

|                                   |   |  |
|-----------------------------------|---|--|
| <b>PHA 5-Year and Annual Plan</b> | <b>U.S. Department of Housing and Urban Development<br/>Office of Public and Indian Housing</b> | <b>OMB No. 2577-0226<br/>Expires 4/30/2011</b> |
|-----------------------------------|---|--|

| <b>1.0</b>                   | <b>PHA Information</b><br>PHA Name: Lancaster City Housing Authority<br>PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard<br>PHA Fiscal Year Beginning: (MM/YYYY): 10/2009<br>PHA Code: PA036<br><input type="checkbox"/> HCV (Section 8)   |          |                                      |                               |   |                              |  |    |     |  |  |  |  |  |  |
|------------------------------|--|----------|--------------------------------------|-------------------------------|---|------------------------------|--|----|-----|--|--|--|--|--|--|
| <b>2.0</b>                   | <b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above)<br>Number of PH units: 565<br>Number of HCV units: 888  |          |                                      |                               |   |                              |  |    |     |  |  |  |  |  |  |
| <b>3.0</b>                   | <b>Submission Type</b><br><input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only   |          |                                      |                               |   |                              |  |    |     |  |  |  |  |  |  |
| <b>4.0</b>                   | <b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)  |          |                                      |                               |   |                              |  |    |     |  |  |  |  |  |  |
|                              | Participating PHAs<br>PHA 1:<br>PHA 2:<br>PHA 3:   | PHA Code | Program(s) Included in the Consortia | Programs Not in the Consortia | <table border="1"> <thead> <tr> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table> | No. of Units in Each Program |  | PH | HCV |  |  |  |  |  |  |
| No. of Units in Each Program |  |          |                                      |                               |   |                              |  |    |     |  |  |  |  |  |  |
| PH                           | HCV  |          |                                      |                               |   |                              |  |    |     |  |  |  |  |  |  |
|                              |  |          |                                      |                               |   |                              |  |    |     |  |  |  |  |  |  |
|                              |  |          |                                      |                               |   |                              |  |    |     |  |  |  |  |  |  |
|                              |  |          |                                      |                               |   |                              |  |    |     |  |  |  |  |  |  |
| <b>5.0</b>                   | <b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.<br><i>LCHA's update due FY2010</i>  |          |                                      |                               |   |                              |  |    |     |  |  |  |  |  |  |
| <b>5.1</b>                   | <b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:<br><i>See 5 Year Plan FY 2005-2009</i>  |          |                                      |                               |   |                              |  |    |     |  |  |  |  |  |  |
| <b>5.2</b>                   | <b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.<br><i>See 5 Year Plan FY 2005-2009</i>  |          |                                      |                               |   |                              |  |    |     |  |  |  |  |  |  |
| <b>6.0</b>                   | <b>PHA Plan Update</b><br>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:<br><i>The only element that has been revised is the statement of financial resources.</i><br>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.<br><i>The public may view the entire plan at the LCHA central office, any of its AMP offices and on its website.</i>   |          |                                      |                               |   |                              |  |    |     |  |  |  |  |  |  |
| <b>7.0</b>                   | <b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i><br><i>The disposition of 561 Palm Street (a two bedroom Scattered Site home) was complete as of October 28, 2008. This was completed according to the HUD disposition process.</i><br><i>We are still partnered with Tabor Community Services in a family self sufficiency program which promotes home ownership for our Section 8 clients.</i><br><i>We currently have 75 Project Based Vouchers.</i> |          |                                      |                               |   |                              |  |    |     |  |  |  |  |  |  |
| <b>8.0</b>                   | <b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.   |          |                                      |                               |   |                              |  |    |     |  |  |  |  |  |  |

|     |   |
|-----|---|
| 8.1 | <b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.  |
| 8.2 | <b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.  |
| 8.3 | <b>Capital Fund Financing Program (CFFP).</b><br><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.   |
| 9.0 | <b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.  |
| 9.1 | <b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b>  |
| 10. | <b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.<br><br>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5- Year Plan.<br>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”   |
| 11. | <b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.<br><br>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)<br>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)<br>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)<br>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)<br>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)<br>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.<br>(g) Challenged Elements<br>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)<br>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only) |

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

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# **Housing Authority of the City of Lancaster (Pa.)**

## **Annual Plan for Fiscal Year 2008**

## **5-Year Plan (Rev. 1 - 2006) for Fiscal Years 2005 – 2009**

(Submitted July 15, 2008)

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## PHA Plan Agency Identification

**PHA Name:** Housing Authority of the City of Lancaster

**PHA Number:** PA036

**PHA Fiscal Year Beginning:** 10/2008

**PHA Programs Administered:**

**Public Housing and Section 8**   
  **Section 8 Only**   
  **Public Housing Only**  
 Number of public housing units: 565   
 Number of S8 units:   
 Number of public housing units:  
 Number of S8 units: 888

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

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

### Public Access to Information

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

### Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website: (www.lcha.ws)
- Other (list below)

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2005 - 2009**  
[24 CFR Part 903.5]

**A. 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. (select one of the choices below)

The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The PHA's mission is:

The mission of the Lancaster City Housing Authority is to improve the quality of life consistent with local, commonwealth and federal statutes by:

Providing decent, safe and sanitary housing for low and moderate income individuals and families, retired persons and the handicapped;

Recognizing the residents as our ultimate customer;

Fostering an increased supply of quality housing affordable to low and moderate income residents throughout Lancaster County;

Fostering development, ownership and successful management of housing;

Taking a comprehensive approach that goes beyond bricks and mortar, to build links to social service and economic development organizations and to assist neighborhood residents and community organizations in creating successful neighborhoods;

Administering rental assistance and related programs which allow people to afford and access the widest ranges of housing opportunities, and

Providing support and referral services which enable families and individuals to comprehensively address their housing and social service needs and to become increasingly self sufficient.

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- PHA Goal: Expand the supply of assisted housing
- Objectives:
- Apply for additional rental vouchers: Maximum amount available
  - Maintain public housing vacancies: <3%
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
    - Continue to work closely with non-profit developer Community Basics, Inc. – and other appropriate agencies/organizations by acting as management agent for their tax credit and other special housing programs.

**FY2008 Progress Report:**

- Maintained 97% utilization rate for HC/S8 vouchers.
- Received 1 year renewal on our Shelter+Care Program.
- Implemented successful S8 Project Based Program (75 units in total).
- We are no longer the management agent for Community Basics. We are the management agent for an eight unit, S8 Project Based Program owned by Tabor Community Services.

- PHA Goal: Improve the quality of assisted housing
- Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score) to not less than 90%
  - Increase customer satisfaction: RASS results
  - Concentrate on efforts to improve specific management functions:
    - Provide ongoing training opportunities
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
    - Maintain PHAS ‘high performer’ designation
    - Achieve and maintain SEMAP ‘high performer’ designation

**FY2008 Progress Report:**

- Ongoing professional training was provided to selected staff.
- Transition to project based accounting and budgeting was completed.
- CFP programs are on schedule, providing ongoing modernization of the LCHA’s housing stock.
- Our FY2007 SEMAP submission resulted in a score of 97%

- We attained the high performer status with a FY2007 PHAS score of 91%.

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)
  - Make appropriate and effective use of the project-based voucher program.

**FY2008 Progress Report:**

- Voucher homeownership program is in place - we had 2 homeowners this year

**HUD Strategic Goal: Improve community quality of life and economic vitality**

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)
  - Will investigate designation of building for target groups
  - Will continue increasing curb appeal of PH developments via the effective and appropriate use of Capital Fund Program funds

**FY2008 Progress Report**

- Upgrades to the surveillance systems at the high rises continues
- Continued cooperative efforts with the Lancaster Community Safety Coalition (LCSC) to provide surveillance cameras at our family developments

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with members with disabilities.
- Other: (list below)

**FY2008 Progress Report**

- Student nurses visit several residents on an individual basis each week during the school semester. General health screenings, informational sessions and a weekly exercise program is also provided for interested residents.

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)

**FY 2008 Progress Report**

- The Lancaster City Housing Authority consistently provides an equal opportunity housing opportunity for its Public Housing and Section 8 programs.
- Of our two public housing clerks and our three Section 8 caseworkers, two of them are bilingual. Of our fourteen maintenance personnel, nine are bilingual. Our Section 8 inspector is also bilingual. This is an asset in communicating with our largely Hispanic population.
- One of our board members is a person with disabilities and a strong advocate for people with disabilities. He is continually providing suggestions to improve our housing stock to be more accommodating.

**Other PHA Goals and Objectives: (list below)**

**Added FY 2006 (Rev. 1)...**

- PHA Goal: Increase the pool of public (capital) funds available to the LCHA  
Objectives:
- The Lancaster City Housing Authority intends to leverage its annual appropriation of Capital Funds. It intends to do so in either, or both of the following ways:
- By participating in a state-wide issuance of Capital Fund Securitized Revenue Bond in order to increase the pool of public funds available to rehabilitate, modernize, acquire or create additional housing opportunities.
  - By committing a portion of its Capital Funds, over a shorter term, as part of the Energy Performance Contracting program.

**FY2008 Progress Report**

- The Bond Pool avenue is still being investigated.
- We have decided not to pursue an Energy Performance Contract. We will look to utilize Capital Funds for energy conservation measures.

**Annual PHA Plan**  
**PHA Fiscal Year 2008**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

- Standard Plan**
- Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

This plan again provides an overview of a public housing authority that remains dedicated to excellence. The Lancaster City Housing Authority's (LCHA) long history of high quality delivery of housing, resident initiative, and modernization programming speaks for itself. But, this plan is, after all, about the future. The LCHA sees its future as one in which it exceeds its previous benchmarks. We reaffirm our commitment to provide the highest quality housing to the very broadest spectrum of deserving families and individuals. As for those who already reside with us, we renew our commitment to provide quality, innovative resident initiative and self-sufficiency programming, and beneficial, appropriate discretionary policy. We intend to continue our very productive partnerships with area agencies, organizations, faith-based entities and educational institutions, including the Lancaster County Housing and Redevelopment Authorities, Tabor Community Services, the Lancaster City Bureau of Police, Lancaster County Drug and Alcohol Commission, Community Action Program of Lancaster County, Spanish American Civic Association, Lancaster Safety Coalition and Lancaster General School of Nursing. We are committed to constant improvement of our Public Housing stock via the Capital Fund Program, and we continue to investigate participation in the Capital Fund Financing Program in order to increase the pool of currently available modernization funds. We are dedicated to contributing to equal housing opportunity in our community.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

## Table of Contents

|   | <u>Page #</u> |
|---|---------------|
| <b>Annual Plan</b>  |               |
| i. Executive Summary  | 6             |
| ii. Table of Contents   |               |
| 1. Housing Needs  | 11            |
| 2. Financial Resources  | 17            |
| 3. Policies on Eligibility, Selection and Admissions                    | 18            |
| 4. Rent Determination Policies  | 27            |
| 5. Operations and Management Policies                                   | 31            |
| 6. Grievance Procedures   | 32            |
| 7. Capital Improvement Needs  | 33            |
| 8. Demolition and Disposition   | 35            |
| 9. Designation of Housing   | 36            |
| 10. Conversions of Public Housing                                       | 36            |
| 11. Homeownership   | 38            |
| 12. Community Service Programs  | 39            |
| 13. Crime and Safety  | 42            |
| 14. Pets (Inactive for January 1 PHAs)                                  |               |
| 15. Civil Rights Certifications (included with PHA Plan Certifications) | 44            |
| 16. Audit   | 44            |
| 17. Asset Management  | 44            |
| 18. Other Information   | 45            |

## Attachments 48

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

### Required Attachments:

- Attachment A: FY 2008 Capital Fund Program Annual Statement and Five Year Action Plan PA26P03650108 (Attachment: pa036a01)
- Attachment B: FY 2007 Capital Fund Program Performance & Evaluation Report PA26P03650107 (Attachment: pa036b01)
- Attachment C: FY 2006 Capital Fund Program Performance & Evaluation Report PA26P03650106 (Attachment: pa036c01)
- Attachment D: Definition of Substantial Deviation/Modification
- Attachment E: Admissions Policy for Deconcentration
- Attachment F: Membership of the Resident Advisory Board
- Attachment G. Resident Membership of the LCHA Governing Board
- Attachment H: Public Housing Resident Community Service Requirements

- Attachment I: Pet Policy
- Attachment J: Section 8 Homeownership Capacity Statement
- Attachment K: VAWA Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) – N/A
- Description of Homeownership Programs, if applicable: – N/A

Optional Attachments: – N/A

### Supporting Documents Available for Review

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

| <b>List of Supporting Documents Available for Review</b> |   |  |
|--|---|--|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b>                             |
| Yes  | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations  | 5 Year and Annual Plans                                      |
| Yes  | State/Local Government Certification of Consistency with the Consolidated Plan  | 5 Year and Annual Plans                                      |
| Yes  | Fair Housing Documentation:<br>Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement. | 5 Year and Annual Plans                                      |
| Yes  | Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction  | Annual Plan:<br>Housing Needs                                |
| Yes  | Most recent board-approved operating budget for the public housing program  | Annual Plan:<br>Financial Resources;                         |
| Yes  | Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]  | Annual Plan: Eligibility, Selection, and Admissions Policies |
| Yes  | Section 8 Administrative Plan   | Annual Plan: Eligibility, Selection, and Admissions Policies |
| Yes  | Public Housing Deconcentration and Income Mixing Documentation:<br>1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and  | Annual Plan: Eligibility, Selection, and Admissions Policies |

| <b>List of Supporting Documents Available for Review</b> |  |  |
|--|--|--|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>   | <b>Applicable Plan Component</b>           |
|  | 2. Documentation of the required deconcentration and income mixing analysis  |  |
| Yes  | Public housing rent determination policies, including the methodology for setting public housing flat rents<br><input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination            |
| Yes  | Schedule of flat rents offered at each public housing development<br><input type="checkbox"/> check here if included in the public housing A & O Policy  | Annual Plan: Rent Determination            |
| Yes  | Section 8 rent determination (payment standard) policies<br><input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan  | Annual Plan: Rent Determination            |
| Yes  | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)                                       | Annual Plan: Operations and Maintenance    |
| Yes  | Public housing grievance procedures<br><input checked="" type="checkbox"/> check here if included in the public housing A & O Policy   | Annual Plan: Grievance Procedures          |
| Yes  | Section 8 informal review and hearing procedures<br><input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan  | Annual Plan: Grievance Procedures          |
| Yes  | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year   | Annual Plan: Capital Needs                 |
| N/A  | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant  | Annual Plan: Capital Needs                 |
| Yes  | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)   | Annual Plan: Capital Needs                 |
| N/A  | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing  | Annual Plan: Capital Needs                 |
| N/A  | Approved or submitted applications for demolition and/or disposition of public housing   | Annual Plan: Demolition and Disposition    |
| N/A  | Approved or submitted applications for designation of public housing (Designated Housing Plans)  | Annual Plan: Designation of Public Housing |
| N/A  | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act              | Annual Plan: Conversion of Public Housing  |
| N/a  | Approved or submitted public housing homeownership programs/plans  | Annual Plan: Homeownership                 |
| Yes  | Policies governing any Section 8 Homeownership program<br><input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan  | Annual Plan: Homeownership                 |
| Yes  | Any cooperative agreement between the PHA and the TANF   | Annual Plan: Community                     |

| <b>List of Supporting Documents Available for Review</b> |  |   |
|--|--|---|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>   | <b>Applicable Plan Component</b>                  |
|  | agency   | Service & Self-Sufficiency                        |
| Yes  | FSS Action Plan/s for public housing and/or Section 8  | Annual Plan: Community Service & Self-Sufficiency |
| Yes  | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports   | Annual Plan: Community Service & Self-Sufficiency |
| N/A  | The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)                        | Annual Plan: Safety and Crime Prevention          |
| Yes  | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit                         |
| N/A  | Troubled PHAs: MOA/Recovery Plan   | Troubled PHAs                                     |
| None   | Other supporting documents (optional)<br>(list individually; use as many lines as necessary)   | (specify as needed)                               |

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the “Overall” Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

| <b>Housing Needs of Families in the Jurisdiction<br/>by Family Type</b> |         |                |        |         |                |      |           |
|---|---------|----------------|--------|---------|----------------|------|-----------|
| Family Type   | Overall | Afford-ability | Supply | Quality | Access-ibility | Size | Loca-tion |
| Income <= 30% of MFI  | 2564    | 4              | 4      | 3       | 3              | 3    | 3         |
| Income >30% but <=50% of MFI  | 2004    | 4              | 3      | 3       | 3              | 2    | 2         |
| Income >50% but <80% of MFI   | 2402    | 3              | 3      | 2       | 3              | 2    | 3         |
| Elderly <80% MFI  | 1518    | 4              | 4      | 3       | 5              | 4    | 4         |
| Families with members with disabilities < 80% MFI                       | 1969    | 4              | 4      | 3       | 5              | 4    | 4         |
| Black <80% MFI  | 1160    | 4              | 3      | 3       | 3              | 2    | 3         |
| Hispanic <80% MFI   | 2980    | 4              | 3      | 3       | 3              | 2    | 3         |
| White <80% MFI  | 4110    | 4              | 3      | 3       | 3              | 2    | 3         |

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction: City of Lancaster, PA  
Indicate year: 2005 – 2009 Five year Plan and Annual Plan for 2008
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) 2000 Data
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

**B. Housing Needs of Families on the Public Housing and Section 8  
Tenant- Based Assistance Waiting Lists**

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

| <b>Housing Needs of Families on the Waiting List</b>   |               |                     |                 |
|--|---------------|---------------------|-----------------|
| Waiting list type: (select one)  |               |                     |                 |
| <input checked="" type="checkbox"/> Section 8 tenant-based assistance                            |               |                     |                 |
| <input type="checkbox"/> Public Housing  |               |                     |                 |
| <input type="checkbox"/> Combined Section 8 and Public Housing                                   |               |                     |                 |
| <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) |               |                     |                 |
| If used, identify which development/subjurisdiction:   |               |                     |                 |
|  | # of families | % of total families | Annual Turnover |
| Waiting list total   | 103           |                     | 139             |
| Extremely low income <=30% AMI   | 75            | 73%                 |                 |
| Very low income (>30% but <=50% AMI)   | 24            | 23%                 |                 |
| Low income (>50% but <80% AMI)   | 4             | 4%                  |                 |
| Families with children   | 90            | 87%                 |                 |
| Elderly families   | 1             | 1%                  |                 |
| Families with members with disabilities  | 37            | 36%                 |                 |
| Race – White   | 77            | 76%                 |                 |
| Race – Black   | 23            | 23%                 |                 |
| Race – Amer. Indian  | 1             | 1%                  |                 |
| Ethnicity – Hispanic   | 63            | 61%                 |                 |
| Ethnicity – Non Hispanic   | 40            | 39%                 |                 |
|  |               |                     |                 |
| Characteristics by Bedroom Size (Public Housing Only)  |               |                     |                 |
| 1BR  |               |                     | 9               |
| 2 BR   |               |                     | 37              |
| 3 BR   |               |                     | 27              |

| Housing Needs of Families on the Waiting List  |  |  |    |
|--|--|--|----|
| 4 BR   |  |  | 45 |
| 5 BR   |  |  | 17 |
| 5+ BR  |  |  | 4  |
| Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes   |  |  |    |
| If yes:  |  |  |    |
| How long has it been closed (# of months)? 16  |  |  |    |
| Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes   |  |  |    |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes |  |  |    |

| Housing Needs of Families on the Waiting List  |               |                     |                 |
|--|---------------|---------------------|-----------------|
| Waiting list type: (select one)  |               |                     |                 |
| <input type="checkbox"/> Section 8 tenant-based assistance                                       |               |                     |                 |
| <input checked="" type="checkbox"/> Public Housing   |               |                     |                 |
| <input type="checkbox"/> Combined Section 8 and Public Housing                                   |               |                     |                 |
| <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) |               |                     |                 |
| If used, identify which development/subjurisdiction:   |               |                     |                 |
|  | # of families | % of total families | Annual Turnover |
| Waiting list total   | 389           |                     | 70              |
| Extremely low income <=30% AMI   | 335           | 86%                 |                 |
| Very low income (>30% but <=50% AMI)   | 43            | 11%                 |                 |
| Low income (>50% but <80% AMI)   | 11            | 3%                  |                 |
| Families with children   | 266           | 68%                 |                 |
| Elderly families   | 27            | 7%                  |                 |
| Families with members with disabilities  | 179           | 46%                 |                 |
| Race – White   | 300           | 77%                 |                 |
| Race – Black   | 80            | 21%                 |                 |
| Race – Amer. Indian  | 6             | 2%                  |                 |
| Race – Asian   | 6             | 2%                  |                 |
| Ethnicity – Hispanic   | 251           | 65%                 |                 |

| <b>Housing Needs of Families on the Waiting List</b>   |     |     |    |
|--|-----|-----|----|
| Ethnicity – Non Hispanic   | 138 | 35% |    |
| Characteristics by Bedroom Size (Public Housing Only)  |     |     |    |
| 0BR  | 114 | 29% | 26 |
| 1 BR   | 4   | 1%  | 18 |
| 2 BR   | 103 | 26% | 4  |
| 3 BR   | 147 | 38% | 18 |
| 4 BR   | 19  | 5%  | 3  |
| 5 BR   | 2   | 1%  | 1  |
| Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes   |     |     |    |
| If yes:  |     |     |    |
| How long has it been closed (# of months)?   |     |     |    |
| Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes  |     |     |    |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes |     |     |    |

### **C. Strategy for Addressing Needs**

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### **(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 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 PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- Apply for additional section 8 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 Section 8 tenant-based assistance.
- Other: (list below)
  - Continue to work with appropriate agencies/organizations by acting as management agent for their special housing programs.

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Continue to employ rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- Employ admissions preferences aimed at families who are working
- Continue to employ rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

**Need: Specific Family Types: Families with members with disabilities**

**Strategy 1: Target available assistance to Families with members with disabilities:**

Select all that apply

- Seek designation of public housing for families with members with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with members with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with members with disabilities
- Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

| <b>Financial Resources:<br/>Planned Sources and Uses</b>                              |                   |                     |
|---|-------------------|---------------------|
| <b>Sources</b>  | <b>Planned \$</b> | <b>Planned Uses</b> |
| <b>1. Federal Grants (FY 2008 grants)</b>   |                   |                     |
| a) Public Housing Operating Fund  | \$ 1,314,350      |                     |
| b) Public Housing Capital Fund  | \$ 776,286        |                     |
| c) HOPE VI Revitalization   |                   |                     |
| d) HOPE VI Demolition   |                   |                     |
| e) Annual Contributions for Section 8 Tenant-Based Assistance                         | \$ 5,207,570      |                     |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) |                   |                     |
| g) Resident Opportunity and Self-Sufficiency Grants                                   |                   |                     |
| h) Community Development Block Grant  |                   |                     |
| i) HOME   |                   |                     |
| Other Federal Grants (list below)   |                   |                     |

| <b>Financial Resources:<br/>Planned Sources and Uses</b>                      |                     |                     |
|---|---------------------|---------------------|
| <b>Sources</b>  | <b>Planned \$</b>   | <b>Planned Uses</b> |
| <b>2. Prior Year Federal Grants<br/>(unobligated funds only) (list below)</b> |                     |                     |
|   |                     |                     |
|   |                     |                     |
| <b>3. Public Housing Dwelling Rental<br/>Income</b>                           |                     |                     |
| Dwelling Revenue  | \$ 1,261,450        | Operations          |
| Other Tenant Revenue  | \$ 38,810           | Operations          |
| <b>4. Other income (list below)</b>   |                     |                     |
| Laundry/rooftop rental/other misc.  | \$ 99,110           | Operations          |
| Management fees   | \$ 50,340           | Operations          |
| <b>4. Non-federal sources (list below)</b>                                    |                     |                     |
|   |                     |                     |
|   |                     |                     |
|   |                     |                     |
| <b>Total resources</b>  | <b>\$ 8,747,916</b> |                     |
|   |                     |                     |
|   |                     |                     |

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number) five(5)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history

- Housekeeping
  - Other (describe)
    - Landlord references and credit history
- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists

- At the development to which they would like to apply  
 Other (list below)

**(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One  
 Two  
 Three or More

b.  Yes  No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

- One rejected choice without extenuating circumstances removes the applicant from the list. One rejected choice with extenuating circumstances moves the applicant to the bottom of the list. Extenuating circumstances for this purpose may include: lack of access to employment; lack of access to school(s); health-related issues; lack of adequate transportation; domestic violence.

**(4) Admissions Preferences**

a. Income targeting:

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies  
 Overhoused  
 Underhoused  
 Medical justification  
 Administrative reasons determined by the PHA (e.g., to permit modernization work)  
 Resident choice: (state circumstances below)
  - Transfer to Scattered Sites Other: (list below)
  - If someone is a victim of domestic violence, dating violence, sexual assault or stalking according to the Violence Against Women Act (VAWA).

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
  - Residents who live in housing condemned by the City

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
  - Residents who live in housing condemned by the City

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)
  - LCHA website

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

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

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists  
If selected, list targeted developments below:
- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## **B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.  
**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation

- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
- Other (describe below)
  - Tenant history, if known

**(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)

**(3) Search Time**

a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

- Extenuating circumstances; request for lease approval is not approvable (e.g. repairs are required); reasonable accommodation)

**(4) Admissions Preferences**

a. Income targeting

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5) **Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
- Residents who live in housing condemned by the City of Lancaster, PA

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

2 Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing

- Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- 2 Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- 2 Victims of reprisals or hate crimes
- 1 Other preference(s) (list below)
  - Residents who live in housing condemned by the City of Lancaster, PA

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)
  - LCHA website

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below)
  - Notification to area social/human service agencies

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

##### **(1) Income Based Rent Policies**

Describe the PHA'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, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will 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). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

2.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below: This is addressed in our Admission and Occupancy Policy on page 6-49.

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

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

Yes for all developments

Yes but only for some developments

No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

For all developments

For all general occupancy developments (not elderly or persons with disabilities or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

Market comparability study

- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The “rental value” of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)
  - Other requirements are more fully described in Chapter 12 of the LCHA’s *Admission and Occupancy Policy*

- g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) 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**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)
  - Survey of similar assisted units in the neighborhood

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

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

**(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

| Program Name       | Units or Families Served at Year Beginning | Expected Turnover |
|--------------------|--|-------------------|
| Public Housing     | 565  | 130               |
| Section 8 Vouchers | 888  | 100               |
| Shelter Plus Care  | 16 units                                   | 5                 |

**C. Management and Maintenance Policies**

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
  - Admission and Occupancy Policy
  - Residential Lease
  - Criteria for Determining Eligibility Based on Applicant’s Credit History
  - Blood Borne Disease Policy
  - Community Room Policy
  - Criminal, Drug Treatment and Registered Sex Offender Classification Records Management Policy
  - Deceased Resident Policy
  - Exterior Care Policy
  - Equal Housing Opportunity Policy (also addressed in A&O Policy)
  - Fraud and Collection Policy
  - Hazardous Materials Policy
  - Maintenance Policy
  - Oncall Maintenance Policy
  - Parking Policy

- Pest Control Policy
- Petty Cash Policy
- Procurement Policy
- Property Control Policy
- Rent Collection Policy
- Procedure for Handling Repair Charges
- Guidelines for Handling Resident Debts
- Resident Initiatives Policy

(2) Section 8 Management: (list below)

- Section 8 Administrative Plan
- Admission and Occupancy Policy
- Section 8 Owner's Guide
- Fraud and Collection Policy
- Equal Housing Opportunity Policy (also addressed in A&O Policy)
- Criteria for Determining Eligibility base on Applicant's Credit History
- Criminal, Drug Treatment and Registered Sex Offender Classification Records Management

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

### **A. Public Housing**

1.  Yes  No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office  
 PHA development management offices  
 Other (list below)

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

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan as **Attachment: pa036a01**.

-or-

- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

#### **(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan as **Attachment: pa036a01**.

-or-

- The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

- Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

- Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

- Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

Yes  No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

| <b>Demolition/Disposition Activity Description</b>                  |  |
|---|--|
| 1a. Development name:   | Scattered Sites  |
| 1b. Development (project) number:                                   | PA 36-007 (a/k/a AMP711)   |
| 2. Activity type:   | Demolition <input type="checkbox"/><br>Disposition <input checked="" type="checkbox"/>   |
| 3. Application status (select one)                                  | Approved <input type="checkbox"/><br>Submitted, pending approval <input checked="" type="checkbox"/><br>Planned application <input type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: | (09/01/2008)   |
| 5. Number of units affected:  | 1 (561 Palm Street)  |
| 6. Coverage of action (select one)                                  | <input checked="" type="checkbox"/> Part of the development (one (1) of thirty (30) units)<br><input type="checkbox"/> Total development             |
| 7. Timeline for activity:   | a. Actual or projected start date of activity: FY2008<br>b. Projected end date of activity: FY2009   |

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Members with Disabilities or Elderly Families**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with members with disabilities or will apply for designation for occupancy by only elderly families or only families with members with disabilities, or by elderly families and families with members with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

| <b>Designation of Public Housing Activity Description</b>  |
|--|
| 1a. Development name:<br>1b. Development (project) number:   |
| 2. Designation type:<br>Occupancy by only the elderly <input type="checkbox"/><br>Occupancy by families with members with disabilities <input type="checkbox"/><br>Occupancy by only elderly families and families with members with disabilities <input type="checkbox"/> |
| 3. Application status (select one)<br>Approved; included in the PHA’s Designation Plan <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input type="checkbox"/>  |
| 4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)  |
| 5. If approved, will this designation constitute a (select one)<br><input type="checkbox"/> New Designation Plan<br><input type="checkbox"/> Revision of a previously-approved Designation Plan?   |
| 6. Number of units affected:<br>7. Coverage of action (select one)<br><input type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development   |

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

**A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

| <b>Conversion of Public Housing Activity Description</b>  |
|---|
| 1a. Development name:<br>1b. Development (project) number:  |
| 2. What is the status of the required assessment?<br><input type="checkbox"/> Assessment underway<br><input type="checkbox"/> Assessment results submitted to HUD<br><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)<br><input type="checkbox"/> Other (explain below)  |
| 3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)  |
| 4. Status of Conversion Plan (select the statement that best describes the current status)<br><input type="checkbox"/> Conversion Plan in development<br><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)<br><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)<br><input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway   |
| 5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)<br><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:<br><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )<br><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )<br><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent<br><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units<br><input type="checkbox"/> Other: (describe below) |

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

| <b>Public Housing Homeownership Activity Description<br/>(Complete one for each development affected)</b>  |
|--|
| 1a. Development name:<br>1b. Development (project) number:   |
| 2. Federal Program authority:<br><input type="checkbox"/> HOPE I<br><input type="checkbox"/> 5(h)<br><input type="checkbox"/> Turnkey III<br><input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)           |
| 3. Application status: (select one)<br><input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program<br><input type="checkbox"/> Submitted, pending approval<br><input type="checkbox"/> Planned application |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission:<br>(DD/MM/YYYY)   |
| 5. Number of units affected:<br>6. Coverage of action: (select one)<br><input type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development  |

**B. Section 8 Tenant Based Assistance**

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as

implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

Yes  No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

- Participation in the Family Self Sufficiency Program

**12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

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

1. Cooperative agreements:

Yes  No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 07/23/2003

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)

- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

| <b>Services and Programs</b>                                       |                |  |  |   |
|--|----------------|--|--|---|
| Program Name & Description<br>(including location, if appropriate) | Estimated Size | Allocation Method<br>(waiting list/random selection/specific criteria/other) | Access<br>(development office / PHA main office / other provider name) | Eligibility<br>(public housing or section 8 participants or both) |
|  |                |  |  |   |
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**(2) Family Self Sufficiency program/s**

a. Participation Description

| <b>Family Self Sufficiency (FSS) Participation</b> |  |  |
|--|--|--|
| Program  | Required Number of Participants<br>(start of FY 2005 Estimate) | Actual Number of Participants<br>(As of: 03/30/08) |
| Public Housing                                     | 0  | 0  |
| Section 8  | 79   | 38   |

- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

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

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)
  - Police reports are available online and are checked regularly by the Asset Manager

3. Which developments are most affected? (list below)

Franklin Terrace

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program

- Other (describe below)
  - Installation of surveillance cameras
  - Remain actively involved with the Lancaster Community Safety Coalition

2. Which developments are most affected? (list below)

- Susquehanna Court and Franklin Terrace
- Church Street Towers and Farnum Street East

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action: Extensive incident/crime data is available online via the Internet.
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

- Susquehanna Court and Franklin Terrace
- Church Street Towers and Farnum Street East

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting, budgeting, management, and maintenance
  - Comprehensive stock assessment
  - Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
- Provided below:  
Residents and staff suggested the following physical improvements:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

**B. Description of Election process for Residents on the PHA Board**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

Referrals were provided by development managers

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations

Other (list)

**C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

The City is represented on the Lancaster City Housing Authority's (Resident) Advisory Board (RAB), and is therefore involved with the development of the LCHA's Annual Plan and Five-Year Plan as well as its Annual and Five-Year Capital Fund Program Plans.

***The City's Consolidated Plan Program goals and objectives include:***

- Provide decent, affordable housing to low and moderate income persons throughout the City.
  - Preserve and improve affordable housing in low and moderate income neighborhoods.
- Provide a suitable living environment...
  - Upgrade public infrastructure and facilities in areas of the city principally occupied by persons with low and moderate incomes.
  - Improve accessibility for persons with disabilities.
- Expand economic opportunity...
  - Provide human services for low and moderate income individuals and families.

***The City will prioritize:***

Customizing housing information and technical assistance

Maximizing existing City programs that provide homeownership and rental assistance

Supporting advocacy and planning activities with organizations whose primary mission relates to the provision of housing for low and moderate income households.

(Excerpts from the *City of Lancaster 2005-2009 Consolidated Plan* and their *FY2008 Action Plan*)

#### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

(See “Attachments” below.)

#### **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

#### **Attachment D:**

##### **Housing Authority of the City of Lancaster’s definition of substantial deviation and significant change or modification.**

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the Housing Authority of the City of Lancaster that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Directors.

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#### **Attachment E:**

##### **Admissions Policy for Deconcentration**

##### **Deconcentration of Poverty and Income-Mixing [24 CFR 903.1 and 903.2]**

To implement the statutory requirement to deconcentrate poverty and provide for income mixing in covered developments, the PHA must comply with the following steps:

The LCHA will determine the average income of all families in all covered developments on an annual basis.

The LCHA will determine the average income of all families residing in each covered development (not adjusting for unit size) on an annual basis.

It is Lancaster City Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income

developments. We will accomplish this in a uniform and non-discriminating manner. The Lancaster City Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Annually, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

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## **Attachment F:**

### **Membership of the Resident Advisory Board**

| <b>Board Member</b>  | <b>Representing</b>             |
|--|---------------------------------|
| Donald Lawson<br>President CAFRO (& LCHA Board Member)<br>333 Church Street, Apt. 511<br>Lancaster, PA 17602 | PA 36-3<br>Church Street Towers |
| Harry Nestorick, Vice President CAFRO<br>333 Church Street, Apt. 401<br>Lancaster, PA 17602                  | PA 36-3<br>Church Street Towers |
| Anna Gehman, Treasurer CAFRO<br>33 E. Farnum Street, Apt. 921<br>Lancaster, PA 17602                         | PA 36-4<br>Farnum Street East   |
| Sharon Heil, Secretary CAFRO<br>33 E. Farnum Street, Apt. 313<br>Lancaster, PA 17602                         | PA 36-4<br>Farnum Street East   |
| Marye Codish, CAFRO Board Member<br>33 E. Farnum Street, Apt. 202<br>Lancaster, PA 17602                     | PA 36-4<br>Farnum Street East   |
| Tony Strother, CAFRO Board Member<br>333 Church Street, Apt. 606<br>Lancaster, PA 17602                      | PA 36-3<br>Church Street Towers |
| Brandi Rodriguez   | Section 8 Client                |

545 E. Orange Street  
Lancaster, PA 17602

|  |                  |
|--|------------------|
| Anne Marie Theurer, Section 8 Coordinator        | Staff            |
| Beth Detz, Director of Public Housing            | Staff            |
| Bill Steele, Systems Coordinator                 | Staff            |
| Carol Moad, Service Coordinator                  | Staff            |
| Barb Morgan, Housing Administrator               | Staff            |
| Kathie Dissinger, Housing Administrator          | Staff            |
| Robert Peregrin, Assistant Housing Administrator | Staff            |
| Javier Ortiz, Maintenance Supervisor             | Staff            |
| Rick Patterson, Maintenance Supervisor           | Staff            |
| Norman Grinager, Planner, City of Lancaster      | Local Government |

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## **Attachment G:**

### **Resident Membership of the LCHA Governing Board**

Donald Lawson, a resident of Church Street Towers (PA36-003), is a member of the LCHA Governing Board. He was appointed by the Mayor of Lancaster and his term is runs through November 21, 2009.

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## **Attachment H:**

### **Public Housing Resident community Service Requirements**

The LCHA has a Community Service Program in place it appears as Chapter 11 in its *Admission & Occupancy Policy*.

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## **Attachment I:**

## **Pet Policy**

The LCHA's Pet Policy appears as Chapter 10 of its *Admission & Occupancy Policy*.

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## **Attachment J:**

### **Section 8 Homeownership Capacity Statement**

The LCHA has implemented a HCV Program Homeownership Program. (See Section 11.B.) The LCHA demonstrates its capacity to administer such a program by satisfying the following criteria:

- a) The program will establish a minimum homeowner downpayment requirement of at least 3% and will require that at least 1% of the downpayment come from the family's resources; and,
  - b) The program will require that financing for the purchase of a home under its HCV homeownership program will: be provided, insured or guaranteed by the State or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- 

## **Attachment K:**

### **Violence Against Women Act (VAWA) Statement**

The LCHA acknowledges that a victim of domestic violence, dating violence, or stalking may have an unfavorable history that would warrant denial under the LCHA's policies. Therefore, if the LCHA makes a determination to deny admission to an applicant family on the basis of an unfavorable history, the LCHA will include in its notice of denial a statement of the protection against denial provided by VAWA and will offer the applicant the opportunity to provide documentation affirming that the cause of the unfavorable history is that a member of the applicant family is or has been a victim of domestic violence, dating violence, or stalking.

The documentation must include two elements:

- 1) A signed statement by the victim that provides the name of the perpetrator and certifies that the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, or stalking
- 2) One of the following:
  - A police or court record documenting the actual or threatened abuse
  - A statement signed by an employee, agent, or volunteer of a victim service provider; an attorney; a medical professional; or another

knowledgeable professional from whom the victim has sought assistance in addressing the actual or threatened abuse. The professional must attest under penalty of perjury that the incidents in question are bona fide incidents of abuse, and the victim must sign or attest to the statement.

The applicant must submit the required documentation with her or his request for an informal hearing or must request an extension in writing at that time. If the applicant so requests, the LCHA will grant an extension of 10 business days, and will postpone scheduling the applicant's informal hearing until after it has received the documentation or the extension period has elapsed. If after reviewing the documentation provided by the applicant the LCHA determines the family is eligible for assistance, no informal hearing will be scheduled and the LCHA will proceed with admission of the applicant family.

### **Perpetrator Removal or Documentation of Rehabilitation**

In cases where an applicant family includes the perpetrator as well as the victim of domestic violence, dating violence, or stalking, the LCHA will proceed as above but will require, in addition, either (a) that the perpetrator be removed from the applicant household and not reside in the public housing unit or (b) that the family provide documentation that the perpetrator has successfully completed, or is successfully undergoing, rehabilitation or treatment.

If the family elects the second option, the documentation must be signed by an employee or agent of a domestic violence service provider or by a medical or other knowledgeable professional from whom the perpetrator has sought or is receiving assistance in addressing the abuse. The signer must attest under penalty of perjury to his or her belief that the rehabilitation was successfully completed or is progressing successfully. The victim and perpetrator must also sign or attest to the documentation.

This additional documentation must be submitted within the same time frame as the documentation required above from the victim.

### **PHA Confidentiality Requirements**

All information provided to the PHA regarding domestic violence, dating violence, or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence and may neither be entered into any shared database nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.

