modification to SCHA Plan is subject to the following requirements (including time frames):

- SCHA will consult with the Resident Advisory Board (RAB) (as defined in 24 CFR 903.13);
- The Authority will ensure consistency with the Consolidated Plan of the jurisdiction(s) (as defined in 24 CFR 903.15); and

- SCHA will provide for a review of the amendments/modifications by the public during a 45-day public review period (as defined in 24 CFR 903.17).
- The Housing Authority will adopt the amendment or modification at a duly called a meeting, open to the public, of its Housing Authority Board of Commissioners.
- SCHA will not implement the amendment or modification until notification of the amendment or modification is provided to HUD and approved by HUD in accordance with HUD's plan review procedures (as defined at 24 CFR 903.23).

A Housing Authority may submit a significant amendment or substantial deviation/modification to HUD up until the last day prior to the date when the next year's Agency Plan is due.

## **Deconcentration Policy**

### ***(As contained in the Authority's Admission and Occupancy Policy)***

It is the policy of the Schuylkill County Housing Authority (SCHA) to provide for de-concentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, families will be skipped on the waiting list to reach other families with a lower or higher income. This will be accomplished in a uniform and non-discriminating manner.

The Housing Authority will affirmatively market housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income residents will not be steered toward higher income developments

Prior to the beginning of each fiscal year, the Housing Authority will analyze income levels of families residing in each development, the income levels of census tracts in which developments are located, and the income levels of families on the waiting list. Based on this analysis marketing strategies will be determined and de-concentration incentives implemented

**DE-CONCENTRATION INCENTIVES:** The Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the de-concentration goals of a particular development.

Various incentives may be used at different times or under different conditions but will always be provided in a consistent and nondiscriminatory manner.

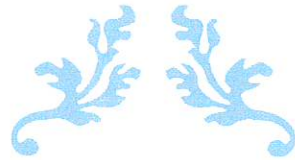
**OFFER OF A UNIT:** When a unit becomes available, the Housing Authority will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the de-concentration of goal and/or the income targeting goals.

**REJECTION OF UNIT:** If, in making the offer to the family, the Housing Authority skipped over other families on the waiting list in order to meet a de-concentration goal or offered the family any other de-concentration incentive and the family rejects the unit, the family will not lose its place on the waiting list and will not be otherwise penalized.



## **FAMILY SELF-SUFFICIENCY ACTION PLAN**

**UPDATED SEPTEMBER 2022**



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# SCHUYLKILL COUNTY HOUSING AUTHORITY FSS ACTION PLAN

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UPDATED SEPTEMBER 2022



SEPTEMBER 1, 2022  
SCHUYLKILL COUNTY HOUSING AUTHORITY  
245 PARKWAY, SCHUYLKILL HAVEN, PA

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## Introduction

The mission of the **Schuylkill County Housing Authority (SCHA)** is to promote adequate and affordable housing, economic opportunity, and a suitable living environment free from discrimination.

The Schuylkill County Housing Authority shall at all times operate solely for the purpose of providing decent, safe, and sanitary housing for eligible families in a manner which promotes serviceability, economy, efficiency, and stability, along with the social well-being of these families.

The Schuylkill County Housing Authority is committed to achieving the mission of assisting our residents in achieving a life based on the family-centered values of education, vocation, recreation, and other factors which promote self-esteem and self-sufficiency through an economically sound housing program. To this end, our mission addresses the needs of each family member, viewing them as a potential learner and earner.

This document constitutes the Family Self Sufficiency (FSS) Program Action Plan for the FSS program operated by Schuylkill County Housing Authority. The updated FSS Program Action Plan will be submitted to HUD on or before September 30, 2022.

The purpose of the FSS Program is to promote the development of local strategies to coordinate the use of HUD assistance with public and private resources in order to enable eligible families to make progress toward economic security.

The purpose of the FSS Action Plan is to establish policies and procedures for carrying out the FSS program in a manner consistent with HUD requirements and local objectives.

This FSS Action Plan describes the Housing Authority's local policies for operation of the FSS program in the context of federal laws and regulations. The FSS program will be operated in accordance with applicable laws, regulations, notices and HUD handbooks. The policies in this FSS Action Plan have been designed to ensure compliance with all approved applications for HUD FSS funding.

The FSS program and the functions and responsibilities of PHA staff are consistent with the Housing Authority's personnel policy and Agency Plan.

## Program Objectives

SCHA's FSS Program seeks to offer families participating in the Public Housing Program, Housing Choice Voucher Program (including Tenant Based voucher participants and Project Based Voucher participants), an opportunity to achieve economic and social independence. SCHA's objective is to promote local strategies that coordinate Public Housing residents and HCV rental vouchers with existing public and private resources to assist extremely low and very low-income families in becoming free of all government assistance.

SCHA welcomes the opportunity to encourage and assist clients in increasing their earned income thereby increasing their ability to become economically independent. SCHA will maintain inter-agency partnerships to achieve high quality comprehensive service in-house, in



addition to outreach programs to ensure comprehensive service delivery. The delivery of services and planning for the FSS Program will be coordinated with various community resources to deliver the highest quality assistance available to clients.

The FSS Program is administered by the Section 8 Coordinator. The Section 8 Coordinator performs outreach, recruitment, and retention of FSS participants, work on goal setting, case management, and coaching of FSS participants, and track program performance. The Section 8 Coordinator works with community and service partners and meets with the Program Coordinating Committee (PCC) on an as needed basis. The PCC is composed of at least one SCHA representative (the Section 8 Coordinator), at least one Public Housing tenant, at least one HCV participant, and SCHA's community and service partners. The PCC's primary function is to secure commitments from public and private resources for the operation of the FSS Program within SCHA's jurisdiction, including assistance in developing the Action Plan and implementation of the Program.

Families agreeing to participate in the FSS Program must enter into a Contract of Participation (CoP) and an Individual Training and Service Plan (ITSP), which will specify the family's responsibilities and goals. SCHA will create an escrow account for families participating in the FSS program when their earned income has increased since the effective date of their CoP and their rental amount has increased as a result of the income. Families that meet their interim goals identified in their ITSP may withdraw funds from their escrow account to pay for approved uses, such as college tuition, transportation, childcare, and other criteria established by SCHA. The CoP is set for a time period of five years, although SCHA may extend a CoP for up to an additional two years when "good cause" is demonstrated. The goal of the FSS program is to have families successfully complete their CoP and all ITSPs, which will result in disbursement of the family's escrow account fund to the family.

This document amends the original FSS Action Plan, in accordance with HUD's May 17, 2022, final rule implementing the reauthorization of the FSS Program, passed as part of the Economic Growth, Regulatory Relief, and Consumer Protection Act in 2018 (codified, in relevant part, at 24 CFR Part 984). This revised Action Plan will serve as the permanent FSS Action Plan in accordance with 24 CFR § 984.201.

## Program Size and Characteristics

### Family Demographics

The Schuylkill County Housing Authority has 609 Public Housing units (309 family units and 300 elderly/handicapped units), and 637 ACC awarded Housing Choice Vouchers at the time of this update (September 2022).

Public Housing							
Race & Ethnicity		Unit Size		Elderly/Disabled		Income Bracket	
White/Hispanic	66	Eff	181	Elderly/Non-Dis	51	Low-Inc.	41
White/Non-Hispanic	487	1 BR	219				
Black/Hispanic	7	2 BR	80	Non-Elderly/Disabled	226	V Low-Inc	115



Public Housing							
Race & Ethnicity		Unit Size		Elderly/Disabled		Income Bracket	
Black/Non-Hispanic	45	3 BR	118	Elderly/Disabled	177	Ext Low-Inc	451
Asian/Non-Hispanic	1	4 BR	9			Over 80%	
Pacific Islander/Hispanic	1	5 BR	2				

Housing Choice Voucher							
Race & Ethnicity		Voucher Size		Elderly/Disabled		Income Bracket	
White/Non-Hispanic	481	Eff	34	Elderly/Non-Disabled	93	Low-Inc.	14
White/Hispanic	50	1 BR	301	Non-Elderly/Disabled	168	V Low-Inc	103
Black/Non-Hispanic	22	2 BR	119	Elderly/Disabled	136	Ext Low-Inc	444
Black/Hispanic	6	3 BR	81			Over 80%	
Pacific Islander/Non-Hispanic	1	4 BR	21				
Asian/Non-Hispanic	1	5 BR	4				
		6 BR	1				

The characteristics of the families to participate in the FSS program are drawn from the demographics of current FSS participants (September 2022).

Public Housing							
Race & Ethnicity		Unit Size		Elderly/Disabled		Income Bracket	
White		Eff		Elderly/Non-Dis		Low-Inc.	
Black		1 BR		Non-Elderly/Disabled		V Low-Inc	
Hispanic		2 BR		Elderly/Disabled		Ext Low-Inc	
Amer. Ind		3 BR				Over 80%	
Asian		4 BR					

Housing Choice Voucher							
Race & Ethnicity		Voucher Size		Elderly/Disabled		Income Bracket	
White/Hispanic	2	Eff	1	Elderly/Non-Dis		Low-Inc.	1
White/Non-Hispanic	8	1 BR	3	Non-Elderly/Disabled	4	V Low-Inc	
Black		2 BR	2	Elderly/Disabled		Ext Low-Inc	9
Amer. Ind		3 BR	4	Non-Elderly/Non-disabled	6	Over 80%	
Asian		4 BR					

### Supportive Services Needs

#### Supportive Services Needs of Families Expected to Participate in FSS

The following is a list of the supportive service needs of the families expected to enroll in the SCHA FSS program:

- Training in basic skills and executive function (including household management)
- Employment training, including sectoral training and contextualized and/or accelerated basic skills instruction
- Job placement assistance
- GED preparation
- Higher education guidance and support
- English as a Second Language
- Assistance accessing and paying for child care
- Transportation assistance
- Financial coaching, including assistance with budgeting, banking, credit, debt, and savings
- Access to counseling or treatment for substance abuse and mental health
- Dental care, health care, and mental health care including substance abuse treatment/counseling
- Homeownership readiness

This list of supportive services needs is based on:

- Experience with past FSS or other supportive service program participants
- Input from the PCC or other service provider partners
- A needs assessment completed for each program participant at time of application

### Estimate of Participating Families

Over time, the Schuylkill County Housing Authority hopes to serve all families who are interested in participating in the FSS Program. The number of spaces available in the program at any given time, however, will be limited by the program's resources, including the number of FSS coordinators funded to work with FSS participants. New families will be admitted to the FSS program as space and resources permits.

**However, as a result of the obstacles that the Authority has encountered, the HUD office, in December 2021, has granted a request from the Authority to reduce its required minimum size to 7 FSS voucher slots. The Authority is continuing to explore methods and other avenues that will generate FSS interest or enhance program delivery services.**

### Other Self-Sufficiency Programs

Preference is given to households porting to, or being absorbed by, SCHA's FSS program. These households must be actively involved, and in good standing with the originating Housing Authority's FSS program.

### Family Selection Procedures

#### Waiting List

FSS is a voluntary program. All Housing Choice Voucher (HCV) participants in compliance with the voucher program, and all Public Housing (PH) residents in compliance with their PH lease, are eligible for participation.

A waiting list will be maintained for families whose applications cannot be accepted at the time of initial application due to program capacity limits. The waiting list will include the name and contact information for the head of household of the applicant family, the date of their application.

The primary participant who enters into the CoP of Participation (CoP) must be the Head of Household (HOH), although other members of the household may have goals in the Individual Training and Services Plan (ITSP). FSS program participants shall be notified should they decide not to participate in the FSS program; it will not affect their PH or HCV rental assistance. FSS families will retain the right to occupancy according to their lease, PH Admission and Continued Occupancy Policy (ACOP), and HCV Administrative Plan. Applicant families who decline to participate in the FSS Program shall not lose their place on the PH or HCV waiting lists.

#### Admission Preferences

SCHA's selection procedures ensure that families are selected for participation without regard to race, color, sex, handicap, familial status, or national origin. The Housing Authority will select families based on the date the family expressed an interest in participating in the FSS program.

#### Screening for Motivation

SCHA will not select participants based on prohibited motivation selection factors, including the family's educational level, educational or standardized motivational test results, previous job history or job performance, credit rating, marital status, number of children, or other factors, such as sensory or manual skills, and any factors which may result in discriminatory practices or treatment toward individuals with disabilities or minority or nonminority groups.



The FSS service provider may screen families for interest and motivation to participate in the FSS program by using permissible motivation selection factors per HUD regulations, including requiring attendance at FSS orientation sessions or pre-selection interviews. Reasonable accommodations will be made for individuals with mobility, manual, sensory, speech impairments, mental, or developmental disabilities. In addition, if the family needs either childcare or transportation to be able to attend, the FSS service provider shall assist the family in obtaining needed support services.

#### Compliance with Non-Discrimination Policies

It is the policy of the Schuylkill County Housing Authority to comply with all Federal, State, and local nondiscrimination laws and regulations, including but not limited to the Fair Housing Act, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973. No person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under the FSS program on the grounds of race, color, sex, religion, national or ethnic origin, family status, source of income, disability or perceived gender identity and sexual orientation. In addition, the Housing Authority's staff, including the FSS Coordinator, will, upon request, provide reasonable accommodation to persons with disabilities to ensure they are able to take advantage of the services provided by the FSS program (see Requests for Reasonable Accommodations).

The FSS Coordinator (Section 8 Coordinator) has the primary responsibility to make sure that participants are not discriminated against in the selection process. For families or individuals whose potential enrollment is in question, the FSS Coordinator will review the file in the staff review meeting to ensure that non-selection is not based on discriminatory factors before the final decision is made. Applicants will be notified in writing of the reason(s) they were not selected for participation and will have the opportunity to appeal the decision (see Hearing Procedures). At all times, the Housing Authority will select families for participation in the FSS program in accordance with FSS Regulations and HUD guidelines.

#### Re-Enrollment of Prior FSS Participants

There are instances in which FSS participants need to exit the program due to unanticipated circumstances or hardships that are beyond the control of the participant and or may inhibit progress toward ITSP goals. The FSS Coordinator will determine whether to permit a family to re-enroll in the program based on a number of factors, including:

- The total number of residents interested in the FSS program
- Whether there is a waiting list to participate
- The current caseload and capacity of FSS program coordinator
- The reason(s) why the family previously left the program
- The reasons(s) why the family has requested to re-enroll, including changes in their circumstances
- Previous participants who exit from the program voluntarily may be approved for re-enrollment into the FSS program after 12 months of being exited from the program.
- FSS program graduates without escrow disbursement may be approved for re-enrollment into the FSS program after 12 months of graduation.
- Family members who were not Heads of FSS Family previously.

### Head of FSS Family

The head of the FSS family is designated by the participating family. SCHA may make itself available to consult with families on this decision, but it is the assisted household that chooses the head of FSS family that is most suitable for their individual household circumstances. The designation or any changes by the household to the Head of FSS Family must be submitted within 10 business days to the SCHA on a form developed by SCHA

### General Application Process

FSS program orientation will be given to each potential participant, and the FSS program will be explained in detail. An application will be completed by all prospective FSS participants and submitted to SCHA. The FSS Coordinator will conduct a needs assessment and interview.

### Application Steps

- The prospective FSS applicant completes the interest form in writing or the FSS Coordinator will complete an interest form for the individual who calls and expresses an interest in the FSS Program.
- SCHA will invite eligible PH tenants and HCV participants to attend an FSS enrollment appointment. At the appointment, the family will receive the requirements and benefits of participating in the FSS program. Prospective applicants that cannot attend an enrollment appointment will be accommodated and may opt to receive an application along with marketing materials describing the FSS program by mail or email.
- The prospective FSS applicant completes the FSS Personal Needs Assessment. The needs assessment helps to outline barriers the applicant may be facing.
- The FSS program applicant will complete an enrollment appointment in person or in a virtual setting if needed. At this appointment, the FSS coordinator will help the participants develop the Individual Training and Services Plan goals and program expectations prior to signing.
- The potential FSS program participant will complete a contract signing appointment that includes completing the Contract of Participation and Individual Training and Services Plan (ITSP) program goals. If the participant cannot attend the contract signing meeting, the FSS Coordinator will mail, email, or fax the Contract of Participation and ITSP to be reviewed and signed.

### Outreach

Efforts will be targeted equally in accordance with all Federal, state, and local nondiscrimination laws; the Americans with Disabilities Act; and the U.S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity. Efforts will be made to ensure that non-English and limited English-speaking families receive information and have the opportunity to participate in the FSS program. Efforts will also be made to serve persons with disabilities including, but not limited to, persons with impaired vision or hearing.

Publication and outreach efforts for the FSS program may include, but are not limited to,



distribution of FSS program materials to community agencies and partners (both private and public), mass mailing of program information to current SCHAs residents, SCHAs website, orientation presentations to incoming Housing Choice Voucher and Public Housing clients. Interpreters will be used as needed and clients may contact staff via our TTD telephone line or by email. Outreach informational material about the FSS program may include:

- Details about program history;
- Available resources;
- Requirements for eligibility;
- Application procedures;
- Participant responsibilities and SCHAs responsibilities; and/or
- Program benefits.

Referrals for the FSS program may be accepted as described above under the heading FSS Family Selection Procedures. Referrals will be screened for eligibility, and selection made in accordance with HUD guidelines.

### [FSS Escrow Account and Other Incentives for Participants](#)

FSS participants will be eligible to build savings from the FSS escrow account. Key policies and procedures applicable to the FSS escrow account, as well as any additional incentives offered by the Housing Authority, are described below.

#### **Additional Incentives**

The SCHAs FSS program offers incentives to encourage participation and enhance the participant's ability to achieve self-sufficiency. SCHAs will establish an FSS Escrow Account for each eligible participating family per HUD guidelines as a financial incentive for program participation. Additional incentives include, but are not limited to, enhanced opportunities for education, training, and employment through coordination with a network of local service providers. FSS participants have access to referrals for financial counseling, credit repair, homeownership workshops, and resources about the home buying process.

#### **Case Management**

An incentive to families participating in the FSS Program is the case management support provided by SCHAs FSS Coordinator. The FSS Coordinator will help FSS families gain the skills, training, and education to become financially independent through goal setting and coaching on an individualized basis. The FSS Coordinator will also be able to provide information on and referrals to local services.

#### **Escrow Accounts**

Another incentive to families participating in the FSS Program is the ability to earn a tax-free escrow account, created in accordance with the requirements set forth in 24 CFR § 984.305. When participating families experience an increase in rent due to an increase in household earned income, an escrow credit is calculated using the HUD-52652 form. The escrow amount is credited in an account in accordance with HUD requirements. Generally, when a



participant's rent increases as a result of an increase in earned income, the difference (as compared to the original earned income amount in the CoP) is credited to the escrow account. Escrow credits are calculated by the FSS Coordinator at every interim and annual examination for the family. Written notice of changes to monthly escrow credits are provided to the family and an annual statement of the account balance and interest earned is provided at the end of each fiscal year. In the event of a rounding issue between the HUD form-52652 and agency software, a manually completed HUD form-52652 will be used as the correct escrow amount for the family and documented in the file. FSS families who are not low-income (families whose adjusted annual income exceeds 80% of the area median income) are not entitled to any FSS credit.

### Interim Disbursements

SCHA may allow for a portion of the escrow account funds to be disbursed to a family when it is determined by SCHA that the FSS family has fulfilled certain interim goals established in the CoP and the FSS family needs a portion of the FSS escrow account funds for purposes consistent with or in support of the CoP. The Head of the FSS family must make a request for an interim disbursement in writing. Interim disbursements may only be made during the contract period and for contract related expenses. The following requests may be considered contract related expenses:

- Emergency car repair or purchase – when transportation is needed for employment or education. Generally, two estimates will be requested for vehicle repairs unless the car is immobile.
- Costs associated with obtaining a valid driver's license.
- Educational costs to improve employability.
- Credit repair/paying old debt, excluding overdue rent and/or utilities, or regular monthly expenses.
- Business start-up expenses.
- Other circumstances that assist in ITSP goal actualization, as determined on a case-by-case basis and approved by the FSS Coordinator, HCV Program Manager, and Chief Executive Officer.

For interim disbursements, a maximum of 50% of the escrow account may be withdrawn at one time per the approval of the FSS Coordinator, HCV Program Manager, and the Chief Executive Officer. No more than three interim disbursements shall be permitted for any participant during their contract term. The escrow money shall be made payable to the agency providing the service and/or goods, and not the FSS participant, unless the agency is unwilling to accept payment directly from SCHA. In those circumstances, at SCHA's discretion, the money may be paid to the participant. When an interim disbursement is paid directly to the participant, SCHA will request documentation and/or receipts that the money was used as approved. Interim disbursements will not be approved if the family is not current with rent payments. Additionally, unless the interim disbursement was made based on fraudulent information from the family, the family is not required to repay such interim disbursements, even if the family does not complete the CoP

### Final Disbursements

The escrow account will be paid out to the head of the FSS family when the following has occurred:

1. Graduation - The family has met all obligations under CoP, the contract is considered complete (whether at the expiration of the contract term or prior to expiration of the contract term), and the family is in compliance with the terms and conditions of the HCV Program regulations.
2. Termination with Escrow Disbursement - The CoP is terminated and one of the following HUD-established good cause circumstances exists:
  - a. Services that SCHA and the FSS family have agreed are integral to the FSS family's advancement towards self-sufficiency are unavailable.
  - b. The head of the FSS family becomes permanently disabled and unable to work during the period of the contract, unless SCHA and the FSS family determine that it is possible to modify the contract to designate a new head of the FSS family.
  - c. An FSS family in good standing<sup>1</sup> moves outside the jurisdiction of SCHA, in accordance with portability requirements, for good cause and continuation of the CoP after the move, or completion of the CoP prior to the move, is not possible. Good cause circumstances are subject to verification. "Good cause" in this circumstance will mean:
    - Moving to a different jurisdiction for the purposes of employment, education/training, or housing circumstances out the family's control

Should the FSS family owe money to SCHA, the family's escrow will be reduced by that amount before prorating the interest income earned and making the final disbursement. The escrow account will be paid out within 30 days after the effective date of graduation or termination of the CoP, unless there is an extenuating circumstance that requires additional evaluation to determine contract completion, including investigating allegations of HCV Program violations. Delays in disbursing /forfeiting escrow will be documented in the FSS family file. The interest for the escrow account will stop on the date the family graduated.

#### Uses of Forfeited Escrow Funds

A participating family will forfeit their escrow account funds when:

- The CoP is terminated by mutual consent of the parties, failure of the FSS family to meet its obligations of the CoP without good cause, withdrawal from the program, or termination from the HCV Program.
- The CoP is completed by the FSS family, but the family is receiving welfare assistance at the time the CoP term expires, including any approved extension.

Any forfeited escrow funds will be used for the benefit of FSS participants in good standing. Specifically, the funds will be used for the following eligible activities as determined by the FSS Coordinator/HCV Program Manager, and Executive or Deputy Director, depending on the needs of the FSS participants and the amount of escrow available:



1. A class or training open to all FSS participants in good standing, coordinated by SCHA, and related to employment preparation and retention skills, financial management skills, or other subject relating to achieving obligations outlined in the CoP.

When it is determined that funds will be used for this purpose, a notice will be issued to all FSS participants in good standing explaining the availability of the class/training and how and by when a participant must respond to reserve a spot for the class.

2. For transportation, childcare, training, testing fees, employment preparation costs, or other costs relating to achieving obligations outlined in the CoP.

When it is determined that funds will be used for this purpose, a notice will be issued to all FSS participants in good standing explaining the ability to request up to a particular amount of funds to pay for costs related to achieving obligations outlined in the CoP. Requests must include the purpose for which funds will be used and amount requested. Requests with complete information will be approved on a first come, first served basis until the forfeited escrow funds set for this purpose have been used or unclaimed. SCHA will request documentation and/or receipts that the money was used as approved.

## Family Activities and Supportive Services

Extensive resources are available to FSS program participants through public and private agencies. In order to protect confidentiality, participants sign a Release of Information that allows FSS staff to coordinate with these agencies for the provision of services. The following is a list of services currently available to eligible FSS participants. We continue to include resources from many places throughout the community, which means that resources and services are in a constant state of change. This list is not intended to be exhaustive but only an overview.

- **Case Management:** Families participating in the FSS program will be in regular contact with a FSS Coordinator to develop and carry out the Individual Training and Services Plan. The FSS Coordinator will provide ongoing supervision of the participant's progress and act as an advocate to empower families toward self-sufficiency. In addition, the FSS Coordinator will facilitate and monitor other agency involvement and track participant progress through regular phone calls and quarterly face-to-face reviews, which may include home visits.
- **Housing:** The FSS Coordinator may act as a liaison between program participants and their Property Manager to ensure updates are processed in a timely manner, bring any discrepancies to resolution in a positive fashion, and find possible solutions to problems as they occur.
- **Escrow:** Deposits may be made into an escrow account on behalf of an FSS family. Amounts deposited will be calculated in accordance with Federal regulations for the FSS program (see section on FSS Escrow Account).
- **Homeownership Assistance:** Families desiring to purchase their first home will be referred to our partners and will receive first-time home buyer education, counseling and closing cost assistance. SCHA is also working to expand its resources to increase opportunities and improve training programs to help ensure the success of its participants.



## Method of Identifying Family Support Needs and Delivering Appropriate Support Services

### Identifying Family Support Needs

To help determine the supportive services needs of each family, the FSS coordinator will work with the family to complete an initial informal needs assessment for that family before completion of the initial Individual Training Service Plan (ITSP) and signing of the contract of participation. After enrollment in the FSS program, the FSS coordinator may make referrals to partner agencies for completion of one or more formal needs assessments. These assessments may focus on such issues as: employment readiness and employment training needs, educational needs related to secondary and post-secondary education, financial health, and other topics, depending on the needs and interests of the family.

The formal assessments may lead to adjustments to the Individual Training Service Plan, if requested by the family.

### Delivering Appropriate Support Services

**Coaching.** All families who participate in the FSS program will meet with the FSS Coordinator who will provide coaching services to help each participating family to:

- Understand the benefits of participating in the FSS program and how the program can help the family achieve its goals.
- Identify achievable, but challenging interim and final goals for participation in the FSS program, break down the goals into achievable steps and accompany the family through the process.
- Identify existing family strengths and skills.
- Understand the needs that the family has for services and supports that may help the family make progress toward their goals.
- Access services available in the community through referral to appropriate service providers.
- Overcome obstacles in the way of achieving a family's goals.

### Transitional Supportive Services

Families that have completed their CoP and remain in assisted housing may request assistance with referrals to service providers in order to continue their progress toward economic security. Subject to limitations on staff capacity, The Schuylkill County Housing Authority will try to help these families with appropriate referrals.

### Contract of Participation

All families enrolled in the FSS program will be required to sign a Contract of Participation (CoP) that includes an Individual Training and Services Plan (ITSP).

#### Form and content of contract

The CoP, which will incorporate one ITSP for each participating member of the family, sets forth the principal terms and conditions governing participation in the FSS program. These include

the rights and responsibilities of the FSS family and of the Schuylkill County Housing Authority, the services to be provided to, and the activities to be completed by, each adult member of the FSS family who elects to participate in the program.

### ITSP Goals

Each individual's ITSP will establish specific interim and final goals by which the Schuylkill County Housing Authority and the family will measure the family's progress towards fulfilling its obligations under the CoP. For any FSS family that is a recipient of welfare assistance at the outset of the CoP or that receives welfare assistance while in the FSS program, the Housing Authority will establish as a final goal that every member of the family become independent from welfare assistance before the expiration of the CoP. The ITSP of the head of FSS family will also include as a final goal that they seek and maintain suitable employment. The FSS coordinator will work with each participating individual to identify additional ITSP goals that are relevant, feasible and desirable. Any such additional goals will be realistic and individualized.

### Determination of Suitable Employment

As defined in the FSS regulations (24 CFR 984.303(4)(iii)), a determination of what constitutes "suitable employment" for each family member with a goal of seeking and maintaining it will be made by the Housing Authority, with the agreement of the affected participant, based on the skills, education, job training and receipt of other benefits of the family member and based on the available job opportunities within the community.

### Contract of Participation Term and Extensions

The CoP will go into effect on the first day of the month following the execution of the CoP. The initial term of the CoP will run the effective date through the five-year anniversary of the first reexamination of income that follows the execution date. Families may request up to two one-year extensions and are required to submit a written request that documents the need for the extension. The Housing Authority will grant the extension if it finds that good cause exists to do so. In this context, good cause means:

- i. Circumstances beyond the control of the FSS family, as determined by the Housing Authority, such as a serious illness or involuntary loss of employment;
- ii. Active pursuit of a current or additional goal that will result in furtherance of self-sufficiency during the period of the extension (e.g. completion of a college degree during which the participant is unemployed or under-employed, credit repair towards being homeownership ready, etc.) as determined by the Housing Authority or
- iii. Any other circumstances that the Housing Authority determines warrants an extension,

### Completion of the Contract

The CoP is completed, and a family's participation in the FSS program is concluded when the FSS family has fulfilled all its obligations under the CoP, including all family members' ITSPs, on or before the expiration of the contract term. The family must provide appropriate documentation that each of the ITSP goals has been completed. **The Housing Authority will**



**accept third party documentation and verification for completion of the ITSP goals.**

#### Modification

The Housing Authority and the FSS family may mutually agree to modify the CoP with respect to the ITSP and/or the contract term, and/or designation of the head of FSS household. All modifications must be in writing and signed by the Housing Authority as well as the Head of FSS Family.

The Housing Authority will allow for modifications any time during term of the CoP under the following circumstances:

- When the modifications to the ITSP improve the participant's ability to complete their obligations in the CoP or progress toward economic self-sufficiency
- When the designated head of the FSS family ceases to reside with other family members in the assisted unit, and the remaining family members, after consultation with the Housing Authority, designate another family member to be the FSS head of family
- When a relocating family is entering the FSS program of a receiving **PHA** and the start date of the CoP must be changed to reflect the date the new CoP is signed with the receiving **PHA**.

#### Consequences of Noncompliance with the Contract

Participant non-compliance with the CoP may result in termination from the FSS program in accordance with the policy outlined in the next section of this Plan.

#### Program Termination, Withholding of Services, and Available Grievance Procedures

##### Involuntary Termination

The Schuylkill County Housing Authority may involuntarily terminate a family from FSS under the following circumstances:

- I. If the participant fails to meet their obligations under the Contract of Participation, the Individual Training and Services Plan and related documentation. Non-compliance includes:
  - i. Missing scheduled meetings, failure to return phone calls, and/or maintain contact after written notification of non-compliance
  - ii. Failure to work on activities and/or goals set forth in the Individual Training and Services Plan, including employment activities
  - iii. Failure to complete activities and/or goals within the specified time frames; and/or
- II. If the participant's housing assistance has been terminated.

Participants who fail to meet their obligations under paragraph I above, as determined by an FSS coordinator, will be given the opportunity to attend a required meeting with the FSS



Coordinator or assigned Housing Authority representative to review the situation. At this meeting, a review of the Contract of Participation, Individual Training and Services Plan, and all related documentation will be conducted, and amendments will be made as necessary (within HUD guidelines) to allow for changes in circumstances. Failure to contact the FSS Coordinator to schedule this meeting within fourteen (14) days of a written request by the FSS program to set up this a meeting or failure by the FSS Head of Household to attend this meeting without some type of correspondence to clarify the issue(s), may lead to termination from the program. The FSS Coordinator will also attempt to contact the participant via phone, text, in person and/or email prior to the review meeting. Participants who remain out of compliance after this meeting will be subject to termination from the FSS program.

If the initial meeting does not resolve the problem, or if the meeting is not requested by the family within the required period, notification of termination will be made to the family by letter stating:

1. The specific facts and reasons for termination;
2. A statement informing the family of their right to request an informal hearing and the date by which this request must be received (see *Grievance Procedures*);
3. A statement informing the family that termination from the FSS program for the reasons stated therein will not result in termination of the family's housing assistance. Failure to request a hearing in writing by the deadline will result in closure of the family's FSS file and all rights to a hearing will be waived. All escrow money held on the family's behalf will be forfeited in accordance with HUD regulations. Housing assistance will not be terminated based on non-compliance with the FSS program. The current amount of escrow in the family's escrow account will be included in the letter.

#### Voluntary Termination

Participants may also be terminated from the FSS program under the following circumstances:

- Mutual consent of both parties; and/or
- The family's withdrawal from the program.

#### Termination with Escrow Disbursement

In most cases, families whose FSS contracts are terminated will not be entitled to disbursement of their accrued FSS escrowed funds. However, the CoP will be terminated with FSS disbursement when one of the following situations occurs:

- i. Services that the Housing Authority and the FSS family have agreed are integral to the FSS family's advancement towards self-sufficiency are unavailable.
- ii. The head of the FSS family becomes permanently disabled and unable to work during the period of the contract, unless the Housing Authority and the FSS family determine that it is possible to modify the contract to designate a new head of the FSS family.
- iii. An FSS family in good standing moves outside the jurisdiction of the PHA (in accordance with portability requirements at 24 CFR §982.353) for good cause, as

determined by the PHA, and continuation of the CoP after the move, or completion of the CoP prior to the move, is not possible.

### Grievance Procedures

All requests for an informal hearing must be received by the Housing Authority FSS Coordinator within fourteen (14) business days of the date of the FSS termination letter. If a hearing is requested by the FSS family, notification to the family regarding the date, time, and location of the informal hearing will be made by mail.

Persons included in the informal hearing shall include, but not be limited to:

- The FSS head of household;
- The FSS Coordinator; and
- Housing Authority staff members, other than FSS Coordinator/program staff, serving as the Hearing Officer. All participants have the right to obtain legal representation and provide their witnesses.

The family may request to reschedule a hearing for good cause, or if it is needed as reasonable accommodation for a person with disabilities. Good cause is defined as an unavoidable conflict which seriously affects the health, safety, or welfare of the family. Requests to reschedule a hearing must be made in writing within (5) days prior to the hearing date.

If the family does not appear at the scheduled time and was unable to reschedule the hearing in advance due to the nature of the emergency, the family must contact the Housing Authority within 24 hours of the scheduled hearing date, excluding weekends and holidays. Housing Authority will then reschedule the hearing. The Hearing Officer will issue a written decision to the family within ten (10) business days after the hearing. The decision made by the Hearing Officer will be final. The Housing Authority reserves the right to overturn the Hearing Officer's decision only in the event that the decision is contrary to the organization's written policies.

### Assurance of Non-Interference

Participation in the FSS Program is voluntary. A family's decision on whether to participate in FSS will have no bearing on the Schuylkill County Housing Authority's decision of whether to admit the family into the Public Housing or Housing Choice Voucher programs. The family's housing assistance will not be terminated based on whether they decide to participate in FSS, their successful completion of the CoP, or on their failure to comply with FSS program requirements.

The Housing Authority will ensure that the voluntary nature of FSS program participation is clearly stated in all FSS outreach and recruitment efforts.

### Timetable

The Schuylkill County Housing Authority implemented its FSS program in 1995 and will continue to implement it per this FSS Action Plan.



## Reasonable Accommodations, Effective Communications and Limited English Proficiency

### Requests for Reasonable Accommodations

A person with disabilities may request reasonable accommodations to facilitate participation in the FSS program. Requests will be considered on a case-by-case basis.

Requests should be made initially to the FSS coordinator. If a family is not satisfied with the FSS Coordinator's response, the family may submit a request in writing in accordance with the agency's reasonable accommodations policy. The policy is incorporated in the Housing Authority's Public Housing Admission and Occupancy Policy and the Housing Choice Voucher Administrative Plan which are posted at the Main Office at 245 Parkway, Schuylkill Haven, PA.

### Request for Effective Communications

A person with disabilities may request the use of effective communication strategies in order to facilitate participation in the FSS program. Examples include: appropriate auxiliary aids and services, such as interpreters, computer-assisted real time transcription (CART), captioned videos with audible video description, visual alarm devices, a talking thermostat, accessible electronic communications and websites, documents in alternative formats (e.g., Braille, large print), or assistance in reading or completing a form, etc.

Requests should be made initially to the FSS coordinator. If a family is not satisfied with the FSS Coordinator's response, the family may submit a request in writing in accordance with the agency's effective communications policy. The policy is incorporated in the Housing Authority's Public Housing Admission and Occupancy Policy and the Housing Choice Voucher Administrative Plan which are posted at the Main Office at 245 Parkway, Schuylkill Haven, PA.

### Limited English Proficiency

The Housing Authority will comply with HUD requirements to conduct oral and written communication related to the FSS program in languages that are understandable to people with Limited English Proficiency. For more information, see the Limited English Proficiency policy incorporated in the Housing Authority's Public Housing Admission and Occupancy Policy and the Housing Choice Voucher Administrative Plan which are posted at the Main Office at 245 Parkway, Schuylkill Haven, PA.

## Coordination of Services

### Certification of Coordination

The Housing Authority has coordinated the development of the services and activities to be provided under the FSS program with public and private providers, including self-sufficiency programs of the Pennsylvania Departments of Labor, Health, and Human Services, and other employment, childcare, transportation, training and education programs available in Schuylkill County. The implementation of the FSS Program will continue to be coordinated with these local public and private providers to avoid duplication of services.



#### Program Coordinating Committee

The Housing Authority coordinates the services and activities needed for the FSS Program with local public and private providers. These service providers help the FSS program to identify and build strong referral relationships with all providers of supportive services that meet the needs of FSS participants. These service providers are also be consulted in developing program policies and procedures.

The service providers meet as often as necessary to ensure ongoing coordination of services for the program participants and may conduct business on an as-needed basis via email or telephone conferences. The local public and private providers includes the following representatives:

1. SCHA's representative will be the HCV Supervisor responsible for the FSS Program Coordination
2. PH and HCV resident/participant representatives may be solicited from the Resident Advisory Board, Resident Councils, FSS alumni and/or a pool of PH and HCV residents/participants who have expressed interest.
3. Representatives from a variety of agencies and individuals, which include but are not limited to the following:
  - Schuylkill County Housing Authority
  - Private Industry Council
  - Schuylkill County Department of Human Services
  - Schuylkill County Adult Services
  - Schuylkill County Job Training Partnership
  - Schuylkill County Single Point of Contact Program

#### FSS Portability (Applicable to HCV Only)

##### Portability in Initial 12 Months

FSS Participants may not exercise portability within the initial 12 months after signing a CoP.

##### Moves into the Housing Authority's jurisdiction

If an FSS participant moves into the Schuylkill County Housing Authority's jurisdiction, they will be admitted in good standing into the Housing Authority's FSS program unless the Housing Authority is already serving the number of FSS families identified in this FSS Action Plan and determines that it does not have the resources to manage the FSS contract.

Regardless of whether Housing Authority is able to receive an incoming family from another jurisdiction into the FSS program, the Housing Authority will agree to allow and support porting families to remain in their initial PHA's FSS program after porting housing vouchers if the initial PHA requests that the family remain in the initial FSS program and can demonstrate the family is able to fulfill its responsibilities under the initial CoP, the move in jurisdictions notwithstanding.

FSS termination with disbursement for porting families

If an FSS family seeks to move to a jurisdiction that does not offer an FSS program, the Housing Authority will closely examine the family's progress to determine if it would be appropriate to exercise FSS Termination with Disbursement as discussed above in the section on Termination.

Where continued FSS participation is not possible, the Housing Authority will discuss the options that may be available to the family, depending on the family's specific circumstances, which may include, but are not limited to, modification of the FSS contract, termination of the FSS contract and forfeiture of escrow, termination with FSS escrow disbursement in accordance with 24 CFR § 984.303(k)(1)(iii), or locating a receiving PHA that has the capacity to enroll the family into its FSS program.

### Other Policies

The Schuylkill County Housing Authority's FSS program incorporates other policies that are integral component of this FSS Action Plan and include:

- Public Housing Admission and Occupancy Policy and
- Housing Choice Voucher Administrative Plan

### Definitions

**The definitions below are specified in CFR 24 984.103. The terms 1937 Act, Fair Market Rent, Head of Household, HUD, Public Housing, Public Housing Agency (PHA), Secretary, and Section 8, as used in this part, are defined in 24 CFR Part 5.**

*Certification* means a written assertion based on supporting evidence, provided by the FSS family or the Schuylkill County Housing Authority (SCHA or Housing Authority) as may be required under this part, and which:

- (1) Shall be maintained by the Housing Authority in the case of the family's certification, or by HUD in the case of the PHA's or owner's certification;
- (2) Shall be made available for inspection by HUD, the Housing Authority and the public, as appropriate; and,
- (3) Shall be deemed to be accurate for purposes of this part, unless the Secretary or the Housing Authority, as applicable, determines otherwise after inspecting the evidence and providing due notice and opportunity for comment.

*Contract of Participation (CoP) means* - a contract, in a form with contents approved by HUD, entered into between an FSS family and a Housing Authority operating an FSS Program that sets forth the terms and conditions governing participation in the FSS Program. The CoP includes all Individual Training and Services Plans (ITSPs) entered into between the Housing Authority and all members of the family who will participate in the FSS Program, and which plans are attached to the CoP as exhibits. For additional detail, see § 984.303.

*Effective date of Contract of Participation (CoP)* - means the first day of the month following the date in which the FSS family and the PHA entered into the CoP.

*Eligible families* means current residents of Public Housing (Section 9) and current Section 8 program participants, as defined in this section, including those participating in other local self-sufficiency programs.



*Enrollment* means the date that the FSS family entered into the CoP with the Housing Authority.

*Family Self-Sufficiency (FSS) Program* means the program established by a PHA within its jurisdiction or by an owner to promote self-sufficiency among participating families, including the coordination of supportive services to these families, as authorized by section 23 of the 1937 Act.

*FSS escrow account (or, escrow)* means the FSS escrow account authorized by section 23 of the 1937 Act, and as provided by § 984.305.

*FSS escrow credit* means the amount credited by the Housing Authority to the FSS family's FSS escrow account.

*FSS family* means a family that resides in Public Housing (Section 9) or receives Section 8 assistance or receives HUD Project-Based Rental Assistance for a privately owned property, and that elects to participate in the FSS Program, and whose designated adult member (head of FSS family), as determined in accordance with § 984.303(a), has signed the CoP.

*FSS family in good standing* means, for purposes of this part, an FSS family that is in compliance with their FSS CoP; has either satisfied or are current on any debts owed the Housing Authority; and is in compliance with the regulations regarding participation in the relevant rental assistance program.

*FSS related service program* means any program, publicly or privately sponsored, that offers the kinds of supportive services described in the definition of "supportive services" set forth in this § 984.103.

*FSS slots* - refers to the total number of families (as determined in the Action Plan and, for mandatory programs, in § 984.105 of this part) that the PHA will serve in its FSS Program.

*FSS Program Coordinator* means the person(s) who runs the FSS program (HCV Manager/Section 8 Coordinator). This may include (but is not limited to) performing outreach, recruitment, and retention of FSS participants; goal setting and case management/coaching of FSS participants; working with the community and service partners; and tracking program performance.

*FY* means Federal Fiscal Year (starting October 1 and ending September 30, and year designated by the calendar year in which it ends).

*Head of FSS family* means the designated adult family member of the FSS family who has signed the CoP. The head of FSS family may, but is not required to be, the head of the household for purposes of determining income eligibility and rent.

*Individual Training and Services Plan (ITSP)* means a written plan that is prepared by the Housing Authority in consultation with a participating FSS family member (the person with, for, and whom the ITSP is being developed), and which sets forth:

- (1) The final and interim goals for the participating FSS family member;
- (2) The supportive services to be provided to the participating FSS family members;
- (3) The activities to be completed by that family member; and,
- (4) The agreed upon completion dates for the goals and activities.



Each ITSP must be signed by the Housing Authority and the participating FSS family member, and is attached to, and incorporated as part of the CoP. An ITSP must be prepared for each adult family member who elects to participate in the FSS Program, including the head of FSS family who has signed the CoP.

*Owner* means the owner of multifamily assisted housing.

*Self-sufficiency* means that an FSS family is no longer receiving Section 8, Public Housing assistance, or any Federal, State, or local rent or homeownership subsidies or welfare assistance. Achievement of self-sufficiency, although an FSS program objective, is not a condition for receipt of the FSS escrow account funds.

*Supportive services* mean those appropriate services that a Housing Authority will coordinate on behalf of an FSS family under a CoP, which may include, but are not limited to:

- (1) *Childcare*—childcare (on an as-needed or ongoing basis) of a type that provides sufficient hours of operation and serves an appropriate range of ages;
- (2) *Transportation*—transportation necessary to enable a participating FSS family member to receive available services, or to commute to their place(s) of employment;
- (3) *Education*—remedial education; education for completion of high school or attainment of a high school equivalency certificate; education in pursuit of a post-secondary degree or certificate;
- (4) *Employment Supports*—job training, preparation, and counseling; job development and placement; and follow-up assistance after job placement and completion of the CoP;
- (5) *Personal welfare*—substance/alcohol abuse treatment and counseling, and health, dental, mental health and health insurance services;
- (6) *Household management*—training in household management;
- (7) *Homeownership and housing counseling*—homeownership education and assistance and housing counseling;
- (8) *Financial Empowerment*—training in financial literacy, such as financial coaching, training in financial management, asset building, and money management, including engaging in mainstream banking, reviewing and improving credit scores, etc.;
- (9) *Other services*—any other services and resources, including case management, optional services, and specialized services for individuals with disabilities, that are determined to be appropriate in assisting FSS families to achieve economic independence and self-sufficiency. Reasonable accommodations and modifications must be made for individuals with disabilities consistent with HUD requirements, including HUD's legal obligation to make reasonable modifications under Section 504 of the Rehabilitation Act.

*Welfare assistance* means (for purposes of the FSS program only) income assistance from Federal, (i.e. Temporary Assistance for Needy Families (TANF) or subsequent program) State, or local welfare programs and includes only cash maintenance payments designed to meet a family's ongoing basic needs. Welfare assistance does not include:

- (1) Nonrecurrent, short-term benefits that:
  - (i) Are designed to deal with a specific crisis or episode of need;
  - (ii) Are not intended to meet recurrent or ongoing needs; and,
  - (iii) Will not extend beyond four months.
- (2) Work subsidies (i.e., payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training);

## Family Self Sufficiency Action Plan Review Checklist

The Family Self Sufficiency (FSS) Action Plan shall describe the policies and procedures of the Public Housing Authority (PHA) or Multifamily Property Owner for operation of a local FSS program. FSS Action Plan requirements, including procedures concerning the development and approval of the plan, are described in the Code of Federal Regulations at [24 CFR 984.201](#). The [FSS Guidebook may also be used as a helpful resource in the development of FSS Action Plan policies](#) (Section 1.3, *FSS Action Plan and Core Documents for the FSS Program* outlines the basic requirements). The Action Plan shall be developed by the PHA or owner in consultation with the chief executive officer of the applicable unit of general local government and the Program Coordinating Committee.

The table below lists the required information of an FSS Action Plan. It follows the same order and categories listed in the regulation (24 CFR 984.201(d)). Other FSS regulatory references that provide additional information concerning a particular topic are included below for convenience.

HUD USE	
Reviewer Name	
Reviewer Email	
Reviewer Office Location	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Decision Date	



**FOR PBRA PROPERTY OWNERS**

PRBA Contract Number \_\_\_\_\_

Property Name \_\_\_\_\_

*(Only list more than one Property if it is a joint FSS program or if there is a Cooperative Agreement between the entities. Otherwise, each Property requires a separate Action Plan. You may add more lines, if needed.)*

**Primary Point of Contact for this FSS Action Plan**

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

HUD Account Executive \_\_\_\_\_

HUD Account Executive Email \_\_\_\_\_

HUD Account Executive Regional Center \_\_\_\_\_

**Please submit your completed FSS Action Plan Checklist and FSS Action Plan to your HUD Account Executive via the Incoming email box for the appropriate Regional Center.**

## **FOR PUBLIC HOUSING AUTHORITIES**

PHA Name \_Schuylkill County Housing Authority\_\_\_\_\_

PHA Code (e.g. IL006) PA016

Field Office Location 100 E. Penn Square, Philadelphia, PA 19107\_\_\_\_\_ - \_\_\_\_\_

PHA Grant Manager Name: \_William Santiago\_\_\_\_\_

PHA Grant Manager Email \_william.santiago@hud.gov\_\_\_\_\_

*(Only list more than one PHA if it is a joint FSS program or if there is a Cooperative Agreement between the entities. Otherwise, each PHA requires a separate Action Plan. You may add more lines, if needed.)*

### **Primary Point of Contact for this FSS Action Plan**

Name \_Thomas F. Hale\_\_\_\_\_

Title\_ Executive Director\_\_\_\_\_

Email\_thale@schcoha.org\_\_\_\_\_

Phone Number\_570.385.3400\_\_\_\_\_

**Please submit your completed FSS Action Plan Checklist and FSS Action Plan to [PHAFSSActionPlans@hud.gov](mailto:PHAFSSActionPlans@hud.gov). Include PHA Name and PHA Code in email subject line.**

Required Information	Description	Page Number(s)	Notes (for PHA/owner and/or HUD)
Family Demographics	<p>A description of the characteristics of the families expected to be served by the FSS program (including ethnic and racial data, program size) and the supportive service needs of the expected population.</p> <p><i>Note:</i> New FSS programs may assume that FSS participants will be similar to the general population of the PHA or property.</p> <p><i>(see FSS Guidebook Section 1.3 FSS Action Plan and Core Documents for the FSS Program, FSS Action Plan)</i></p>	4 - 6	
Estimate of participating families (program size/number of FSS slots)	<p>An estimate of the number of eligible families who can reasonably be expected to receive supportive services based on available resources.</p> <ul style="list-style-type: none"> <li>• If families from another self-sufficiency program are expected to enroll in the FSS program, the number of those families must be also estimated.</li> <li>• Please note that this is different from the minimum number of families that a PHA is funded to serve.</li> <li>• PHAs ONLY - This number must be at least the minimum program size required for your agency, if applicable. (If you don't know if you still have a Mandatory Minimum Program or don't know how many slots you have, please consult your field office or include the best numbers you have.)</li> </ul> <p><i>(see 24 CFR 984.105 and FSS Guidebook Section 2.1 Overview of the FSS Program Coordinator Position, Caseload Size; Section and, Section 6.6 Minimum FSS Program Size)</i></p>	7	
Eligible families from other self-sufficiency program	<p>If applicable, the number of families, by program type, who are participating in other self-sufficiency programs that are expected to enroll in FSS.</p>	7	



Required Information	Description	Page Number(s)	Notes (for PHA/owner and/or HUD)
FSS family selection procedures	<p>Policies and procedures for selecting FSS participants, including whether the PHA or owner will offer a preference to prospective participants who are already enrolled in, or on the waiting list for, FSS-related service programs and whether the FSS program plans to screen prospective participants for motivation to participate (the only allowable screening criteria to include).</p> <p>And, a description of how the PHA's selection procedures ensure selection without regard to race, color, religion, sex, handicap, familial status, or national origin.</p> <p><i>(see 24 CFR 984.203 and FSS Guidebook Section 2.2 Outreach and Enrollment)</i></p>	7 - 9	
Incentives to encourage participation	<p>A description of the incentives that the PHA or owner intends to offer eligible families to encourage participation in the FSS program, including FSS escrow accounts.</p> <p><i>(see 24 CFR 984.305 and FSS Guidebook Section 2.2 Outreach and Enrollment)</i></p>	7 - 9	
Outreach efforts	<p>A description of the planned notification and outreach efforts by the PHA or owner to recruit FSS participants from among eligible families and to provide FSS information to minority and non-minority families.</p> <p><i>(see FSS Guidebook Section 2.2 Outreach and Enrollment)</i></p>	9 - 10	
FSS activities and supportive services	<p>A description of the activities and supportive services to be provided to FSS families by both public and private providers and identification of the public and private resources which are expected to provide the supportive services.</p> <p><i>(see FSS Guidebook Section 3.3 Referrals to Service Providers)</i></p>	10 - 13	

Required Information	Description	Page Number(s)	Notes (for PHA/owner and/or HUD)
Method for identification of family support needs	A description of how the FSS program will identify the needs of participating families and deliver the appropriate support services. (see FSS Guidebook Section 2.4 Participant Assessments)	14 - 16	
Program termination; withholding of services; and available grievance procedures	Policies for terminating or withholding supportive services or FSS participation for failure to comply with the Contract of Participation. And, the grievance and hearing procedures available to FSS families. (see FSS Guidebook Section 2.3 Contract of Participation and Individual Training and Services Plan)	16 -18	
Assurances of non-interference with the rights of non-participating families	A statement that provides an assurance that a family's election not to participate in the FSS program will not affect the family's participation in the rental assistance program. (see FSS Guidebook Section 1.2 What is FSS and Why is it Important?)	18	
Timetable for program implementation	A schedule for program implementation and for filling all FSS slots with eligible FSS families. (see FSS Guidebook Section 2.2 Outreach and Enrollment)	18	

Required Information	Description	Page Number(s)	Notes (for PHA/owner and/or HUD)
<p><b>Certification of coordination</b></p>	<p><b>PHAs only</b> - A certification by the PHA that the development of the services and activities scheduled to be provided under the FSS program has been coordinated with public and private providers, including self-sufficiency programs of the Departments of Labor and Health and Human Services, and other employment, childcare, transportation, training, and education programs. And, that implementation will continue to be coordinated with these local public and private providers to avoid duplication of services. (This provision does not apply to multifamily owners.)</p> <p><i>(see FSS Guidebook Section 3.3 Referrals to Service Providers, and Section 6.1 Building Partnerships)</i></p>	<p>19</p>	



Required Information	Description	Page Number(s)	Notes (for PHA/owner and/or HUD)
<b>Availability of a Program Coordinating Committee (PCC)</b>	<p><b>PBRA owners only:</b></p> <p>A statement indicating whether there is an existing PCC that serves the area where the property is located.</p> <p>If there is an existing PCC where the property is located, a statement indicating whether it is available for the owner to work with.</p> <ul style="list-style-type: none"> <li>Note: If the owner has made good-faith attempts to reach out to the existing PCC about joining and has received an unfavorable response/no response, then the existing PCC is not considered available.</li> </ul> <p>If there is a PCC that is available for the owner to work with, a statement indicating whether the owner will work with the existing PCC or start their own.</p> <p>If there is NO existing PCC that is available for the owner to join, a statement indicating whether the owner plans to start their own.</p> <ul style="list-style-type: none"> <li>If there is no available PCC, the owner is not required to start their own, but is encouraged to do so. If the owner chooses not to start a PCC, HUD encourages them to develop an alternative approach allowing them to get regular feedback from service providers and FSS participants.</li> </ul>	20	
<b>Other Required Policies (codified either in the Action Plan or separately)</b>	<p>Any other information that would help HUD determine the soundness of the PHA's FSS program.</p> <p>Examples of policies in list below. (see FSS Guidebook Section 1.3 FSS Action Plan and Core Documents for the FSS Program)</p>	21	
	<p>Policies related to the modification of goals in the ITSP, including limits on modifications as participants approach graduation;</p>	16	

Required Information	Description	Page Number(s)	Notes (for PHA/owner and/or HUD)
	The circumstances in which an extension of the Contract of Participation may be granted	15	
	Policies on the interim disbursement of escrow, including limitations on the use of the funds (if any);	11	
	Policies regarding eligible uses of forfeited escrow funds by families in good standing;	12 - 13	
	Policies regarding the re-enrollment of previous FSS participants, including graduates and those who exited the program without graduating;	8	
	Policies on requirements for documentation of goal completion;	15 - 16	
	Policies on documentation, designation, and change of the household's designation of the "Head of FSS family;"	16	
	Policies for providing an FSS selection preference for portable families (if the PHA elects to offer such a preference).	20	
	Other policies FSS program related policies over which PHA or owner has discretion (if applicable).	21	
	Please add rows and list.		
Public Housing Admission and Occupancy Policy			
Housing Choice Voucher Administrative Plan			



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

October 31, 2022

Ms. Thomas Hale  
Executive Director  
Schuylkill County Housing Authority  
245 Parkway Street  
Schuylkill Haven, PA 17972

Dear Mr. Hale:

Thank you for submitting your Family Self-Sufficiency (FSS) Action Plan. The Office of Public and Indian Housing staff reviewed your agency's Action Plan and determined it meets the requirements of the Final Rule. Therefore, your FSS Action Plan is approved.

If you have questions or concerns, please contact me, Monica Hawkins, at [Monica.A.Hawkins@hud.gov](mailto:Monica.A.Hawkins@hud.gov).

Sincerely,

11/1/2022



X

A handwritten signature in cursive script, appearing to read "Monica A. Hawkins".

---

Monica A. Hawkins  
Director, Office of Public Housing  
Signed by: MONICA HAWKINS



Internal HUD Distribution:		
Identification Lines:		
File Location: <a href="#">J:\3PH\1.Public Housing Funding\FSS Grants\2022 FSS Plan\PA016 2022 FSS Action Plan Approval Letter.docx</a>		
Correspondence Code	Originator	Concurrence
Name	William Santiago	Judith Axler
Date	10.31.2022	10/31/2022
Signature/Initial		

**STANDARD FORM LLL**

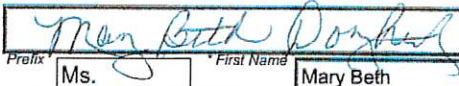
View Burden Statement

## DISCLOSURE OF LOBBYING ACTIVITIES

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

OMB Number: 4040-0013  
Expiration Date: 02/28/2025

### Review Public Burden Disclosure Statement

<b>1. * Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. * Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. * Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: Schuylkill County Housing Authority * Street 1: 245 Parkway Street 2: * City: Schuylkill Haven State: PA Zip: 17972 Congressional District, if known: 9th		
<b>5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:</b>		
<b>6. * Federal Department/Agency:</b> Department of Housing and Urban Development	<b>7. * Federal Program Name/Description:</b> Capital Fund Program CFDA Number, if applicable:	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Registrant:</b> Prefix * First Name Middle Name * Last Name Suffix * Street 1 Street 2 * City State Zip		
<b>b. Individual Performing Services</b> (including address if different from No. 10a) Prefix * First Name Middle Name * Last Name Suffix * Street 1 Street 2 * City State Zip		
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature:  * Name: Prefix Ms. * First Name Mary Beth Middle Name * Last Name Dougherty Suffix Title: Chairperson Telephone No.: 570-385-3400 Date: 12/8/2022		
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)



**HUD FORM 50070**

# Certification for a Drug-Free Workplace

U.S. Department of Housing  
and Urban Development

Applicant Name

Schuylkill County Housing Authority

Program/Activity Receiving Federal Grant Funding

Public Housing and Capital Fund Programs

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SCHA Main Office-245 Parkway, Schuylkill Haven, PA 17972; Shenandoah High Rise-100 South Main street, Shenandoah, PA 17976; Shenandoah Family Development-Pioneer Road, Shenandoah, PA 17976; Ashland High Rise-819 Centre street, Ashland, PA 17921; Minersville High Rise-300 Lewis Street, Minersville, PA 17954; Cass-Minersville Family Development-North, Carbon, Lewis and Sunbury Streets, Minersville, PA 17954; St. Clair Family Development-Cherry Street, St. Clair, PA 17970; Coaldale Housing Development-Ridge Terrace, Coaldale, PA 18218; Schuylkill Haven High Rise-255 Parkway, Schuylkill Haven, PA 17972; Schuylkill Haven Family Development-Fritz Reed Avenue, Schuylkill Haven, PA 17972.

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

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

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Mary Beth Dougherty

Title

Chairperson

Signature

X

Date

12/08/2022

**HUD FORM 50071**



# Certification of Payments to Influence Federal Transactions

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

OMB Approval No. 2577-0157 (Exp. 11/30/2023)

Public reporting burden for this information collection is estimated to average 30 minutes. This includes the time for collecting, reviewing, and reporting data. The information requested is required to obtain a benefit. This form is used to ensure federal funds are not used to influence members of Congress. There are no assurances of confidentiality. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number.

Applicant Name

Schuylkill County Housing Authority

Program/Activity Receiving Federal Grant Funding

Public Housing and Capital Fund Program

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

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

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

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

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

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

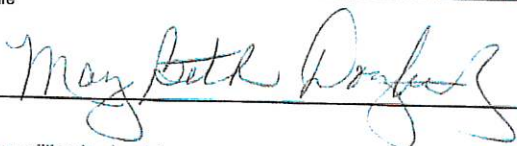
Name of Authorized Official

Mary Beth Dougherty

Title

Chairperson

Signature



Date (mm/dd/yyyy)

12/08/2022

Previous edition is obsolete

form HUD 50071 (01/14)

**HUD FORM 50075-HP**

<b>Streamlined Annual PHA Plan</b> <i>(High Performer PHAs)</i>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 03/31/2024</b>
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**Purpose.** 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, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** The Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A. PHA Information.																															
<p>A.1 PHA Name: <u>Schuylkill County Housing Authority</u> PHA Code: <u>PA016</u>  PHA Type: <input checked="" type="checkbox"/> High Performer  PHA Plan for Fiscal Year Beginning: <u>04/2023</u>  PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  Number of Public Housing (PH) Units <u>609</u> Number of Housing Choice Vouchers (HCVs) <u>631</u>  Total Combined <u>1240</u>  PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. 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 their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.  The SCHA 2022 Annual Plan and 2022-2026 5-Year Plan may be obtained by the public, including updates, at each Asset Management Project (AMP) and the main office of the Authority at 245 Parkway, Schuylkill Haven, Pennsylvania. SCHA also provided each Commissioner and Advisory Council member with a copy of its 2022 Annual Plan and 2022-2025 5-Year Plan.</p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program																											
				PH	HCV																										
Lead PHA:																															



<b>B.</b>	<b>Plan Elements</b>
<b>B.1</b>	<p><b>Revision of Existing PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last <b>Annual PHA Plan</b> submission?</p> <p>Y   N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element below:</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office Review. <b>SEE ATTACHED NARRATIVE</b></p>
<b>B.2</b>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y   N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>
<b>B.3</b>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan. <b>SEE ATTACHED NARRATIVE</b></p>

B.4.	<b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved. 6/14/2022
B.5	<b>Most Recent Fiscal Year Audit.</b> (a) Were there any findings in the most recent FY Audit? Y   N <input type="checkbox"/> <input checked="" type="checkbox"/> (b) If yes, please describe:
C.	<b>Other Document and/or Certification Requirements.</b>
C.1	<b>Resident Advisory Board (RAB) Comments.</b> (a) Did the RAB(s) have comments to the PHA Plan? Y   N <input checked="" type="checkbox"/> <input type="checkbox"/> (b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations. <b>SEE ATTACHED AGENCY PLAN NARRATIVE</b>
C.2	<b>Certification by State or Local Officials.</b> <a href="#">Form HUD-50077-SL</a> , <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i> , must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.3	<b>Civil Rights Certification/Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b> <a href="#">Form 50077-ST-HCV-HP</a> , <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i> must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.4	<b>Challenged Elements.</b> If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public. (a) Did the public challenge any elements of the Plan? Y   N <input type="checkbox"/> <input checked="" type="checkbox"/> If yes, include Challenged Elements.

<b>D.</b>	<b>Affirmatively Furthering Fair Housing (AFFH).</b>						
<b>D.1</b>	<p><b>Affirmatively Furthering Fair Housing.</b></p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1" data-bbox="196 495 1411 1801"> <tr> <td data-bbox="196 495 1411 537"><b>Fair Housing Goal:</b></td> </tr> <tr> <td data-bbox="196 537 1411 932"> <u>Describe fair housing strategies and actions to achieve the goal</u> </td> </tr> <tr> <td data-bbox="196 932 1411 974"><b>Fair Housing Goal:</b></td> </tr> <tr> <td data-bbox="196 974 1411 1352"> <u>Describe fair housing strategies and actions to achieve the goal</u> </td> </tr> <tr> <td data-bbox="196 1352 1411 1394"><b>Fair Housing Goal:</b></td> </tr> <tr> <td data-bbox="196 1394 1411 1801"> <u>Describe fair housing strategies and actions to achieve the goal</u> </td> </tr> </table>	<b>Fair Housing Goal:</b>	<u>Describe fair housing strategies and actions to achieve the goal</u>	<b>Fair Housing Goal:</b>	<u>Describe fair housing strategies and actions to achieve the goal</u>	<b>Fair Housing Goal:</b>	<u>Describe fair housing strategies and actions to achieve the goal</u>
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# Instructions for Preparation of Form HUD-50075-HP

## Annual Plan for High Performing PHAs

### A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

- A.1** Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory**, **Number of Public Housing Units and or Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 CFR §903.23(4)(e))

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

### B. Plan Elements.

#### B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR §5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR §903.7(a).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(2)(i)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA’s reasons for choosing its strategy. (24 CFR §903.7(a)(2)(ii))

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions.** Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. (24 CFR §903.7(b)) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. (24 CFR §903.7(b)) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b)) Describe the unit assignment policies for public housing. (24 CFR §903.7(b))

☐ **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. (24 CFR §903.7(c))

☐ **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. (24 CFR §903.7(d))

☐ **Homeownership Programs.** A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. (24 CFR §903.7(k)) and 24 CFR §903.12(b).

☐ **Safety and Crime Prevention (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. (24 CFR §903.7(m)(5))

☐ **Pet Policy.** Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

☐ **Substantial Deviation.** PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the ‘Sample PHA Plan Amendment’ found in Notice PIH-2012-32 REV-3, successor RAD Implementation Notices, or other RAD Notices.

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.



PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#))

- B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

☐ **HOPE VI.** 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hope6](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6). ([Notice PIH 2011-47](#))

☐ **Mixed Finance Modernization or Development.** 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hope6/mfph#4](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4)

☐ **Demolition and/or Disposition.** With respect to public housing only, describe any public housing development(s), or portion of a public housing development projects, owned by the PHA and subject to ACCs (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 approval under section 18 of the 1937 Act (42 U.S.C. 1437p); and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA’s last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. Approval of the PHA Plan does not constitute approval of these activities. See guidance on HUD’s website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm). ([24 CFR §903.7\(h\)](#))

☐ **Conversion of Public Housing under the Voluntary or Mandatory Conversion programs.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received 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>. ([24 CFR §903.7\(j\)](#))

☐ **Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD’s website at: [Notice PIH 2012-32 REV-3, successor RAD Implementation Notices, and other RAD notices](#).

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. ([24 CFR §983.57\(b\)\(1\)](#)) If using project-based vouchers, provide the projected number of project-based units and general locations and describe how project-basing would be consistent with the PHA Plan.

☐ **Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

- B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.7\(r\)\(1\)](#))

- B.4 Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. ([24 CFR §903.7\(g\)](#)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: “See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX.”

- B.5 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

## C. Other Document and/or Certification Requirements

- C.1 Resident Advisory Board (RAB) comments.** If the RAB had comments on the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

- C.2 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#)). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

- C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154; or 24 CFR 5.160(a)(3) as applicable (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further

fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations, 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. (24 CFR §903.7(o)).

**C.4 Challenged Elements.** If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

#### **D. Affirmatively Furthering Fair Housing.**

##### **D.1 Affirmatively Furthering Fair Housing.**

The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) .... Strategies and actions must affirmatively further fair housing ...." Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. 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, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 7.02 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.



**HUD FORM 50075-5Y**

# 5-Year PHA Plan (for All PHAs)

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

OMB No. 2577-0226  
Expires: 03/31/2024

**Purpose.** 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, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** The Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information																																				
A.1	<p>PHA Name: <u>Schuylkill County Housing Authority</u> PHA Code: <u>PA016</u></p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>4/2023</u></p> <p>The Five-Year Period of the Plan (i.e. 2019-2023): <u>2023-2027</u></p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. 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 their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>The SCHAs 2023 Annual Plan and 2023-2027 5-Year Plan may be obtained by the public, including updates, at each Asset Management Project (AMP) and the main office of the Authority at 245 Parkway, Schuylkill Haven, Pennsylvania. SCHAs also provided each Commissioner and Advisory Council member with a copy of its 2023 Annual Plan and 2023-2027 5-Year Plan.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)</p> <table border="1"> <thead> <tr> <th data-bbox="220 1318 418 1381">Participating PHAs</th> <th data-bbox="418 1318 537 1381">PHA Code</th> <th data-bbox="537 1318 808 1381">Program(s) in the Consortia</th> <th data-bbox="808 1318 1110 1381">Program(s) not in the Consortia</th> <th colspan="2" data-bbox="1110 1318 1427 1350">No. of Units in Each Program</th> </tr> <tr> <th></th> <th></th> <th></th> <th></th> <th data-bbox="1110 1350 1256 1381">PH</th> <th data-bbox="1256 1350 1427 1381">HCV</th> </tr> </thead> <tbody> <tr> <td data-bbox="220 1381 418 1497">Lead PHA:</td> <td data-bbox="418 1381 537 1497"></td> <td data-bbox="537 1381 808 1497"></td> <td data-bbox="808 1381 1110 1497"></td> <td data-bbox="1110 1381 1256 1497"></td> <td data-bbox="1256 1381 1427 1497"></td> </tr> <tr> <td data-bbox="220 1497 418 1640"></td> <td data-bbox="418 1497 537 1640"></td> <td data-bbox="537 1497 808 1640"></td> <td data-bbox="808 1497 1110 1640"></td> <td data-bbox="1110 1497 1256 1640"></td> <td data-bbox="1256 1497 1427 1640"></td> </tr> <tr> <td data-bbox="220 1640 418 1782"></td> <td data-bbox="418 1640 537 1782"></td> <td data-bbox="537 1640 808 1782"></td> <td data-bbox="808 1640 1110 1782"></td> <td data-bbox="1110 1640 1256 1782"></td> <td data-bbox="1256 1640 1427 1782"></td> </tr> <tr> <td data-bbox="220 1782 418 1898"></td> <td data-bbox="418 1782 537 1898"></td> <td data-bbox="537 1782 808 1898"></td> <td data-bbox="808 1782 1110 1898"></td> <td data-bbox="1110 1782 1256 1898"></td> <td data-bbox="1256 1782 1427 1898"></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program						PH	HCV	Lead PHA:																							
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Lead PHA:																																					

<b>B.</b>	<b>Plan Elements.</b> Required for <u>all</u> PHAs completing this form.					
<b>B.1</b>	<p><b>Mission.</b> State the PHA's mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA's jurisdiction for the next five years.</p> <p><b>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</b></p>					
<b>B.2</b>	<p><b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.</p> <p><b>SEE ATTACHED NARRATIVE</b></p>					
<b>B.3</b>	<p><b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p><b>SEE ATTACHED NARRATIVE</b></p>					
<b>B.4</b>	<p><b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA's goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p><b>SEE ATTACHED NARRATIVE</b></p>					
<b>C.</b>	<b>Other Document and/or Certification Requirements.</b>					
<b>C.1</b>	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p><b>SEE ATTACHED NARRATIVE</b></p>					
<b>C.2</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?</p> <p>Y   N  <input checked="" type="checkbox"/>   <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p><b>SEE ATTACHED NARRATIVE</b></p>					
<b>C.3</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD-50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>					





**D.1**

**Affirmatively Furthering Fair Housing.** (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.

**Fair Housing Goal:**

*Describe fair housing strategies and actions to achieve the goal*

**Fair Housing Goal:**

*Describe fair housing strategies and actions to achieve the goal*

**Fair Housing Goal:**

*Describe fair housing strategies and actions to achieve the goal*

**Instructions for Preparation of Form HUD-50075-5Y - 5-Year PHA Plan for All PHAs**

A. PHA Information. All PHAs must complete this section. (24 CFR § 903.4)

- A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **Five-Year Period** that the Plan covers, i.e. 2019-2023, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

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

**B. Plan Elements.**

- B.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. (24 CFR § 903.6(a)(1))
- B.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. (24 CFR § 903.6(b)(1))
- B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan. (24 CFR § 903.6(b)(2))
- B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. (24 CFR § 903.6(a)(3)).

**C. Other Document and/or Certification Requirements.**

- C.1 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH-2012-32, REV 2.

**C.2 Resident Advisory Board (RAB) comments.**

- (a) Did the public or RAB have comments?
- (b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR § 903.17(b), 24 CFR § 903.19)

**C.3 Certification by State or Local Officials.**

Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

**C.4 Required Submission for HUD FO Review.**

Challenged Elements.

- (a) Did the public challenge any elements of the Plan?
- (b) If yes, include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

**D. Affirmatively Furthering Fair Housing.**

(Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

**D.1 Affirmatively Furthering Fair Housing.** The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) .... Strategies and actions must affirmatively further fair housing ...." Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D.; nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average 1.64 hours per year per response or 8.2 hours per response every five years, 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.



**HUD FORM 50077-CR**

# Civil Rights Certification (Qualified PHAs)

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB Approval No. 2577-0226  
Expires 3/31/2024

## Civil Rights Certification

### Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning April 1, 2023 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the mission, goals, and objectives of the public housing agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.

Schuylkill County Housing Authority

PHA Name

PA016

PHA Number/HA Code

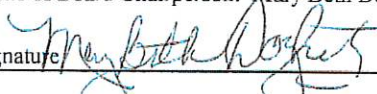
I hereby certify that all the statement above, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Executive Director: Thomas F. Hale

Name of Board Chairperson: Mary Beth Dougherty

Signature 

Date 12/8/2022

Signature 

Date 12/8/2022

The United States Department of Housing and Urban Development is authorized to collect 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. The information is collected to ensure that PHAs carry out applicable civil rights requirements.

Public reporting burden for this information collection is estimated to average 0.16 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.

**HUD FORM 50077-ST-HCV-HP**



**Certifications of Compliance with  
PHA Plan and Related Regulations  
(Standard, Troubled, HCV-Only, and  
High Performer PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 3/31/2024

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations  
including PHA Plan Elements that Have Changed**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning April 1, 2023, in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments (AI) to Fair Housing Choice, or Assessment of Fair Housing (AFH) when applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For PHA Plans that include a policy for site-based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2011-65);



- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing; and
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(o)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
  10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
  11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
  12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
  13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
  14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
  15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
  16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
  17. The PHA will keep records in accordance with 2 CFR 200.333 and facilitate an effective audit to determine compliance with program requirements.
  18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
  19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
  20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
  21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
  22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Schuylkill County Housing Authority

PHA Name

PA016

PHA Number/HA Code

X Annual PHA Plan for Fiscal Year 2023

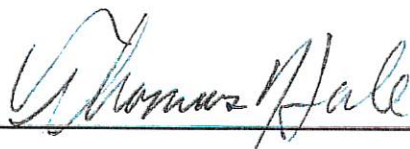
X 5-Year PHA Plan for Fiscal Years 2023-2027

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

Name of Executive Director Thomas F. Hale

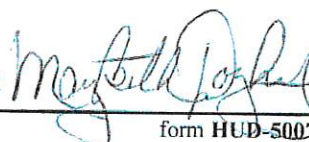
Name Board Chairman Mary Beth Dougherty

Signature



Date 12/8/22

Signature



Date 12/8/22

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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. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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.



**HUD FORM 50077-SL**



November 4, 2022

Thomas F. Hale, Executive Director  
Housing Authority of Schuylkill County  
245 Parkway  
Schuylkill Haven, PA 17972

Dear Mr. Hale:

The Center for Community and Housing Development has received a request for a Certificate of Consistency with the Pennsylvania Consolidated Plan. The application indicates that the Housing Authority of Schuylkill County manages 609 public housing units and 582 housing units with Section 8 vouchers. Additionally, your housing authority is undertaking appropriate activities to provide housing and support services to very low-income households. The request indicates that the Housing Authority is in full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Enclosed, please find a Certificate of Consistency with the Pennsylvania Consolidated Plan, executed November 4, 2022.

Should you have any questions regarding this matter, please contact me at (717) 720-7404.

Sincerely,

*Megan Sieber*

Megan Sieber  
Center for Community and Housing Development

Enclosures

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan or  
State Consolidated Plan  
(All PHAs)**

U. S Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 3/31/2024

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

I, Angela Susten, the Director  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan for fiscal years 2023-27 and/or Annual PHA Plan for fiscal  
year 2023 of the Schuylkill County Housing Authority is consistent with the  
*PHA Name*

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair  
Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

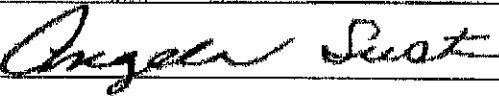
Commonwealth of Pennsylvania  
*Local Jurisdiction Name*

pursuant to 24 CFR Part 91 and 24 CFR §§ 903.7(o)(3) and 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or  
State Consolidated Plan.

Rehabilitation of the existing public housing stock in a manner that is sensitive to the need for  
accessibility to and visitability by persons with disabilities. Resident initiatives, especially those  
aimed at promoting the economic self-sufficiency of public housing residents. Supportive services,  
especially those that support the aging in place of senior residents. Requests for additional Section  
8 vouchers from HUD.

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

Name of Authorized Official: <u>Angela Susten</u>	Title: <u>Director, DCED's Center for Community and Housing Development</u>
Signature: <u></u>	Date: <u>November 4, 2022</u>

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. This information is collected to  
ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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.