

# **Lancaster City Housing Authority**

(Submitted July 18, 2002)

## **PHA Plan**

Annual Plan for Fiscal Year 2002

5-Year Plan for Fiscal Years 2002 - 2006

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



**Lancaster City Housing Authority FY2002 Agency Plan**

**PHA Plan  
Agency Identification**

**PHA Name:** Housing Authority of the City of Lancaster (PA)

**PHA Number:** PA036

**PHA Fiscal Year Beginning:** 10/01/2001

**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
- 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)

Lancaster City Housing Authority FY2002 Agency Plan

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2001 - 2005**  
[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: (state mission here)

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 range 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.

## Lancaster City Housing Authority FY2002 Agency Plan

### 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: as demand and the ability to utilize them permits.
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below):  
Work closely with non-profit arm (Community Basics, Inc.) and other appropriate agencies toward the development of new affordable housing opportunities.  
Develop and implement a Section 8 Project-Based program.

#### FY2002 Progress Report:

- Developed Section 8 Project-Based Program with 56 units targeted to elderly/disabled persons.
- Community Basics, Inc. (CBI) submitted two LIHTC applications to PHFA for two proposed projects totaling 58 units targeted toward small families.
- Did not apply for FY2002 Vouchers due to difficulty in maintaining an acceptable utilization rate at our current program size.

- 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

#### FY2002 Progress Report:

- Ongoing professional training was provided selected staff.
- CFP programs are on schedule, providing ongoing modernization of the LCHA's housing stock.
- Our PHAS 'high performer' designation was achieved again with a score of 98%.
- Our FY2001 SEMAP submission resulted in a score of 81% ('standard performer'); added PHA Goal (above) to increase rating to not <90%.

- PHA Goal: Increase assisted housing choices

## Lancaster City Housing Authority FY2002 Agency Plan

### Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program: Investigate potential programs
- Implement public housing or other homeownership programs: Investigate potential programs
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)  
Develop and implement a Section 8 Project-Based program.

### FY2002 Progress Report:

- Voucher mobility counseling was provided.
- Landlord outreach was conducted. More is planned in FY2002.
- A Section 8 homeownership program is in place. We hope to have our first participant(s) in 2002.
- No Public Housing homeownership plan has been developed.
- Developed Section 8 Project-Based Program with 56 units targeted to elderly/disabled persons.

### 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: (excluding offering incentives)
- 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)  
Investigate the designation of buildings for particular resident groups;  
Increase the desirability/appeal of our public housing stock

### FY2002 Progress Report:

- Flat rents remain in place in order to encourage higher income households into lower income developments and to retain higher income households already residing in public housing.
- Our income mix is such that additional measures—other than those already in place—have not been needed.
- We lost one community police officer as a result of the defunding of PHDEP. One officer remains, and is paid for by CFP management improvement funds.
- The manager of our two ‘elder/disabled’ hi-rises continues to monitor and assess the need for a designated housing plan.

## Lancaster City Housing Authority FY2002 Agency Plan

- Ongoing modernization efforts have included work items that go specifically to the desirability/appeal of the housing stock.

### 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: via PROMISE and FSS programs.
- Provide or attract supportive services to improve assistance recipients' employability: via PROMISE and FSS programs
- Provide or attract supportive services to increase independence for the elderly or families with disabilities: via ROSS and ED/SS programs
- Other: (list below)

#### FY2002 Progress Report:

- The PROMISE program (Public Housing) and the FSS program (Section 8) have achieved modest increases in employment among its clients.
- The PROMISE program (Public Housing) and the FSS program (Section 8) have provided their own (and attracted other) supportive services that served to increase client employability.
- The ROSS and ED/SS programs have provided quality programming for our elderly/disabled residents that serve to increase independence and enhance the quality of life. They include transportation and housekeeping assistance programs. ED/SS will conclude this FY.
- The PROMISE program will conclude this year unless replacement funding is found.

### 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)

#### FY2001 Progress Report:

- The LCHA counts as a highest priority equal housing opportunity for all applicants for its Public Housing and Section 8 programs.

## **Lancaster City Housing Authority FY2002 Agency Plan**

- The LCHA counts as a highest priority the provision of fair housing practice to all of its Public Housing residents and Section 8 clients.
- The LCHA counts as a highest priority equal access to all of its programs by persons with disabilities.

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

**Lancaster City Housing Authority FY2002 Agency Plan**

**Annual PHA Plan**  
**PHA Fiscal Year 2001**  
[24 CFR Part 903.7]

**Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

**High Performing PHA:** The LCHA is a high-performer and is submitting this plan as a streamlined plan for HUD's review. However, we have opted to complete ***all*** sections applicable to the LCHA—as though it were a standard plan—in order to give our residents, clients, landlords, and the public a clearer, more thorough look at the Authority.

**Small Agency (<250 Public Housing Units)**

**Administering Section 8 Only**

**Troubled Agency Plan**

**i. 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 is 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 maintains—and 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, including: the Lancaster County Housing & Redevelopment Authority, the Community Action Program of Lancaster County, Tabor Community Services, and the Lancaster City Bureau of Police. We are committed to constant improvement of our Public Housing stock via the Capital Fund Program. We are dedicated to contributing to equal housing opportunity in our community. We look forward to working closely with our non-profit partner, Community Basics, Inc., as we investigate opportunities for the development of additional affordable housing and homeownership programs.

**Lancaster City Housing Authority FY2002 Agency Plan**

**ii. 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 .....	9
ii.	Table of Contents .....	10
	1. Housing Needs .....	13
	2. Financial Resources .....	20
	3. Policies on Eligibility, Selection and Admissions .....	21
	4. Rent Determination Policies .....	28
	5. Operations and Management Policies .....	32
	6. Grievance Procedures .....	33
	7. Capital Improvement Needs.....	34
	8. Demolition and Disposition .....	35
	9. Designation of Housing .....	36
	10. Conversions of Public Housing .....	37
	11. Homeownership .....	38
	12. Community Service Programs .....	40
	13. Crime and Safety .....	42
	14. Pets.....	44
	15. Civil Rights Certifications (included with PHA Plan Certifications).....	44
	16. Audit .....	44
	17. Asset Management.....	45
	18. Other Information .....	45
	19. Attachments .....	48

**Attachments**

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 2002 Capital Fund Program Annual Statement and 5-Year Action Plan  
(Attachment: pa036a01)
  - Attachment B:** FY 2001 Capital Fund Program Performance & Evaluation Report  
(Attachment: pa036b01)
  - Attachment C:** FY 2000 Capital Fund Program Performance & Evaluation Report  
(Attachment: pa036c01)
  - Attachment D:** FY 1999 Comp Grant Program Performance & Evaluation Report (Final)  
(Attachment: pa036d01)
  - Attachment E:** Membership of the Resident Advisory Board (Page 48)
  - Attachment F:** Resident Membership of the LCHA Governing Board (Page 49)

## Lancaster City Housing Authority FY2002 Agency Plan

- Attachment G:** Public Housing Resident Community Service Requirements (Page 50)
- Attachment H:** Pet Policy (Page 50)
- Attachment I:** 5-Year Plan Progress Report (Pages 3–8)
- Attachment J:** Comments of the Resident Advisory Board (Page 46)
- Attachment K:** Section 8 Homeownership Capacity Statement (Page 50)
- Attachment L:** Section 8 Project-Based Voucher Program (Page 51)
- Attachment M:** Definition of substantial deviation, change or modification. (Page 51)
- Attachment N:** Voluntary Conversion Initial Assessments. (Page 51)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

### 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: 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: Housing Needs
Yes	Most recent board-approved operating budget for the public housing program	Annual Plan: 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

## Lancaster City Housing Authority FY2002 Agency Plan

<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	Public Housing Deconcentration and Income Mixing Documentation: 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 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
Yes	Public housing rent determination policies, including the methodology for setting public housing flat rents <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 <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 <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 <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 <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

## Lancaster City Housing Authority FY2002 Agency Plan

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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 <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community 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
Yes	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) (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 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.

## Lancaster City Housing Authority FY2002 Agency Plan

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI (All renters)	3,303	5	3	4	3	3	4
Income >30% but <=50% of AMI (All renter)	2,623	5	3	4	3	3	4
Income >50% but <80% of AMI (All renters)	2,694	3	3	3	3	3	3
Elderly – Income <80% of AMI	2,041	4	4	3	3	5	4
Families with Disabilities	N/A	5	5	4	5	4	4
Race/Ethnicity Black – Income <80% of AMI	769	3	3	3	3	3	4
Race/Ethnicity Hispanic – Income <80% of AMI	1,453	3	3	3	3	3	4

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/s  
Indicate year: 1993
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) 2002 data projection
- 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.

**Lancaster City Housing Authority FY2002 Agency Plan**

<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	803		150
Extremely low income <=30% AMI	765	95%	
Very low income (>30% but <=50% AMI)	35	4%	
Low income (>50% but <80% AMI)	3	<1%	
Families with children	574	71%	
Elderly families	(included below)		
Families with Disabilities – and - Elderly Families	231	29%	
Race/White	632	79%	
Race/Black	170	21%	
Race/Amer. Indian	2	<1%	
Race/Asian	15	<2%	
Ethnicity/Hispanic	465	58%	
Ethnicity/Non-Hisp	353	44%	
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)? 13 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" 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			

**Lancaster City Housing Authority FY2002 Agency Plan**

<b>Housing Needs of Families on the Waiting List</b>			
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	546		117
Extremely low income <=30% AMI	441	81%	
Very low income (>30% but <=50% AMI)	95	13%	
Low income (>50% but <80% AMI)	10	1%	
Families with children	392	72%	
Elderly families	(included below)		
Families with Disabilities – and - Elderly Families	145	27%	
Race/White	417	76%	
Race/Black	176	32%	
Race/Amer. Indian	5	<1%	
Race/Asian	16	3%	
Ethnicity/Hispanic	332	61%	
Ethnicity/Non-Hisp	223	41%	
Characteristics by Bedroom Size (Public Housing Only)			
0BR	135	25%	23
1BR	15	3%	18
2 BR	225	41%	24
3 BR	146	27%	42
4 BR	22	4%	5
5 BR	3	<1%	5

## Lancaster City Housing Authority FY2002 Agency Plan

### Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)? n/a

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  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)  
Maintain low turnover time for vacated public housing units

**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

## Lancaster City Housing Authority FY2002 Agency Plan

- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)  
Work closely with non-profit arm, Community Basics, Inc., toward the development of affordable housing opportunities.

### **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
- Adopt rent policies to support and encourage work
- Other: (list below)  
Retain existing rent policies to support and encourage work

### **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
- Adopt rent policies to support and encourage work
- Other: (list below)  
Retain existing rent policies to support and encourage work

### **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 Disabilities**

#### **Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

## Lancaster City Housing Authority FY2002 Agency Plan

- Seek designation of public housing for families 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 disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families 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)]

## Lancaster City Housing Authority FY2002 Agency Plan

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: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	1,285,014	
b) Public Housing Capital Fund	948,446	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,931,303	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	46,800	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
	0	
<b>3. Public Housing Dwelling Rental Income</b>		
Rent	1,203,650	PH Operations
Excess utilities	11,688	PH Operations
Non-dwelling rental	3,672	PH Operations
<b>4. Other income (list below)</b>		
Community room rental	1,000	PH Operations
Rooftop rental	23,530	PH Operations
Laundry room commissions	12,485	PH Operations
<b>4. Non-federal sources (list below)</b>	0	

**Lancaster City Housing Authority FY2002 Agency Plan**

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>Total resources</b>	<b>\$8,467,588</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: **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 reference(s); credit check

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?

## Lancaster City Housing Authority FY2002 Agency Plan

- 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 moves applicant to the bottom of the list. Two rejected choices removes the applicant from the list. Other extenuating circumstances may be considered.

### **(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?

## Lancaster City Housing Authority FY2002 Agency Plan

### 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)
- Transfers to Scattered Sites
- Other: (list below)

### 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.

1 Date and Time

## Lancaster City Housing Authority FY2002 Agency Plan

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
- 1 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): Public Housing Resident Handbook

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**

**Lancaster City Housing Authority FY2002 Agency Plan**

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

**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.

## Lancaster City Housing Authority FY2002 Agency Plan

### (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)

### (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)

## Lancaster City Housing Authority FY2002 Agency Plan

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

## Lancaster City Housing Authority FY2002 Agency Plan

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)

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

**Lancaster City Housing Authority FY2002 Agency Plan**

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:

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):  
Earned income (if two adults are working fulltime, then 50% of gross of lesser is excluded);  
Cost of healthcare insurance is excluded;  
Welfare cash grant is excluded (if working more than 30 hrs.)

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

## Lancaster City Housing Authority FY2002 Agency Plan

- For all general occupancy developments (not elderly or disabled 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 *Admission & 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**

## Lancaster City Housing Authority FY2002 Agency Plan

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)

## Lancaster City Housing Authority FY2002 Agency Plan

### **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:  
 The public housing program utilizes project-based management and maintenance. These project bases are:
- Susquehanna Court, PA36-1  
Scattered Sites, PA36-7  
Scattered Sites, PA36-11
  - Franklin Terrace, PA36-2
  - Church Street Towers, PA36-3  
Farnum Street East, PA36-4

Resident initiatives and modernization are administered agency-wide from centrally-located operations. The Section 8 program is centrally-operated.

#### **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	122
Section 8 Vouchers	772	150
Section 8 Certificates	0	0
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	Family Unification = 30 Shelter+Care = 16	5 6
Public Housing Drug Elimination Program (PHDEP)	0	0
Other Federal Programs (list individually)		
ED/SS	272	Unknown
ROSS	272	Unknown

## Lancaster City Housing Authority FY2002 Agency Plan

### 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)  
(Policies include, but are not limited to:) Admission & Occupancy; Lease; Maintenance; Pest Control; Deceased Resident; Equal Housing Opportunity; Live-In Aide; On-Call Maintenance; Parking; Procurement; Repair Charges; various fiscal policies.
2. Section 8 Management: (list below)  
Administrative Plan

### 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:

Utilize third-party, impartial hearing officer (local attorney).

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:

Utilize third-party, impartial hearing officer (local attorney).

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)

## Lancaster City Housing Authority FY2002 Agency Plan

### **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 at Attachment A: pa36a01

-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 at Attachment A: 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.

**Lancaster City Housing Authority FY2002 Agency Plan**

- 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.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	

**Lancaster City Housing Authority FY2002 Agency Plan**

<p>3. Application status (select one)</p> <p>Approved <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
<p>4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u></p>
<p>5. Number of units affected:</p> <p>6. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>
<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity:</p> <p>b. Projected end date of activity:</p>

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

[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 disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families 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>
<p>1a. Development name:</p> <p>1b. Development (project) number:</p>
<p>2. Designation type:</p> <p>Occupancy by only the elderly <input type="checkbox"/></p> <p>Occupancy by families with disabilities <input type="checkbox"/></p> <p>Occupancy by only elderly families and families with disabilities <input type="checkbox"/></p>
<p>3. Application status (select one)</p> <p>Approved; included in the PHA’s Designation Plan <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>

**Lancaster City Housing Authority FY2002 Agency Plan**

4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <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: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <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) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)

Lancaster City Housing Authority FY2002 Agency Plan

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)

- Units addressed in a pending or approved demolition application (date submitted or approved: )
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- 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.)

**Lancaster City Housing Authority FY2002 Agency Plan**

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

The Lancaster City Housing Authority has partnered with the Lancaster County Housing Authority, Tabor Community Services, Lancaster Housing Opportunity Partnership (LHOP), and area banks to deliver a Section 8 Homeownership Program. To be eligible, a Section 8 client must...

- Be a Section 8 participant for at least one year;
- Be participating in, or willing to participate in, the Section 8 Family Self-Sufficiency (FSS) program;
- Be consistently employed fulltime (30 hrs./wk.) for one year (elderly and disabled persons excepted);
- Meet income eligibility requirements;
- Not have committed any serious or repeated violations of your lease in the past year;
- Not have had any family-caused (serious) damage to your home in the past year;
- Not owe the Housing Authority or your landlord any money;
- Not have owned a home in the past three years.

Program hi-lites...

## Lancaster City Housing Authority FY2002 Agency Plan

Eligible families will participate in LHOP's and Tabor's homeownership counseling sessions. Topics will include: home maintenance; budgeting; credit; how to find a home and negotiate the sales price; how to get financing; and more.

Participants will be given guidance on how to find the right home for you in the location that best fits their needs and desires. It can be any existing house or one that is under construction. It can also be a unit in a cooperative or condominium.

All of the partners in this program are dedicated to helping participants succeed in finding, buying and keeping a home. Ongoing counseling will be provided to further ensure their success.

### 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 (1)]

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)?

Discussions on a master agreement at DPW at the State level have not yet yielded results. Agreements are *not* being approved by County DPW offices.

If yes, what was the date that agreement was signed? \_\_\_\_\_

#### 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)

**Lancaster City Housing Authority FY2002 Agency Plan**

- 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 (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office, PHA main office, other provider name)	Eligibility (public housing or section 8 participants or both)
Van Transportation Program	150	Open participation	Development offices	Public housing

**Lancaster City Housing Authority FY2002 Agency Plan**

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2002)	Actual Number of Participants (As of: 04/30/2002)
Public Housing	0	0
Section 8	90	37

- 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

## Lancaster City Housing Authority FY2002 Agency Plan

- 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)

1. Which developments are most affected? (list below):

- Susquehanna Court, PA36-1
- Franklin Terrace, PA36-2
- Church Street Towers, PA36-3
- Farnum Street East, PA36-4
- Scattered Sites I, PA36-7
- Scattered Sites II, PA36-11

### **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):  
Electronic surveillance

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

- Susquehanna Court, PA36-1
- Franklin Terrace, PA36-2
- Church Street Towers, PA36-3
- Farnum Street East, PA36-4

### **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)

## Lancaster City Housing Authority FY2002 Agency Plan

- 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
- 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)  
Interact with neighboring community/neighborhood policing zones

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

Susquehanna Court, PA36-1  
Franklin Terrace, PA36-2  
Church Street Towers, PA36-3  
Farnum Street East, PA36-4  
Scattered Sites I, PA36-7  
Scattered Sites II, PA36-11

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

PHAs eligible for FY 2002 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 2002 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? \_\_\_\_

## Lancaster City Housing Authority FY2002 Agency Plan

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  
 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:  
Representatives from our two elderly/disabled hi-rise developments were prepared with a short list of items pertaining to the proposed use of the Capital Fund. The list included their: security/policing; computer lab; windows; elevators; and parking. Each item was discussed at length. Most were included in the planned use of the FY2002 Capital Fund. The others were resolved through discussion.
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:

**Lancaster City Housing Authority FY2002 Agency Plan**

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)

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)

## Lancaster City Housing Authority FY2002 Agency Plan

The City of Lancaster and the Lancaster City Housing Authority share the following three broad goals:

- Preserve and maintain its existing housing stock;
- Promote affordable housing for persons and families of various income levels; and,
- Promote homeownership

(Excerpt from Section **IV. Housing** of the City of Lancaster's 1993 Consolidated Plan)

Other: (list below)

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

- The City will also support the efforts of non-profit housing developers.
- The City also intends to reinstitute a viable Rental Rehabilitation Program.
- Homeownership will also be promoted through the City's Homebuyer Assistance Program.
- The City will assist the creation of affordable rental units by providing funding when necessary to its CHDOs and other non-profit developers.
- The City will support the applications of agencies for funding under the Continuum of Care Program and other Federal programs.
- The City's inspector will also continue to produce and distribute materials to educate residents about the hazards of poisoning of children from lead-based paint.
- The City will continue to work through the County's Human Relations Commission to identify, investigate, and resolve issues of fair housing in the City.
- The City will continue to actively participate in the planning process of the Lancaster City Housing Authority's Five-Year and Annual Plan development, and to coordinate on other affordable housing issues affecting the City.
- The City has implemented programs in conjunction with local non-profits to address...barriers (to affordable housing), and will continue to support them and expand them as appropriate.

(Excerpts from Section **IV. Housing** of the City of Lancaster's 1993 Consolidated Plan)

### D. Other Information Required by HUD

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

# Lancaster City Housing Authority FY2002 Agency Plan

## Attachments

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

### **Attachment E:**

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

<b>Board Member</b>	<b>Representing</b>
Pedro Martinez, President CAFRO 333 Church Street, Apt. 813 Lancaster, PA 17602	PA36-3 CAFRO Church Street Towers
Lloyd Bachman, Board Member CAFRO 33 East Farnum Street, Apt. 302 Lancaster, PA 17602	PA36-4 CAFRO Farnum Street East
Anna Gehman, Treasurer CAFRO 33 E. Farnum Street, Apt. 921 Lancaster, PA 17602	PA36-4 CAFRO Farnum Street East
Linda Shoemaker, Board Member CAFRO 33 E. Farnum Street, Apt. 411 Lancaster, PA 17602	PA36-4 CAFRO Farnum Street East
Jean Cruz, Board Member CAFRO 33 E. Farnum Street, Apt. 211 Lancaster, PA 17602	PA36-4 CAFRO Farnum Street East
Henrietta Torain, Board Member CAFRO 333 Church Street, Apt. 712 Lancaster, PA 17602	PA36-3 CAFRO Church Street Towers
Marye Codish, Resident 33 E. Farnum Street, Apt. 202 Lancaster, PA 17602	PA36-4 Farnum Street East
Harry Nestorick, Vice President CAFRO 333 Church Street, Apt. 401 Lancaster, PA 17602	PA36-3 CAFRO Church Street Towers
Hazel Gantt, Secretary CAFRO 33 E. Farnum Street, Apt. 620 Lancaster, PA 17602	PA36-4 CAFRO Farnum Street East

## Lancaster City Housing Authority FY2002 Agency Plan

### Resident Advisory Board (continued)

Board Member	Representing
Ana Gagot 809 South Duke Street Lancaster, PA 17602	PA36-1 Susquehanna Court
Aurea Tufel 686 Almanac Avenue Lancaster, PA 17602	PA36-2 Franklin Terrace
Ramon Medina 723 East Chestnut Street Lancaster, PA 17602	PA36-7 Scattered Sites
Carmen Marti 42 South Marshall Street Lancaster, PA 17602	PA36-7 Scattered Sites
John Quincy Baker, Jr. 43 Garden Court, Apt. #6 Lancaster, PA 17603	Section 8

---

### Attachment F:

#### Resident Membership of the LCHA Governing Board

1.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)
- a. Name of resident member(s) on the governing board: Donald D. Lawson
- b. How was the resident board member selected: (select one)?
- Elected
- Appointed
- c. The term of appointment is (include the date term expires): 11/1999 through 11/2004
2. a. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?
- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

## Lancaster City Housing Authority FY2002 Agency Plan

- b. Date of next term expiration of a governing board member: 11/2002
  - c. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Charles Smithgall, Mayor, City of Lancaster, Pennsylvania
- 

### Attachment G:

#### Implementation of Public Housing Resident Community Service Requirements

The LCHA had its Community Service Program in place. The requirement has since been suspended by Congress. We are prepared to resume the program if/when instructed to do so.

---

### Attachment H:

#### Pet Policy

The LCHA's Pet Policy appears as Chapters 10 (elderly/disabled) and 11 (family) of its *Admission & Occupancy Policy*. The provisions of the two chapters are very similar. They share identical clauses regarding: (a) definition of "pet"; (b) pet permit; (c) conditions for issuance of the pet permit; (d) revocation of a pet permit; (e) death of a pet; (f) damages; (g) inspection of a unit; (h) policy violation procedures; (i) termination of tenancy; (j) pet removal; and, (k) emergencies. The "Pet Management Plan" section of the policy contain slight differences to accommodate the difference in the type and design of the development in which the pet will reside.

---

### Attachment K:

#### Section 8 Homeownership Capacity Statement

The LCHA has implemented a Section 8 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 Section 8 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 L:**

**Section 8 Project-Based Voucher Program**

The LCHA has implemented a project-based voucher program utilizing fifty-six (56) of its Housing Choice Vouchers. The program serves elderly, handicapped and disabled persons/families. Projects are located in eligible census tracts within the City of Lancaster, Pennsylvania. The projects provide reasonable housing choice to program applicants.

Implementation of a project-based program is consistent with the LCHA's 5-Year and Annual Plans in that it serves to provide additional affordable housing opportunity and housing choice to the very low income elderly, handicapped and disabled population. It adds the availability of a much-needed supply of handicapped accessible units. Applicants to the project-based program will have access to assistance faster than those applying to the tenant-based program. All-in-all, the project-based program will reach this under-served target population faster and more effectively than the tenant-based program is able. Finally, it helps the LCHA to maximize its utilization rate.

---

**Attachment M:**

**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.

---

**Attachment N:**

**Voluntary Conversions Initial Assessments**

Component 10(B) Voluntary Conversion Initial Assessments

- a. How many of the LCHA's developments are subject to the Required Initial Assessments?
  1. Susquehanna Court, PA36-1
  2. Franklin Terrace, PA36-2
  3. Scattered Sites, PA36-7
  4. Scattered Sites, PA36-11
- b. How many of the LCHA's developments are not subject to the Required Initial Assessments based on exemptions (*e.g.*, elderly and/or disabled developments not general occupancy projects?)

## Lancaster City Housing Authority FY2002 Agency Plan

1. Church Street Towers, PA36-3
  2. Farnum Street East, PA36-4
- c. How many Assessments were conducted for the LCHA's covered developments?  
Four – one for each of the covered developments.
- d. Identify LCHA developments that may be appropriate for conversion based on the Required Initial Assessment.  
None.
- e. If the LCHA has not completed the Required Initial Assessments, describe the status of these assessments.  
Assessments are complete and on file at the LCHA's central offices.