

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

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

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

PHA Plan Agency Identification

PHA Name: Housing Authority of the City of York

PHA Number: PA022

PHA Fiscal Year Beginning: (mm/yyyy) 10/2000

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: (717) 845-2601
- 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: 31 S. Broad Street, York, PA
- 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: 31 S. Broad Street, York, PA
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004

[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.
- X The PHA's mission is: (state mission here)

The York Housing Authority aims to provide safe, decent, affordable housing opportunities to people who are eligible, in a manner that encourages self-sufficiency.

B. Goals

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

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

- X PHA Goal: Expand the supply of assisted housing
Objectives:
- X Apply for additional rental vouchers: 250, subject to availability.
 - X Reduce public housing vacancies that occur as a result of lease violation(s) by 10%: Implement more strict screening criteria for admissions; increase awareness of services for residents in jeopardy of eviction.
 - X Leverage private or other public funds to create additional housing opportunities: Create 50 additional housing opportunities by 2004.
 - X Acquire or build housing units: 25, subject to funding availability.
 - X Other (list below)
 - Apply for Low-Income Housing Tax Credit allocation by 3/31/02.
 - Investigate opportunities to expand YHA housing programs to provide transitional housing – through a public/private collaboration.

- X PHA Goal: Improve the quality of assisted housing
- Objectives:
- X Maintain quality public housing management: (PHAS score) 85% or better
 - X Maintain a voucher management SEMAP score of 85% or better.
 - X Increase customer satisfaction:
 - Improve communication with residents
 - Train staff on customer satisfaction importance and techniques
 - Monitor the level of customer satisfaction and provide additional training as needed.
 - X Concentrate on efforts to improve specific management functions:
 - Amend job descriptions and overall staffing to meet the current and projected needs of the Authority.
 - Improve and maintain technical support
 - Continue staff training on: Applicable regulations, management skills, technical skills
 - Improve average unit turnaround time to 30 days, minimum
 - Increase public housing rents collected by 5%.
 - Maintain the public housing occupancy rate of 97% or better.
 - Achieve and maintain a Section 8 lease-up rate of 95% or better.
 - Improve marketability of the public housing program, as measured by the reduction in housing offer refusals and the wait list demographics.
 - X Renovate or modernize public housing units in accordance with capital needs, subject to the availability of funds.
 - X Monitor the need to demolish or dispose of obsolete public housing at Codorus Homes and Parkway Homes sites.
 - X Provide replacement public housing, if public housing units are demolished or disposed of.
 - X Provide replacement vouchers if public housing units are demolished or disposed of and replacement public housing is not available.
 - Other: (list below)

- X PHA Goal: Increase assisted housing choices
- Objectives:
- X Provide voucher mobility counseling: Pre-counsel all voucher holders. Provide additional counseling for those expressing a need.
 - X Conduct outreach efforts to potential voucher landlords: Maintain or increase existing level of landlord participation. Outreach will be targeted to areas where there is no concentration of poverty.
 - X Increase voucher payment standards, as needed: Monitor annually.

- X Implement voucher homeownership program within 12 months of final regulations being published. Collaborate with public and private partners, especially in an effort to increase homeownership in the City of York.
- X Implement public housing or other homeownership programs:
 - Annually, assess the feasibility of converting public housing to homeownership.
 - Continue to implement existing Turnkey III Homeownership program, revising said program in accordance with HUD guidelines to increase sales. Sell 10 homes by 9/30/03.
- X Implement public housing site-based waiting lists, if and where determined feasible.
- X Convert public housing to vouchers, if determined appropriate.
- Other: (list below)

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

- X PHA Goal: Provide an improved living environment
 - Objectives:
 - X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: increase number of higher income public households by 10% of the existing level.
 - X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments, if any.
 - X Implement public housing security improvements:
 - Monitor all sites on an ongoing basis for needed physical security improvements.
 - Complete improvements, subject to funding availability.
 - Provide contract police and security service patrols of sites determined to be at risk.
 - Improve compliance by residents to not break security breaches.
 - X Designate developments or buildings for particular resident groups (elderly, persons with disabilities): review feasibility by 9/30/01; implement in accordance with feasibility by 9/30/03.
 - X Other: (list below)
 - Apply for rental subsidies, when available and eligible, to control the level of non-elderly disabled in buildings initially constructed for elderly.
 - Collaborate wherever possible with other agencies/providers to improve the quality of life in all communities within and surrounding our public housing developments.

- Work to increase the number of transfers of public housing residents to accommodate household size: Increase annual transfers by at least 5 per year over the first 3 years of the 5 year period.

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

- X PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
- X Increase the number and percentage of employed persons in assisted families: increase by 10% (22) of the existing number of family members employed by 9/30/02.
 - X Provide or attract supportive services to improve assistance recipients' employability: maintain or increase existing level of services, subject to funding availability.
 - X Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Collaborate with local agencies in the provision of services
 - Strive to develop/convert all or a portion of the existing public housing, elderly high-rise (449 E. King Street, York, PA) into an assisted living facility.
 - Apply for funding as it becomes available for the provision of services.
 - Other: (list below)

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

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
- X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability.
 - X 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.
 - X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2000

[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.

Not applicable.

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:

- A. Admissions Policy for Deconcentration (pa022a01)
- C. FY 2000 Capital Fund Program Annual Statement
- n/a Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- B. PHA Management Organizational Chart (pa022b01)
- D. FY 2000 Capital Fund Program 5 Year Action Plan
- F. Public Housing Drug Elimination Program (PHDEP) Plan (pa022f01)
- n/a Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) - IS INCLUDED IN PLAN TEXT.
- X Other (List below, providing each attachment name)
 - E. Community Service or Self-Sufficiency Work Activities Requirement Policy (pa022e01)

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.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan (York City and York County)	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	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
X	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
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	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
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	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 2/199 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and	Annual Plan: Eligibility, Selection, and Admissions Policies
X	2. Documentation of the required deconcentration and income mixing analysis	
X	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
N/A	Schedule of flat rents offered at each public housing development (Propose to have flat rents in place by 9/30/01.) <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	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
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	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
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component

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 (YORK CITY, only) by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1,935	5	3	3	3	3	3
Income >30% but <=50% of AMI	1,138	4	4	3	3	4	3
Income >50% but <80% of AMI	369	2	5	5	3	5	3
Elderly	735	5	1	2	4	1	4
Families with Disabilities	N/A	N/A	N/A	5	5	N/A	4
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

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.)

X 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:
- Other sources: (list and indicate year of information)

Housing Needs of Families in the Jurisdiction (YORK COUNTY, exclusive of York City) by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1,725	5	4	4	1	2	5
Income >30% but <=50% of AMI	2,113	5	4	4	1	3	4
Income >50% but <80% of AMI	4,255	5	4	4	1	3	4
Elderly	6,178	5	4	4	3	2	3
Families with Disabilities	N/A	5	5	4	5	2	3
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

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:
- Other sources: (list and indicate year of information)

Housing Needs of Families in the Jurisdiction (CITY AND COUNTY DATA) by Family Type							
Family Type	Overall (Totals)	Afford- ability (Ave.)	Supply (Ave.)	Quality (Ave.)	Access- ibility (Ave.)	Size (Average)	Loca- tion (Ave.)
Income <= 30% of AMI	3,693	5	3.5	3.5	2	2.5	4
Income >30% but <=50% of AMI	3,251	4.5	4	3.5	2	3.5	3.5
Income >50% but <80% of AMI	4,624	3.5	4.5	4.5	2	4	3.5
Elderly	6,913	5	2.5	3	3.5	1.5	3.5
Families with Disabilities	N/A	5	5	4.5	5	2	3.5
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

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:
- 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. **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)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- 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	992		
Extremely low income <=30% AMI	687	69.25%	
Very low income (>30% but <=50% AMI)	300	30.25%	
Low income (>50% but <80% AMI)	5	.50%	
Families with children			
Elderly families			
Families with Disabilities			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)? <u>While not closed now, was closed 3/1/95 through 5/1/98 and 8/1/98 through 1/2/00.</u>	
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes	

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,317		
Extremely low income <=30% AMI	1,028	78%	
Very low income (>30% but <=50% AMI)	250	19%	
Low income (>50% but <80% AMI)	39	3%	
Families with children	816	62%	
Elderly families	263	20%	
Families with Disabilities	88	7%	
Race/ethnicity			

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	512	38%	
2 BR	516	39%	
3 BR	264	20%	
4 BR	22	1.7%	
5 BR	3	.3%	
5+ BR	N/A		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input 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

- X Employ effective maintenance and management policies to minimize the number of public housing units off-line
- X Reduce turnover time for vacated public housing units – Reduce Average by at least 8 days
- X Maintain or 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
- X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the County of York.
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- X 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 – N/A Owner Screens.
- X Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- X Other (list below)
 - Increase number of public housing transfers to accommodate household size by 5 during this period.

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

Select all that apply

- X Apply for additional section 8 units should they become available
- X Collaborate with others to Leverage affordable housing resources in the community through the creation of mixed - finance housing, subject to funding availability
- X Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- X Other: (list below)
 - Investigate opportunities to collaborate in the effort to meet the need for transitional housing

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

- X Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing (Current requirement is 40% of those newly housed.)
- X Meet the HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance (Current requirement is 75% of those newly housed.) NOTE: CURRENT WAIT LIST SHOWS 75% GOAL MAY BE ACHEIVABLE, BUT IT MAY BE DIFFICULT TO EXCEED 75% BY MORE THAN SEVERAL PERCENTAGE POINTS.
- X Employ admissions preferences aimed at families with economic hardships. In Section 8 Program, to meet the HUD federal targeting requirement, families that exceed the 30% of AMI may be passed over for those that do not. In the Public Housing Program, applicants will be housed in accordance with the Income Ranges stated in the Admission and Occupancy Policy.
- X 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

- X Employ admissions preferences aimed at families who are working (Broad Range of Income Policy)
- X 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

- X Determine Feasibility to seek designation of public housing for the elderly
- X Apply for special-purpose vouchers targeted to the elderly, should they become available, if the special-purpose meets the needs and does not interfere with our ability to lease our current public housing efficiency and one-bedroom units.
- Other: (list below)

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
- X Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing and the needs of those at the top of our Public Housing wait list, subject to financial feasibility.
- X Apply for special-purpose vouchers targeted to families with disabilities, should they become available and/or designate 15% of new (non-special purpose vouchers, if received, to persons with disabilities.
- X 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
- X Other: (list below)
 - The City of York and County of York completed the Housing Needs Charts above. Race/ethnicity information is not provided. We will work with the City and County to begin the process of acquiring this information. The new census will show a significant change in these statistics compared to 1990's.

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- X Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- X 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)

1. Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$ 1,937,069 *	
b) Public Housing Capital Fund	\$ 1,837,671 *	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$ 6,170,304 *	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$ 250,082 *	
g) Resident Opportunity and Self-Sufficiency Grants	\$ 50,000 * **	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)		
Section 8 FSS Funds VOOF01	\$ 38,436 *	Section 8
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Comp Grant 707	\$ 147,497 *	Public Housing
Comp Grant 708	\$ 1,492,408 *	Public Housing
EDSS (if HUD grants an extension through 5/31/01)	\$ 219,398 *	Public Housing & Section 8 Programs
3. Public Housing Dwelling Rental Income		
Based on FYE 9/30/99	\$ 2,563,878 *	Public Housing
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	\$14,706,743 *	

*Based on information available at the time this Plan was prepared.

**\$50,000 of a \$200,000 ROSS grant (3 year term) we applied for in May 2000 to fund services for the elderly/disabled residing in Public Housing.

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
X When families are within a certain time of being offered a unit: 3-4 months
X Other: (describe) When a handicap design unit becomes vacant.

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

- X Criminal or Drug-related activity
X Rental history
X Housekeeping
X Other (describe) Ability to meet financial obligations.

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

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

e. Yes X 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)

- X Community-wide list
 Sub-jurisdictional lists
X Site-based waiting lists, if determined feasible
X Other (describe) Income ranges.

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

- X 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
(One list for the scattered site units in Hanover Borough and one list for projects PA22-16, 23, and 33, The Fairmont, Fairmont Village, and Fielding Way)

2. X 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? 2

3. X Yes No: May families be on more than one list simultaneously
If yes, how many lists? One (1) "site-based" list and the list for developments that are not "site-based"

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

- X 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)

- X One
 Two
 Three or More

b. Yes X 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: Applicants are permitted to refuse a housing offer and stay at the top of the list if the dwelling is not located in the area where the applicant works or attends employment training.

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- X Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- X Other: (list below)
 - Handicap accommodations.
 - When occupancy reaches 98.5% for two consecutive months

c. Preferences

1. X 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
- X Residents who live and/or work, or are being trained to work, in the jurisdiction

- Those enrolled currently in educational, training, or upward mobility programs
- X Households that contribute to meeting income goals (broad range of incomes)
- X Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- X Other preference(s) (list below) 25% of new admissions, within any fiscal year, for otherwise eligible applicants that are certified as nearing the satisfactory completion of a transitional housing program and determined by the program's administrator as being ready for permanent housing.

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

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
- 1 Residents who live and/or work, or are being trained to work, in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- 1 Households that contribute to meeting income goals (broad range of incomes)
- 1 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) 25% of new admissions, within any fiscal year, for otherwise eligible applicants that are certified as nearing satisfactory completion of a transitional housing program and determined by the program administrator as being ready for permanent housing.

4. Relationship of preferences to income targeting requirements:

- X 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)

- X The PHA-resident lease
- X The PHA's Admissions and (Continued) Occupancy policy
- X PHA briefing seminars or written materials
- X Other source (list) Tenant 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
- X Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

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

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

NOTE: The PH Admission and Occupancy Policy was revised to incorporate the income targeting requirements (at least 40% of newly housed be households with income at or below 30% of median income), and, that we strive to avoid a concentration of very low-income families in any one housing development.

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

- Adoption of site-based waiting lists
- If selected, list targeted developments below:

Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- X Criminal or drug-related activity to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- X More general screening than criminal and drug-related activity (list factors below)
- X Other (list below)
- (1) Money owed to the Housing Authority
- (2) Evicted from Public Housing
- b. X Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. X Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? If necessary.
- d. Yes X 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)
- X Criminal or drug-related activity
- X Other (describe below)
- Name and address of former LL's while in the program.

(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
- X 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)
- X 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 such as hospitalization
- Unit or lease failed YHA' approval
- Landlord is temporarily not obtainable
- Family is disabled and unable to find acceptable unit
- Family filed an Equal Opportunity complaint

See the Section 8 Administrative Plan for more details about these circumstances.

(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
- X 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)
- X Households that contribute to meeting income requirements (targeting), if necessary
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- X Other preference(s) (list below) If they are a one or two-person family who is elderly, disabled or displaced, before other single families.

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 1 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)
- 1 Households that contribute to meeting income requirements (targeting), if necessary
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes

1 Other preference(s) (list below) A one or two-person family who is elderly, disabled or displaced before other single families.

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 will apply preferences within income tiers if necessary

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)

- Notices to agencies serving the special-purpose population

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---

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

b. Minimum Rent

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

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

2. Yes X 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 X 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:

X Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

- 10% of earned income is deducted

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

X 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)

X For all developments

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
- X Fair market rents (FMR)
- 95th 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)_____
- X Other (list below)
 - When family composition or income source changes.
 - Tenant option to report income decreases.

g. Yes X 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.)

- X The section 8 rent reasonableness study of comparable housing (Flat Rents will be in place by 9/30/01)

- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

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
- X 100% to 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
- X Reflects market or submarket
- X 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)

- An adult family member with income leaves the household for longer than two (2) months

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 (pa022b01).
 A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1072	200
Section 8 Vouchers	688	110
Section 8 Certificates	567	105
Section 8 Mod Rehab	72	12
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Mod Rehab SRO	56	25
Family Unification Pgm	19	5
Public Housing Drug Elimination Program (PHDEP)	405	N/A
Other Federal Programs(list individually)		
Turnkey III Homeown.	28	2

C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (list below)

- Admission and Occupancy Policy
- Grievance Procedures
- Policy and Procedure for Resident Initiatives
- Tenant's Accounts Receivable Policy
- Repeated Late Payment Policy
- Live-In Aide Policy
- Pet Policy

PH policies, manuals, etc. continued:

- Abuse Policy
- Smoke Detector Policy
- Paint Policy
- Pool Policy
- Vandalism Policy
- Document Disclosure Policy
- Lease
- Tenant Handbook
- Maintenance Plan (includes description of any measures in place for the prevention or eradication of pest infestation (which includes cockroach infestation))
- De-concentration Policy
- Community Service or Self-Sufficiency Work Activities Requirement Policy

(2) Section 8 Management: (list below)

- Section 8 Administrative Plan
- Document Disclosure Policy
- De-concentration Policy

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 X 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
- X PHA development management offices
- Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes X 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)
- X PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79 (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:

- X The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment C. PHA Plan Table Library
- 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. X 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:

X The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment D. - Optional 5 Year Action Plan for Capital Fund

-or-

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

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

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

Yes X 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:

IN PLANNING PROCESS ONLY – NO SPECIFICS
AVAILABLE AT THIS TIME

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

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. X 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 X 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.

Designation of Public Housing Activity Description	
1a. Development name:	Broad Park Manor
1b. Development (project) number:	PA22-5b
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	(10/01/00)
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	281
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" 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.

Conversion of Public Housing Activity Description	
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) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	None
1b. Development (project) number:	PA22-6 and 7 Currently a Turnkey III Homeownership Program – Not Public Housing.
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input checked="" type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)

<p>3. Application status: (select one)</p> <p><input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program</p> <p><input type="checkbox"/> Submitted, pending approval</p> <p><input checked="" type="checkbox"/> Planned application</p>
<p>4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (03/31/2001)</p>
<p>5. Number of units affected: 17</p> <p>6. Coverage of action: (select one)</p> <p><input checked="" type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria below:

- Have not finalized these plans. Proposed to have in place prior 9/30/01.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 04/26/00

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

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

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)

- X Public housing rent determination policies
- X 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

X 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.)

Services and Programs				
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)
<i>Economic Development/ Support Services (EDSS) Program</i>	<i>66 adults 120 children</i>	<i>Upon Request</i>	<i>Jefferson Center site, with all other YHA sites being able to provide referrals.</i>	<i>Public Housing only</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	9	9 (as of 06/20/00)
Section 8	50	23 (as of 06/20/00)

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

The YHA Board adopted Community Service or Self-Sufficiency Work Activities Policy is attached as Attachment E (pa022e01)

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.

YHA is High Performer - Skip to D. on next Page.

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
 - High incidence of violent and/or drug-related crime in some or all of the PHA's developments

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

2. What information or data did the PHA used 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)

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

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)

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- X Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- X Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- X Yes No: This PHDEP Plan is Attachment F (pa022f01).

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

All proposed activities are addressed elsewhere in this 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. X 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)
- X Provided below: Taken directly from the written document submitted to the York Housing Authority on June 13, 2000. Page numbers referenced on the comments were taken from the Draft Plan.

The Resident Advisory Board respectfully submits the following comments concerning the Agency 5-Year and Annual plans.

1. We would like to see Section 8 residents have the opportunity to form a resident council.
2. We believe it is necessary to pursue every way possible to raise incomes from within the existing resident body. (See Annual Plan pg. 19)
3. We would like the Resident Advisory Board and the Tenants for Fair Housing to participate in the selection process of the resident who will sit on the Board of Directors. We also feel that the resident on the board should attend the Resident Advisory Board meetings. (See Annual Plan pg. 44)
4. We hope to see a homeownership program for public housing residents in the county as soon as possible. (See Annual Plan pg. 36-37)
5. We strongly suggest that the Housing Authority work to increase the number of transfers of residents who are over the occupation limit for their unit. (See Annual Plan pg. 16-17)
6. We would have liked to have had more time to review and educate ourselves concerning the 5 year and Annual plans.

The Resident Advisory Board understands that we have until July 10th to respond to the Community Service Requirements.

Signed by Torry Sullivan, President, and Vandalyn L. Claiborne, Vice-President on June 12, 2000

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.
- X The PHA changed portions of the PHA Plan in response to comments
List changes below:

Regarding #5, Under the 5-Year Plan, on page 3, HUD Strategic Goal: Improve community quality of life and economic vitality, the YHA added: Work to increase the number of transfers of public housing residents to accommodate household size: Increase annual transfers by at least 5 per year over the first 3 years of the 5 year period.

All other comments will be taken under consideration during the implementation of the actions proposed in the Agency Plan.

- #1 -We will work with Section 8 Residents to form their own council if there is interest.
- #2 – This is in reference to Deconcentration and Income Mixing. The YHA agrees it is important to increase the incomes of the existing resident body and believe the family self-sufficiency activities and admission and occupancy policies adopted will result in such an increase.
- #3 – This is acknowledged.
- #4 – This is acknowledged.
- #6 – This is acknowledged. The RAB was formed in January 2000, meeting two times a month in February, March and April to learn about the YHA and the Agency Plan process. The RAB was given a copy of the blank template in March and the Draft Plan on April 26, 2000. Comments were due June 13. The RAB met May 10, 24, June 7, and 12 to review the plan and prepare comments. We believe they did a great job, giving a good deal of time to the process, which is greatly appreciated by the YHA. The RAB will continue to meet to increase membership and learn as much as possible, putting them in a better position to provide input for the next annual plan.

X Other: (list below)

The YHA received two comments during the 45-day comment period, one written and one verbal, from people who are not members of the RAB. The verbal comment, received at the public hearing from an employee of a local homeless shelter, was to provide more opportunities for the homeless. The written comment was from an employee of a local domestic violence shelter, asking to provide more opportunities for victims of domestic violence in hope of limiting the number of victims that return to the violent situation they left. We believe the plan addresses these issues to the degree the YHA feels comfortable with at this time.

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

1. Yes X 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 X 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.)

Note: A Public Housing Resident was appointed to the PHA Board by the appointing authority (City of York – Mayor with Council approval) in 1995.

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 York)**

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)

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

3. Other: (list below)

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

1. Consolidated Plan jurisdiction: **(County of York, exclusive of the City of York)**

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)

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

3. Other: (list below)

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

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.

- A. Admissions Policy for Deconcentration (pa022a01)**
- B. YHA Management Organizational Chart (pa022b01)**
- C. FY2000 Capital Fund Program Annual Statement**
- D. 5-Year Action Plan for Capital Fund**
- E. Community Service or Self-Sufficiency Work Activities Requirement Policy (pa022e01)**
- F. Public Housing Drug Elimination Program Plan (pa022f01)**
- G. Certifications by Local Jurisdictions (City of York and County of York) of PHA Plans Consistency with the Consolidated Plans**

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number 709 FFY of Grant Approval: (09/2000)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	200,000
4	1410 Administration	180,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	100,000
8	1440 Site Acquisition	
9	1450 Site Improvement	221,000
10	1460 Dwelling Structures	949,700
11	1465.1 Dwelling Equipment-Nonexpendable	27,000
12	1470 Nondwelling Structures	36,000
13	1475 Nondwelling Equipment	13,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	25,000
19	1502 Contingency	85,971
20	Amount of Annual Grant (Sum of lines 2-19)	1,837,671
21	Amount of line 20 Related to LBP Activities	

22	Amount of line 20 Related to Section 504 Compliance	10,000
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	0

TOTAL GRANT \$1,837,671

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PA22-2	Replace Storm Doors	1460	43,200
	Replace Fences	1450	35,000
PA22-3	Site Improvements	1450	30,000
	Exterior Improvements	1460	270,000
	Replace Fences	1450	65,000
PA22-4	Replace Fences	1450	50,000
PA22-5B	Replace windows 440 Bldg.	1460	392,000
	Emergency Pull cords in L.R.	1460	55,000
	Carpet Basement Comm. Rm.	1460	10,500
	Replace drapes in basement Comm.Rms.	1460	1,000
	Reupholster chairs in Comm.Rms.	1460	4,500
	Paint Laundry Rooms	1460	1,000
	Put fans from Liv.Rm to Bedroom	1460	42,000
	Replace 16 showers in 449 E. King	1460	80,000
PA22-5B	New Furniture Game Rm.	1475	2,000

White Rose Center	Replace Tile in Comm.Rms.	1470	5,500
	Replace Drapes	1470	3,000
	Re-anchor patio hand rails	1470	2,500
	Picnic Tables	1475	1,000
	Cut curb for wheelchair ramp	1450	1,000
	Carpet	1470	10,000
	Replace A/C Unit	1470	15,000
PA22-12	Computer Equipment	1475	10,000
PA22-13	Replace Storm Doors	1460	12,000
	Sand/Paint Trim	1460	5,000
	Power Wash Siding	1460	2,500
PA22-16	Resurface Parking Area	1450	20,000
PA22-17	Carpet halls	1460	20,000
PA22-18	Resurface Parking Areas	1450	20,000
	Add Handicap Spaces		

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Housing Authority Wide	ADA/504 Improvements	1460	10,000
Housing Authority Wide	Development Planning/Consultant	1498	10,000
Housing Authority Wide	Appliances	1465.1	27,000
Housing Authority Wide	Management Improvements:		
	Resident Initiatives & Quality of Life Programs	1408	\$90,000
	Provide Security Services at BPM & Jefferson Center	1408	\$56,500
	Home Skills and Budget Counseling	1408	\$8,000
	Occupancy/Management Handbook	1408	\$6,500
	Computer Training	1408	\$4,000
	Supervisory Training	1408	\$2,500
	Ongoing Employee Training	1408	\$10,000
	Reduce Unit Turnaround Time	1408	\$7,500
	Participation in County's Centralized Intake Computer System	1408	\$15,000

Annual Statement

Table Library

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PA22-2	12/2002	12/2003
PA22-3	12/2002	12/2003
PA22-5B	12/2002	12/2003
PA22-12	12/2002	12/2003
PA22-13	12/2002	12/2003
PA22-16	12/2002	12/2003
PA22-17	12/2002	12/2003
PA22-18	12/2002	12/2003
Housing Authority	12/2002	12/2003
Wide	12/2002	12/2003
Management Improve.		

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal years. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA22-1	Codorus	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Repair/replace concrete porches			48,000	2002
Replace copper pipes in boiler rooms			24,000	2003
Replace domestic hot water lines			25,000	2003
Kitchen Cabinets			120,000	2003
Remove Asbestos			240,000	2003
Provide new appliances			45,000	2003
Replace Storm Doors			28,800	2004
Refinish Hardwood Floors (when vacant)/fix cracks			20,000	2004
New Playground Equipment			20,000	2004
Total estimated cost over next 5 years				

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA22-2	Wellington	2	3%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Kitchen Cabinets		180,000	2001
Repair/Replace Concrete Porches		108,000	2002
Replace expansion tanks		12,000	2003
Burglar Alarm Shop II		3,000	2004
New Playground Equipment		25,000	2004
Total estimated cost over next 5 years			

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA22-3	Parkway	5	3%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Site Improvements		50,000	2001
Exterior Improvements		250,000	2001
Install New Kitchens		373,633	2001
Site Improvements		50,000	2002
Façade Improvements		350,000	2002
Refinish Bathroom Vanities		25,000	2002
Redo Soffits over Stoves		20,000	2002
Cap all dryer vents		15,000	2002
Replace storm doors		112,800	2002
Jefferson – replace plexiglass in doors		2,000	2002
Jefferson – replace sidewalk/driveway in rear		10,000	2002
Jefferson – replace asphalt around building		7,500	2002
Jefferson – repoint bricks on North end		30,000	2002
Jefferson – paint exterior doors		1,000	2002
Jefferson – replace seal around window		1,500	2002
Jefferson – landscape around gas meters		500	2002
Jefferson – refinish hardwood floors		30,000	2002
Parkway Office – Burglar/Fire Alarm System		8,000	2004
16 – 1BR Units – Intercom System		12,000	2004
16 – 1BR Units – Paint		18,000	2004
Replace sewer lines under 111 Lincoln		15,000	2004
Replace washer drains-end units; add cleanouts to end units		100,000	2004
Install new playground equipment		25,000	2004

Table Library

Total estimated cost over next 5 years		
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Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA22-4	Parkway Extended	1	1	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Install vanities in cottages			10,000	2002
Refinish vanities in family units			5,000	2002
Replace storm doors			51,600	2004
Total estimated cost over next 5 years				

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA22-5a	Codorus Extended	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace rear doors with solid doors			20,000	2002
Repair concrete porches			10,000	2002
Replace storm doors			7,200	2004

Total estimated cost over next 5 years		
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Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA22-5b	Broad Park Manor	2	1
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace windows at 133 Bldg.		450,000	2001
Install sprinkler system to include apartments		420,000	2003
Replace refrigerators		120,000	2003
Replace boiler room doors		3,000	2004
Replace fire alarm panel		9,675	2004
27 S. Broad - New burglar alarm		5,000	2004
Total estimated cost over next 5 years			

Optional 5-Year Action Plan Tables					
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
PA22-12	Scattered Sites	2	5		
Description of Needed Physical Improvements or Management Improvements				Estimated Cost	Planned Start Date (HA Fiscal Year)

Sand and paint wood porches	20,000	2002
Repaint wood trim	10,000	2002
Replace porch 414 W. North	2,500	2002
Replace basement steps 414 W. North	1,500	2002
Paint halls at 30 N. Hartley	1,000	2002
Weather strip doors at 30 N. Hartley	500	2002
Replace bath floor at 30 N. Hartley	1,500	2002
Refinish vanities at 30 N. Hartley	500	2002
Paint brick foundation at 30 Fulton St.	1,500	2002
Reflash roof at 20 George St.	1,500	2002
Repoint brick & paint at 417 Carlisle	5,000	2002
Paint exterior at 9 Pine St.	2,000	2002
Install sump pump at 7 Pine St.	1,000	2002
Paint exterior at 7 Pine St.	2,000	2002
Repair sidewalks	25,000	2002
Replace kitchen floors & cabinets – 3424-26 N. George St.	16,000	2002
Replace furnaces at 3424-26 N. George St.	6,000	2002
31 S. Broad St. – A/E study to renovate office space	15,000	2003
31 S. Broad St. – Office renovation	90,000	2004
Total estimated cost over next 5 years		

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA22-13	Wrightsville/W.Man.Twp.	1	5

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Install PVC Downspouts and install longer spashblocks-paint trim	10,000	2002
Replace shed doors	5,000	2004
Replace storm doors	12,000	2004
Replace windows	100,000	2004
Total estimated cost over next 5 years		

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA22-16	The Fairmont	5	7
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Cut vents to bedroom for air circulation		30,000	2002
New carpet all units & halls		45,000	2004
New stoves & refrigerators		56,000	2004
Total estimated cost over next 5 years			

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development

PA22-17	Springfield Apts.	1	1		
Description of Needed Physical Improvements or Management Improvements				Estimated Cost	Planned Start Date (HA Fiscal Year)
New carpet – all units				45,000	2004
Reupholster furniture				10,000	2004
New stoves & refrigerators				56,000	2004
New wallpaper – vestibule & halls				12,000	2004
Total estimated cost over next 5 years					

Optional 5-Year Action Plan Tables					
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
PA22-18	Stony Brook Manor	1	1		
Description of Needed Physical Improvements or Management Improvements				Estimated Cost	Planned Start Date (HA Fiscal Year)
Cut vents to bedroom to circulate air				30,000	2002
Reupholster furniture				10,000	2004
New carpet – all units				60,000	2004
New stoves & refrigerators				73,500	2004
Replace carpet in common areas				24,772	2004
Caulk brick joints				5,000	2004
Replace A/C units				63,000	2004
Total estimated cost over next 5 years					

Optional 5-Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA22-19	Glen Rock/Windsor	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace shower base and tile 22 W. Main St.			5,000	2004
Replace roof at 25 Church St.			4,000	2004
Repoint chimneys at 35A & 35B W. Main St.			7,000	2004
Total estimated cost over next 5 years				

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA22-23	Fairmont Village	1	4	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
New storm doors			12,500	2003
New windows			90,000	2003
New shed doors			6,250	2003
New siding on sheds			12,500	2003
Repair driveway – new curbs			2,000	2003
New water heaters			13,750	2004
Pans for water heaters			1,250	2004
Total estimated cost over next 5 years				

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA22-33	Fielding Way	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Exterior paint			10,000	2004
Fence along bank			15,000	2004
Total estimated cost over next 5 years				

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA22-36	Ridgefield Court	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Install fence along bank			12,000	2004
Total estimated cost over next 5 years				

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA22-37	Red Lion	1	10	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Split sewer lines in all units			61,633	2002
New roof – 100 Henrietta St.			4,000	2004
Total estimated cost over next 5 years				

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
N.A.	Housing Authority Wide	23	2	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)

Computer Equipment	8,000	2001
ADA/504 Accommodations	8,000	2001
Development/Planning Consultants	25,000	2001
Appliances	37,000	2001
Management Improvements	800,000	2001-2004
Contingency	76,038	2001
Computer Equipment	10,000	2002
ADA/504 Accommodations	8,000	2002
Development/Planning Consultants	25,000	2002
Appliances	37,000	2002
Funds for Development	60,000	2002
Contingency	72,238	2002
Computer Equipment	10,000	2003
ADA/504 Accommodations	8,000	2003
Development/Planning Consultants	25,000	2003
Appliances	25,633	2003
Funds for Development	60,000	2003
Contingency	84,788	2003
Computer Equipment	10,000	2004
ADA/504 Accommodations	8,000	2004
Development/Planning Consultants	25,000	2004
Appliances	37,000	2004
Funds for Development	75,600	2004
Contingency	132,104	2004
Total estimated cost over next 5 years		

Table Library

Housing Authority of the City of York

De-concentration Policy

Purpose

The purpose of this policy is to state, in writing, the Housing Authority of the City of York's policies on the de-concentration of low-income families through the housing programs it administers.

General Principles

The Housing Authority of the City of York, hereafter referred to as Authority, recognizes the need to administer its housing programs in a manner that does not lead to the concentration of low-income households in any public housing development, in the case of the Public Housing Program, or census tract, in the case of the Section 8 Rental Assistance Program.

The Authority's 1978 Agreement with the County of York to administer its programs County-wide, outside the City of York, offers participants in the programs many opportunities to live in areas of the County that otherwise may not be available to them.

Policies

Public Housing Program:

In accordance with the Admission and Occupancy Policy, the Authority will administer the Public Housing Program in a manner that strives to avoid a concentration of very low-income families in any one housing development. Twice annually, the level of very low-income households will be calculated for each development. Preferences will be given for households that meet the desired level of representation based on the "Income Ranges" in the Admission and Occupancy Policy. This will be done in a manner that conforms to regulations on income targeting.

Future development of low-income housing will take into consideration the goal of creating a mixed income development/neighborhood. Site selection, the size of the development and the financing requirements will be decided with this goal in mind.

Section 8 Rental Assistance Program

In accordance with the Section 8 Administrative Plan, the Authority promotes freedom of housing choice and spatial de-concentration of very low-income families of all races and ethnic backgrounds. Throughout the Plan, procedures are in place to encourage families to search for housing in areas throughout the County of York without low income or minority concentrations. Annually, the Authority will monitor the level of families residing in low poverty census tracts, and, high minority census tracts; and, if needed, amend procedures to insure a satisfactory level of residency in these areas. All procedures will be followed in a manner that conforms to regulations on income targeting.

HOUSING AUTHORITY OF THE CITY OF YORK

Board of Commissioners
(five members)

Solicitor

Executive Director

Deputy Executive Director

Executive Secretary

Computer Systems Analyst I Administrative Officer I

Clerk Typist II (2)

Administrative Officer I

Maintenance Supervisor

Comptroller

Section 8 Coordinator

Tenant Selection/
Occupancy Supervisor

Purchasing Agent

Clerk Typist II (2)

Sr. Accountant

Asst. Project Mgr.

Housing Inspector

Admin. Asst.

Project Manager

Working Foremen

Accountant

Clerk Typist III

Clerk Typist III

Asst. Project Manager

Mechanics

Acctg. Assistants

Clerk Typist II

Management Aide

Maintenance Aides

Clerk Typist II

Laborer/Janitors

County Social Work Supervisor

Resident Init. Coord. (2)

County Casework Supervisor

Activity Assistant

County Caseworker 2

County Caseworker 1

Administrative Assistant

COMMUNITY SERVICE or SELF-SUFFICIENCY WORK ACTIVITIES REQUIREMENT POLICY

Purpose

The purpose of this policy is to state in writing the policies adopted by the Housing Authority of the City of York, hereafter referred to as the YHA, in compliance with the Community Service or Self-Sufficiency Work Activities required by law and subsequent federal regulations.

Background

The Quality Housing and Work Responsibility Act of 1998 requires each non-exempt adult resident of public housing to contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or participate in an economic self-sufficiency program for 8 hours per month. The Department of Housing and Urban Development (HUD) issued a Proposed Rule regarding this portion of the Act on April 30, 1999 and published a Final Rule on March 29, 2000.

Effective Date of Implementation

Procedures set forth in this policy will be effective with public housing residents newly housed on October 1, 2000 or after, and, current public housing residents with reexamination dates effective October 1, 2000 or after.

General Requirements

Service Requirements

Except for any family member who is an exempt individual, as defined under Definitions below, each adult resident of public housing must:

- (1) Contribute 8 hours per month of community service (not including political activities); or
- (2) Participate in an economic self-sufficiency program for 8 hours per month; or
- (3) Perform 8 hours per month of combined activities as described in
(4) and (2) above.

Family Violation of Service Requirement

Violation of the service requirement is grounds for nonrenewal of the lease at the end of the twelve-month lease term, but not for the termination of tenancy during the course of the twelve-month term. Procedures outlined in this policy under “Assurance of Resident Compliance” describe actions required prior to lease termination.

Definitions

Community Service. The performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

Exempt Individual. An adult who:

- (1) Is 62 years or older;
- (2) Is a blind or disabled individual, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416 (i)(1); 1382c), and who certifies that because of this disability she or he is unable to comply with the service provisions of this subpart, or, is a primary caretaker of such individual;
- (3) Is engaged in work activities;
- (4) Meets the requirements for being exempted from having to engage in work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C 601 et seq.) or under any other welfare program of the State of Pennsylvania, including a State-administered welfare-to-work program; or
- (5) Is a member of a family receiving assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State of Pennsylvania, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

Service Requirement. The obligation of each adult resident, other than an exempt individual, to perform community service or participate in an economic-self sufficiency program required in accordance with the general requirements set forth above.

Administration

- The YHA will determine which family members are subject to or exempt from the service requirement. This will be done at the time of the eligibility interview for applicants, and by the Housing Management staff at time of reexamination, or at any time that the resident informs the YHA, in accordance with lease requirements, of changes in household composition and/or income.
- The YHA will give the family a written description of the service requirement, and of the process for claiming status as an exempt person, and the process in which the YHA will verify the exempt status.
- The YHA will notify the family of its determination identifying the family members who are subject to the service requirement, and the family members who are exempt persons. The notification will include:
 - (1) An opportunity to appeal the YHA determination within 10 calendar days of the date on the letter of determination;
 - (2) Information regarding local opportunities for community service and self-sufficiency activities;
 - (3) A form the non-exempt family member may complete and use to assist in the search for community service.
 - (4) A response form the family will be required to complete and return to the YHA stating the proposed activity(ies) of the non-exempt family member and a brief description of the activity(ies).
- The YHA, or its contractor, shall review family compliance with service requirements, verifying such compliance annually at least thirty days before the end of the twelve-month lease term. If qualifying activities are administered by an organization other than the YHA, the YHA shall obtain verification of family compliance from such third party.
- The YHA, and its contractor, if applicable, shall comply with all nondiscrimination and equal opportunity requirements.

Assurance of Resident Compliance

Third-Party Certification: If qualifying activities are administered by an organization other than the YHA, a family member who is required to fulfill a service requirement must provide signed certification to the YHA by such other organization that the family member has performed such qualifying activities.

Notice of Noncompliance: If the YHA determines that there is a family member who is required to fulfill a service requirement, but who has violated this family obligation, the YHA will notify the tenant of this determination. The notification shall:

- (1) Include a brief description of the noncompliance;
- (2) Include a warning that the YHA will not renew the lease at the end of the twelve month lease term unless:
 - (A) the tenant, and any other noncompliant resident, enter into a written agreement with the YHA, in the form and manner decided by the YHA, to cure the noncompliance, and in fact cure such noncompliance in accordance with such agreement; or
 - (B) the family provides written assurance satisfactory to the YHA that the tenant or other noncompliant resident no longer resides in the unit
- (3) State that the tenant may request a grievance hearing on the YHA determination, in accordance with the YHA grievance policy, and that the tenant may exercise any available judicial remedy to seek timely redress for the YHA's nonrenewal of the lease because of such determination

Tenant Agreement to Comply with Service Requirement. If the tenant or another family member has violated the service requirement, the YHA may not renew the lease upon expiration of the term unless:

- (1) The tenant, and any other noncompliant resident, enter into a written agreement with the YHA, in a form and manner required by the YHA, to cure such noncompliance by completing the additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve-month term of the new lease, and
- (2) All other members of the family who are subject to the service requirement are currently complying with the service requirement or are no longer residing in the unit.

Prohibition Against Replacement of PHA Employees

In implementing the service requirement under this subpart, the PHA may not substitute community service or self-sufficiency activities performed by residents for work ordinarily

performed by YHA employees, or replace a job at any location where residents perform activities to satisfy the service requirement.

Conformance with Regulations

It is the intention of the YHA that this policy at all times conforms with mandatory provisions found in Federal Regulations. Therefore, any mandatory provisions not specifically addressed herein are incorporated by reference and are, therefore, part of this policy as if said provisions were specifically stated. If mandatory provisions in the regulations are amended, and become final mandatory provisions, this policy shall automatically conform to said regulations.

June 27, 2000

comservreqpolicy

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$ 250,082

B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R X _____

C. FFY in which funding is requested 2000 _____

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The York Housing Authority's Annual PHDEP Plan is a comprehensive drug elimination strategy. Drug elimination activities in FY 2000 will include: law enforcement above and beyond baseline services; physical improvements to enhance security; employment of staff to coordinate and implement PHDEP activities; and, a combination of drug prevention, intervention and treatment programs. The overall goal of the YHA PHDEP Plan is for all residents to feel safe in their neighborhoods, have alternatives to drugs and drug-related crime, and receive support to become self-sufficient.

G. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Codorus Homes PA 22-1, PA 22-5a	60	240
Parkway Homes PA 22-3, PA 22-4	273	774
Wellington Homes PA 22-2	72	195

G. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the duration of program by # of months. For "Other", identify the # of months).

6 Months _____ 12 Months _____ 18 Months X _____ 24 Months _____ Other _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995 X	\$320,400	PA26DEP0220195	\$ 0		
FY 1996 X	\$327,900	PA26DEP0220196	\$ 0		
FY 1997 X	\$327,600	PA26DEP0220197	\$ 0		
FY 1998 X	\$327,600	PA01DEP0220198	\$281,000		03/31/01
FY 1999 X	\$239,955	PA26DEP0220199	\$239,955		12/31/01

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan participants, your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

A contract with the York City Police will continue to provide two full-time Community Police Officers and CPO outposts as well as foot patrol during times determined to be crucial in addressing drug-related crime. The additional plan to employ an Investigator and implement Physical Improvements will further enhance the efforts of the CPO's and the Housing Authority administration and enhance security in PHDEP-targeted areas. The County Drug and Alcohol Program will continue to subcontract with a local provider for the comprehensive drug prevention, intervention and treatment services. They will also assist in the monitoring and evaluation of these programs. The employment of YHA staff in PHDEP Program positions will afford YHA the ability to coordinate and implement PHDEP programs. The PHDEP Coordinator and the YHA Administration will continue to monitor and evaluate PHDEP-funded activities per HUD regulations. All PHDEP-funded providers will be required to submit monthly reports based upon the established goals and objectives for each PHDEP activity program and attend the Community Unification Team meetings conducted with PHDEP providers and community representatives. The semi-annual PHDEP Internet Reporting System will be the primary tool to evaluate and monitor PHDEP-funded activities.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY <u>2000</u> PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	\$ 98,595
9120 - Security Personnel	\$ 0
9130 - Employment of Investigators	\$ 35,000
9140 - Voluntary Tenant Patrol	\$ 0
9150 - Physical Improvements	\$ 10,000
9160 - Drug Prevention	\$ 45,551
9170 - Drug Intervention	\$ 7,678
9180 - Drug Treatment	\$ 7,678
9190 - Other Program Costs	\$ 45,580

TOTAL PHDEP FUNDING	\$250,082
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C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be n sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two ser any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 – Reimbursement of Law Enforcement						Total PHDEP Funding: \$ 98,595	
Goal(s)	Continue to provide law enforcement services over and above baseline services to reduce crime and drug-related crime in PHDEP-targeted areas.						
Objectives	Reduce crime and fear of crime, establish connection to local community and address quality of life issues.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. CPO Outpost at each PHDEP-targeted site			10/01/00	03/31/02	\$ 61,845		Contract for services, Monthly CPO/Foot Patrol Reports, Crime Statistics, Annual Survey, Resident and Employee Comments,
2. Foot Patrol during crucial hours			10/01/00	03/31/02	\$ 36,750		Same as above

9120 - Security Personnel						Total PHDEP Funding: \$ 0	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators						Total PHDEP Funding: \$ 35,000	
Goal(s)	To compliment, enhance and supplement law enforcement services to reduce crime and drug-related						

	crime in PHDEP-targeted areas.						
Objectives	To investigate drug-related crime in and around PHDEP-targeted areas and provide evidence relating to such crime at any administrative or judicial proceedings.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Contract for the services of an investigator			10/01/00	03/31/02	\$ 35,000		Contract for Services, Monthly Reports, Crime Statistics, Annual Survey, Resident and Staff Comments
2. Develop written agreement regarding scope of services, policies and procedures and reporting requirements			10/01/00	03/31/02			Same as Above

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$ 0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$ 10,000		
Goal(s)	Implement physical improvements designed to enhance security.						
Objectives	Purchase surveillance equipment.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Install security cameras and/or closed circuit television (CCTV) system for the Jefferson Center			10/01/00	03/31/02	\$ 10,000		Reduction of incidents of Vandalism, Resident and Staff Comments, Security Guard Reports

9160 - Drug Prevention					Total PHDEP Funding: \$ 45,551		
Goal(s)	Continue to provide comprehensive community based prevention programs using culturally appropriate strategies.						
Objectives	Provide educational opportunities; youth and family recreational and cultural activities; self-sufficiency programs; and, other family support services as needed.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Substance abuse education programs: Prevention Education Presentations (12/year); 10-week Youth ages 12 to 17 Prevention Groups (5 groups/50 participants per year)	165	Youth/Adult	10/01/00	03/31/02	\$ 3,413		Monthly Reports, Resident Survey, Pre- and Post-testing
2. Other Education – Computer Lab	500	Youth/Adult	10/01/00	03/31/02	\$ 32,422		Same as Above
3. Recreational/cultural activities coordinated by FT Activities Assistant	725	Youth/Adult	10/01/00	03/31/02	\$ 8,010		Same as Above
4. Parenting/family support services: 10-week adult prevention groups (4 groups/32 participants per year)	48	Adult	10/01/00	06/30/02	\$ 1,706		Same as Above

9170 - Drug Intervention					Total PHDEP Funding: \$ 7,678		
Goal(s)	Onsite therapist/case manager will continue to provide intensive drug intervention services.						
Objectives	Identify residents with substance abuse issues, assist them to modify their behavior, engage in treatment and structured aftercare.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Provide 300 Initial Treatment Outreach Consultations per year	450	Youth/Adult	10/01/00	03/31/02	\$ 3,839		Monthly Reports incl. Number of referrals, Employee Reports
2. Identify and inform YHA and CPO's of non-confidential community need areas and/or issues (i.e., increase use of inhalants by youth, gang activity, etc.)	1209	PHDEP-targeted community	10/01/00	03/31/02	\$ 3,839		
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$ 7,678		
Goal(s)	On-site therapist will continue to provide intensive drug treatment services and/or referrals to treatment based upon the appropriate level of care.						
Objectives	Increase accessibility of treatment services, reduce drug use, and increase peer and community support systems.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Provide comprehensive assessments, evaluations and case management to 48 youth and adults per year.	72	Youth/Adult	10/01/00	03/31/02	\$ 2,560		Monthly Reports, Increased DSM-IV Global Assessment of Functioning Level at treatment discharge
2. Provide on-site individual, group and family drug treatment to 24 individuals and as appropriate their family members.	36	Youth/Adult	10/01/00	03/31/02	\$ 2,559		Same as Above
3. Provide aftercare to 16 individuals per year who have completed drug treatment.	24	Youth/Adult	10/01/00	03/31/02	\$ 2,559		Same as Above

9190 - Other Program Costs					Total PHDEP Funds: \$ 45,580		
Goal(s)	Continue to ensure coordination, evaluation, further development, and monitoring of all PHDEP activities and programs.						
Objectives	Provide day-to-day oversight of all PHDEP programs and activities as well as direct contact with residents.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Full-time Resident Initiatives/PHDEP Coordinator			10/01/00	03/31/02	\$ 18,965		Continued employment of HA staff in PHDEP positions
2. Full-time Activities Assistant			10/01/00	03/31/02	\$ 20,615		Same as Above
3. Annual Resident Survey conducted by third party			10/01/00	03/31/02	\$ 6,000		Completed Annual Survey

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110 X	Activities 1,2	\$ 32,865	Activities 1,2	\$ 98,595
9120				
9130 X	Activities 1,2	\$ 8,750	Activities 1,2	\$ 35,000
9140				
9150 X	Activity 1	\$ 0	Activity 1	\$ 10,000
9160 X	Activities 1–4	\$ 9,511	Activities 1– 4	\$ 18,703
9170 X	Activities 1,2	\$ 0	Activities 1,2	\$ 7,678
9180 X	Activities 1,2	\$ 0	Activities 1,2	\$ 7,678
9190 X	Activities 1,2,3	\$ 11,395	Activities 1,2,3	\$ 22,790
TOTAL		\$ 62,521		\$200,444

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

Original copies of the following certifications were submitted to the Philadelphia HUD Field Office:

- HUD-50070, Certification for a Drug-free Workplace
- HUD-50071, Certification of Payments to Influence Federal Transactions
- Standard Form SF-LLL and SF-LLLa, Disclosure of Lobbying Activities