

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

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# Lancaster County Housing Authority Lancaster, Pennsylvania

## PHA Plans

Annual Plan for Fiscal Year 2001

Lancaster County Housing Authority  
Lancaster, Pennsylvania

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

**PHA Plan  
Agency Identification**

**PHA Name:** Lancaster County Housing Authority

**PHA Number:** PA090

**PHA Fiscal Year Beginning:** (mm/yyyy) 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)

**Annual PHA Plan**  
**PHA Fiscal Year 2001**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

The Lancaster County Housing Authority only administers a Section 8 Tenant-based Rental Assistance program. The Authority does not own or manage Public Housing units or Section 8 Project-based units.

The Housing Authority, working in cooperation with the County's Community Development agency and other local non-profit affordable housing developers, is committed to expanding the supply of, and access to, affordable housing throughout the County. Because of limited resources in the community, the Housing Authority has chosen not to become a developer and thus place the agency in competition with existing developers depending on the same federal, state and local resources. The Housing Authority is available to form partnerships with these developers to secure needed financing.

The Housing Authority will continue to apply for available Section 8 Housing Choice Vouchers, Mainstream Vouchers, Welfare to Work vouchers and other opportunities to increase the available rental assistance in the County made available through HUD.

The Housing Authority has chosen to establish eliminate all local preferences, with the exception of a preference for homeless families, to govern the eligibility of an individual or family for rental assistance.

As a result of the statutory restriction that 75% of all new applicants in a given year must be below 30% of the county's median income, the Authority has decided to only accept applications from elderly, disabled, and families with an income less than 30% of the county median income this year. The Authority will seek to serve families with incomes less than 50%, but greater than 30%, of the county's median income when possible, but only when the Authority achieves compliance with the 75% targeting rule.

At the present time the Authority has chosen to not have an open application process. Applications are taken during a specific window of opportunity publicized in the local media and through notices provided to social service agencies. The Authority expects to open for new applications in June 2001 for a three to four-week period. If sufficient applications are not received, the Authority may choose to leave the waiting list open.

In 2001 the Authority will develop a Section 8 Homeownership Program on a demonstration basis working cooperatively with Tabor Community Services and the Lancaster Housing Opportunity Partnership.

The Authority has not developed any special deconcentration programs or income mixing programs. The Authority's Section 8 tenants are distributed throughout the County. There are no census tracts in the county that would be considered to have a concentration of Section 8 rental units. There are also no areas in the county that meet the HUD definitions related to minority/ethnic or income levels.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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#### **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:

- Admissions Policy for Deconcentration
- FY 2001 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- PHA Management Organizational Chart
- FY 2001 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Statement of progress Meeting 5 Year Plan Mission and Goals  
 Membership of Resident Advisory Board  
 Section 8 Homeownership Capacity Statement

**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>
	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	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
	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
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	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
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing	Annual Plan: Eligibility,

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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	Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	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
	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	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
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	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
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted	Annual Plan: Conversion of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	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
	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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	Annual Plan: Needs Assessment
	County Housing Needs Assessment and Market Analysis, Completed July 1999	

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	3,120	5	5	2	1	1	3
Income >30% but <=50% of AMI	3,541	5	5	2	1	1	3
Income >50% but <80% of AMI	3,179	4	5	2	1	1	3
Elderly	3,829	5	5	2	1	1	2
Families with Disabilities	N/A	4	5	2	3	1	2
Race/Ethnicity (White)*	9,100	4	5	2	1	1	3
Race/Ethnicity (Hispanic)*	360	4	5	2	1	1	3
Race/Ethnicity (Black)*	190	4	5	2	1	1	3
Race/Ethnicity (All Others)*	190	4	5	2	1	1	3

\*These numbers are estimates extracted from HUD CHAS data tables

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: 2000-2004
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:

Other housing market study  
Indicate year: 1999

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.

Housing Needs of Families on the Waiting List			
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	526		
Extremely low income <=30% AMI	399	76%	
Very low income (>30% but <=50% AMI)	127	24%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	367	70%	
Elderly families	35	7%	
Families with Disabilities	141	27%	
Race/ethnicity (White)	229	43%	
Race/ethnicity (Hispanic)	168	32%	
Race/ethnicity (Black)	124	24%	
Race/ethnicity (Asian)			

<b>Housing Needs of Families on the Waiting List</b>			
	2	1%	
Race/ethnicity (Indian/ Alaskan Native)	3	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
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)? Since August 4, 2000			
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			

### **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:

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: Work with for profit and non-profit developers in the community to encourage the development of additional affordable rental units in targeted areas of the County.

Consider participating with non-profit developers to access untapped resources and new methods of financing affordable housing, such as 501(c)(3) tax-exempt bonds.

Working with the County Redevelopment Authority, encourage developers to ensure development of units affordable to families at or below 50% of AMI, 40% of AMI and 30% of AMI as part of the larger development (exceeding income targeting requirements of LIHTC Program).

**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)

**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)

**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: Work with non-profit housing developer to secure 1 Section 202 grant

**Need: Specific Family Types: Families with Disabilities**

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

Select all that apply

- 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:

Provide lists of county complexes that accept Section 8 tenants to increase the prospects of a successful search for housing throughout the County.

Maintain agreement of understanding established to enable tenants in the contiguous Lancaster City Housing Authority's Family Unification program to move outside the City and have their rental assistance administered by the County Housing Authority to ensure that supportive services can continue as required.

**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 903.79 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 grants)</b>	<b>\$4,215,000</b>	
a) Public Housing Operating Fund	\$0	
b) Public Housing Capital Fund	\$0	
c) HOPE VI Revitalization	\$0	
d) HOPE VI Demolition	\$0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$4,215,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$0	
g) Resident Opportunity and Self- Sufficiency Grants	\$0	
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>	<b>\$80,000</b>	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
HOME	\$80,000	Short-term rental assistance (2 years)
<b>3. Public Housing Dwelling Rental Income</b>	\$0	
<b>4. Other income (list below)</b>	\$0	
<b>4. Non-federal sources (list below)</b>	\$0	
<b>Total resources</b>	\$4,295,000	

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

[24 CFR Part 903.7 9 (c)]

#### **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)
- Eviction history
  - Past damage to rental units by tenant
  - Past lease violations and rent delinquencies by tenants
  - Drug related activity by family members

## **(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: Two 30-day extensions may be granted to families if they need additional time to locate units accessible to family members with a disability; or due to

extenuating circumstances such as hospitalization or a family emergency (verification is required); the family has made a reasonable effort to locate a unit, including seeking the assistance of the HA; or the family was prevented from finding a unit due to a need to find a large-size bedroom unit.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1 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
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

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

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

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

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

- The PHA applies preferences within income tiers

- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

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

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

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

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

- Through published notices  
 Other (list below) Depending on the special purpose, notices may be mailed directly to advocacy groups or social service agencies serving the special purpose population, i.e. Mainstream Housing Opportunities for Persons with Disabilities (notices are sent to agencies serving those with disabilities).

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

[24 CFR Part 903.7 9 (d)]

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

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

#### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.79 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	N/A	
Section 8 Vouchers	758*	150*
Section 8 Certificates		
Section 8 Mod Rehab	116	40
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	N/A	
Mainstream Housing Opportunities for Persons w/ Disabilities	50	2
Other Federal Programs(list individually)		

\* Due to the merger of the Section 8 Certificate and Voucher Programs, we have chosen to list all available units as Vouchers. All existing certificates will be converted to Housing Choice Vouchers by the end of FY 2001.

**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)

(2) Section 8 Management: (list below)

Administrative Plan

Data Processing Manuals

## **6. PHA Grievance Procedures**

[24 CFR Part 903.79 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office

Other (list below)

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

[24 CFR Part 903.7 9 (k)]

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

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

- 25 or fewer participants (at least initially)  
 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 HA Family Self-Sufficiency Program

Other criteria may be adopted

The Housing Authority will work closely with the Lancaster Housing Opportunity Partnership (provider of homebuyer counseling and down payment and closing cost assistance programs) and Tabor Community Services (agency provides case management, budget counseling,

after-purchase counseling, and housing services to lower income families) to devise final program eligibility criteria and administrative procedures.

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

[24 CFR Part 903.7 9 (l)]

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

### Section 8 **PHA Coordination with the Welfare (TANF) Agency**

Section 8 Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

Section 8 Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

Welfare agency is a member of the FSS Program Coordinating Committee

### Section 8 **Services and programs offered to residents and participants**

#### Section 8 **General**

Section 8 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



- 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:

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - 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:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

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

#### 3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance

- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe) Recruited by Housing Authority staff

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: County of Lancaster, Pennsylvania
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  - Other: (list below)
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The Consolidated Plan establishes goals and objectives designed to encourage local municipalities to adopt zoning ordinances and zoning laws that are suitable to the development of affordable housing.

The Consolidated Plan includes recommendations designed to remove impediments to fair housing choice that exist in the County.

The Consolidated Plan encourages the development of partnerships among for-profit and non-profit developers to build additional affordable housing units in the County, outside the City, for a mix of income ranges.

The Consolidated Plan establishes the development of additional family rental housing as a priority for the period 2000-2004 in areas of the County where employment opportunities are available.

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

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

## **Attachments**

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

Attachment A: Housing Authority Organizational Chart

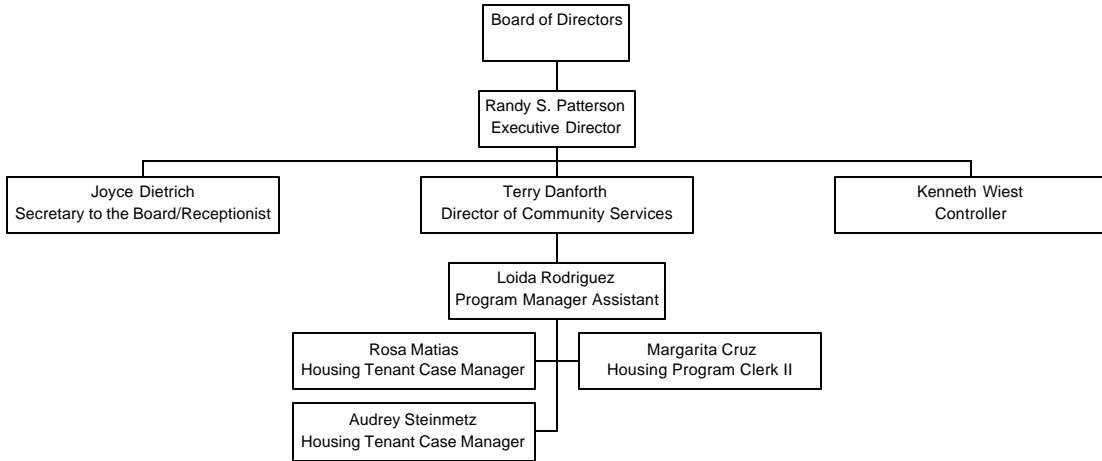
Attachment B: 5-Year Plan Statement of Progress

Attachment C: Resident Advisory Board

Attachment D: Section 8 Homeownership Capacity Statement

# Attachment A

## Housing Authority Organizational Chart



## **Attachment B**

### **Five-Year Plan Statement of Progress**

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

**Lancaster County Housing Authority Goal: Expand the supply of assisted housing.**

The Housing Authority submitted two applications to the U.S. Department of Housing and Urban Development in Fiscal Year 2000. An application was submitted requesting budget authority for 50 fair share vouchers. A second application was submitted for budget authority for 50 vouchers under HUD's Mainstream Opportunities for Persons with Disabilities Program.

The Housing Authority received notification in September 2000 that \$226,385 in budget authority was granted for fair share vouchers. No word has been received as of the date of this Plan submittal regarding the Mainstream Opportunities application.

The Housing Authority worked cooperatively with the Housing Development Corporation (HDC) to support the submission of a Section 202 application for 40 elderly apartments in Mountville Borough. HDC received notice in late September that funding had been granted. The Housing Authority also worked with the Lancaster County Redevelopment Authority to secure \$250,000 in HOME financing for the project.

**Lancaster County Housing Authority Goal: Improve the quality of assisted housing.**

The Housing Authority invited landlords to a briefing on the new lead-based paint requirements to inform them of the requirements and the importance of eliminating lead-based paint hazards in assisted housing. The briefing was held September 7, 2000.

**Lancaster County Housing Authority Goal: Increase assisted housing choices.**

An initial meeting was held with the staff of the Lancaster Housing Opportunity Partnership and Tabor Community Services to discuss the program guidelines for the Section 8 Homeownership Program. A second meeting will take place in early 2001 to finalize program guidelines. The program is expected to be available to eligible tenants by April 1, 2001.

The staff continues to monitor the ability of voucher holders to obtain housing within a suitable period of time (generally 60 days).

The Housing Authority continues to administer vouchers of Lancaster City residents participating in the City Housing Authority's Family Unification program in order to enable the family to continue receiving the services offered through this valuable program. The Housing Authority works closely with the staff of the Lancaster City Housing authority and the Lancaster County Children and Youth agency to ensure a smooth transition of these tenants from the City of Lancaster to affordable housing opportunities in the County.

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

**Lancaster County Housing Authority Goal: Promote self-sufficiency and development of assisted households.**

The Housing Authority moved the administration of its Family Self-Sufficiency Program to Tabor Community Services, Inc. Tabor Community Services has modestly increased the level of participation of Section 8 tenants in the program. Tabor has also integrated other services offered through the organization, such as the Family Savings Account Program, to enable FSS participants to take advantage of this expanded level of services geared to economic self-sufficiency.

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

**Lancaster County Housing Authority Goal: Ensure equal opportunity and affirmatively further fair housing.**

The Lancaster County Housing Authority, in partnership with the Lancaster County Redevelopment Authority, the City of Lancaster and the Lancaster County Human relations Commission, completed an updated *Joint Analysis of Impediments to Fair Housing*. The County Commissioners adopted the plan on July 15, 1998. A Fair Housing Action Committee comprised of many diverse organizations concerned about and dealing with the rights of individuals and families to fair housing choice, was formed in 1998 to implement certain action items included in the *Analysis*.

The Lancaster County Human Relations Commission's Fair Housing Program has received annual allocations since 1998 of \$45,000 from the County's Community Development Block Grant program to enforce fair housing rights, provide information, initiate a testing program, and serve as the coordinator of the work undertaken by the Fair Housing Action Committee. The County Housing Authority has appointed a staff person to serve on the Fair Housing Action Committee.

The Fair Housing Action Committee has established four subcommittees: Public Education, Government Officials Education, Fair Lending Practices, and Fair Rental Housing Practices. Specific actions to be undertaken by the subcommittees include an analysis of the Home Mortgage Disclosure Act (HMDA) data for fair lending, a survey of renters of color to determine the factors involved in their choice of residence, meetings with municipal officials to discuss fair housing and the development of a public education campaign to increase awareness of the importance of fair housing.

The Fair Housing Action Committee is presently developing an Action Plan for 2001 to determine additional steps to be taken to implement uncompleted action items in the *Analysis*, and to review the *Analysis* and its findings to determine if any revisions are necessary.

## Attachment C

### Resident Advisory Board

Name Municipality	Age	Race/Ethnicity	Program	Date Admitted
Lillian Alicea Quarryville	26	White Hispanic	Certificate/ FSS Enrollee	8/1/1998
Vickie Benites Warwick Township	47	White Non-Hispanic	Mod Rehab	6/1/1985
Jamie Brown Lititz	41	White Non-Hispanic	Voucher	6/1/1999
Pamela Graybill Lancaster Twp.	40	White Non-Hispanic	Voucher FSS Enrollee	1/1/1995
Guilene Gregg Manheim Twp.	39	Black Non-Hispanic	Voucher	11/1/1999
Shirley Johnson Earl Township	55	White Non-Hispanic	Certificate	11/1/1993
Lorraine Weatherholz Elizabethtown	79	White Non-Hispanic	Certificate	2/1/1989

## **Attachment D**

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

The Lancaster County Housing Authority intends to offer a limited number of Section 8 tenants the opportunity to participate in the Section 8 Homeownership Program. The Housing Authority is in the process of developing full program guidelines in accordance with the final rule published in the Federal Register on September 12, 2000. The program will be offered on a first-come, first-served basis for eligible tenants.

The Housing Authority will work in cooperation with the Lancaster Housing Opportunity Partnership (offers downpayment and closing cost assistance and homebuyer education programs) and possible Tabor Community Services, Inc. (provides post-purchase counseling and budgeting services).

The Housing Authority's program will establish a minimum homeowner downpayment requirement of at least 3 percent and require that at least 1 percent of the downpayment come from the family's resources.

The Housing Authority will also require eligible participants to complete a homebuyer education program offered through the Lancaster Housing Opportunity Partnership, on another program approved by the Housing Authority.

When complete program details are finalized, tenants will be informed of the opportunity to participate in this program. The Housing Authority intends to limit the initial number of tenants participating to no more than 25. Program operations will be closely monitored and an evaluation of the program will be completed prior to July 1, 2002 to determine if the program should be expanded.

