



Bradford-Tioga County Housing & Redevelopment Authority  
4 Riverside Plaza  
Blossburg, PA 16912

## **ADMISSIONS POLICY FOR DE-CONCENTRATION**

### **Policy Statement**

It is the Bradford County Housing Authority's policy 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. To achieve this, we will skip families on the waiting list to reach other families with a lower or higher income. This will be carried out in a uniform and non-discriminating manner. The Authority will affirmatively market our housing to all eligible-income families. Lower income families will not be steered toward lower-income communities and high-income families will not be steered toward higher-income communities. Prior to the beginning of each year, the BCHA will analyze the income levels of families residing in each of our communities and the income levels of the families on the waiting lists. Based on the analysis, we will determine the level of marketing strategies and de-concentration incentives to implement.

### **De-concentration of Poverty and Income Mixing**

The Bradford County Housing Authority has analyzed the average incomes of all its public housing developments and determined that a de-concentration plan is not required at this time. All BCHA public housing developments are within 85% to 115% of Authority-wide average incomes. We also analyzed our average annual incomes utilizing HUD's bedroom factors and found that all of our developments' incomes still remain within the Established Income Range for bedroom factors. We will continue to review our average annual incomes at least annually to determine if specific de-concentration activities are required for any or all of our developments.

### **De-concentration Incentives**

To encourage higher-income families to lease in or transfer to lower-income communities and vice versa, the Authority may offer the incentives to encourage applicant or resident families whose income classification would help to meet the de-concentration goals of a particular development. Various incentives, such as those listed below, may be used but will always be provided in a consistent and nondiscriminatory manner. Applicants offered housing or residents being transferred will only be offered one of the following incentives, if applicable:

- At Admission only, security deposit free.

- At Admission only, first month's rent free.
- On a transfer, security deposit transferred from initial apartment.
- On a transfer, no transfer fee changed.

### **Refusal of a Unit**

If the Authority skipped over other families on the waiting list in order to meet their de-concentration goal or offered the family any other de-concentration incentive and the family refuses the unit for good cause, the family will not lose their place on the waiting and will not be otherwise penalized. Good cause includes; reasons related to health, proximity to work, school or childcare (for those working or going to school).

### **Fair Housing and Affirmatively Furthering Fair Housing**

No action of the Bradford County Housing Authority in attempting to achieve de-concentration and income-mixing shall violate Fair Housing policies. BCHA policies that govern eligibility, selection and admissions are designed to reduce racial and national origin concentrations. Such affirmative steps may include but are not limited to; appropriate affirmative marketing efforts, additional applicant consultation and information, and provision of additional supportive services and amenities to a development.

**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 2/29/2016

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

I, Doug McLinko, the Bradford County Commissioner,  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Bradford County Housing Authority  
*PHA Name*

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of  
Impediments (AI) to Fair Housing Choice of the


Bradford County  
*Local Jurisdiction Name*

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State  
Consolidated Plan and the AI.

Our PHA's Annual Plan and the state of Pennsylvania's Consolidated Plan meet the same goals  
and objectives of promoting adequate and affordable housing, economic opportunity and a  
suitable living environment free from discrimination.

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

Name of Authorized Official	Title
Doug McLinko	Bradford County Commissioner
Signature 	Date 2/24/2020

## Changes to the Bradford County Public Housing Admission & Occupancy Policy

Per Notice – PIH 2019-11 (updates in red)

### 15.10 OVER-INCOME LIMIT/FAIR MARKET RENT

If a family's income is found to exceed 120 percent of the Area Median Income (AMI) for two consecutive years, a 'grace period', the Bradford County Housing Authority is required to set the families monthly rent equal to the applicable Fair Market Rent (FMR), which is determined by HUD on an annual basis. The Bradford County Housing Authority will update the over-income limits within sixty days of HUD publishing the new income limits.

The over-income limit will be defined as the family's total adjusted income that exceeds 120 percent of the 50 percent AMI (50% AMI multiplied by 2.4). To determine if a family is over the income limit, the Bradford County Housing Authority will use 3<sup>rd</sup> party verifications and income information from HUD's EIV system.

The two-year 'grace period' will begin when the family's income is determined to be over-income when a renewal or interim file is processed. If the grace period begins during a processed interim, a second interim needs to be completed on that date one year later. If a family's income is determined to drop below the over-income limit, the grace period will be ended. A previously over-income family would be entitled to a new two year grace period if the family's income once again exceeds the over-income limit.

If the family income continues to exceed the over-income limit after one year, the Bradford County Housing Authority will inform the family in writing. The notification will inform the family that their income has exceeded the over-income limit for one year, and if it continues to exceed the over-income limit for the next twelve consecutive months, the family will be subject to pay the HUD determined FMR. The HUD determined FMR will be charged to all families who are over-income for two years unless the family has a documented reasonable accommodation for a household member with disabilities.

### Bradford County Over-Income Limits

Effective 4/24/2019

Persons In Family							
1	2	3	4	5	6	7	8
55,320	63,240	71,160	78,960	85,200	91,680	97,920	104,280

**Per Notice – PIH 2019-09 (changes in red)**

***11.2 ANNUAL INCOME EXCLUDED***

- I. The asset value and interest and any distributions made to a designated beneficiary from an Achieving a Better Life (ABLE) account.

**Per Notice – PIH 2019-26 (item removed in green)**

***10.1 PREFERNCES***

The Bradford County Housing Authority will select families based on the following preferences within each bedroom size category:

- E. Those who have been employed 20 hours per week for the three months prior to submitting the application. This preference shall be worth 1 point.

***3.0 SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND RESIDENTS (UPDATES IN RED)***

The Bradford County Housing Authority will endeavor to have access to people who speak languages other than English in order to assist non-English speaking families. All requests for translation of applications and required documents for tenancy will be honored.

***12.2 TYPES OF VERIFICATION (UPDATES IN RED)***

The chart below outlines the factors that may be verified and gives common examples of the verification that will be sought. To obtain written third party verification, the Bradford County Housing Authority will send a request form to the source along with a release form signed by the applicant/tenant via first class mail, fax or email.

***16.5 PROCESSING TRANSFERS (UPDATES IN RED)***

All category 4 transfers requested by families except transfers from efficiency to one bedroom units or a reasonable accommodation request will be subject to a \$75.00 transfer processing charge by the Authority.

## ***16.7 TENANTS IN GOOD STANDING (UPDATES IN RED)***

When the transfer is at the request of the family, it will not be approved unless the family is in good standing with the Bradford County Housing Authority. This means the family must be in compliance with their lease, current in all payments to the Housing Authority **for the past six (6) months**, and must pass a housekeeping/**health and safety** inspection.

## ***17.1 TRANSFER INSPECTIONS (UPDATES IN RED)***

**When a household is being considered for a transfer to another unit, the Bradford County Housing Authority will complete a pre-transfer inspection. The inspection allows the Bradford County Housing Authority to identify any problems that could lead to vacate charges. If there are issues found in the unit where there could be charges, the tenant must pass a second pre-transfer inspection showing the needed corrections have been addressed and/or prepay for any damages before a transfer could be approved.**



## Changes to the Bradford County Housing Choice Voucher Administrative Plan

Per PIH 2013-187 (update in red)

### **2.3 OBLIGATIONS OF THE PARTICIPANT**

#### **M. Renting to Family Member**

Members of the family may not receive HCV tenant-based program housing assistance while residing in a unit owned by an immediate member of the family, unless the Bradford County Housing Authority has determined (and has notified the owner and family of such determination) that approved rental of the unit would provide reasonable accommodation for a family member who is a person with disabilities.

Per CFR 982.307 (b) (1) (green removed, red update)

### **3.2 ELIGIBILITY CRITERIA**

F. Suitability for tenancy. The BRADFORD COUNTY Housing Authority determines eligibility for participation and will also conduct criminal background checks on all adult household members, including live-in aides. The BRADFORD COUNTY Housing Authority will deny assistance to a family because of drug-related criminal activity or violent criminal activity by family members. This check will be made through state or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. If the individual has lived outside the local area, the BRADFORD COUNTY Housing Authority may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC).

The BRADFORD COUNTY Housing Authority will check with the State sex offender registration program and will ban for life any individual who is registered as a lifetime sex offender.

Additional screening is the responsibility of the owner. Upon the request of a prospective owner, the BRADFORD COUNTY Housing Authority will provide any factual information or third party written information they have relevant to a voucher holder's history of, or ability to, comply with material standard lease terms or any history of drug trafficking. Will provide the family's current and prior address and the names and addresses of the family's current and prior landlords, once consent is received from the tenant.

### **7.2 PROCEDURES REGARDING FAMILY MOVES**

A family who gives notice to terminate the lease must provide the landlord and Housing Authority with written notification to vacate. This notification to terminate the lease and vacate is to take effect no sooner than 30 days from the date of the written notice. The family

must also provide the Housing Authority with a letter of good standing from their current landlord.

Per CFR.5.605D (update in red)

## **9.2 INCOME**

B. Annual income includes, but is not limited to:

2. Seasonal Employment will be determined annualizing current income and conducting an interim reexamination when the income changes.

Per Notice - PIH 2019-09 (update in red)

## **9.3 EXCLUSIONS FROM INCOME**

- I. The asset value and interest and any distributions made to a designated beneficiary from an Achieving a Better Life (ABLE) account.

(Update in red)

## **10.2 TYPES OF VERIFICATION**

The chart below outlines the factors that may be verified and gives common examples of the verification that will be sought. To obtain written third party verification, the BRADFORD COUNTY Housing Authority will send a request form to the source along with a release form signed by the applicant/participant via first class mail, fax or email.

Per Notice CFR 982.405 (green removed, update in red)

## **12.0 INSPECTION POLICIES, HOUSING QUALITY STANDARDS, AND DAMAGE CLAIM**

The BRADFORD COUNTY Housing Authority will inspect all units to ensure that they meet Housing Quality Standards (HQS). No unit will be initially placed on the Section 8 Existing Program unless the HQS is met. Units will be inspected annually. biennially for units that receive a "pass" score under HQS for two or more years in a row. For units that receive a "fail" score under HQS they will continue to have annual inspections until they receive a "pass" score under HQS for two or more years in a row. Any failed items must be verified as corrected before the beginning of the initial lease term and prior to the HAP contract execution. Units may also be inspected at other times as needed, to determine if the unit meets Housing Quality Standards.



Per CFR 982.305 (green removed, red update)

## ***12.1 TYPES OF INSPECTIONS***

There are seven types of inspections the BRADFORD COUNTY Housing Authority will perform:

- A. Initial Inspection - An inspection that must take place to insure that the unit passes HQS before assistance can begin. **This inspection will be completed within 15 days after the family and the owner submit a request for approval of tenancy. The 15 day period is suspended if the unit is not available for inspection.**
- B. Annual Inspection - An inspection to determine that the unit continues to meet HQS.
- C. Complaint Inspection - An inspection caused by the Authority receiving a complaint on the unit **will be conducted, within 15 days from the complaint.**
- D. Special Inspection- An inspection caused by a third party, i.e. HUD, needing to view the unit.
- E. Emergency - An inspection that takes place in the event of a perceived emergency. These will take precedence over all other inspections.
- F. **Move out Inspection (if applicable) - An inspection required for units in service before October 2, 1995, and optional after that date. These inspections document the condition of the unit at the time of the move-out.**
- G. Quality Control Inspection - Supervisory inspections on at least 5% of the total number of units that were under lease during the Housing Authority's previous fiscal year.

Per CFR 982.4 (a) 1-4 (updates in red)

## ***12.2 OWNER AND FAMILY RESPONSIBILITY***

- A. Owner Responsibility for HQS
  - 3. The BRADFORD COUNTY Housing Authority will not make any housing assistance payments for a dwelling unit that fails to meet the HQS, unless the owner corrects the defect within the period specified by the BRADFORD COUNTY Housing Authority and the BRADFORD COUNTY Housing Authority verifies the correction. If a defect is life threatening, the owner must correct the defect within no more than 24 hours. For other defects, the owner must correct the defect within no more than 30 calendar days (or any BRADFORD COUNTY Housing Authority approved extension). **The BRADFORD County Housing Authority will abate the housing assistance payment to owners who do not correct deficiencies with the time period given. Placements of such abatements occur after the Housing Authority gives the owner a 30-day notice of abatement.**

Per 24 CFR 982.401 (update in red)

### ***12.3 HOUSING QUALITY STANDARDS (HQS)***

#### **1. Performance Requirements**

- A. The purpose of this paragraph of this Section is to implement Section 302 of the Lead-Based Paint Poisoning Prevention Act, 42 U.S.C. 4822, by establishing procedures to eliminate as far as practicable the hazards of lead-based paint poisoning for units assisted under this part. This paragraph is issued under 24 CFR 35.24(b)(4) and supersedes, for all housing to which it applies, the requirements of subpart C of 24 CFR part 35.
- B. **The Bradford County Housing Authority will follow all Lead-Based Paint guidelines per HUD regulations.**

Per CFR 982.4 (a) 1-4 (updates in red)

### ***12.5 TIME FRAMES AND CORRECTIONS OF HQS FAIL ITEMS***

- C. **Extensions.** At the sole discretion of the BRADFORD COUNTY Housing Authority, extensions of up to 30 days may be granted to permit an owner to complete repairs. If repairs are not completed within **30 days** after the initial inspection date, the BRADFORD COUNTY Housing Authority will abate the rent and cancel the HAP contract for owner noncompliance. Appropriate extensions will be granted if a severe weather condition exists for such items as exterior painting and outside concrete work for porches, steps, and sidewalks.

Pre CFR 982.4 (green deleted, update in red)

### ***12.7 ABATEMENT***

When a unit fails to meet HQS and the owner has been given an opportunity to correct the deficiencies, but has failed to do so within the required timeframe, the rent for the dwelling unit will be abated.

**The initial abatement period will not exceed 7 days. If the corrections of deficiencies are not made within the 7-day timeframe, the abatement will continue until the HAP contract is terminated. If repairs are not completed by the time the contract ends, the contract is terminated.** When the deficiencies are corrected, the BRADFORD COUNTY Housing Authority will end the abatement the day the unit passes inspection. Rent will resume the following day and be paid the first day of the next month.

### ***13.1 ANNUAL REEXAMINATION***

The BRADFORD COUNTY Housing Authority will send a notification letter **approximately 120 days in advance** to the family letting them know that it is time for their annual reexamination and scheduling an appointment. The letter includes forms for the family to complete in preparation for the interview. The letter includes instructions permitting the family to reschedule the interview if necessary. The letter tells families who may need to make alternate arrangements due to a disability that they may contact staff to request an accommodation of their needs.

### ***13.2 INTERIM REEXAMINATIONS***

During an interim reexamination, only the information affected by the changes being reported will be reviewed and verified.

Families will **not** be required to report any increase in income or decreases in allowable expenses between annual reexaminations.

Families are required to report the following changes to the BRADFORD COUNTY Housing Authority between regular reexaminations. These changes will trigger an interim reexamination.

- A. A member has been added to the family through birth or adoption or court awarded custody.
- B. A household member is leaving or has left the family unit.
- C. **When one is requested by the family**
- D. Family break-up

In circumstances of a family break-up, the BRADFORD COUNTY Housing Authority will make a determination of which family member will retain the certificate or voucher, taking into consideration the following factors:

1. To whom the certificate or voucher was issued.
2. The interest of minor children or of ill, elderly, or disabled family members.

3. Whether the assistance should remain with the family members remaining in the unit.
4. Whether family members were forced to leave the unit as a result of actual or threatened physical violence by a spouse or other member(s) of the household.
5. **If an occurrence of domestic violence, the Bradford County Housing Authority will ensure that, the victim retains assistance.**

If a court determines the disposition of property between members of the assisted family In a divorce or separation under a settlement of judicial decree, the BRADFORD COUNTY Housing Authority will be bound by the court's determination of which family members continue to receive assistance in the program.

Because of the number of possible different circumstances in which a determination will have to be made, the BRADFORD COUNTY Housing Authority will make determinations on a case-by-case basis.

The BRADFORD COUNTY Housing Authority will Issue a determination within **90** days of the request for a determination. The family member requesting the determination may request an informal hearing in compliance with the informal hearings in Section 15.3.

D

**Certifications of Compliance with PHA Plans 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 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations Including Required Civil Rights Certifications**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the    5-Year and/or    Annual PHA Plan for the PHA fiscal year beginning    7/1/2020, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA 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 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.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/TMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
  - 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;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. 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.
10. 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.
11. 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.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. 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.
14. 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.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. 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.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. 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.
19. 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).

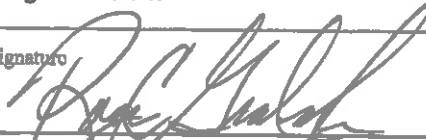
Bradford County Housing Authority  
 PHA Name

PA064  
 PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2020

5-Year PHA Plan for Fiscal Years 2020 - 2025

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 <b>Roger Graham</b>	Title <b>Chairman, Board of Directors</b>
Signature 	Date <b>3/25/20</b>

E

**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 02/29/2016

**Civil Rights Certification**

**Annual Certification and Board Resolution**

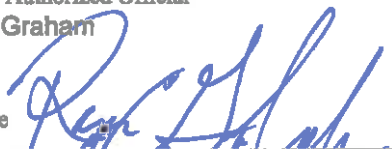
*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the 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, 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 by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Bradford County Housing Authority  
\_\_\_\_\_  
PHA Name

PA064  
\_\_\_\_\_  
PHA Number/HA Code

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

Name of Authorized Official  
Roger Graham  
  
Signature 

Title  
Board of Directors, Chairman  
  
Date 3/25/20

**2020 Bradford County Housing Authority Tenant Advisory Council  
Meeting Minutes  
February 20, 2020**

Those present: (Tenants) William Farr, Jeannie Cotton, Bonnie Puckett, Steve Black, Veda Woodruff, Elden Allen, Karen Allen, Carol Edwards, Pat Girardi, Bathsheva Gladstone, Anna Wenger, Eugene Ward, Wilma Sullivan, Marcia Flanagan (Staff) Kelley Cevette, Sean Sember, Brian Burket, Nelson Wise, Amanda Storrs, Jeremy Peffer and Amy Walters.

12:05 pm - Lunch is served

12:37 pm - Meeting begins

Kelley explains the purpose of the Tenant Advisory Council and its correlation to the 2020 Annual Plan and proposed Capital building projects. Kelley then asks that tenants and staff introduce themselves.

Kelley asks Sean Sember to review additional services that the Housing Authority intends to continue in 2020:

- Sean explains that homemaker services through Caregivers, Inc. will continue and clarifies who these services are designed to assist
- Tenants will continue to be able to use BeST Transportation at a discounted rate; Sean clarifies the difference between using the shared ride and public transit
- Housing Authority sponsored van trips will continue; Sean expands on what sort of trips are permissible and encourages tenants to ask if they have ideas regarding future trips
- A Service Coordinator through the ROSS Grant is still available for tenants to utilize; we have reapplied and hope to have this position moving forward
- Building Managers will continue to facilitate tenant activities

The minutes from the 2019 Bradford County Tenant Advisory Council Meeting are reviewed. On a motion provided by Pat Girardi and seconded by Wilma Sullivan, the minutes from the 2019 Bradford County Tenant Advisory Council are accepted.

Amanda Storrs explains the Housing Choice Voucher Program and the proposed changes to the program's Admission and Occupancy Plan:

- Lead- Based Paint- new regulations regarding lead-based paint for households with children under six; will continue to follow all of HUD's Lead-based paint guidelines
- Items to add to our New Interview packets- brochures and information regarding organizations that may assist with security deposits and/or help with rent
- Abatements (Stop of HAP Payments) - repairs need completed within 30days. If not completed, abatement begins. If repairs are not completed by time contract ends, contract is terminated
- Interims - change in income triggers Interim; HA can take up to 90-days to process the interim reexamination and recalculate the family share
- Advertisement for new landlords and possible public events

Brian Burket explains proposed changes to the program's Admission and Occupancy Policy:

- If a family's income is found to exceed 120 percent of the Area Median Income (AMI) for two consecutive years, a 'grace period', the Tloga County Housing Authority is required to set the families monthly rent equal to the applicable Fair Market Rent



- The asset value and interest and any distributions made to a designated beneficiary from an Achieving a Better Life (ABLE) account
- The preference for applicants who have been employed 20 hours per week for the three months prior to submitting the application can no longer be awarded
- All requests for translation of applications and required documents for tenancy will be honored
- Verifications can be in the form of a fax or email
- Reasonable accommodation request transfers not be subject to a \$75.00 transfer processing charge
- Anyone requesting a transfer must have made all payments to the Housing Authority for the past six (6) months, and must pass a housekeeping/health and safety inspection. A pre-transfer inspection to identify any problems that could lead to vacate charges will also occur

Kelley asks for suggestions from the group regarding any additional changes to the Admissions and Occupancy policies. There are no suggestions.

Kelley asks Nelson Wise to review the proposed Capital Improvements for 2020 (see attached sheet).

Wilma Sullivan asks for clarification on lighting project at Colonial Terrace

Karen Allen asks for clarification on how the fire alarms will affect the emergency pull cords

Bonnie Puckett asks why tenant apartment floors cannot be buffed; Jeremy Peffer states he will look into this

Kelley and Nelson review the 2019 projects that will begin within the upcoming months (see attached list) as well as review the numerous projects that have been completed over the past year in Bradford County (see attached list).

Kelley asks if there any additional requests from the group regarding their respective sites:

- Gene Ward (Colonial Towers) – when is the current television cable contract up, is there a way to get Wi-Fi for the entire building and can we take part in a community yard sale
- Wilma Sullivan (Colonial Terrace) – will the carpeting here be replaced and thanks for the new stoves
- Pat Girardi (McCallum Manor) – can an automatic door be installed at the ramp entrance of the building and can we get signs for tenant parking only
- Karen Allen (Page Manor) – our dumpster gets very overcrowded, can we force people to break down their cardboard
- Bonnie Puckett (Keystone Manor) – better monitoring of the Community Room temperatures and clarification of why the telephone booth was taken out of the lobby
- Jeannie Cotton (Keystone Manor) – tenants driving scooters continue to be a safety issue
- Steve Black (Park Hill Manor) – can the Community Room be painted
- Anna Wenger (Hillcrest) – can there be another meeting access point in the case of emergencies, the canopy in the designated smoking area is torn, pole light by the shed is not working, new chairs for the community room and new benches
- Will Farr asks if something can be done with tenants who are spending long periods of time in the lobby and aides who are sleeping in the common areas; he is assured these issues will be followed-up on

Kelley explains you do not have to wait until this meeting to request needed items at your site

Wilma Sullivan states that she is extremely impressed with the meeting and commends Kelley on the job she has done in improving the overall functioning of the Authority; Pat Girardi adds that the Authority needs more people like Kelley

1:52 pm – the meeting concludes



**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 2/29/2016

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

I, Doug McLinko, the Bradford County Commissioner,  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Bradford County Housing Authority  
*PHA Name*

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of  
 Impediments (AI) to Fair Housing Choice of the

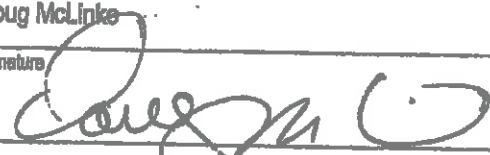
Bradford County  
*Local Jurisdiction Name*

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State  
 Consolidated Plan and the AI.

Our PHA's Annual Plan and the state of Pennsylvania's Consolidated Plan meet the same goals  
And objectives of promoting adequate and affordable housing, economic opportunity and a  
suitable living environment free from discrimination.

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

Name of Authorized Official	Title
Doug McLinko	Bradford County Commissioner
Signature 	Date 3-25-20