

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

Lancaster City Housing Authority

(Submitted July 17, 2000)

PHA Plan

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**

Lancaster City Housing Authority FY2000 Agency Plan

**PHA Plan
Agency Identification**

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

PHA Number: PA036

PHA Fiscal Year Beginning: 10/01/2000

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
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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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. (one of the choices below)

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

The PHA's mission is: (state mission here)

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

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

recognizing the residents as our ultimate customer;

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

fostering development, ownership and successful management of housing;

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

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

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

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. Please 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

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THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS. (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below):
Work closely with non-profit arm, Community Basics, Inc., toward the development of affordable housing opportunities.
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction: RASS results
 - Concentrate on efforts to improve specific management functions:
Provide ongoing training opportunities
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)
Maintain PHAS 'high performer' designation
Achieve and maintain SEMAP 'high performer' designation
- PHA Goal: Increase assisted housing choices
Objectives:
- Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program: Investigate potential programs
 - Implement public housing or other homeownership programs: Investigate potential programs
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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

- PHA Goal: Provide an improved living environment
Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)
Investigate the designation of buildings for particular resident groups;
Increase the desirability/appeal of our public housing stock

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
- Increase the number and percentage of employed persons in assisted families: PROMISE; FSS
 - Provide or attract supportive services to improve assistance recipients' employability: PROMISE; FSS
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities: PHSC; ROSS
 - Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

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**Annual PHA Plan
PHA Fiscal Year 2000**

[24 CFR Part 903.7]

1. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Small Agency (<250 Public Housing Units)

Administering Section 8 Only

Troubled Agency Plan

1. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

This plan provides an overview of a public housing authority that is dedicated to excellence. The Lancaster City Housing Authority's (LCHA) long history of high quality delivery of housing, resident initiative, and modernization programming speaks for itself. But this plan is, after all, about the future. The LCHA sees its future as one in which it maintains—and exceeds—its previous benchmarks. We reaffirm our commitment to provide the highest quality housing to the very broadest spectrum of deserving families and individuals. As for those who already reside with us, we renew our commitment to provide quality, innovative resident initiative and self-sufficiency programming, and beneficial, appropriate discretionary policy. We intend to continue our very productive partnerships with area agencies, including: the Community Action Program of Lancaster County, Tabor Community Services, and the Lancaster City Bureau of Police. We are committed to constant improvement of our Public Housing stock via the Capital Fund Program. We are dedicated to contributing to equal housing opportunity in our community. We look forward to working closely with our non-profit partner, Community Basics, Inc., as we investigate opportunities for the development of additional affordable housing and homeownership programs.

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(1) Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

Table with 2 columns: Item and Page #. Includes sections for Annual Plan (i, ii, iii) and Attachments.

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 the attachment. Note: If the attachment is provided as a SEPARATE file submission from the PHA Plans file, provide the file name in parentheses: in the space to the right of the title.

Required Attachments:

- Attachment A: Admissions Policy for Deconcentration (Not applicable for 10/01/2000 PHAs as per PIH Notice 99-51 (HA) Section III.C. Page 3 and IV.B. Page 10.)
Attachment B: FY 2000 Capital Fund Program Annual Statement (Page 33)
Attachment F: Implementation of Public Housing Resident Community Service Requirements (Page 54)

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- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- Attachment C:** FY 2000 Capital Fund Program 5 Year Action Plan (Page 38)
- Attachment D:** Public Housing Drug Elimination Program (PHDEP) Plan (Page 55)
- Attachment F:** Comments of Resident Advisory Board or Boards (Page 51)
- Other (List below, providing each attachment name)
- Attachment E:** Definition of substantial deviation, change or modification. (Page 54)

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 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
Yes	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Yes	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Yes	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
Yes	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
Yes	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
Yes	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
Yes	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

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List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
Yes	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/199 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
Yes	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Yes	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Yes	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Yes	Public housing management and maintenance policy documents including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
Yes	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
Yes	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
Yes	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Yes	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

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

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/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.

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Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI (All renters)	3,056	5	3	4	3	3	4
Income >30% but <=50% of AMI (All renter)	2,427	5	3	4	3	3	4
Income >50% but <80% of AMI (All renters)	2,493	3	3	3	3	3	3
Elderly – Income <80% of AMI	1,700	4	4	3	3	5	4
Families with Disabilities	N/A	5	5	4	5	4	4
Race/Ethnicity Black – Income <80% of AMI	931	3	3	3	3	3	4
Race/Ethnicity Hispanic – Income <80% of AMI	2,031	3	3	3	3	3	4

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- 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
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Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	422		77
Extremely low income <=30% AMI	394	93%	
Very low income (>30% but <=50% AMI)	28	<1%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	320	76%	
Elderly families	102	24%	
Families with Disabilities	Included w/ Elderly		
Race/White	299	68%	
Race/Black	130	30%	
Race/Amer. Indian	1	<1%	
Race/Asian	9	1%	
Ethnicity/Hispanic	240	54%	
Ethnicity/Non-Hisp	205	46%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 12 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

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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	578		127
Extremely low income <=30% AMI	498	86%	
Very low income (>30% but <=50% AMI)	75	13%	
Low income (>50% but <80% AMI)	5	<1%	
Families with children	339	57%	
Elderly families	239	43%	
Families with Disabilities	Included w/ Elderly		
Race/White	492	76%	
Race/Black	140	21%	
Race/Amer. Indian	1	<1%	
Race/Asian	27	<1%	
Ethnicity/Hispanic	395	55%	
Ethnicity/Non-Hisp	323	45%	
Characteristics by Bedroom Size (Public Housing Only)			
0BR	267	41%	28
1BR	14	2%	20
2 BR	176	27%	20
3 BR	127	19%	44
4 BR	65	10%	8

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Housing Needs of Families on the Waiting List			
5 BR	4	<1%	7
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 12 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

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 ~~NWHL~~ **UPCOMING YEAR** list, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)
Work closely with non-profit arm, Community Basics, Inc., toward the development of affordable housing opportunities.

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

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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 of 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	911,702	
b) Public Housing Capital Fund	784,756	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,333,759	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	124,266	
g) Resident Opportunity and Self-Sufficiency Grants	43,650	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
	0	
FY'99 Comp Grant Program	95,000	PH Capital Improvements
3. Public Housing Dwelling Rental Income		
Rent	1,132,288	PH Operations
Excess utilities	9,500	PH Operations
Non-dwelling rental	3,160	PH Operations
4. Other income (list below)		

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Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Community room rental	1,000	PH Operations
Rooftop rental	19,800	PH Operations
Laundry room commissions	12,500	PH Operations
4. Non-federal sources (list below)	0	
Total resources	\$7,471,381	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe): Landlord reference(s)

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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

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

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

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

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

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

- One
- Two
- Three or More

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

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- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA: One rejected choice moves applicant to the bottom of the list. Two rejected choices removes the applicant from the list. Other extenuating circumstances may be considered.

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
 Overhoused
 Underhoused
 Medical justification
 Administrative reasons determined by the PHA (*e.g.* to permit modernization work)
 Resident choice: (state circumstances below)
Transfers to Scattered Sites
 Other: (list below)

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
 Veterans and veterans' families
 Residents who live and/or work in the jurisdiction
 Those enrolled currently in educational, training, or upward mobility programs

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- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
Residents who live in housing condemned by the City

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list): Public Housing Resident Handbook

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

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

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

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

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

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

B. Section 8

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

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

(1) Eligibility

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

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

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

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

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

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

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

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(2) Waiting List Organization

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

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

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

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below: Extenuating circumstances; Request for Lease Approval is not approvable (e.g. repairs are required)

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

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Other preferences (select all that apply)

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

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

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
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- 1 Victims of reprisals or hate crimes
- 1 Other preference(s) (list below)
Residents who live in housing condemned by the City of Lancaster, Pa.

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

- Date and time of application

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Drawing (lottery) or other random choice technique

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

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

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

Describe the PHA’s income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

3. If yes to question 2, list these policies below:

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below):
Earned income (if 2 adults working F/T, then 50% of gross of lesser is excluded);
Cost of healthcare insurance is excluded;
Welfare cash grant excluded (if working >30 hrs.)

e. Ceiling rents

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

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- Yes for all developments
- Yes but only for some developments
- No

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

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

- Market comparability study
- Fair market rents (FMR)
- 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)_____
- Other (list below)

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies

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

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

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

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

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

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

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

- Annually
 Other (list below)

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

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

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(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:
The public housing program utilizes project-based management and maintenance. These project bases are:
 - Susquehanna Court, PA36-1
Scattered Sites, PA36-7
Scattered Sites, PA36-11
 - Franklin Terrace, PA36-2
 - Church Street Towers, PA36-3
Farnum Street East, PA36-4

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	565	122
Section 8 Vouchers	781	80

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Section 8 Certificates	0	0
Section 8 Mod Rehab	21	11
Special Purpose Section 8 Certificates/Vouchers (list individually)	Family Unification = 30 Shelter+Care = 16	5
Public Housing Drug Elimination Program (PHDEP)	468	Unknown
Other Federal Programs (list individually)		
ED/SS	272	Unknown
ROSS	272	Unknown

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, s and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevent eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

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

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:
Utilize third-party (impartial hearing officer (local attorney).)

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

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Other (list below)

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

PHA main administrative office

Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHA 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 us CFP Annual Statement tables provided in the table library at the end of the PHA Plan to ~~complete~~ ^{complete} the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

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

**Capital Fund Program Annual Statement
Parts I, II, and II**

Annual Statement

Lancaster City Housing Authority FY2000 Agency Plan

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number: **PA26PO3670900** FFY of Grant Approval: **2000**

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	0
2	1406 Operations	0
3	1408 Management Improvements	129,000
4	1410 Administration	93,700
5	1411 Audit	1,000
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	60,000
8	1440 Site Acquisition	0
9	1450 Site Improvement	202,000
10	1460 Dwelling Structures	362,250
11	1465.1 Dwelling Equipment-Nonexpendable	12,000
12	1470 Nondwelling Structures	2,784
13	1475 Nondwelling Equipment	74,500
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	0
18	1498 Mod Used for Development	0
19	1502 Contingency	0
20	Amount of Annual Grant (Sum of lines 2-19)	937,234
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	0

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
PA36-001	Fencing	1450	40,000
Susquehanna Court	Concrete/Compaction Grouting/Masonry	1450	150,000

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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
	Heat/HW	1460	10,000
	Painting	1460	10,000
	Building Exterior	1460	50,000
	Windows/Doors	1460	3,750
	Ranges/Refrigerators	1465.1	6,000
	Office Equipment	1475.1	1,500
	Maintenance Equipment	1475.2	2,000
	Community Equipment	1475.3	1,500
	PA26PO36001 Subtotal		274,750
PA36-002 Franklin Terrace	Heat/HW	1460	10,000
	Painting	1460	10,000
	Office Equipment	1475.1	1,500
	Maintenance Equipment	1475.2	5,000
	Community Equipment	1475.3	1,500
	PA26PO36002 Subtotal		28,000
PA36-003 Church Street Towers	Painting	1460	10,000
	Heat/HW	1460	10,000
	Community Equipment	1475.3	3,000
	PA26PO36003 Subtotal		23,000
PA36-004 Farnum Street East	Kitchens	1460	115,500
	Lobbies/Corridors	1460	45,000
	Painting	1460	10,000
	Ranges/Refrigerators	1465.1	3,500
	Office Equipment	1475.1	1,500
	Maintenance Equipment	1475.2	1,500
	Community Equipment	1475.3	3,000
	PA26PO36004 Subtotal		180,000
PA36-007 Scattered Sites I	Concrete	1450	4,000
	Fencing	1450	2,000

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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
	Painting	1460	5,000
	Roofing	1460	3,000
	Heat/HW	1460	5,000
	Windows/Doors	1460	17,500
	Ranges/Refrigerators	1465.1	2,500
	PA26PO36007 Subtotal		39,000
PA36-011 Scattered Sites II	Concrete	1450	4,000
	Fencing	1450	2,000
	Building Exterior	1460	9,000
	Roofing	1460	6,000
	Heat/HW	1460	5,000
	Painting	1460	10,000
	Windows/Doors	1460	17,500
	PA26PO36011 Subtotal		53,500
HA-Wide Activities:			
Management Improvements	Software-in support of Capital Fund efforts	1408	5,000
	RIC-in support of Capital Fund RI/ED effort	1408	25,000
	Staff Training-in support of Capital Fund efforts	1408	18,000
	Capital Fund Coordinator	1408	15,000
	Resident Initiatives/Economic Development/Community Police Officer	1408	66,000
	Management Subtotal		129,000
Administration	Salaries-nontechnical	1410.1	23,000
	Sundry Admin.	1410.19	1,500
	Salaries-technical	1410.21	43,700
	Legal Expenses	1410.4	500
	Fringe Benefits	1410.9	25,000

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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
	Administrative Subtotal		93,700
Audit	Audit	1411	1,000
	CGP Audit Subtotal		1,000
Architectural & Engineering	A/E	1430.1	59,000
	Sundry	1430.19	1,000
	A/E Subtotal		60,000
Nondwelling Structures	Central Office	1470	2,784
	HA-Wide Nondwelling Subtotal		2,784
Equipment	Office Equipment	1475.1	50,000
	Community Equipment	1475.3	2,500
	HA-Wide Equipment Subtotal		52,500
	Development-Specific Subtotal		598,250
	HA-Wide Subtotal		338,984
	GRAND TOTAL		937,234

Annual Statement

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)
PA36-001 Susquehanna Court	3/31/2002	9/30/2003
PA36-002 Franklin Terrace	3/31/2002	9/30/2003

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PA36-003 Church Street Towers	3/31/2002	9/30/2003
PA36-004 Farnum Street East	3/31/2002	9/30/2003
PA36-007 Scattered Sites I	3/31/2002	9/30/2003
PA36-011 Scattered Sites II	3/31/2002	9/30/2003
HA-Wide Activities		
Management Improvements	3/31/2002	9/30/2003
Administration	3/31/2002	9/30/2003
Audit	3/31/2002	9/30/2003
Architectural & Engineering	3/31/2002	9/30/2003
HA-Wide Nondwelling Structures	3/31/2002	9/30/2003
HA-Wide Nondwelling Equipment	3/31/2002	9/30/2003

(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 Plan table provided in the table library at the end of the PHA Plan template by completing and attaching a properly updated HUD-52834.

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-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)

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

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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 management improvements planned in the next 5 PHA fiscal year. 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 Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA36-001	Susquehanna Court	0	0
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Siding		150,000	2001
Porches		150,000	2001
Fencing		100,000	2001
(Other non-large capital work items totaling <\$90,000h over the remaining 4 years. They include: misc. building exterior, concrete, recreation area, fencing, landscaping, misc. building interior, bathrooms, hvac, painting, roofing, windows/doors, electric, plumbing, kitchens, interior/exterior security, ranges/refrigerators, and office/maintenance/ community equipment.)		200,000	2001
Total estimated cost over next 5 years		600,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA36-002	Franklin Terrace	0	0
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Storage building		50,000	2002
(Other non-large capital work items totaling <\$90,000h over the remaining 4 years. They include: misc. building exterior, concrete, recreation area, fencing, landscaping, misc. building interior, bathrooms, hvac, painting, roofing, windows/doors, electric, plumbing, kitchens, interior/exterior security, ranges/refrigerators, and office/maintenance/ community equipment.)		200,000	2001
Total estimated cost over next 5 years		250,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA36-003	Church Street Towers	0	0
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)

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(Other non-large capital work items totaling <\$90,000h over the remaining 4 years. They include: misc. building exterior, concrete, recreation area, fencing, landscaping, misc. building interior, bathrooms, hvac, painting, roofing, windows/doors, electric, plumbing, kitchens, interior/exterior security, lobbies/corridors, ranges/refrigerators, and office/maintenance/ community equipment.)	200,000	2001
Total estimated cost over next 5 years	200,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA36-004	Farnum Street East	0	0
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
HVAC – Hallways/Lobbies		100,000	2003
HVAC – Ventilation		150,000	2004
HVAC – Heat		250,000	2004
Kitchens		400,000	2001
Bathrooms		100,000	2003
(Other non-large capital work items totaling <\$90,000h over the remaining 4 years. They include: misc. building exterior, concrete, recreation area, fencing, landscaping, misc. building interior, bathrooms, hvac, painting, windows/doors, electric, plumbing, kitchens, interior/exterior security, lobbies/corridors, ranges/refrigerators, and office/maintenance/ community equipment.)		200,000	2001
Total estimated cost over next 5 years		1,200,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA36-007	Scattered Sites I	0	0
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
(Other non-large capital work items totaling <\$90,000h over the remaining 4 years. They include: misc. building exterior, concrete, fencing, landscaping, misc. building interior, bathrooms, hvac, painting, roofing, windows/doors, electric, plumbing, kitchens, interior/exterior security, ranges/refrigerators, and office/maintenance/ community equipment.)		160,000	2001
Total estimated cost over next 5 years		160,000	

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

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PA36-011	Scattered Sites II	0	0
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
(Other non-large capital work items totaling <\$90,000h over the remaining 4 years. They include: misc. building exterior, concrete, fencing, landscaping, misc. building interior, bathrooms, hvac, painting, roofing, windows/doors, electric, plumbing, kitchens, interior/exterior security, ranges/refrigerators, and office/maintenance/ community equipment.)		200,000	2001
Total estimated cost over next 5 years		200,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
	Agency-Wide		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Resident Initiatives Coordinator		100,000	2001
Capital Fund Program Coordinator		60,000	2001
Resident Initiatives / Economic Development / Community Policing		280,000	2001
Training		60,000	2001
(Other miscellaneous management improvements totaling <\$50000 over remaining 4 years.)		50,000	2001
Total estimated cost over next 5 years		550,000	

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

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

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

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

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

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

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:
Work closely with non-profit arm, Community Basics, Inc., toward the development of affordable housing opportunities.

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>

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<p>5. Number of units affected:</p> <p>6. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>
<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity:</p> <p>b. Projected end date of activity:</p>

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
<p>1a. Development name:</p> <p>1b. Development (project) number:</p>
<p>2. Designation type:</p> <p>Occupancy by only the elderly <input type="checkbox"/></p> <p>Occupancy by families with disabilities <input type="checkbox"/></p> <p>Occupancy by only elderly families and families with disabilities <input type="checkbox"/></p>
<p>3. Application status (select one)</p> <p>Approved; included in the PHA’s Designation Plan <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
<p>4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)</p>

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<p>5. If approved, will this designation constitute a (select one)</p> <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
<p>6. Number of units affected:</p> <p>7. Coverage of action (select one)</p> <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
<p>2. What is the status of the required assessment?</p> <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.)

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4. Status of Conversion Plan (select the statement that best describes the current status)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

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

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- 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:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

Discussions with Lancaster City/County's TANF agency regarding a cooperative agreement are currently underway.

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies

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

b. Economic and Social self-sufficiency programs

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

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)
PROMISE Program	35	Open enrollment	Development offices	Public housing

(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: 04/26/2000)
Public Housing	0	0
Section 8	93	25

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79 (m)]

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

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

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

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

2. What information or data did the PHA 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)

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

Susquehanna Court, PA36-1
Franklin Terrace, PA36-2

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Church Street Towers, PA36-3
Farnum Street East, PA36-4
Scattered Sites I, PA36-7
Scattered Sites II, PA36-11

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)
 - Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
 - Crime Prevention Through Environmental Design
 - Activities targeted to at-risk youth, adults, or seniors
 - Volunteer Resident Patrol/Block Watchers Program
 - Other (describe below):
Electronic surveillance
2. Which developments are most affected? (list below)
 - Susquehanna Court, PA36-1
 - Franklin Terrace, PA36-2
 - Church Street Towers, PA36-3
 - Farnum Street East, PA36-4

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)
Interact with neighboring community/neighborhood policing zones
2. Which developments are most affected? (list below)
 - Susquehanna Court, PA36-1
 - Franklin Terrace, PA36-2
 - Church Street Towers, PA36-3

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Farnum Street East, PA36-4
Scattered Sites I, PA36-7
Scattered Sites II, PA36-11

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
 Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan? (Page 55)
 Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

- 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.)
- Yes No: Was the most recent fiscal audit submitted to HUD?
- Yes No: Were there any findings as the result of that audit?
- Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? ____
- 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.

- 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?

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2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
 Private management
 Development-based accounting
 Comprehensive stock assessment
 Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (File name)
 Provided below:
Public Housing residents voiced a unanimous desire to add a second community police officer as a management improvement under the Capital Fund Program. This officer would be in addition to the one already present and funded under PHDEP.

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments.
List changes below:
The second officer was added to Section 7(A)(1) of this Plan.
 Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: **City of Lancaster, PA**

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

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

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

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

(Excerpt from Section **IV. Housing** of the City of Lancaster's FY2000 Consolidated Plan)

Other: (list below)

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

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

(Excerpts from Section **IV. Housing** of the City of Lancaster's FY2000 Consolidated Plan)

D. Other Information Required by HUD

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

Attachments

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

Attachment E:

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

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

Attachment F:

Implementation of Public Housing Resident Community Service Requirements

The LCHA has taken the administrative steps and identified the programmatic aspects necessary to successfully implement the Public Housing Community Service Requirements. It has:

- Amended its Admission & Occupancy Policy to include the community service requirements;
- Amended its Lease to reflect the community service requirements;
- Developed a concise written procedure for the implementation of the community service requirements;
- Planned for the notification of all potentially-affected adult family members of the community service requirements, as well as of their exempt or nonexempt status;
- Opened dialogue with the local TANF (welfare) agency on the adoption of a cooperation agreement that will assist in the implementation of the community service requirements;
- Identified those partner agencies willing to offer residents opportunities to fulfill their community service requirements; and,
- Developed forms and literature for residents' use in fulfilling and understanding their community service requirements.

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: \$129,511
- B. Eligibility type (Indicate with an "x") N1___ N2___ R X
- C. FFY in which funding is requested: FY2000
- 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 Lancaster City Housing Authority Livin' Clean program, a partnership with the City of Lancaster's Bureau of Police and the Community Action Program of Lancaster County, provides aggressive drug prevention programming, serving its family and elderly/handicapped developments alike. Using a 'weed and seed' approach, Livin' Clean offers community policing and drug prevention programming that is rich with program enhancements, including an after-school tutoring program, a computer learning center, focus groups for youth and adults, and varied social activities built around a drug-free theme. Livin' Clean truly does promote drug-free environments in the LCHA's public housing developments.

E. 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) As of 04/26/2000	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Susquehanna Court, PA36-1	74	221
Franklin Terrace, PA36-2	124	435
Church Street Towers, PA36-3	100	127
Farnum Street East, PA36-4	169	188

F. 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).

Lancaster City Housing Authority FY2000 Agency Plan

6 Months _____ 12 Months X 18 Months _____ 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 1992	245,846	PA26DEP0360192	0	6 mo. ext.	Complete
FY 1993	228,834	PA26DEP0360193	0	6 mo. ext.	Complete
FY 1994	167,896	PA26DEP0360194	0	6 mo. ext.	Complete
FY 1995	234,722	PA26DEP0360195	0	6 mo. ext.	Complete
FY 1996	250,000	PA26DEP0360196	0	6 mo. ext.	Complete
FY 1997	168,300	PA26DEP0360197	0	6 mo. ext.	Complete
FY 1998	168,300	PA26DEP0360198	168,300	6 mo. ext.	12/31/2000
FY 1999	124,266	PA26DEP0360199	124,266		7/31/2001

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 partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The LCHA’s PHDEP provides drug education and reduce drug use and drug-related crime involves two major components, known together as the *Living Clean* Drug Elimination Program. The first—a drug elimination component—is provided by the Lancaster City Bureau of Police community policing initiative. The second component—drug prevention—comes to us through the Community Action Program (CAP) of Lancaster County’s PROMISE Program. The assigned community police officer provides an innovative and appropriate mix of community policing and traditional law enforcement. Through personal example, he also fosters community involvement by volunteering with the after-school tutoring program, personally initiates youth programs—like Cub Scouting—that emphasize citizenship skills. The PROMISE Program provides a strong foundation for families, adults, and youth to resist the allure of drugs and drug-related activities by providing weekly family dinners, followed by separate parent and youth focus groups. Drug education, treatment referral and follow-up services, social service support, and employment and training are all integral parts of the PROMISE Program. Both PHDEP components continue to work cooperatively with each other in meeting the program’s goals and objectives.

The LCHA’s PHDEP programming is supervised and monitored by its Resident Initiatives Coordinator. The RIC acts as liaison among community police, CAP staff, public housing managers and staff, and the resident population. Monthly PHDEP meetings are held to ensure full communication and cooperation. The *Living Clean* program is regularly evaluated by a third party consultant, the Bureau of Police, and the RIC.

Lancaster City Housing Authority FY2000 Agency Plan

B. PHDEP Budget Summary

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

FY 2000 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	55,625
9120 - Security Personnel	0
9130 - Employment of Investigators	0
9140 - Voluntary Tenant Patrol	0
9150 - Physical Improvements	0
9160 - Drug Prevention	71,028
9170 - Drug Intervention	0
9180 - Drug Treatment	0
9190 - Other Program Costs	2,858
TOTAL PHDEP FUNDING	129,511

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 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 set 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: \$55,625		
Goal(s)		Reduce drug-related crime in the LCHA's public housing developments					
Objectives		Provide one on-site community police officer; increase communities' sense of empowerment					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Provide on-site community policing			4/1/01	3/31/02	55,625	5,954	Decreased drug and drug-related crime; increased community involvement
2. Provide on-site conventional law-enforcement			4/1/01	3/31/02			Decreased drug and drug-related crime; increased community involvement
3. Incr. community's trust/cooperation w/ police			4/1/01	3/31/02			Decreased drug and drug-related crime; increased community involvement
4. Initiate youth self-esteem building programs			4/1/01	3/31/02		1,000	Decreased drug and drug-related crime; increased community involvement

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9160 - Drug Prevention					Total PHDEP Funding: \$71,028		
Goal(s)	Increase drug prevention education and reduce drug use in the LCHA's public housing developments						
Objectives	Provide drug education and treatment referral; increase self-esteem in parents and youth; provide positive alternative activities and learning opportunities; increase cultural sensitivity and community involvement; recognize personal growth achievements; encourage positive parenting skills						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. PROMISE adult drug prevention meetings	60	Adults	4/1/01	3/31/02	2,240	3,000	Consistent program attendance; improved self-esteem; increased community participation
2. Women's support group meeting	30	Women	4/1/01	3/31/02	500	1,000	Consistent program attendance; improved self-esteem; increased community participation
3. PROMISE youth drug prevention meetings	70	Youth	4/1/01	3/31/02	3,368	2,000	Consistent program attendance; improved self-esteem; exhibit respect for others and community
4. After-school homework help and tutoring	80	Youth	4/1/01	3/31/02	7,000	3,000	Improved school attendance; improved grades/report card; improved self-esteem; increased parental involvement/monitoring
5. Cultural and recreational events	400	Adults, youth, seniors	4/1/01	3/31/02	2,000	9,000	Consistent program attendance; expanded art/music/cultural knowledge and appreciation
6. Employment and training assistance	45	Adults	4/1/01	3/31/02	4,000		No. participating in workshop sessions; no. obtaining job; no. maintaining job; no. assisted with financial aid application; no. entering GED, ESL, college, trade school
7. Intergenerational programs	70	Youth, seniors	4/1/01	3/31/02		1,000	Youth's increased ability to relate to elders; improved self-esteem; youth's increased respect for elders; elders increased sense of self-worth
8. Counseling/referrals/followup	10	Adults, teens	4/1/01	3/31/02	1,000		No. successfully completing treatment plan; no. maintaining sobriety

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9. Parenting/family/ supportive services	200	Adults, youth	4/1/01	3/31/02	49,920	10,000	Increased self-sufficiency; increased ability to independently access resources
10. Award banquet/youth incentive trips	300	Adults, youth	6/15/01	6/30/01	500	500	Recognition of achievements in personal growth
11. Summer camping	30	Youth	8/15/01	8/15/01	500	500	Attendance in previous year's youth programming

9190 - Other Program Costs					Total PHDEP Funds: \$2,858		
Goal(s)	Support Livin' Clean's drug prevention/elimination initiatives						
Objectives	Maintain communications systems with the resident/clients						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Telephone/pager			4/1/01	3/31/02	858		
2. Supplies			4/1/01	3/31/02	2,000		
3.							

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	All activities	55,625	All activities	55,625
9120				
9130				
9140				
9150				
9160	All activities	71,028	All activities	71,028
9170				
9180				
9190	All activities	2,858	All activities	2,858
TOTAL	All activities	\$129,511	All activities	\$129,511

Lancaster City Housing Authority FY2000 Agency Plan

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.”