

PHA Plans

Streamlined Annual Version

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

OMB No. 2577-0226
(exp. 08/31/2009)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined Annual PHA Plan

for Fiscal Year: 2008

PHA Name: Adams County Housing Authority

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.

Streamlined Annual PHA Plan Agency Identification

PHA Name: Adams County Housing Authority **PHA Number:** PA091

PHA Fiscal Year Beginning: (mm/yyyy) 07/2008

PHA Programs Administered:

Public Housing and Section 8 **Section 8 Only** **Public Housing Only**
Number of public housing units: Number of S8 units: 586 Number of public housing units:
Number of S8 units:

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

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

PHA Plan Contact Information:

Name: Helena Racioppa Phone: (717)334-1518 ext. 229
TDD: 1-800-654-5984 Email (if available): helena@adamscha.org

Public Access to Information

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

PHA's main administrative office PHA's development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection. Yes No.

If yes, select all that apply:

Main administrative office of the PHA
 PHA development management offices
 Main administrative office of the local, county or 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)

Streamlined Annual PHA Plan
Fiscal Year 2008
[24 CFR Part 903.12(c)]

Table of Contents
[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

A. PHA PLAN COMPONENTS

- 1. Site-Based Waiting List Policies
903.7(b)(2) Policies on Eligibility, Selection, and Admissions
- 2. Capital Improvement Needs
903.7(g) Statement of Capital Improvements Needed
- 3. Section 8(y) Homeownership
903.7(k)(1)(i) Statement of Homeownership Programs
- 4. Project-Based Voucher Programs
- 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
- 6. Supporting Documents Available for Review
- 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 8. Capital Fund Program 5-Year Action Plan

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

Form HUD-50070, Certification for a Drug-Free Workplace;

Form HUD-50071, Certification of Payments to Influence Federal Transactions; and

Form SF-LLL & SF-LLL a, Disclosure of Lobbying Activities.

1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

B. Site-Based Waiting Lists – Coming Year

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 next component.

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)

2. Capital Improvement Needs

[24 CFR Part 903.12 (c), 903.7 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Capital Fund Program

1. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability: 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.

1. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).
2. Status of HOPE VI revitalization grant(s):

HOPE VI Revitalization Grant Status	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
<input type="checkbox"/>	Revitalization Plan under development
<input type="checkbox"/>	Revitalization Plan submitted, pending approval
<input type="checkbox"/>	Revitalization Plan approved
<input type="checkbox"/>	Activities pursuant to an approved Revitalization Plan underway

3. Yes No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name(s) below:
4. Yes No: 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:
5. Yes No: 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:

3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program
(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

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 the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

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, what is the maximum number of participants this fiscal year?29

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: Repayment of Any Housing Authority Debts: Participants in the HCV Program shall be ineligible for participation in the home ownership program in the event that any debt or portion of a debt remains owed to ACHA or to any other PHA. Nothing in this provision will preclude Section 8 participants that have fully repaid such debt(s) from participating in the home ownership program.

The PHA will offer the homeownership option only to participating families who are currently enrolled in the Family Self-Sufficiency (FSS) Program and in compliance with the FSS contract or who are graduates of the PHA's Family Self-Sufficiency (FSS) Program.

Major Repairs

A \$50 monthly allowance for major repairs or replacement will be held in an interest bearing escrow account. Deposits will be made on behalf of the family by ACHA. These funds will only be distributed to pay for major repairs or replacements that exceed \$1,000.00.

c. What actions will the PHA undertake to implement the program this year (list)? ACHA will continue our partnership with USDA RHS to promote HCV Homeownership. In addition we are partnering with Pennsylvania Interfaith Community Programs, Inc- financial counseling and homeownership, Bank of Hanover, CommunityBanks, PHFA, and PNC.

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner down payment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below): Bank of Hanover 19 years, CommunityBanks 8 years in association with us, PNC 4 years in association with us, PHFA 6 years in association with us, USDA 56 years
- Demonstrating that it has other relevant experience (list experience below):
Our staff, Mary Hirsh, Homeownership Manager has had approximately 25 years experience in the lending environment. The Adams County Housing Authority (ACHA) has been providing housing assistance since 1966. Currently ACHA is assisting approximately 535 families with Housing Choice Voucher Program assistance. ACHA offers a Family Self-Sufficiency Program to help families become self-sufficient and independent of government assistance. ACHA has received special exception payment standards from HUD to assist manufactured home owners with lot rents. We currently operate the HCV Home Ownership Program. ACHA assists 113 persons, of whom 27% are children, 44% are elderly and 15% are disabled, in 75 affordable rental housing units that ACHA owns and/or manages in Adams County. ACHA assisted 9 families, with 12 adults and 16 children, last year through our transitional housing and homeless assistance programs with assisting in establishing housing and supportive services, ensuring that the children being served are linked with early child development programs, ensuring that appropriate links are made with children and youth services, and that life skills training is provided. Of these 9 families, one family overcame a severe personal hardship and established homeownership. Last year we assisted 4 families with HCV homeownership opportunities. We are a packager for USDA and offer approved home buyers education and counseling, assist in placing families in their first homes, and offer financial counseling. We assisted 228 households serving approximately 524 individuals including children last year with credit

issues. We provide Homeowner Emergency Mortgage Assistance Program counseling and bankruptcy prevention. In June 2003 ACHA was recognized by the USDA for its HCV Home Ownership Program.

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If the answer is “no,” go to the next component. If yes, answer the following questions.

1. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:

- low utilization rate for vouchers due to lack of suitable rental units
- access to neighborhoods outside of high poverty areas
- other (describe below:) lack of accessible housing units for disabled individuals and housing choice for special needs population

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts): 25 units in Cumberland Township, Adams County

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: (provide name here) Commonwealth of Pennsylvania

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

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

Other: (list below)

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

The following activities in the PHA Agency Plan are consistent with the Commonwealth's Consolidated Plan:

- Homeownership incentives for public housing residents. (ACHA has established a Housing Choice Voucher Homeownership Program.)
- Resident initiatives, especially those aimed at promoting the economic self-sufficiency of public housing residents. (ACHA operates a successful Housing Choice Voucher Family Self-Sufficiency Program.)
- Supportive services, especially those that support the aging in place of senior residents. (The Housing Choice Voucher Family Self-Sufficiency Program is open to all HCV participants.)
- The Commonwealth of Pennsylvania has established a policy initiative to expand public awareness of the needs of persons with disabilities. During the next five years the state will track the progress of all housing providers in addressing the needs of persons with disabilities. (ACHA recognizes the lack of accessible housing for persons with disabilities and plans to increase the availability of housing for persons with disabilities through project-based housing.)

6. Supporting Documents Available for Review for Streamlined Annual PHA Plans

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
X	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan:

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
		Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Section <u>15</u> of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name				<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5
		FFY Grant: PHA FY:	FFY Grant: PHA FY:	FFY Grant: PHA FY:	FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual						
Statement						
Total CFP Estimated Cost			\$			\$



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Progress on Five Year PHA Plan PHA Fiscal Years 2005-2010

PHA Goal: Expand the supply of assisted housing

The PHA has acquired four separate parcels on which it is building 13 scattered sites of single family and townhouse units for persons with 80% or below area median income; seven in Gettysburg, four in New Oxford, and two in Littlestown.

Misty Ridge Terrace & Old Friends at Misty Ridge – In cooperation with Pennsylvania Interfaith Community Programs, Inc. (PICPI) and Turning Point Interfaith Mission (TPIM), the PHA is working on a land development plan for 266 units of housing; 100 units of senior rental housing, 76 units of multi-family rental housing and 90 units for homeownership. In December 2007, PICPI and TPIM filed tax credit applications for 50 units of rental housing for the 55+ population, and 46 units of multi-family rental housing for persons at or below 60% of median income, with a 25% set aside for special needs populations (disabled, homeless), and a 25% set aside for larger families these developments.

PHA Goal: Improve the quality of assisted housing

The PHA's SEMAP score for FYE 06/30/07 was 81%, standard. The PHA's lease-up rates since 7/1/07 have increased; the PHA increased its payment standards in 2007, has increased the number of assisted participants, and is currently utilizing 100% of its monthly budgeted HAP authority.

The PHA attended meetings with local municipalities to encourage code enforcement in an effort to decrease substandard housing.

PHA Goal: Increase assisted housing choices

The PHA's Landlord Outreach Coordinator hosted two evening workshops in 2007 for area landlords to encourage participation in the voucher program. Additionally, ACHA sends out packets of information to prospective landlords. In 2007 ACHA began offering unit pre-inspections to owners with an interest in the HCV Program. In 2007, 42 "new" landlords began participating with the HCV Program in Adams County.

This institution is an equal opportunity provider.

The PHA worked with Rural Housing Services and Pennsylvania Interfaith Community Programs, Inc. to qualify potential homeowners for the HCV homeownership option. Families received financial and homeownership counseling. 4 families were assisted through the HCV homeownership option in 2007.

PHA Goal: Provide an improved living environment

The PHA is meeting its objective of designating developments or buildings for particular resident groups through its partnership on the Misty Ridge Development Project - 100 units of rental housing for the 55+ population, and 76 units of multi-family rental housing, and 90 units designated for homeownership, for persons at or below 60% of median income, with a 25% set aside for special needs populations (disabled, homeless), and a 25% set aside for larger families.

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

At voucher group briefing and at recertification appointments the PHA promotes the FSS program. It also promoted the FSS Program at the landlord workshops to county landlords and at the PCC meetings. Additionally, staff networks with social service providers, both by speaking at outside organizations, and through monthly meetings at a community forum to attract services and enhance relationships with community service providers for FSS participants. The FSS Program size increased to 38 families in 2007, with an employment rate of 45%.

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

In 2007 the PHA opened an office space in its building free of charge to the local NAACP chapter. Additionally, the PHA provided fair housing information at its landlord workshops, provided fair housing information at its group briefings, and provided reasonable accommodations for persons with disabilities. Staff received training on Fair Housing provided by the Executive Director of the York City Human Relations Commission, coordinated through HUD OFH. In an effort to make services equally accessible to families with limited English proficiency, the Authority translated its application form, and is continuing to translate essential program forms into Spanish.

This institution is an equal opportunity provider.

Adams County Housing Authority
Administrative Plan Update

By passage of Resolution 2008 – 2, approved March 18, 2008, the Board of Directors of Adams County Housing Authority approved the revisions of this plan to be effective immediately, except for the Significant Amendment- establishment of local residency preference, which shall be effective immediately upon HUD’s review and approval of the Annual Agency Plan.

Chapter 3, p. 3-8, 3-I.M. LIVE-IN AIDE, PHA Policy - Continued approval of live-in-aids are subject to PHA verification at each annual reexamination.

Chapter 4, p. 4-8, 4-III.C. SELECTION METHOD Local Preferences [24 CFR 982.207; HCV p. 4-16], PHA Policy, added preference subtitles, and added local preference for legal residency in Adams County, PA

Chapter 4, p. 4-11, Order of Selection, updated PHA Policy to list Residency Preference as third preference order.

Chapter 4, p. 4-13, 4-III.F. COMPLETING THE APPLICATION PROCESS, PHA Policy, added that if a family provides false documentation when requesting a preference, the family will be withdrawn from the waiting list.

Chapter 5, p. 5-9, 5-II.C. EXCEPTIONS TO SUBSIDY STANDARDS verification of additional bedroom due to special medical equipment will be re-verified at annual reexamination.

Chapter 7, p. 7-3, File Documentation- PHA Policy added to reiterate what will be in files

Chapter 7, p. 7-3, 7-I.C. UP-FRONT INCOME VERIFICATION (UIV), PHA Policy added to clarify that applicants and participants will be told that the PHA uses EIV at admission and reexamination

Chapter 7, p. 7-7, When Third-Party Verification is Not Required, Certain Income, Asset and Expense Sources, PHA Policy added that file will be document with the reason 3rd party verification is not available

Chapter 7, p. 7-16, 7-III.C. PERIODIC PAYMENTS AND PAYMENTS IN LIEU OF EARNINGS, PHA Policy, added policy to state that PHA will accept tenant provided documents because of the fee associated with verifying unemployment compensation; pages 7-3 to 7-25 reprinted for pagination.

Chapter 17, p. 17-2 –updated regulatory citation

P. 3 - 8**3-I.M. LIVE-IN AIDE**

Live-in aide means a person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who: (1) is determined to be essential to the care and well-being of the persons, (2) is not obligated for the support of the persons, and (3) would not be living in the unit except to provide the necessary supportive services [24 CFR 5.403].

The PHA must approve a live-in aide if needed as a reasonable accommodation in accordance with 24 CFR 8, to make the program accessible to and usable by the family member with disabilities.

A live-in aide is a member of the household, not the family, and the income of the aide is not considered in income calculations [24 CFR 5.609(b)]. Relatives may be approved as live-in aides if they meet all of the criteria defining a live-in aide. However, a relative who serves as a live-in aide is not considered a family member and would not be considered a remaining member of a tenant family.

PHA Policy

A family's request for a live-in aide must be made in writing. Written verification will be required from a reliable, knowledgeable professional, such as a doctor, social worker, or case worker, that the live-in aide is essential for the care and well-being of the elderly, near-elderly, or disabled family member. **Continued approval is subject to PHA verification at each annual reexamination.**

Administrative Plan, Chapter 4 Update**P. 4 – 8 through 4-11****Regular HCV Funding**

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

PHA Policy**Involuntarily Displaced Preference**

The PHA will offer a local preference to involuntarily displaced immediate disaster victims who are displaced from a residence in Adams County, Pennsylvania, as a result of emergency, e.g. fire, flood, tornado, hail, where a disaster declaration has been declared by the certifying authority. Families are

required to provide a certificate from the certifying authority as verification for preference. In order to qualify for preference the family must submit an application for assistance within 30 calendar days of the disaster.

Adjudicated Dependent Preference

The PHA will offer a local preference to adjudicated dependents and/or youth aging out of Adams County Children and Youth Services who are/were eligible for Chafee Independent Living Services, where the following criteria is met:

- The client must be at least 18 years of age, in substitute care and eligible for Chafee Independent Living Services (or in care with the possibility of leaving care and eligible for Chafee Independent Living Services) with an anticipated discharge date within the next 12 months; or
- The client must have been discharged from Adams County Children & Youth Services care within the last two years, having been in substitute care for at least six months, had been or is currently eligible for Chafee Independent Living Services and has not yet reached his/her 23rd birthday.

Families are required to provide a certificate from Adams County Children & Youth Services as verification for preference at time of application.

Local Legal Residency Preference *This section is currently proposed- it will not be effective until the Agency Plan Process is concluded & we receive confirmation from HUD that the Agency Plan has been reviewed for compliance.*

The PHA will offer a local preference to families who have domicile (legal residence) in Adams County, Pennsylvania.

Definitions:

- **Domicile.** The term "domicile" shall mean the place where one intends to reside permanently or indefinitely and does, in fact, so reside.
- **Clear and Convincing Evidence.** The term "clear and convincing evidence" shall mean evidence sufficient to convince a reasonable mind that a fact ought to be proved is more likely than not true.

Determination of Domicile:

Domicile is the place where one intends to reside either permanently or indefinitely and does, in fact, so reside. The presumptions and forms of evidence set forth hereafter shall be considered by the Housing Authority in making its determinations.

Continuous residence in Adams County, Pennsylvania, for a period of 12 months prior to submitting an application for housing assistance creates a presumption of domicile. An applicant is presumed not to be a domiciliary if he/she has resided for a shorter period before submitting an application, but may rebut this presumption by clear and convincing evidence.

Applicants who are not United States citizens, and have non-immigrant visas or lack a visa, are presumed not to be domiciled in Adams County, but they may rebut this presumption by clear and convincing evidence.

A minor is presumed to have the domicile of his or her parents or guardian. The age of majority for establishing a domicile for application purposes is 18.

A United States government employee or a member of the armed forces who was domiciled in Adams County immediately preceding entry into government

services and who has continuously maintained Adams County as his or her declared legal residence, shall be presumed to have an Adams County domicile.

Evidence:

The family must provide as evidence of legal domicile one of the following as proof at time of application. Applications submitted without the required documentation will not receive a preference.

- Current Pennsylvania driver's license or Pennsylvania state issued ID, as well as, a change of address card if address is different than what is on license, Permanent Resident Card, or immigration papers
- Copy of 2 different current utility bills, dated at least 12 months prior to application listing Adams County address (water, sewer, electric, gas, cable); will not accept cellular phone or pager bills
- Copy of current benefit award letter (social security, unemployment compensation, welfare assistance) showing applicant's Adams County address
- Copy of Adams County, PA, court ordered child support orders or custody agreements
- Copy of prior year Adams County local tax return; will not accept federal or state tax return
- Copy of Adams County voter registration card
- Copy of proof showing that children are enrolled and have been enrolled in an Adams County School during the last school year; the PHA will accept a report card
- Sworn certification that Adams County resident is unable to provide any of the above documentation and is requesting an immediate informal review to determine eligibility for preference

Order of Selection

The PHA system of preferences may select families either according to the date and time of application, or by a random selection process [24 CFR 982.207(c)]. When selecting families from the waiting list PHAs are required to use targeted funding to assist only those families who meet the specified criteria, and PHAs are not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

PHA Policy

Families will be selected from the waiting list based on selection preference for which they qualify, and on a first-come, first-served basis according to the date and time their complete application is received by the PHA. Within each preference category, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the PHA.

Highest preference will be given to families qualifying for the involuntarily displaced immediate disaster victim preference. Second highest preference will be given to families qualifying for the adjudicated dependents and/or youth aging out of Adams County Children and Youth Services who are/were eligible for

Chafee Independent Living Services. **Third preference will be given to families qualifying for the Adams County Residency Preference.**

p. 4-12 through 4-13

4-III.F. COMPLETING THE APPLICATION PROCESS

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information, the PHA must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted admission, or selection preference that affected the order in which the family was selected from the waiting list.

PHA Policy

If the PHA determines that the family is ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of the determination. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review (Chapter 16).

If a family fails to qualify for any criteria that affected the order in which it was selected from the waiting list (e.g. targeted funding, local preference, extremely low-income), the family will be returned to its original position on the waiting list. The PHA will notify the family in writing that it has been returned to the waiting list, and will specify the reasons for it.

If a family provides false documentation when requesting a preference, the family will be withdrawn from the waiting list.

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p. 5-9

5-II.C. EXCEPTIONS TO SUBSIDY STANDARDS

In determining family unit size for a particular family, the PHA may grant an exception to its established subsidy standards if the PHA determines that the exception is justified by the age, sex, health, handicap, or relationship of family members or other personal circumstances [24 CFR 982.402(b)(8)]. Reasons may include, but are not limited to:

- A need for an additional bedroom for medical equipment
- A need for a separate bedroom for reasons related to a family member's disability, medical or health condition

For a single person who is not elderly, disabled, or a remaining family member, an exception cannot override the regulatory limit of a zero or one bedroom [24 CFR 982.402(b)(8)].

PHA Policy

The PHA will consider granting an exception for any of the reasons specified in the regulation: the age, sex, health, handicap, or relationship of family members or other personal circumstances.

The family must request any exception to the subsidy standards in writing. The request must explain the need or justification for a larger family unit size, and must include appropriate documentation. Requests based on health-related reasons must be verified by a knowledgeable professional source (e.g. **doctor or health professional**), unless the disability and the disability-related request for accommodation is readily apparent or otherwise known. **The family's continued**

need for an additional bedroom due to special medical equipment must be re-verified at annual reexamination.

The PHA will notify the family of its determination within 14 calendar days of receiving the family's request. If a participant family's request is denied, the notice will inform the family of their right to request an informal hearing.

5-II.D. VOUCHER ISSUANCE AND RECISSIONS [24 CFR 982.302] When a family is selected from the waiting list (or as a special admission as described in Chapter 4), or when a participant family wants to move to another unit, the PHA issues a Housing Choice Voucher, form HUD-52646. This chapter deals only with voucher issuance for applicants. For voucher issuance associated with moves of program participants, please refer to Chapter 10.

Administrative Plan Chapter 7 Update

p. 7-3

File Documentation

The PHA must document in the file how the figures used in income and rent calculations were determined. All verification attempts, information obtained, and decisions reached during the verification process will be recorded in the family's file in sufficient detail to demonstrate that the PHA has followed all of the verification policies set forth in this plan. The record should be sufficient to enable a staff member or HUD reviewer to understand the process followed and conclusions reached.

PHA Policy

The PHA will document, in the family file, the following:

Reported family annual income

Value of assets

Expenses related to deductions from annual income

Other factors influencing the adjusted income or income-based rent determination

7-I.C. UP-FRONT INCOME VERIFICATION (UIV)

Up-front income verification (UIV) refers to the PHA's use of the verification tools available from independent sources that maintain computerized information about earnings and benefits. UIV will be used to the extent that these systems are available to the PHA.

PHA Policy

The PHA will inform all applicants and participants of its use of the following UIV resources during the admission and reexamination process: HUD's EIV system.

p. 7-7

When Third-Party Verification is Not Required

Primary Documents

Third-party verification is not required when legal documents are the primary source, such as a birth certificate or other legal documentation of birth.

Certain Assets and Expenses

The PHA will accept a self-certification from a family as verification of assets disposed of for less than fair market value [HCV GB, p. 5-28].

The PHA will determine that third-party verification is not available if the asset or expense involves an insignificant amount, making it not cost-effective or reasonable to obtain third-party verification [VG, p. 15].

PHA Policy

The PHA will use review of documents in lieu of requesting third-party verification when the market value of an individual asset or an expense is less than \$500 annually *and* the family has original documents that support the declared amount.

Certain Income, Asset and Expense Sources

The PHA will determine that third-party verification is not available when it is known that an income source does not have the ability to provide written or oral third-party verification [VG, p. 15]. For example, the PHA will rely upon review of documents when the PHA determines that a third party's privacy rules prohibit the source from disclosing information.

PHA Policy

The PHA also will determine that third-party verification is not available when there is a service charge for verifying an asset or expense *and* the family has original documents that provide the necessary information. **The PHA will document in the family file the reason that third-party verification was not available and will place a photocopy of the original document(s) in the family file.** [VG, p. 15]

If the family cannot provide original documents, the PHA will pay the service charge required to obtain third-party verification, unless it is not cost effective in which case a self-certification will be acceptable as the only means of verification. The cost of verification will not be passed on to the family. The cost of postage and envelopes to obtain third-party verification of income, assets, and expenses is not an unreasonable cost [VG, p. 18].

p. 7-16

7-III.C. PERIODIC PAYMENTS AND PAYMENTS IN LIEU OF EARNINGS Social Security/SSI Benefits

PHA Policy

To verify the SS/SSI benefits of applicants, the PHA will request a current (dated within the last 60 days) SSA benefit verification letter from each family member that receives social security benefits. If the family is unable to provide the document(s), the PHA will ask the family to request a benefit verification letter by either calling SSA at 1-800-772-1213, or by requesting it from www.ssa.gov. Once the applicant has received the benefit verification letter they will be required to provide it to the PHA.

To verify the SS/SSI benefits of participants, the PHA will obtain information about social security/SSI benefits through the HUD EIV System. If benefit information is not available in HUD system, the PHA will request a current SSA benefit verification letter from each family member that receives social security benefits. If the family is unable to provide the document(s) the PHA will ask the family to request a benefit verification letter by either calling SSA at 1-800-772-1213, or by requesting it from www.ssa.gov. Once the participant has received the benefit verification letter they will be required to provide it to the PHA.

PHA Policy

To verify unemployment benefits of applicants, the PHA will request a current (dated within the last 60 days) unemployment compensation benefit verification letter or check stub from each family member that receives unemployment benefits. If the family is unable to provide the document(s), the PHA will ask the family to request a benefit verification letter from the Department of Labor and Industry. Once the applicant has received the benefit verification letter they will be required to provide it to the PHA.

To verify unemployment benefits of participants, the PHA will obtain information about unemployment benefits through the HUD EIV System. If benefit information is not available in HUD system, the PHA will request a current unemployment benefit verification letter from each family member that receives unemployment benefits. If the family is unable to provide the document(s) the PHA will ask the family to request a benefit verification letter. Once the participant has received the benefit verification letter they will be required to provide it to the PHA.

Administrative Plan Chapter 17 Update

p. 17-2

17-I.B. TENANT-BASED VS. PROJECT-BASED VOUCHER ASSISTANCE [24 CFR 983.2]

Much of the tenant-based voucher program regulations also apply to the PBV program. Consequently, many of the PHA policies related to tenant-based assistance also apply to PBV assistance. The provisions of the tenant-based voucher regulations that do not apply to the PBV program are listed at [24 CFR 983.1](#).