



NOTICE OF REGULAR MEETING AGENDA
LANCASTER HOUSING AGENCY
BOARD OF COMMISSIONERS

MUNICIPAL CENTER CITY COUNCIL CHAMBERS

211 N. HENRY STREET, LANCASTER, TEXAS

Monday, June 11, 2012 – 6:45 P.M.



6:45 P.M.

AGENDA

CALL TO ORDER

CONSENT AGENDA: (Items listed under the consent agenda are considered routine and are generally enacted in one motion. The exception to this rule is that a Commissioner may request one or more items to be removed from the consent agenda for separate discussion and action.)

- 1C. Consider approval of minutes from the Lancaster Housing Agency Board of Commissioners Meeting held November 14, 2011.
- 2C. Consider Resolution 2012-0601 accepting the Financial Activity Reports from the Lancaster Housing Agency for the Housing Choice Voucher Program from October 2011 through April 2012.
- 3C. Consider Resolution 2012-0602 approving the terms and conditions of a General Depository Agreement by and between the Lancaster Housing Agency and J.P. Morgan Chase; and authorizing the Board Chairman (Mayor) to execute said agreement.

PUBLIC HEARING

- 4. Conduct a public hearing to receive comments regarding the Lancaster Housing Agency's Annual Plan for fiscal year 2012.

ADJOURN

EXECUTIVE SESSION: The Lancaster Housing Agency Board of Commissioners reserves the right to convene into executive session on any posted agenda item pursuant to Section 551.071(2) of the TEXAS GOVERNMENT CODE to seek legal advice concerning such subject.

ACCESSIBILITY STATEMENT: The Municipal Center is wheelchair-accessible. For sign interpretive services, call the City Secretary's office, 972-218-1311, or TDD 1-800-735-2989, at least 72 hours prior to the meeting. Reasonable accommodation will be made to assist your needs.

Certificate

I hereby certify the above Notice of Meeting was posted at the Lancaster City Hall on June 7, 2012 @ 5.00 p.m. and copies thereof were hand delivered to the Board of Commissioners for the Lancaster Housing Agency.

Dolle K. Downe
Dolle K. Downe, TRMC
Board Secretary

LANCASTER HOUSING AGENCY
Agenda Communication for
June 11, 2012

1

AG12-001

Consider approval of minutes from the Lancaster Housing Agency Board of Commissioners Meeting held November 14, 2011.

Background

Attached for review and consideration are minutes from the:

- Lancaster Housing Agency Board of Commissioners Meeting held November 14, 2011.

Prepared and submitted by:

Dolle K. Downe, City Secretary

MINUTES

LANCASTER HOUSING AGENCY BOARD OF COMMISSIONERS MEETING OF NOVEMBER 14, 2011

The Board of Commissioners of the Lancaster Housing Agency met in a regular meeting in the Lancaster Council Chambers at City Hall, 211 N. Henry Street, Lancaster, Texas, on November 14, 2011 at 6:45 p.m. with a quorum present, to-wit:

Commissioners Present:

Marcus E. Knight, Chair
Walter Weaver
Stanley Jaglowski
Marco Mejia
James Daniels
Clyde Hairston
Nina Morris

City Staff Present:

Opal Mauldin Robertson, City Manager
Alicia Oyedele, Assistant to the City Manager
Kim Pekofske, Housing Manager
Joe Gorfida, Nichols, Jackson, Dillard, Hager & Smith, LLP, Acting Attorney for City Attorney
Robert Hager
Dolle Downe, Secretary

Call to Order:

Chairman Knight called the meeting to order at 6:45 p.m. on November 14, 2011.

Consent Agenda:

Secretary Downe read the consent agenda.

- 1C. Consider approval of minutes from the Lancaster Housing Agency Board of Commissioners Meeting held June 27, 2011.**
- 2C. Consider Resolution 2011-1103 of the Lancaster Housing Agency Board of Commissioners adopting Rent Payment Standards for the Housing Choice Voucher Program; and providing an effective date.**
- 3C. Consider Resolution 2011-1104 of the Lancaster Housing Agency Board of Commissioners, adopting the Utility Allowance Schedule for the Housing Choice Voucher Program for Dallas, Tarrant and Ellis Counties; and providing an effective date.**
- 4C. Consider Resolution 2011-1105 of the Lancaster Housing Agency Board of Commissioners, accepting the Financial Activity Reports from the Lancaster Housing Agency for the Housing Choice Voucher Program from May 2011 through September 2011; and providing an effective date.**

- 5C. Consider Resolution 2011-1106 of the Lancaster Housing Agency Board of Commissioners approving the Section Eight Management Assessment Program (SEMAP) submission to the U. S. Department of Housing and Urban Development (HUD) for the Housing Choice Voucher Program for Fiscal Year Ending September 30, 2011; and providing an effective date.**

MOTION: Commissioner Hairston made a motion, seconded by Commissioner Daniels, to approve consent items 1C – 5C as presented. The vote was cast 7 for, 0 against.

- 6. Discuss and consider Resolution 2011-1107 of the Lancaster Housing Agency Board of Commissioners, approving the terms and conditions of an Interlocal Agreement by and between the City of Lancaster and Texas Workforce Commission to assist in verifying income and eligibility for housing assistance; authorizing the City Manager to execute said agreement; providing a repealing clause; providing a severability clause; and providing an effective date.**

Housing Manager Pekofske noted the agreement with the Texas Workforce Commission facilitates verification of information used to establish client eligibility and level of assistance.

MOTION: Commissioner Morris made a motion, seconded by Commissioner Hairston, to approve Resolution 2011-1107 approving the terms and conditions of an Interlocal Agreement by and between the City of Lancaster and Texas Workforce Commission to assist in verifying income and eligibility for housing assistance. The vote was cast 7 for, 0 against.

MOTION: Commissioner Daniels made a motion, seconded by Commissioner Morris, to adjourn. The vote was cast 7 for, 0 against.

The meeting was adjourned at 6:49 p.m.

ATTEST:

APPROVED:

Dolle K. Downe, Secretary

Marcus E. Knight, Chairman

LANCASTER HOUSING AGENCY

Agenda Communication for June 11, 2012

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AG12-002

Consider a Resolution of the Lancaster Housing Agency Board of Commissioners, accepting the Financial Activity Reports from the Lancaster Housing Agency for the Housing Choice Voucher Program from October 2011 through April 2012; and providing an effective date.

Background

The Lancaster Housing Agency (LHA) operates the Section 8 Housing Choice Voucher Program (HCVP) which is funded by the U. S. Department of Housing and Urban Development (HUD). HUD authorizes such funding through the use of several "funding increments" throughout the program year which provides budget authority to cover program administrative costs and rental subsidy payments to the landlords on behalf of eligible participating families.

Considerations

- **Operational** – Housing agencies receiving such funding are required to provide client services necessary to ensure the provision of decent, safe and sanitary housing to eligible families. Each dwelling unit leased under the program must be inspected prior to initial lease-up and at least once every twelve months.

All families must undergo extensive eligibility reviews, which include verification of income, expenses, familial status, citizenship, criminal history and identity upon admission to the program. Household income and expenses must be reviewed at least once a year, and upon any change in income or family composition.

Agency staff must also conduct fraud investigations, special inspections, termination hearings, assist in resolving landlord/tenant disputes, ensure timely payments to landlords and other tasks associated with program operations. Despite the reductions in administrative fees, LHA is still reporting expenditures under the current funds distributed by HUD for this period. However with the deep cuts in Administrative Fees, this trend is not sustainable for this agency.

- **Legal** – LHA program operations must be operated in accordance with the HUD Code of Federal Regulations (CFR's) at 24 CFR Part 982. The City Attorney has prepared the resolution.

- **Financial** – The current Revenues and Expenditures through April 30, 2012 are as follows:

<u>Program</u>	<u>HAP Revenue</u>
HCVP	\$4,654,261.91
	<u>Administrative Revenue</u>
HCVP	\$ 441,197.03
	<u>HAP Expenditures</u>
HCVP	\$4,577,633.19
	<u>Administrative Expenditures</u>
HCVP	\$ 438,791.09

The Lancaster Housing Agency expenditures and administrative expenses have remained below the revenue received for this reporting period. HUD has reduced the amount of Administrative Fees that all agencies are eligible for to 80% for this year. This is based on the amount of funding provided by Congress. Congress continues to reduce the appropriations to HUD, thereby reducing the amounts distributed by HUD. LHA has reduced staffing levels last year and as recently as last month in order to accommodate the reductions in Administrative Fees. If the Administrative Fees are reduced further than 80% of eligibility, there will need to be further cuts, which will cause a hardship on the agency to continue to serve the number of families on the program. HUD is not providing any form of concession on the regulations or levels of service to help the agencies in reducing costs. HUD is still expecting the same levels of performance with limited staff and funds for operating.

HUD has also implemented an off-set of the Housing Assistance Payments (HAP) for 2012. Effective for January through September 2012, HUD is underfunding each Housing Agency based on the amount of HAP reserves that are available to that agency. HUD will have the recapture of the reserves completed by September 2012.

- **Public Information** – There are no public information requirements.

Options/Alternatives

1. The Commissioners may adopt the resolution as presented.
2. The Commissioners may deny the resolution and direct staff.

Recommendation

Staff recommends approval of the resolution accepting the Financial Activity Report from the Lancaster Housing Agency Housing Choice Voucher Program through April 2012.

Attachments

- Resolution
- Financial reports October through April 2012

Prepared and submitted by:
Kim Pekofske, Housing Manager

Date: May 29, 2012

RESOLUTION NO. 2012-0601

A RESOLUTION OF THE LANCASTER HOUSING AGENCY BOARD OF COMMISSIONERS, ACCEPTING THE FINANCIAL ACTIVITY REPORTS FROM THE LANCASTER HOUSING AGENCY FOR THE HOUSING CHOICE VOUCHER PROGRAM THROUGH APRIL 2012; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Lancaster Housing Agency operates the Housing Choice Voucher Program funded by the U.S. Department of Housing & Urban Development; and

WHEREAS, the Board of Commissioners has been provided information regarding the financial and operational activities of the Housing Choice Voucher Program; and

WHEREAS, the Board of Commissioners desires to accept the financial report from the Lancaster Housing Agency Housing Choice Voucher Program through April 2012.

NOW, THEREFORE, BE IT RESOLVED BY THE LANCASTER HOUSING AGENCY BOARD OF COMMISSIONERS:

SECTION 1. That the Financial Activity Reports for the Housing Choice Voucher Program (HCVP) through the month of April 2012, which are attached hereto and incorporated herein by reference as Exhibit "A", are hereby, in all things accepted by the Board of Commissioners.

SECTION 2. This resolution shall take effect immediately from and after its passage as the law in such cases provides, and it is accordingly so resolved.

DULY PASSED and approved by the Lancaster Housing Agency Board of Commissioners on this the 11th day of June 2012.

ATTEST:

APPROVED:

Dolle K. Downe, Secretary

Marcus E. Knight, Chairman

APPROVED AS TO FORM:

Robert E. Hager, Attorney

Period Ending: 10/2011

Account	Description	Actual Month	YTD Received	Amended Budget	Percent of Budget 8.3%	Original Budget	Prior Year Actual	2 Years Ago
20-3306-00-00	COPY/RESEARCH FEE			23.00		23.00	5.00	40.00
Subtotal:				23.00		23.00	5.00	40.00
20-5603-00-00	FRAUD RECOVERY (ADM)	2,449.67	2,449.67	48,032.00	5.100	48,032.00	33,233.26	38,010.78
20-5631-00-00	HAP ADMIN REVENUE	48,418.00	48,418.00	838,658.00	5.799	838,658.00	766,616.00	804,413.00
20-5632-00-00	REV TRND OTHER AGENCIES	3,631.55	3,631.55				25,197.10	27,615.89
Subtotal:		54,499.22	56,699.22	886,690.00	6.160	886,690.00	825,046.36	870,039.67
20-5701-00-00	INTEREST TRIFPOOL - HAP	16.67	16.67	5,267.00	.275	5,267.00	259.58	864.35
20-5702-00-00	INTEREST JPMC X5802 HAP	33.24	33.24	389.00	8.545	389.00	479.68	273.04
20-5701-00-00	INTEREST ON POOLS - 01 ACCT			101.00		101.00	.26	.01
20-5704-00-00	INTEREST TRIFPOOL - HAP ADM	34.16	34.16				611.69	336.40
Subtotal:		81.85	81.85	5,757.00	1.822	5,757.00	1,350.99	1,453.00
Program number:	REVENUE	54,581.07	54,581.07	892,270.00	6.117	892,270.00	826,402.35	871,533.47
Department number:	REVENUE	54,581.07	54,581.07	892,270.00	6.117	892,270.00	826,402.35	871,533.47

Period Ending: 10/2011

Account	Description	Actual Month	YTD Received	Amended Budget	Percent of Budget 8.3%	Original Budget	Prior Year Actual	2 Years Ago
20-5613-25-02	SMALL FMR REVENUE						33,300.00	
Subtotal:							33,300.00	
Program number: 2	SMALL FMR Program						33,300.00	
Department number: 25	HOUSING ADMINISTRATION						33,300.00	

Period Ending: 10/2011

Account	Description	Actual Month	YTD Received	Amended Budget	Percent of Budget 0.3%	Original Budget	Prior Year Actual	2 Years Ago
20-5603-71-00	PLAID RECOVERY (MAP)	3,383.62	3,383.62				42,145.06	41,526.32
20-5630-71-00	MAP REVENUE	608,080.00	608,080.00	7,200,000.00	8.466	7,200,000.00	7,537,685.00	7,671,472.00
20-5632-71-00	REV TRND OTHER AGENCIES	56,615.33	56,615.33	300,000.00	18.872	300,000.00	422,930.47	428,101.41
Subtotal:		667,678.95	667,678.95	7,500,000.00	8.908	7,500,000.00	7,962,480.53	7,943,097.73
Program number:		667,678.95	667,678.95	7,500,000.00	8.908	7,500,000.00	7,962,480.53	7,943,097.73
Department number: 71	HOUSING ASSISTANCE PAYMENTS	667,678.95	667,678.95	7,500,000.00	8.908	7,500,000.00	7,962,480.53	7,943,097.73
Fund number: 20 LANCASTER HOUSING AGENCY-ENO		722,069.02	722,069.02	8,392,378.00	8.604	8,392,378.00	9,842,182.88	9,816,631.20

***** End of Report *****

Period Ending: 11/2011

Account	Description	Actual Month	YTD Received	Amended Budget	Percent of Budget 16.7%	Original Budget	Prior Year Actual	2 Years Ago
20-5306-00-00	COPY/RESEARCH FEE			23.00		23.00	5.00	40.00
Subtotal:				23.00		23.00	5.00	40.00
20-5403-00-00	FRAUD RECOVERY (ADM)	3,675.22	6,124.89	68,032.00	12.752	48,032.00	33,233.26	18,010.78
20-5431-00-00	MAP ADMIN REVENUE	55,749.00	108,947.00	838,458.00	12.925	838,458.00	746,618.00	804,413.00
20-5432-00-00	REV TRNG OTHER AGENCIES	1,300.45	6,732.00				25,397.10	27,835.89
Subtotal:		44,724.67	121,223.89	884,490.00	13.675	884,490.00	825,046.36	870,039.67
20-5701-00-00	INTEREST TRIPPOOL - MAP		14.47	5,267.00	.275	5,267.00	259.58	846.35
20-5702-00-00	INTEREST JPMC X9002 MAP	32.58	65.82	389.00	16.920	389.00	479.48	273.04
20-5703-00-00	INTEREST ON POOLS - 01 ACCT			101.00		101.00	.24	.01
20-5706-00-00	INTEREST TRIPPOOL - MAP ADM		34.34				611.49	316.40
Subtotal:		32.58	114.63	5,757.00	1.988	5,757.00	1,350.39	1,453.80
Program number:	REVENUE	46,757.25	121,338.12	892,270.00	13.999	892,270.00	826,402.35	871,533.47
Department number:	REVENUE	46,757.25	121,338.12	892,270.00	13.999	892,270.00	826,402.35	871,533.47

Period Ending: 11/2011

Account	Description	Actual Month	YTD Received	Amended Budget	Percent of Budget 16.7%	Original Budget	Prior Year Actual	2 Years Ago
20-5633-21-02	SMALL FMR REVENUE						13,300.00	
Subtotal:							33,300.00	
Program number:	2 SMALL FMR PROGRAM						33,300.00	
Department number:	25 HOUSING ADMINISTRATION						33,300.00	

Period Ending: 11/2011

Account	Description	Actual Month	YTD Received	Amended Budget	Percent of Budget 16.7%	Original Budget	Prior Year Actual	2 Years Ago
20-5603-71-00	PLAID RECOVERY (RAP)	3,959.62	7,343.24					
20-5610-71-00	RAP REVENUE	608,899.00	1,216,375.00	7,100,000.00	16.902	7,200,000.00	62,145.06	63,526.32
20-5612-71-00	REV THRU OTHER AGENCIES	65,049.60	121,040.33	900,000.00	60.351	300,000.00	7,517,495.00	7,471,472.00
Subtotal:		677,899.62	1,345,378.57	7,900,000.00	17.910	7,500,000.00	622,930.67	628,101.61
Program number:		677,899.62	1,345,378.57	7,900,000.00	17.930	7,500,000.00	7,982,400.51	7,943,097.73
Department number: 71	HOUSING ASSISTANCE PAYMENTS	677,899.62	1,345,378.57	7,900,000.00	17.930	7,500,000.00	7,982,400.53	7,943,097.73
Fund number: 20 LANCASTER HOUSING AGENCY-EUD		744,616.07	1,466,716.89	8,992,270.00	17.677	8,302,270.00	8,842,102.60	8,814,431.20

***** End of Report *****

Period Ending: 12/2011

Account	Description	Actual Month	YTD Received	Amended Budget	Percent of Budget 21.0%	Original Budget	Prior Year Actual	2 Years Ago
20-3396-00-00	COPY/RENEWAL FEE			23.00		23.00	5.00	60.00
Subtotal:				23.00		23.00	5.00	60.00
20-5603-00-00	FRAUD RECOVERY (AMM)	3,563.05	9,687.56	68,032.00	20.170	68,032.00	33,233.26	38,010.78
20-3633-00-00	RAF ADMIN REVENUE	59,692.00	368,859.00	838,458.00	20.064	838,458.00	768,434.00	804,413.00
20-5632-00-00	REV FROM OTHER AGENCIES	2,302.05	9,036.05				25,197.30	27,615.89
Subtotal:		65,557.10	386,582.61	886,490.00	21.070	886,490.00	825,044.36	870,039.67
20-5703-00-00	INTEREST TIERPOOL - RAP	67.76	62.21	5,267.00	1.181	5,267.00	255.58	846.35
20-5702-00-00	INTEREST JPMC K9002 RAP	34.86	100.68	189.00	25.882	389.00	679.68	273.04
20-5703-00-00	INTEREST ON FIDUCS - 01 ACCT			191.00		191.00	.26	.01
20-5784-88-08	INTEREST TIERPOOL - RAP AMM	108.31	142.65				611.49	336.40
Subtotal:		190.91	305.54	5,757.00	5.304	5,757.00	1,350.59	1,433.80
Program number:	REVENUE	65,748.01	387,086.33	892,270.00	20.967	892,270.00	826,402.35	871,533.47
Department number:	REVENUE	65,748.01	387,086.33	892,270.00	20.967	892,270.00	826,402.35	871,533.47

Period Ending: 12/2011

Account	Description	Actual Month	YTD Received	Amended Budget	Percent of Budget 21.0%	Original Budget	Prior Year Actual	2 Years Ago
20-5603-71-00	FRAND RECOVERY (MAP)		7,141.24					
20-5618-71-00	MAP REVENUE	607,898.00	1,824,873.00	7,200,000.00	25.34%	7,200,000.00	42,145.06	43,524.32
20-5612-71-00	SAV TRNG OTHER AGENCIES	67,748.97	168,885.30	300,000.00	56.27%	300,000.00	7,517,405.00	7,471,472.00
Subtotal:		655,646.97	2,001,023.54	7,500,000.00	26.68%	7,500,000.00	422,530.47	428,101.41
Program number:		655,646.97	2,001,023.54	7,500,000.00	26.68%	7,500,000.00	7,982,480.53	7,943,097.73
Department number: 71	HOUSING ASSISTANCE PAYMENTS	655,646.97	2,001,023.54	7,500,000.00	26.68%	7,500,000.00	7,982,480.53	7,943,097.73
Fund number: 20 LANCASTER HOUSING AGENCY-RUD		721,394.98	2,188,111.87	8,392,276.00	26.07%	8,392,276.00	8,842,182.88	8,814,611.20

***** End of Report *****

Period Ending: 1/2012

Account	Description	Actual Month	YTD Received	Amended Budget	Percent of Budget 11.1%	Original Budget	Prior Year Actual	2 Years Ago
20-5306-00-00	COST/RESEARCH FEE			23.00		23.00	5.00	40.00
Subtotal:				23.00		23.00	5.00	40.00
20-5603-00-00	PRAND RECOVERY (ADM)	5,595.18	15,273.12	49,032.00	31.798	49,032.00	33,233.24	38,010.78
20-5631-00-00	HAP ADMIN REVENUE	53,834.00	221,893.00	838,438.00	26.464	838,438.00	766,416.00	804,413.00
20-5632-00-00	REV THRU OTHER AGENCIES	2,137.64	11,191.63				25,197.10	27,615.89
Subtotal:		61,376.82	248,337.81	886,490.00	28.816	886,490.00	825,046.36	870,039.67
20-5701-00-00	INTEREST TRIPPOOL - HAP		42.21	3,267.00	1.181	5,267.00	239.58	844.35
20-5702-00-00	INTEREST TRIP TRIPPOOL HAP	41.43	162.11	388.00	34.532	388.00	479.68	273.04
20-5703-00-00	INTEREST ON POOLS - 01 ACCT			101.00		101.00	.24	.02
20-5706-00-00	INTEREST TRIPPOOL - HAP ADM		142.45				611.49	336.40
Subtotal:		41.43	346.77	5,757.00	6.023	5,757.00	1,350.99	1,483.80
Program number:	REVENUE	61,418.25	248,704.58	892,278.00	27.873	892,278.00	826,402.33	871,533.47
Department number:	REVENUE	61,418.25	248,704.58	892,278.00	27.873	892,278.00	826,402.33	871,533.47

Period Ending: 1/2012

Account	Description	Actual Month	YTD Received	Amended Budget	Percent of Budget 33.3%	Original Budget	Prior Year Actual	2 Years Ago
20-5433-25-02	SMALL FMR REVENUE						33,300.00	
Subtotal:							33,300.00	
Program number: 2	SMALL FMR Program						33,300.00	
Department number: 25	HOUSING ADMINISTRATION						33,300.00	

Period Ending: 1/2012

Account	Description	Actual Month	YTD Received	Amended Budget	Percent of Budget 11.3%	Original Budget	Prior Year Actual	2 Years Ago
20-5603-71-00	PRJED RECOVERY (RAP)		7,343.24					
20-5630-71-00	RAP REVENUE	622,166.00	2,467,041.00	7,200,000.00	33.987	7,200,000.00	42,165.06	61,516.32
20-5632-71-00	REV TRNG OTHER AGENCIES	66,639.96	213,269.26	300,000.00	71.083	300,000.00	7,817,805.00	7,671,472.00
Subtotal:		688,805.96	2,680,310.26	7,500,000.00	35.568	7,500,000.00	622,930.47	428,101.41
Program Number:		644,607.96	2,647,431.50	7,500,000.00	35.568	7,500,000.00	7,782,600.31	7,943,097.73
Department Number: 71	HOUSING ASSISTANCE PAYMENTS	644,607.96	2,647,431.50	7,500,000.00	35.568	7,500,000.00	7,982,680.53	7,943,097.71
Fund Number: 20 LANCASTER HOUSING AGENCY-ND		728,224.21	2,914,338.08	8,392,270.00	34.750	8,392,270.00	6,042,162.88	8,814,611.20
*****	End of Report *****							

Period Ending: 2/2012

Account	Description	Actual Month	YTD Received	Amended Budget	Percent of Budget 41.7%	Original Budget	Prior Year Actual	2 Years Ago
20-5506-00-00	COPY/REFERENCE FEE			25.00		25.00	5.00	40.00
Subtotal:				23.00		23.00	5.00	40.00
20-5603-04-00	PRAND RECOVERY (ADM)	6,710.54	21,943.46	49,832.00	45.74%	44,032.00	33,233.26	38,010.78
20-5631-00-00	MAP ADMIN REVENUE	53,854.00	275,727.00	938,458.00	32.88%	838,458.00	764,616.00	804,413.00
20-5652-04-00	REV TRND OTHER AGENCIES	2,612.40	25,804.09				25,197.10	27,615.89
Subtotal:		63,186.74	311,514.55	886,490.00	55.14%	886,490.00	825,046.56	870,835.67
20-5701-00-00	INTEREST TRFPOOL - MAP		62.21	5,267.00	3.18%	5,267.00	259.36	844.33
20-5702-00-00	INTEREST JPMC 12802 MAP	40.25	183.04	389.00	47.05%	389.00	479.48	273.04
20-5703-00-00	INTEREST ON POOLS - 01 ACCT			103.00		103.00	.24	.01
20-5704-00-00	INTEREST TRFPOOL - MAP ADM		142.45				611.49	336.40
Subtotal:		40.25	387.72	5,757.00	6.75%	5,757.00	1,350.99	1,455.80
Program number: 8155008		63,197.49	311,902.27	882,270.00	54.95%	882,270.00	824,402.35	872,533.47
Department number:	REVENUE	63,197.49	311,902.27	882,270.00	34.95%	882,270.00	816,402.35	871,533.47

Period Ending: 2/2013

Account	Description	Actual Month	YTD Received	Amended Budget	Percent of Budget 43.7%	Original Budget	Prior Year Actual	2 Years Ago
20-5633-25-02	SMALL FMR REVENUE						33,390.00	
Subtotal:							33,390.00	
Program number: 2	SMALL FMR Program						33,390.00	
Department number: 25	HOUSING ADMINISTRATION						33,390.00	

Period Ending: 2/2012

Account	Description	Actuals Month	YTD Received	Amended Budget	Percent of Budget 43.7%	Original Budget	Prior Year Actual	3 Years Ago
20-5603-71-00	FRAND RECOVERY (MAP)		7,343.14					
20-5610-71-00	MAP REVENUE	622,348.00	3,069,209.00	7,200,000.00	43.52%	7,200,000.00	42,145.06	43,524.32
20-5612-71-00	REV TRNG OTHER AGENCIES	50,621.48	243,080.74	300,000.00	87.96%	300,000.00	7,537,485.00	7,471,472.00
Subtotal:		672,799.48	3,340,432.98	7,500,000.00	44.33%	7,500,000.00	422,920.47	438,101.42
Program number:		672,799.48	3,340,432.98	7,500,000.00	44.33%	7,500,000.00	7,902,480.53	7,943,097.72
Department number: 71	HOUSING ASSISTANCE PAYMENTS	672,799.48	3,340,432.98	7,500,000.00	44.33%	7,500,000.00	7,902,480.53	7,943,097.73
Fund number: 20 LANCASTER HOUSING AGENCY-HUD		735,997.17	3,632,330.25	8,292,270.00	43.32%	8,292,270.00	8,842,202.86	8,034,431.20

***** End of Report *****

Period Ending: 3/30/13

Account	Description	Actual Month	YTD Received	Amended Budget	Percent of Budget 50.0%	Original Budget	Prior Year Actual	2 Years Ago
20-5306-00-00	COPY/RESEARCH FEE	2.75	2.75	23.00	12.957	23.00	5.00	40.00
Subtotal:		2.75	2.75	23.00	12.957	23.00	5.00	40.00
20-5603-00-00	FRAUD RECOVERY (ADM)	22,049.45	33,051.91	48,032.00	69.011	48,032.00	33,233.26	18,010.78
20-5631-00-00	RAP ADMIN REVENUE	53,836.00	329,561.00	838,456.00	39.304	838,456.00	766,616.00	804,423.00
20-5632-00-00	REV TRND OTHER AGENCIES	2,572.37	14,376.66				25,297.10	27,625.89
Subtotal:		47,675.02	376,989.57	886,490.00	62.752	886,490.00	825,046.36	870,039.67
20-5701-00-00	INTEREST TRIPPOOL - RAP	108.87	171.08	5,267.00	3.248	5,267.00	259.58	846.35
20-5702-00-00	INTEREST JPMC X5002 RAP	49.95	233.02	389.00	59.900	389.00	479.68	273.04
20-5703-00-00	INTEREST ON POOLS - 01 ACCT			101.00		101.00	.26	.02
20-5706-00-00	INTEREST TRIPPOOL - RAP ADM	87.24	199.82				611.49	336.60
Subtotal:		246.18	603.90	5,757.00	10.490	5,757.00	1,350.99	1,453.80
Program number:	REVENUE	67,493.95	379,596.22	892,270.80	42.543	892,270.00	826,402.35	871,533.47
Department number:	REVENUE	67,493.95	379,596.22	892,270.00	42.543	892,270.00	826,402.35	871,533.67

Period Ending: 3/7/2012

Account	Description	Actual Month	YTD Received	Amended Budget	Percent of Budget 50.0%	Original Budget	Prior Year Actual	2 Years Ago
20-5633-25-02	SMALL FMR REVENUE						33,300.00	
Subjected:							33,300.00	
Program number: 2	SMALL FMR Program						33,300.00	
Department number: 25	HOUSING ADMINISTRATION						33,300.00	

Period Ending: 1/2012

Account	Description	Actual Month	YTD Received	Amended Budget	Percent of Budget 50.0%	Original Budget	Prior Year Actual	2 Years Ago
20-5603-71-00	FRAND RECOVERY (RAP)		7,343.26					
20-5636-71-00	RAP REVENUE	622,160.00	3,491,377.00	7,200,000.00	51.269	7,200,000.00	42,145.06	43,534.32
20-5632-71-00	REV FROM OTHER AGENCIES	48,651.22	312,575.96	300,000.00	104.191	300,000.00	7,517,005.00	7,471,672.00
Subtotal:		670,861.22	4,011,294.20	7,500,000.00	53.084	7,500,000.00	7,982,480.53	428,181.41
Program number:		670,861.22	4,011,294.20	7,500,000.00	53.484	7,500,000.00	7,982,480.33	7,943,097.73
Department number: 71	HOUSING ASSISTANCE PAYMENTS	670,861.22	4,011,294.20	7,500,000.00	53.486	7,500,000.00	7,982,480.53	7,943,097.73
Fund number: 20 LANCASTER HOUSING AGENCY-HUD		738,555.17	4,390,890.42	8,392,270.00	92.331	8,592,270.00	8,042,182.88	8,034,651.20

***** End of Report *****

Period Ending: 4/2013

Account	Description	Actual Month	YTD Received	Amended Budget	Percent of Budget 51.3%	Original Budget	Prior Year Actual	2 Years Ago
20-5306-00-00	COPY/RESEARCH FES		2.75	23.00	11.357	23.00	5.00	40.00
Subtotal:			2.75	23.00	11.357	23.00	5.00	40.00
20-5603-00-00	FRAUD RECOVERY (ADM)	6,477.57	59,339.48	48,032.00	82.298	48,032.00	33,233.26	38,010.78
20-5631-00-00	RAF ADMIN REVENUE	56,004.00	383,365.00	818,438.00	45.746	838,438.00	766,516.00	804,433.00
20-5632-00-00	REV TRND OTHER AGENCIES	1,725.89	18,182.35				29,197.10	27,619.89
Subtotal:		62,207.46	441,197.03	886,490.00	49.763	886,490.00	825,046.34	870,039.67
20-5781-00-00	INTEREST TRIPPOOL - RAP		171.08	5,267.00	1.248	5,267.00	289.38	844.35
20-5782-00-00	INTEREST JPMC TR802 RAP	29.35	261.56	989.00	67.496	349.00	479.68	273.04
20-5783-00-00	INTEREST ON POOLS - 01 ACCT			101.00		101.00	.24	.01
20-5784-00-00	INTEREST TRIPPOOL - RAP ADM		139.81				611.45	336.40
Subtotal:		29.35	633.45	5,757.00	11.003	5,757.00	1,350.39	1,453.80
Program number:	REVENUE	62,237.01	441,833.23	892,370.00	49.318	892,270.00	826,402.35	871,533.47
Department number:	REVENUE	62,237.01	441,833.23	892,270.00	49.318	892,270.00	826,402.35	871,533.47

Period Ending: 4/2012

Account	Description	Actual Month	YTD Received	Amended Budget	Percent of Budget 50.34	Original Budget	Prior Year Actual	2 Years Ago
20-5603-71-00	FRAND RECOVERY (HAP)		7,343.24					
20-5618-71-00	HAP REVENUE	604,879.00	4,296,234.00	7,200,000.00	59.470	7,200,000.00	42,145.06	43,524.32
20-5632-71-00	NEW TRNG OTHER AGENCIES	38,088.71	350,442.47	300,000.00	114.800	300,000.00	7,517,405.00	7,471,472.00
							422,330.47	428,101.41
Subtotal:		642,967.71	4,654,261.91	7,504,000.00	62.057	7,504,000.00	7,982,480.52	7,943,097.73
Program number:		442,967.71	4,456,261.91	7,500,000.00	62.057	7,500,000.00	7,982,480.53	7,943,097.73
Department number: 71	HOUSING ASSISTANCE PATIENTS	442,967.71	4,454,261.41	7,500,000.00	62.057	7,500,000.00	7,982,480.55	7,943,097.73
Fund number: 20 LANCASTER HOUSING AGENCY-RED		703,304.72	5,096,085.14	6,352,270.00	40.724	6,352,270.00	8,042,362.80	8,014,631.20

***** End of Report *****

Account	Description	Actual		Expended	Amended Budget	Percent of Budget 0.3%	Original Budget	Fiscal Year		2 Years Ago
		Month	Year					Actual	Budget	
26-0417-25-00	CONTRACT AUDIT SERVICES				15,000.00		15,000.00	15,000.00		17,000.00
20-0442-25-00	COMPUTER PROFESSIONAL SVCS				12,000.00		12,000.00			
20-0446-25-00	CITY ATTORNEY FEES				500.00		500.00	12,067.56		400.00
20-0460-25-00	ADMINISTRATIVE FEES									2,081.00
20-0460-25-00	SETTLEMENT									11,108.00
20-0462-25-00	CELLULAR TELEPHONE & FACELS	100.12		100.12	3,200.00	3.12%	3,200.00	2,865.90		1,279.35
20-0664-25-00	RENTAL OF OFFICE SPACE	16,204.57		16,204.57	48,000.00	23.67%	60,000.00	63,565.64		45,235.62
20-0676-25-00	ACCT ANALYSIS JPM CHASE	480.37		480.37	11,600.00	6.21%	11,600.00	5,100.10		1,901.31
20-0493-25-00	MOVING EXPENSE									1,327.00
Subtotal:		15,346.66		15,366.86	156,850.00	9.78%	156,850.00	164,220.89		166,385.73
20-0338-25-00	MISC HEALTH BENEFIT			15.66				177.48		172.26
20-0543-25-00	INSURANCE CONTRACT	280.00		240.00	1,750.00	13.71%	1,750.00	1,620.00		
20-0549-25-00	EVAC MAINTENANCE CONTRACT	41.62		63.62	265.00	16.46%	265.00	261.72		
20-0555-25-00	CONTRACT LABOR	927.86		827.66	20,000.00	4.64%	20,000.00	26,390.15		16,303.38
Subtotal:		1,227.36		1,227.24	22,015.00	5.57%	22,015.00	28,785.35		16,875.64
20-0610-25-00	CAPITAL-MOTOR VEHICLES									70,486.00
20-0616-25-00	CAPITAL-DATA PROC EQUIPMENT							2,560.00		9,308.40
Subtotal:								2,560.00		76,794.40
Program number:	EXPENDITURES	65,169.97		65,199.57	710,738.00	6.36%	710,738.00	704,038.21		805,338.22

Account	Description	Actual		YTD Expended	Amounted Budget	Percent of Budget 8.3%	Original Budget	Prior Year		2 Years Ago
		Month						Actual		
20-0428-71-00	E.O.D. HOUSING ASSISTANCE	662,410.76		662,410.76	7,500,000.00	8.832	7,500,000.00	7,905,136.44		7,721,243.04
Subtotal:		662,410.76		662,410.76	7,500,000.00	8.832	7,500,000.00	7,905,136.44		7,721,243.04
Program number:		662,410.76		662,410.76	7,500,000.00	8.832	7,500,000.00	7,905,136.44		7,721,243.04
Department number: 71	HOUSING ASSISTANCE PAYMENTS	662,410.76		662,410.76	7,500,000.00	8.832	7,500,000.00	7,905,136.44		7,721,243.04

City of Lancaster
Expense Report for October

Department: 00 TRANSFERS OUT

Program: TRANSFERS OUT

Period Ending: 10/2011

Account	Description	Actual		YTD	Expended	Amended		Percent of Budget 0.3%	Original Budget	Prior Year		2 Years Ago
		Month				Budget				Actual		
20-0701-00-00	TRANS TO GENERAL OPER FUND					62,000.00			62,000.00	62,000.00		62,000.04
Subtotal:						62,000.00			62,000.00	62,000.00		62,000.04
Program number: TRANSFERS OUT						62,000.00			62,000.00	62,000.00		62,000.04
Department number: 00	TRANSFERS OUT					62,000.00			62,000.00	62,000.00		62,000.04
Fund number: 20 LANCASTER HOUSING AGENCY-ENR						62,000.00			62,000.00	62,000.00		62,000.04
***** End of Report *****		707,610.73	707,610.73		0,272,738.00			8.55%	0,272,738.00	0,704,795.67		0,500,502.10

Program: EXPENDITURES

Account	Description	Actual Month	Expended YTD	Amended Budget	Percent of Budget 16.7%	Original Budget	Prior Year Actual	2 Years Ago
20-0101-25-00	SALARIES-REGULAR	27,747.61	47,779.02	349,031.00	13.685	349,031.00	347,257.75	356,971.50
20-0102-25-00	SALARIES-PART TIME						2,013.31	11,612.68
20-0101-25-00	SALARIES-OVERTIME	4.60	9.20	300.00	3.007	300.00	453.11	4,617.04
20-0104-25-00	SALARIES-LONGEVITY	144.80	258.90	2,696.00	9.692	2,696.00	1,712.79	19,003.69
20-0105-25-00	GROUP HEALTH INSURANCE	4,755.90	8,199.50	57,433.00	14.120	57,433.00	55,904.16	39,532.19
20-0106-25-00	TOLLS	6,279.48	7,197.91	50,339.00	14.299	50,339.00	52,092.46	67,957.00
20-0107-25-00	PTCA	2,155.61	3,610.87	24,392.00	14.004	24,392.00	26,875.06	27,669.79
20-0109-25-00	SALARIES-HELL PAY	1,660.06	1,660.06	1,000.00	166.004	1,000.00	975.31	261.82
20-0110-25-00	DENTAL INSURANCE	179.00	291.41	2,960.00	12.348	2,960.00	2,151.42	1,635.30
20-0113-25-00	CAR ALLOWANCE			7,200.00		7,200.00		
20-0114-25-00	SALARIES-ASSIGNMENT PAY			3,592.00		3,592.00	896.06	5,345.80
20-0120-25-00	GROUP LIFE INSURANCE	37.36	66.69	867.00	7.692	867.00	140.89	105.75
20-0130-25-00	WORKERS COMPENSATION	180.75	117.05	652.00	48.627	652.00	2,079.15	1,452.49
20-0131-25-00	SNAP EXPENSE	16.16	26.61	221.00	13.036	221.00	3.47	
Subtotal:		61,159.71	69,326.42	600,073.00	13.863	600,073.00	492,546.96	514,862.99
20-0201-25-00	OFFICE SUPPLIES			8,500.00		8,500.00	5,191.47	7,466.61
20-0202-25-00	UNIFORMS	740.43	1,054.10	500.00	12.401	500.00	220.20	
20-0204-25-00	MINOR REPAIRS/PAINT/FLX/WOODS/ETC			4,200.00		4,200.00	1,436.81	3,344.04
20-0110-25-00	RESC SUPPLIES	7.00	7.00	1,000.00	.700	1,000.00	699.54	81.01
20-0214-25-00	POSTAGE/SHIPPING/DELIVERY			12,000.00		12,000.00	6,503.12	11,660.17
20-0218-25-00	FUEL/OIL	149.26	299.75	3,000.00	9.792	3,000.00	1,096.26	2,925.87
Subtotal:		896.69	1,354.85	29,200.00	6.640	29,200.00	19,597.40	26,260.72
20-0301-25-00	MAINT-BUILDING & STRUCTURES			900.00		900.00	240.00	2,637.49
20-0302-25-00	MAINT-MOTOR VEHICLES			1,600.00		1,600.00	62.69	1,721.29
20-0310-25-00	MAINT-OFFICE EQUIPMENT			100.00		100.00	43.62	
20-0346-25-00	MAINT-HEATING & COOLING SYSTEM			2,400.00		2,400.00	346.31	4,358.74
Subtotal:		80.00	142.80	1,800.00	7.933	1,800.00	628.76	
20-0401-25-00	TELEPHONE & COMMUNICATIONS	1,010.62	1,010.62	9,000.00	11.229	9,000.00	4,737.17	7,344.34
20-0402-25-00	RENTAL OF EQUIPMENT			2,400.00		2,400.00	115.00	
20-0407-25-00	SPECIAL SERVICES			350.00		350.00	96.00	427.00
20-0408-25-00	ADVERTISING			15,000.00		15,000.00	18,503.99	17,751.46
20-0409-25-00	TRAVEL & EDUCATION	2,899.09	2,899.09	10,000.00	19.321	10,000.00	12,200.73	12,204.41
20-0410-25-00	UTILITIES - ELECTRICITY			5,000.00		5,000.00	13,071.67	13,637.15
20-0415-25-00	POSTS & SUBSCRIPTIONS	699.00	999.00	1,200.00	19.560	1,200.00	95.50	116.45
20-0416-25-00	MILEAGE REIMBURSEMENT			7,000.00		7,000.00	11,182.56	12,710.32
20-0416-25-00	OTHER/PROFESSIONAL SERVICES	1,500.00	1,500.00	3,000.00	21.629	3,000.00	1,091.49	1,593.32
20-0421-25-00	PRINTING	123.71	123.71	9,000.00	4.124	9,000.00	5,241.00	265.00
20-0428-25-00	R.D.D. HOUSING ASSISTANCE	803.00	803.00					

City of Lancaster
Expense Report for November
Department: 25 HOUSING ADMINISTRATION
Period Ending: 11/2011
Fund: 20 LANCASTER HOUSING AGENCY- HUD

Program: EXPENDITURES

2 Years Ago

Account	Description	Month		YTD	Expend	Budget		Percent of Budget	Original Budget		Prior Year Actual	
		Actual	Month			Actual	Month		Budget	Month	Actual	Month
20-0437-25-00	CONTRACT AUDIT SERVICES					15,000.00			15,000.00		17,000.00	
20-0442-25-00	COMPUTER PROFESSIONAL SVCS					12,000.00			12,000.00		600.00	
20-0446-25-00	CITY ATTORNEY FEES					500.00			500.00		2,091.00	
20-0450-25-00	ADMINISTRATIVE FEES					3,200.00		7.843	3,200.00		11,100.00	
20-0460-25-00	SETTLEMENT	150.86		250.90		60,000.00		37.760	60,000.00		1,279.35	
20-0468-25-00	CELLULAR TELEPHONE & PAPERS	8,456.51		22,661.00		11,600.00		5,100.10	11,600.00		65,239.62	
20-0462-25-00	RENTAL OF OFFICE SPACE	428.74		909.16		15,400.00		7.975	15,400.00		1,901.31	
20-0464-25-00	ACT ANALYSIS JPM CHARS					156,850.00		15.954	156,850.00		1,327.00	
20-0474-25-00	MOVING EXPENSE	13,950.58		11,297.44		1,750.00		27.629	1,750.00		166,385.73	
20-0491-25-00						261.72		32.921	261.72		172.28	
Subtotal:		240.00		490.00		20,000.00		4.640	20,000.00		16,303.30	
20-0535-25-00	MISC HEALTH BENEFIT	43.62		87.24		22,015.00		6.863	22,015.00		14,475.64	
20-0543-25-00	JANITORIAL CONTRACT					70,486.00			70,486.00		8,308.40	
20-0549-25-00	HVAC MAINTENANCE CONTRACT					2,380.80			2,380.80		70,796.40	
20-0559-25-00	CONTRACT LABOR					704,038.91			704,038.91		805,338.22	
Subtotal:		283.42		1,510.86		710,738.00		14.561	710,738.00			
20-0610-25-00	CAPITAL-MOTOR VEHICLES											
20-0618-25-00	CAPITAL-DATA PROC EQUIPMENT											
Subtotal:		50,289.60		103,609.57								

Program Number: EXPENDITURES

City of Lancaster
 Expense Report for November
 Department: 71 HOUSING ASSISTANCE PAYMENTS
 Period Ending: 11/2011
 Fund: 20 LANCASTER HOUSING AGENCY-EMD

Program:
 Prior Year
 Actual

Account	Actual	Expended	Encumbered	Percent of Budget	Original Budget	1 Year Ago
20-0428-71-00	662,120.80	1,326,511.56	7,500,000.00	17.660	7,500,000.00	7,721,263.84
Subtotal:	662,120.80	1,326,511.56	7,500,000.00	17.660	7,500,000.00	7,721,263.84
Program number:	662,120.80	1,326,511.56	7,500,000.00	17.660	7,500,000.00	7,721,263.84
Department number: 71	662,120.80	1,326,511.56	7,500,000.00	17.660	7,500,000.00	7,721,263.84

Account

Fund: 20 LANCASTER HOUSING AGENCY-ED

Department: 80 TRANSFERS OUT

Period Ending: 11/2011

Account	Description	Actual		YTD	Expended	Budget		Percent of Budget 16.7%	Original Budget		Prior Year Actual	
		Month										
20-0701-80-00	TRANS TO GENERAL OPER FUND					62,000.00			62,000.00		62,000.00	62,000.04
Subtotal:						62,000.00			62,000.00		62,000.00	62,000.04
Program number:	TRANSFERS OUT					62,000.00			62,000.00		62,000.00	62,000.04
Department number:	80 TRANSFERS OUT					62,000.00			62,000.00		62,000.00	62,000.04
Fund number:	20 LANCASTER HOUSING AGENCY-ED					62,000.00			62,000.00		62,000.00	62,000.04
						720,410.40	1,428,021.13	17.262	8,272,738.00	8,272,738.00	8,784,795.67	8,588,582.10

***** End of Report *****

Account	Description	Actual		YTD	Expended	Amended	Percent of	Original	Prior Year	2 Years
		Month								
						Budget	Budget 25.0%	Budget	Actual	Age
20-0101-25-00	SALARIES-REGULAR	26,521.22		74,300.24		149,033.00	21.286	349,053.00	347,257.79	354,971.50
20-0102-25-00	SALARIES-PART TIME								2,813.31	11,612.48
20-0103-25-00	SALARIES-OVERTIME	64.46		71.66		100.00	24.859	100.00	453.11	4,637.04
20-0104-25-00	SALARIES-LOAN/AVITY	166.00		601.90		2,496.00	14.907	2,496.00	1,712.79	19,083.69
20-0109-25-00	GROUP HEALTH INSURANCE	4,795.90		12,045.40		57,633.00	22.401	97,411.00	55,904.18	30,512.19
20-0106-25-00	TWELF	3,871.60		11,069.51		50,339.00	21.990	50,339.00	52,092.46	47,957.00
20-0107-25-00	FICA	1,932.27		5,943.14		24,392.00	22.725	24,392.00	26,879.06	27,689.79
20-0109-25-00	SALARIES-RELA PAY			1,660.06		1,000.00	166.006	1,000.00	975.11	241.82
20-0110-25-00	DENTAL INSURANCE	179.00		670.41		2,360.00	19.933	2,360.00	2,131.42	1,633.10
10-0113-25-00	CNA MEDICANCE					7,200.00		7,200.00		
20-0116-25-00	SALARIES-ASSIGNMENT PAY					3,582.00		3,582.00	886.08	5,365.80
20-0120-25-00	GROUP LIFE INSURANCE	17.36		104.09		867.00	12.001	867.00	140.01	105.75
20-0130-25-00	WORKERS COMPENSATION	176.10		491.15		452.00	75.667	452.00	2,079.15	1,492.43
20-0133-25-00	EMP EXPENSE	12.89		41.00		221.00	18.934	221.00	3.67	
Subtotal:		37,697.10		107,023.52		500,079.00	22.602	500,073.00	451,564.99	514,092.99
20-0201-25-00	OFFICE SUPPLIES	412.12		1,466.22		8,500.00	17.250	8,500.00	5,191.47	7,668.83
20-0202-25-00	UTILITIES					500.00		500.00	228.20	
20-0204-25-00	MAINT-MOTOR VEHICLES/ETC					6,200.00		6,200.00	1,616.81	3,346.84
20-0210-25-00	MISC SUPPLIES	106.67		111.67		1,000.00	11.367	1,000.00	609.84	81.01
20-0214-25-00	POSTAGE/REPLYING/DELIVERY					12,000.00		12,000.00	6,383.12	11,660.17
20-0218-25-00	FUEL/OIL	143.79		437.54		3,000.00	14.989	3,000.00	1,836.26	2,525.87
Subtotal:		642.58		2,017.41		29,200.00	6.909	29,200.00	15,597.60	25,240.72
20-0301-25-00	MAINT-BUILDING & STRUCTURE								240.00	1,417.49
20-0302-25-00	MAINT-MOTOR VEHICLES					900.00		900.00	62.69	1,721.25
20-0310-25-00	MAINT-OFFICE EQUIPMENT	124.50		124.50		1,600.00	7.791	1,600.00		
20-0314-25-00	MAINT-HEATING & COOLING SYSTEM					100.00		100.00	41.82	
Subtotal:		124.50		124.50		2,600.00	4.788	2,600.00	368.31	6,358.74
20-0401-25-00	TELEPHONE & COMMUNICATIONS	80.00		222.80		1,800.00	12.378	1,800.00	628.78	
20-0402-25-00	RENTAL OF EQUIPMENT	796.80		1,005.42		9,000.00	20.960	9,000.00	4,717.17	7,244.34
20-0407-25-00	SPECIAL SERVICES					2,600.00		2,600.00	115.00	
20-0408-25-00	ADVERTISING					350.00		350.00	36.80	427.00
20-0409-25-00	TRAVEL & EDUCATION	1,126.73		1,773.36		15,000.00	11.809	15,000.00	10,503.99	17,781.66
20-0410-25-00	UTILITIES - ELECTRICITY	2,603.37		2,403.27		10,000.00	24.035	10,000.00	11,200.73	12,286.41
20-0411-25-00	BOOKS & SUBSCRIPTIONS	198.00		1,394.00		5,000.00	27.920	9,000.00	13,071.67	13,437.15
20-0413-25-00	MILEAGE REIMBURSEMENT					1,200.00		1,200.00	93.30	116.45
20-0414-25-00	OTHER/PROFESSIONAL SERVICES			1,500.00		7,000.00	21.429	7,000.00	11,189.56	12,710.12
20-0421-25-00	PRINTING			123.71		3,000.00	4.124	3,000.00	1,891.49	1,983.12
20-0428-25-00	B.O.D. HOUSING ASSISTANCE	77.00		980.00					5,241.00	289.00

Program: EXPENDITURES

Account	Description	Actual Month	YTD Expended	Unencumbered Budget	Percent of Budget 25.0%	Original Budget	Prior Year Actual	2 Years Ago
20-0437-25-00	CONTRACT AUDIT SERVICES			15,000.00		15,000.00	15,000.00	17,000.00
20-0442-25-00	COMPUTER PROFESSIONAL SVCS			12,000.00		12,000.00		
20-0445-25-00	PEST CONTROL SERVICES	75.00	75.00					
20-0444-25-00	CITY ATTORNEY FEES			500.00		500.00	12,667.56	800.00
20-0820-25-00	ADMINISTRATIVE FEES							2,091.00
20-0860-25-00	SETTLEMENT							11,108.00
20-0462-25-00	CELLULAR TELEPHONE & FAXES	218.11	489.09	3,200.00	14.459	3,200.00	1,985.90	1,279.35
20-0464-25-00	RENTAL OF OFFICE SPACE	8,456.51	31,117.59	60,000.00	51.863	60,000.00	63,565.44	45,219.42
20-0476-25-00	ACCT ANALYSIS JPM CHASE	621.55	1,331.11	11,400.00	11.676	11,400.00	5,190.10	1,901.11
20-0493-25-00	MOVING EXPENSE							1,327.00
Subtotal:		11,797.91	43,095.35	156,850.00	27.876	156,850.00	164,220.89	166,385.73
20-0539-25-00	MISC HEALTH BENEFIT		15.66				177.48	172.26
20-0543-25-00	JANITORIAL CONTRACT		800.00	1,750.00	27.829	1,750.00	1,920.00	
20-0549-25-00	HVAC MAINTENANCE CONTRACT	43.62	130.86	245.00	49.381	245.00	261.72	
20-0559-25-00	CONTRACT LABOR		927.96	20,000.00	4.640	20,000.00	26,390.15	16,383.38
Subtotal:		43.62	1,854.48	22,015.00	7.061	22,015.00	28,749.35	16,475.64
20-0610-25-00	CAPITAL-MOTOR VEHICLES							70,486.00
20-0618-25-00	CAPITAL-DATA PROC EQUIPMENT						2,580.00	9,108.40
Subtotal:							2,580.00	79,794.40
Program Number:	EXPENDITURES	50,325.71	153,815.28	718,738.00	21.682	718,718.00	704,838.91	805,338.22

Account	Description	Actual Month	YTD Expended	Amended Budget	Percent of Budget 25.0%	Original Budget	Prior Year		2 Years Ago
							Actual	Budget	
20-0410-71-00	E.O.D. HOUSING ASSISTANCE	669,622.62	1,994,134.18	7,500,000.00	26.589	7,500,000.00	7,905,136.44	7,721,243.04	7,721,243.04
Subtotal:		669,622.62	1,994,134.18	7,500,000.00	26.589	7,500,000.00	7,905,136.44	7,721,243.04	7,721,243.04
Program number:		669,622.62	1,994,134.18	7,500,000.00	26.589	7,500,000.00	7,905,136.44	7,721,243.04	7,721,243.04
Department number: 71	HOUSING ASSISTANCE PAYMENTS	669,622.62	1,994,134.18	7,500,000.00	26.589	7,500,000.00	7,905,136.44	7,721,243.04	7,721,243.04

Department: 80 TRANSFERS OUT Program: TRANSFERS OUT Period Ending: 12/2011

Account	Description	Actual		YTD Expended	Approved		Percent of Budget 25.0%	Original		Prior Year Actual	2 Years Ago
		Month			Budget			Budget			
20-0701-80-00	TRANS TO GENERAL OVER FUND	15,500.01		15,500.01	62,000.00		25.000	62,000.00		62,000.00	62,000.04
Subtotal:		15,500.01		15,500.01	62,000.00		25.000	62,000.00		62,000.00	62,000.04
Program number:	TRANSFERS OUT	15,500.01		15,500.01	62,000.00		25.000	62,000.00		62,000.00	62,000.04
Department number:	80	15,500.01		15,500.01	62,000.00		25.000	62,000.00		62,000.00	62,000.04
Fund number:	20 LANCASTER HOUSING AGENCY-RUD	15,500.01		15,500.01	62,000.00		25.000	62,000.00		62,000.00	62,000.04
*****	End of Report *****	715,849.16		2,161,469.47	8,272,738.00		26.152	8,272,738.00		8,704,795.67	9,588,582.10

City of Lancaster
Expense Report for January

Program: EXPENDITURES

Department: 25 HOUSING ADMINISTRATION

Fund: 20 LANCASTER HOUSING AGENCY-ED

Period Ending: 1/2012

Account	Description	Actual Month	Expended YTD	Incurred Budget	Percent of Budget 31.3%	Original Budget	Prior Year Actual	2 Years Avg
20-0101-25-00	SALARIES-REGULAR	16,334.99	300,835.23	349,033.00	28.89%	349,033.00	347,217.75	354,971.50
20-0102-25-00	SALARIES-PART TIME						2,023.31	21,612.60
20-0103-25-00	SALARIES-OVERTIME		73.66	300.00	24.53%	300.00	453.11	4,637.04
20-0106-25-00	SALARIES-LONGEVITY	348.00	549.90	2,696.00	20.39%	2,696.00	3,712.79	29,883.69
20-0105-25-00	GROUP HEALTH INSURANCE	4,755.90	37,621.30	57,431.00	30.60%	57,431.00	59,904.20	30,532.29
20-0106-25-00	TOOLS	3,666.51	14,736.04	50,339.00	29.27%	50,339.00	52,032.46	47,957.00
20-0107-25-00	FICA	2,928.59	7,471.73	24,392.00	30.43%	24,392.00	26,075.06	27,669.79
20-0109-25-00	SALARIES-HELL PAY		2,660.06	2,000.00	166.00%	2,000.00	979.11	261.82
20-0110-25-00	DENTAL INSURANCE	379.00	649.42	2,360.00	27.52%	2,360.00	2,152.42	1,633.30
20-0113-25-00	CAR ALLOWANCE			7,200.00		7,200.00		
20-0114-25-00	SALARIES-ASSIGNMENT PAY			3,982.00		3,982.00	886.06	5,345.80
20-0120-25-00	GROUP LIFE INSURANCE	37.35	242.40	867.00	26.30%	867.00	348.89	109.79
20-0130-23-00	WORKERS COMPENSATION	379.62	668.96	652.00	102.60%	652.00	2,079.25	3,452.41
20-0132-25-00	SNAP REFERENCE	21.03	54.82	221.00	26.80%	221.00	3.47	
Subtotal:		37,438.98	244,462.50	500,073.00	28.88%	500,073.00	492,544.96	524,062.99
20-0201-25-00	OFFICE SUPPLIES	37.42	1,803.64	8,500.00	27.69%	8,500.00	5,191.47	7,668.81
20-0202-25-00	UNIFORMS	336.24	336.14	500.00	67.22%	500.00	220.20	
20-0204-25-00	MINOR EQUIP/PURCH/PIA/TOOLS/ETC			4,200.00		4,200.00	2,436.82	3,144.84
20-0210-25-00	MISC SUPPLIES	734.83	223.67	3,000.00	13.36%	3,000.00	609.54	81.82
20-0218-25-00	POSTAGE/SHIPPING/DELIVERY	160.15	734.83	22,000.00	6.22%	22,000.00	6,303.22	22,640.27
20-0230-25-00	FUEL/OIL		557.49	3,000.00	29.92%	3,000.00	2,836.26	2,525.87
Subtotal:		1,268.54	3,285.97	21,200.00	21.19%	21,200.00	35,597.40	25,260.72
20-0301-25-00	MAINT-BUILDING & STRUCTURES						240.00	2,437.49
20-0302-25-00	MAINT-MOTOR VEHICLES	26.96	16.36	900.00	2.88%	900.00	62.69	1,722.25
20-0318-29-00	MAINT-OFFICE EQUIPMENT	269.00	293.50	2,600.00	18.34%	2,600.00	4,737.17	7,244.34
20-0346-23-00	MAINT-HEATING & COOLING SYSTEM			300.00		300.00	43.62	
Subtotal:		295.96	320.46	2,600.00	22.94%	2,600.00	346.32	4,358.74
20-0401-25-00	TELEPHONE & COMMUNICATIONS	80.00	302.80	3,800.00	16.82%	3,800.00	428.78	
20-0402-25-00	RENTAL OF EQUIPMENT	268.72	2,074.24	9,800.00	23.04%	9,800.00	4,737.17	7,244.34
20-0407-25-00	SPECIAL SERVICES			2,400.00		2,400.00	215.80	
20-0408-29-00	ADVERTISING			350.00		350.00	36.80	427.00
20-0409-25-00	TRAVEL & EDUCATION		2,771.36	15,000.00	11.80%	15,000.00	10,503.99	37,752.46
20-0418-25-00	UTILITIES - ELECTRICITY	3,770.22	4,173.49	20,800.00	42.73%	20,800.00	21,200.73	32,284.42
20-0424-25-00	BOOKS & SUBSCRIPTIONS	676.94	2,072.94	5,800.00	61.41%	5,800.00	13,072.67	33,637.25
20-0425-25-00	MILEAGE REIMBURSEMENT			1,200.00		1,200.00	93.50	126.45
20-0426-25-00	OTHER/PROFESSIONAL SERVICES		2,500.00	7,800.00	21.42%	7,800.00	11,202.56	23,730.32
20-0428-25-00	PRINTING	143.51	265.26	3,000.00	8.84%	3,000.00	2,092.49	3,583.12
20-0429-25-00	B.U.D. HOUSING ASSISTANCE	45.80	925.00				5,241.00	285.00

15:12 05/22/12

Fund: 20 LANCASTER HOUSING AGENCY-FED

City of Lancaster

Expense Report for January

Department: 25 HOUSING ADMINISTRATION

Program: EXPENDITURES

Period Ending: 1/31/12

Account	Description	Actual		Expended	YTD	Percent of		Original	Prior Year	2 Years
		Month	Year			Budget	Budget 31.3%			
20-0417-25-00	CONTRACT AUDIT SERVICES					15,000.00		25,000.00	15,000.00	17,000.40
20-0442-25-00	COMPUTER PROFESSIONAL SVCS					12,000.00		12,000.00		
20-0445-25-00	PEST CONTROL SERVICES			75.00						
20-0448-25-00	CITY ATTORNEY FEES	0,246.60		4,246.60		500.00	1,649.320	500.00	12,047.56	400.00
20-0458-25-00	ADMINISTRATIVE FEES									2,092.00
20-0460-25-00	SETTLEMENT									11,108.08
20-0462-25-00	CELLULAR TELEPHONE & PACERS	255.44		734.53		3,200.00	22,642	2,100.00	1,981.90	2,279.35
20-0664-25-00	RENTAL OF OFFICE SPACE	0,456.51		55,574.10		40,000.00	45,957	40,000.00	63,545.44	65,239.62
20-0476-25-00	ACCT ANALYSIS JPM CHASE	443.85		2,774.96		11,400.00	25,570	21,480.00	5,200.16	1,901.31
20-0495-25-00	MOVING EXPENSE									3,327.00
Subtotal:		20,306.83		63,400.18		156,854.00	40,473	354,850.00	344,320.89	344,385.73
20-0539-25-00	MISC HEALTH BENEFIT			15.66						
20-0542-25-00	UNIFORMS CONTRACT	180.00		748.00		2,750.00	43,886	1,750.40	377.48	372.26
20-0549-25-00	SWAC MAINTENANCE CONTRACT	43.42		374.48		245.00	45,863	245.00	341.72	
20-0559-25-00	CONTRACT LABOR			917.96		10,000.00	4,440	10,000.00	24,390.35	14,303.38
Subtotal:		331.42		1,086.10		32,015.00	8,547	22,015.00	28,769.35	36,675.64
20-8518-25-00	CAPITAL-MOTOR VEHICLES									70,486.00
20-8418-25-00	CAPITAL-DATA PROC EQUIPMENT								1,580.00	0,308.40
Subtotal:									1,580.00	70,794.40
Program number:	EXPENDITURES	59,469.93		113,435.21		710,738.00	30,039	730,738.00	706,038.91	805,538.22

Account	Description	Actual		YTD Expended	Unencumbered Budget	Percent of Budget 33.3%		Original Budget		Prior Year Actual		2 Years Ago
		Month										
20-0428-71-00	E.U.D. HOUSING ASSISTANCE	652,881.07		2,647,035.25	7,500,000.00	35.294		7,500,000.00		7,905,116.44		7,721,243.84
Subtotal:		652,881.07		2,647,035.25	7,500,000.00	35.294		7,500,000.00		7,905,116.44		7,721,243.84
Program number:		652,881.07		2,647,035.25	7,500,000.00	35.294		7,500,000.00		7,905,116.44		7,721,243.84
Department number: 71	HOUSING ASSISTANCE PAYMENTS	652,881.07		2,647,035.15	7,500,000.00	35.294		7,500,000.00		7,905,116.44		7,721,243.84

Account	Description	Actual Month	YTD Expended	Amended Budget	Percent of Budget 33.3%	Original Budget	Fiscal Year		2 Years Ago
							Actual	Budget	
20-0701-10-00	TRANS TO GENERAL OPER FUND	5,166.67	10,666.68	62,000.00	33.333	62,000.00	62,000.00	62,000.00	62,000.00
Subtotal:		3,166.67	20,666.68	62,000.00	33.333	62,000.00	62,000.00	62,000.00	62,000.00
Program number:	TRANSFERS OUT	5,166.67	20,666.68	62,000.00	33.333	62,000.00	62,000.00	62,000.00	62,000.00
Department number:	80	5,166.67	20,666.68	62,000.00	33.333	62,000.00	62,000.00	62,000.00	62,000.00
Fund number:	20 LANCASTER HOUSING AGENCY-FUD	717,657.67	2,881,127.16	9,272,730.00	34.827	9,272,730.00	8,706,795.67	8,508,382.10	
*****	End of Report *****								

Account	Description	Actual Month	Expended YTD	Amended Budget	Percent of Budget 41.7%	Original Budget	Fiscal Year Actual	2 Years Age
20-0101-25-00	SALARIES-REGULAR	35,782.46	146,417.63	349,031.00	40.288	349,031.00	347,257.79	356,871.50
20-0102-25-00	SALARIES-PART TIME						2,013.31	11,612.46
20-0103-25-00	SALARIES-OVERTIME	17.20	50.86	300.00	50.287	300.00	453.11	4,637.04
20-0104-25-00	SALARIES-LOWEVEITY	232.00	771.20	2,656.00	20.651	2,656.00	1,712.75	19,881.49
20-0105-25-00	GROUP HEALTH INSURANCE	7,133.85	24,799.15	57,433.00	43.103	57,433.00	55,904.18	38,932.19
20-0106-25-00	TOLLS	9,495.15	20,235.43	50,335.00	40.180	50,335.00	52,632.46	47,997.00
20-0107-25-00	FICA	2,832.67	10,366.46	24,392.00	42.451	24,392.00	26,875.06	27,665.75
20-0109-25-00	SALARIES-HELL PAY		1,640.06	1,000.00	166.006	1,000.00	575.51	261.82
20-0110-25-00	DENTAL INSURANCE	269.50	817.31	2,160.00	38.894	2,160.00	2,131.42	1,633.30
20-0114-25-00	CAR ALLOWANCE			7,100.00		7,200.00		
20-0120-25-00	SALARIES-ASSIGNMENT PAY			5,582.00		5,582.00	884.06	5,345.80
20-0130-25-00	GROUP LIFE INSURANCE	56.02	197.42	867.00	22.770	867.00	140.89	105.79
20-0131-25-00	WORKERS COMPENSATION	243.31	532.27	652.00	142.986	652.00	2,075.15	1,432.43
	EMP EXPENSE	21.07	75.88	221.00	34.335	221.00	3.67	
Subtotal:		56,156.41	200,618.91	500,073.00	48.118	500,073.00	652,564.76	516,062.99
20-0201-25-00	OFFICE SUPPLIES			8,500.00	20.360	8,500.00	5,151.67	7,668.83
20-0202-25-00	UNIFORMS	227.80	1,730.64	500.00	67.228	500.00	220.20	
20-0204-25-00	MINOR REPAIR/PAINT/TOOLS/ETC	82.45	336.14	500.00	1.946	8,200.00	1,436.81	3,346.84
20-0216-25-00	MISC SUPPLIES		133.67	1,200.00	11.967	1,000.00	605.54	81.01
20-0214-25-00	POSTAGE/SHIPPING/DELIVERY		736.83	12,000.00	6.134	12,000.00	6,303.12	11,640.17
20-0218-25-00	FUEL/OIL	163.35	761.04	3,000.00	25.368	3,000.00	1,836.26	2,525.87
Subtotal:		472.84	9,758.81	25,208.00	12.873	25,208.00	15,597.40	25,260.72
20-0301-25-00	MAINT-ROTATING A STRUCTURE			500.00		500.00	240.00	2,637.49
20-0302-25-00	MAINT-MOTOR VEHICLES	80.81	57.77	1,600.00	10.843	900.00	62.69	1,721.25
20-0318-25-00	MAINT-OFFICE EQUIPMENT		233.50	100.00	18.144	1,600.00		
20-0346-25-00	MAINT-HEATING & COOLING SYSTEM					100.00	43.62	
Subtotal:		80.81	391.27	2,600.00	15.045	2,600.00	346.31	4,358.74
20-0401-25-00	TELEPHONE & COMMUNICATIONS			1,800.00	23.605	1,800.00	428.78	
20-0402-25-00	RENTAL OF EQUIPMENT	120.00	432.80	5,000.00	29.549	9,000.00	4,737.17	7,244.34
20-0407-25-00	SPECIAL SERVICES	567.25	2,661.38	2,400.00		2,400.00	115.00	
20-0408-25-00	ADVERTISING			350.00		350.00	16.00	427.00
20-0409-25-00	TRAVEL & EDUCATION	1,031.86	3,403.22	15,000.00	24.021	15,000.00	18,503.59	17,751.46
20-0410-25-00	UTILITIES - ELECTRICITY	1,088.55	5,254.08	10,000.00	52.500	10,000.00	11,200.73	12,284.61
20-0414-25-00	DOES & SUBSCRIPTIONS	111.44	2,388.36	9,000.00	67.488	5,000.00	13,071.67	13,657.15
20-0415-25-00	RELIANCE REINFORCEMENT			1,200.00		1,200.00	53.50	116.45
20-0416-25-00	OTHER/PROFESSIONAL SERVICES	1,115.22	2,415.22	7,000.00	17.360	7,000.00	11,182.96	12,710.32
20-0421-25-00	PRINTING	556.37	821.63	3,000.00	27.588	3,000.00	1,891.45	1,583.32
20-0428-25-00	S.U.D. HOUSING ASSISTANCE	304.00	1,225.00				5,261.00	285.00

Fund: 20 LANCASTER HOUSING AGENCY-BUD Department: 25 HOUSING ADMINISTRATION Expense Report for February

Program: EXPENDITURES

Period Ending: 2/2012

Account	Description	Actual Month	YTD Expended	Unaudited Budget	Percent of Budget 41.7%	Original Budget	Prior Year		1 Year Ago
							Actual	Budget	
20-0437-25-00	CONTRACT ADIT SERVICES	15,000.00	15,000.00	15,000.00	100.000	15,000.00	15,000.00		17,000.00
20-0462-25-00	COMPUTER PROFESSIONAL SVCS	11,175.00	11,175.00	12,000.00	93.125	12,000.00			
20-0445-25-00	PRINT CONTROL SERVICES		75.00						
20-0446-25-00	CITY ATTORNEY FEES		6,246.60	500.00	1,649.320	500.00	12,047.56		400.00
20-0430-25-00	ADMINISTRATIVE FEES								2,091.00
20-0660-25-00	SETTLEMENT								11,108.00
20-0462-25-00	CELLULAR TELEPHONE & PAGER	355.12	1,079.65	3,200.00	33.739	3,200.00	1,985.90		1,279.35
20-0464-25-00	RENTAL OF OFFICE SPACE	8,456.51	48,830.61	60,000.00	80.851	60,000.00	61,565.46		65,219.62
20-0476-25-00	ACCT ANALYSIS JTM CHARGE	519.68	2,296.64	11,400.00	20.138	11,400.00	5,100.10		1,901.11
20-0493-25-00	MOVING EXPENSE								1,127.00
	Subtotal:	41,195.80	104,673.18	156,850.00	66.662	156,850.00	164,220.89		166,383.73
20-0539-25-00	MISC HEALTH BENEFIT		15.66				177.48		172.26
20-0941-25-00	JANITORIAL CONTRACT	288.00	2,056.00	1,750.00	60.361	1,750.00	1,920.00		
20-0549-28-00	HVAC MAINTENANCE CONTRACT		176.48	265.00	65.842	265.00	261.72		
20-0559-25-00	CONTRACT LABOR		977.96	20,000.00	4.848	20,000.00	26,390.15		16,101.18
	Subtotal:	288.00	2,176.10	22,015.00	9.876	22,015.00	28,749.35		16,675.64
20-0610-25-00	CAPITAL-MOTOR VEHICLES								70,486.00
20-0618-25-00	CAPITAL-DATA PROC EQUIPMENT						2,580.00		8,308.40
	Subtotal:						2,580.00		78,794.60
Program number:	EXPENDITURES	96,151.06	311,436.27	710,718.00	63.672	710,738.00	704,038.91		805,338.22

Account	Description	Actual Month	YTD Expended	Amended Budget	Percent of Budget 41.7%	Original Budget	Prior Year Actual	3 Years Ago
20-0428-71-00	E.U.D. HOUSING ASSISTANCE	644,691.12	3,291,726.17	7,500,000.00	43.890	7,500,000.00	7,905,136.44	7,721,243.84
Subtotal:		644,691.12	3,291,726.17	7,500,000.00	43.890	7,500,000.00	7,905,136.44	7,721,243.84
Program number:		644,691.12	3,291,726.17	7,500,000.00	43.890	7,500,000.00	7,905,136.44	7,721,243.84
Department number: 71	HOUSING ASSISTANCE PAYMENTS	644,691.12	3,291,726.17	7,500,000.00	43.890	7,500,000.00	7,905,136.44	7,721,243.84

**City of Lancaster
Expense Report for February**

Fund: 20 LANCASTER BOOZING AGENCY - 2000

Department: 00 TRANSFERS OUT

Program: TRANSFERS OUT

Period Ending: 2/2022

Account	Description	Period Ending: 2/2022		Program:		TRANSFERS OUT	
		Actual Month	YTD Expended	Percent of Budget 61.7%	Original Budget	Fiscal Year Actual	2 Years Ago
20-0701-80-00	TRANS TO GENERAL OPER FUND	5,166.67	15,833.35	41.667	62,000.00	62,000.00	62,000.00
Subtotal:		5,166.67	25,833.35	41.667	62,000.00	62,000.00	62,000.00
Program number:	TRANSFERS OUT	5,166.67	25,833.35	61.667	62,000.00	62,000.00	62,000.00
Department number: 80	TRANSFERS OUT	5,166.67	25,833.35	41.667	62,000.00	62,000.00	62,000.00
Fund number: 20	LAW/CLERK BOOKING AGENT-ED	760,248.85	3,425,375.93	43.872	8,272,738.00	8,704,795.67	8,588,582.10
***** End of Report *****							

Account	Description	Actual Month	YTD Expended	Amended Budget	Percent of Budget 90.0%	Original Budget	Fiscal Year	
							Actual	Yr Ago
20-0101-25-00	SALARIES-REGULAR	26,427.23	167,244.86	349,031.00	47.917	349,031.00	347,297.75	334,871.50
20-0102-25-00	SALARIES-PART TIME	30.00	121.74	300.00	40.580	300.00	2,023.31	11,612.48
20-0103-25-00	SALARIES-OVERTIME	138.00	899.90	2,696.00	33.379	2,696.00	483.11	4,637.84
20-0104-25-00	SALARIES-LONGEVITY	2,377.95	27,133.10	97,433.00	47.243	97,433.00	1,712.79	19,881.89
20-0105-25-00	GROUP HEALTH INSURANCE	3,673.16	23,910.99	90,319.00	47.499	90,319.00	55,904.18	39,392.19
20-0106-25-00	TOLLS	1,192.79	11,357.19	24,392.00	90.661	24,392.00	92,092.46	47,937.00
20-0107-25-00	FICA		1,648.06	1,000.00	166.006	1,000.00	26,875.06	17,649.79
20-0109-25-00	SALARIES-HELL PAY	89.50	1,007.41	2,360.00	42.607	2,360.00	975.31	241.82
20-0210-25-00	DENTAL INSURANCE			7,200.00		7,200.00	2,151.42	1,633.30
20-0113-25-00	CAR ALLOWANCE	40.00	60.00	3,582.00		3,582.00	886.06	9,345.80
20-0114-25-00	SALARIES-ASSIGNMENT PAY	18.48	216.10	847.00	24.129	847.00	140.89	105.75
20-0118-25-00	CELL PHONE ALLOWANCE	175.34	1,107.61	652.00	169.879	652.00	2,079.15	1,452.43
20-0120-25-00	GROUP LIFE INSURANCE	8.07	82.99	221.00	37.986	221.00	9.47	
20-0130-25-00	WORKERS COMPENSATION							
20-0131-25-00	SNAP REFUND							
Subtotal:		39,163.60	118,782.51	980,973.00	47.150	980,973.00	492,544.94	514,062.99
10-0201-25-00	OFFICE SUPPLIES	392.25	2,122.89	8,900.00	24.975	8,900.00	9,113.47	7,468.82
20-0202-25-00	UNIFORMS		336.14	500.00	67.228	500.00	230.20	
20-0204-25-00	KITCHEN EQUIP/FURN/FIX/TOOLS/ETC		82.49	4,200.00	1.964	4,200.00	1,496.81	1,144.84
20-0210-25-00	MISC SUPPLIES		133.67	1,000.00	11.367	1,000.00	609.54	81.01
20-0214-25-00	POSTAGE/SHIPPING/DELIVERY		794.83	12,000.00	6.124	12,000.00	6,303.12	21,640.17
20-0218-25-00	FUEL/OIL	177.17	938.11	3,000.00	31.274	3,000.00	1,836.26	2,125.87
Subtotal:		561.42	4,328.21	29,200.00	14.823	29,200.00	15,997.40	25,260.72
20-0301-25-00	MAINT-BUILDING & STRUCTURE							
20-0302-25-00	MAINT-MOTOR VEHICLES		97.77	900.00	10.863	900.00	240.00	2,637.49
20-0310-25-00	MAINT-OFFICE EQUIPMENT		193.50	1,600.00	18.344	1,600.00	62.69	1,721.25
20-0316-25-00	MAINT-HEATING & COOLING SYSTEM			100.00		100.00	43.42	
Subtotal:			391.27	2,600.00	15.049	2,600.00	346.31	4,958.74
20-0401-25-00	TELEPHONE & COMMUNICATIONS		422.80	1,800.00	23.481	1,800.00	428.78	
20-0402-25-00	RENTAL OF EQUIPMENT	567.25	3,208.44	9,000.00	19.412	9,000.00	4,737.17	7,264.34
20-0407-25-00	SPECIAL SERVICES			2,400.00		2,400.00	115.80	
20-0408-25-00	ADVERTISING			350.00		350.00	36.00	427.00
20-0409-25-00	TRAVEL & EDUCATION	14.87	9,640.01	13,000.00	34.267	13,000.00	18,903.19	17,751.46
20-0410-25-00	UTILITIES - ELECTRICITY	119.75	6,173.71	10,000.00	61.738	10,000.00	11,200.73	12,284.41
20-0414-25-00	NOTES & SUBSCRIPTIONS		2,384.38	5,000.00	47.688	5,000.00	13,071.67	13,637.19
20-0415-25-00	MILEAGE REIMBURSEMENT			1,200.00		1,200.00	93.30	114.45
10-0416-25-00	OTHER/PROFESSIONAL SERVICES	42.29	2,657.51	7,000.00	37.144	7,000.00	11,192.56	12,710.32
20-0421-25-00	PRINTING	341.94	1,167.57	3,000.00	38.919	3,000.00	1,891.49	1,581.32

Account	Description	Actual		YTD	Expended	Amended Budget	Percent of Budget 50.0%	Original Budget	Prior Year		Y Years Ago
		Month							Actual	Budget	
20-0428-25-00	M.U.D. HOUSING ASSISTANCE				1,229.00						
20-0437-25-00	CONTRACT AUDIT SERVICES				15,000.00				5,241.00		285.00
20-0442-25-00	COMPUTER PROFESSIONAL SVCS				11,175.00		100.000	15,000.00	15,000.00		17,000.00
20-0445-25-00	PEST CONTROL SERVICES				75.00		53.125	12,000.00			
20-0446-25-00	CITY ATTORNEY FEES				8,246.40		1,649.320	500.00	12,067.56		400.00
20-0450-25-00	ADMINISTRATIVE FEES										2,091.00
20-0460-25-00	SETTLEMENT										11,109.00
20-0462-25-00	CELLULAR TELEPHONE & PACKETS	252.20			1,131.85		41.620	5,200.00	1,985.90		1,279.35
20-0464-25-00	RENTAL OF OFFICE SPACE	0.456.51			96,487.12		94.145	60,000.00	63,565.44		65,239.62
20-0476-25-00	ACT ANALYSIS SPN CHGRS	460.60			2,749.24		24.064	11,400.00	5,100.10		1,901.31
20-0493-25-00	MOVING EXPENSE										1,527.80
Subtotal:					11,049.41		73.919	156,050.00	164,210.09		146,185.73
20-0530-25-00	MISC HEALTH BENEFIT				15.66						
20-0543-25-00	JANITORIAL CONTRACT				1,096.00		60.343	1,750.00	177.40		172.26
20-0549-25-00	EVAC MAINTENANCE CONTRACT				174.40		45.842	265.00	261.72		
20-0559-25-00	CONTRACT LABOR				927.94		4.640	20,000.00	26,390.15		16,301.30
Subtotal:					2,174.10		5.074	22,015.00	20,749.35		16,475.44
20-0610-25-00	CAPITAL-MOTOR VEHICLES										70,486.00
10-0618-25-00	CAPITAL-DATA PROC EQUIPMENT								2,500.00		8,308.40
Subtotal:									2,500.00		70,794.40
Program Number:	EXPENDITURES				359,618.70		50.457	710,738.00	704,038.91		805,338.22

Account	Description	Actual		YTD		Amended Budget	Percent of Budget 30.0%	Original Budget	Prior Year		2 Years Ago
		Month	Expended	Expended	Expended				Actual	Budget	
20-0428-71-00	M.U.D. HOUSING ASSISTANCE	638,790.98	3,930,517.35	3,930,517.35	7,500,000.00	52.407	7,500,000.00	7,905,136.44	7,905,136.44	7,721,243.84	7,721,243.84
Subtotal:		638,790.98	3,930,517.35	3,930,517.35	7,500,000.00	52.407	7,500,000.00	7,905,136.44	7,905,136.44	7,721,243.84	7,721,243.84
Program Number:		638,790.98	3,930,517.35	3,930,517.35	7,500,000.00	52.407	7,500,000.00	7,905,136.44	7,905,136.44	7,721,243.84	7,721,243.84
Department Number: 71	HOUSING ASSISTANCE PAYMENTS	638,790.98	3,930,517.35	3,930,517.35	7,500,000.00	52.407	7,500,000.00	7,905,136.44	7,905,136.44	7,721,243.84	7,721,243.84

City of Lancaster
Expense Report for March
Department: 00 TRANSFERS OUT
Period Ending: 3/2012

Program: TRANSFERS OUT

Account	Description	Actual Month	YTD Expended	Amended Budget	Percent of Budget 50.0%	Original Budget	Prior Year		2 Years Ago
							Actual	Budget	
20-0701-00-00	TRANS TO GENERAL OPER FUND	5,166.67	31,000.02	62,000.00	50.000	62,000.00	62,000.00	62,000.00	62,000.04
Subtotal,		5,166.67	31,000.02	62,000.00	50.000	62,000.00	62,000.00	62,000.00	62,000.04
Program number:	TRANSFERS OUT	5,166.67	31,000.02	62,000.00	50.000	62,000.00	62,000.00	62,000.00	62,000.04
Department number, 00	TRANSFERS OUT	5,166.67	31,000.02	62,000.00	50.000	62,000.00	62,000.00	62,000.00	62,000.04
Fund number: 20 LANCASTER HOUSING AGENCY-INT		690,760.00	6,320,136.07	9,272,738.00	53.221	9,272,738.00	9,704,795.67	9,588,582.10	
*****	End of Report *****								

Account	Description	Actual		YTD		Amount Budget	Percent of Budget %	Original Budget	Prior Year Actual	2 Year Ago
		Month	Expended	Expended	Expended					
20-0101-25-00	SALARIES-REGULAR	21,378.04	188,622.92			349,031.00	54.042	349,031.00	347,287.75	334,971.50
20-0102-25-00	SALARIES-PART TIME								2,013.31	11,612.68
20-0103-25-00	SALARIES-OVERTIME	156.00	121.74			300.00	48.580	100.00	453.11	4,637.04
20-0104-25-00	SALARIES-LONGEVITY	3,715.26	1,055.30			2,696.00	35.165	2,696.00	1,712.79	19,083.69
20-0105-25-00	GROUP HEALTH INSURANCE	2,961.13	38,652.34			57,433.00	53.719	57,433.00	95,904.18	38,532.19
20-0107-25-00	TRIPS	1,560.12	26,071.72			50,339.00	53.382	50,339.00	52,092.46	47,957.00
20-0109-25-00	PICA		13,917.31			24,392.00	57.057	24,392.00	26,875.06	27,669.79
20-0110-25-00	SALARIES-WEEL PAY		3,660.04			1,000.00	166.006	1,000.00	975.31	261.82
20-0111-25-00	DENTAL INSURANCE	131.15	2,138.56			2,360.00	48.244	2,360.00	2,151.42	1,633.30
20-0114-25-00	CAR ALLOWANCE					7,200.00		7,200.00		
20-0115-25-00	SALARIES-ASSIGNMENT PAY					3,582.00		3,582.00	886.06	5,385.00
20-0116-25-00	CELL PHONE ALLOWANCE	80.00	120.00							
20-0120-25-00	GROUP LIFE INSURANCE	28.21	244.31			867.00	28.179	867.00	140.89	109.75
20-0130-25-00	WORKERS COMPENSATION	138.98	1,246.59			652.00	191.185	652.00	2,079.15	1,482.43
20-0131-25-00	EMP RYDER	12.20	96.15			221.00	93.507	221.00	3.87	
Subtotal:		30,165.11	245,947.62			380,073.00	53.182	500,073.00	692,544.96	534,062.99
20-0201-25-00	OFFICE SUPPLIES	143.39	3,246.28			8,500.00	28.661	8,500.00	5,151.47	7,688.83
20-0202-25-00	UNIFORMS		336.14			500.00	67.228	500.00	220.20	
20-0204-25-00	MINOR EQUIP/FURN/FIX/TOOLS/ETC		82.49			4,200.00	1.964	4,200.00	1,436.81	3,144.84
20-0210-25-00	MAINT SUPPLIES		133.67			1,000.00	13.367	1,000.00	409.54	81.01
20-0214-25-00	POSTAGE/SHIPPING/DELIVERY		734.83			12,000.00	6.124	12,000.00	6,303.12	11,640.17
20-0218-25-00	FUEL/OIL	193.50	1,131.71			3,000.00	37.784	3,000.00	1,836.26	2,525.87
Subtotal:		336.89	4,665.12			23,200.00	15.976	29,200.00	15,397.40	25,260.71
20-0301-25-00	MAINT-BUILDINGS & STRUCTURES								240.00	2,637.49
20-0302-25-00	MAINT-MOTOR VEHICLES	25.98	123.75			900.00	13.750	900.00	62.69	2,721.25
20-0310-25-00	MAINT-OFFICE EQUIPMENT		293.50			1,600.00	18.346	1,600.00		
20-0346-25-00	MAINT-HEATING & COOLING SYSTEM					100.00		100.00	43.62	
Subtotal:		25.98	417.25			2,600.00	16.848	2,600.00	346.31	4,398.74
20-0401-25-00	TELEPHONE & COMMUNICATIONS								428.78	
20-0402-25-00	RENTAL OF EQUIPMENT	567.23	3,775.09			9,000.00	41.954	9,000.00	4,737.17	7,244.34
20-0407-25-00	SPECIAL SERVICES					2,400.00		2,400.00	115.00	
20-0408-25-00	ADVERTISING					350.00		350.00	36.00	427.00
20-0409-25-00	TRAVEL & EDUCATION	1,714.64	5,384.73			15,800.00	55.698	15,800.00	18,503.99	17,751.46
20-0410-25-00	UTILITIES - ELECTRICITY	882.79	7,056.56			10,000.00	70.566	10,000.00	11,309.73	12,184.41
20-0414-25-00	DOES & SUBSCRIPTIONS		2,384.36			5,000.00	47.688	5,000.00	13,071.67	19,637.15
20-0415-25-00	MILEAGE REIMBURSEMENT					1,200.00		1,200.00	93.50	116.45
20-0416-25-00	OTHER/PROFESSIONAL SERVICES	352.54	2,657.31			7,000.00	37.984	7,000.00	11,182.96	12,710.32
20-0421-25-00	PRINTING		1,520.11			3,000.00	50.870	3,000.00	1,091.49	1,583.32

Account	Description	Actual		YTD Expended	Amended Budget	Percent of Budget 99.3%	Original Budget	Prior Year		2 Years Ago
		Month						Actual		
20-0428-25-00	H.O.D. HOUSING ASSISTANCE			1,229.00						
20-0437-25-00	CONTRACT AUDIT SERVICES			15,000.00	15,000.00	100.000	15,000.00	9,241.00		285.00
20-0442-25-00	COMPUTER PROFESSIONAL SVCS			11,175.00	12,000.00	93.125	12,000.00	19,000.00		17,000.00
20-0445-25-00	PEST CONTROL SERVICES	150.00		225.00						
20-0446-25-00	CITY ATTORNEY FEES			6,246.68	500.00	1,649.320	500.00	12,067.56		400.00
20-0450-25-00	ADMINISTRATIVE FEES									2,091.00
20-0460-25-00	RETAILMENT									11,100.00
20-0462-25-00	CELLULAR TELEPHONE & FAXES	151.14		1,481.21	3,200.00	46.390	3,200.00	1,985.90		1,279.35
20-0464-25-00	RENTAL OF OFFICE SPACE	8,456.51		64,943.63	60,000.00	108.239	60,000.00	63,543.64		65,239.62
20-0476-25-00	ACCT ANALYSIS JTM CREAS	495.77		3,239.01	11,400.00	28.412	11,400.00	5,100.10		1,901.31
20-0493-25-00	MOVING EXPENSE									1,327.00
Subtotal:				12,770.66	156,850.00	82.063	156,850.00	164,220.89		146,385.73
20-0539-25-00	MISC HEALTH BENEFIT			15.66						
20-0543-30-00	JANITORIAL CONTRACT	576.06		1,492.00	1,750.00	93.257	1,750.00	177.40		172.26
20-0549-25-00	HVAC MAINTENANCE CONTRACT	130.86		305.54	265.00	115.223	265.00	261.72		
20-0559-25-00	CONTRACT LABOR			927.96	20,000.00	4.640	20,000.00	26,390.15		16,303.30
Subtotal:				706.06	22,015.00	13.084	22,015.00	20,749.35		16,475.64
20-0610-25-00	CAPITAL-MOTOR VEHICLES									70,486.00
20-0618-29-00	CAPITAL-DATA PROC EQUIPMENT							2,580.00		0,100.40
Subtotal:								2,580.00		70,794.40
Program Number:	EXPENDITURES			44,005.70	710,730.00	56.649	710,730.00	704,030.91		605,330.22

Account	Description	Actual		YTD		Amended Budget	Percent of Budget 38.3%	Original Budget	Prior Year Actual	3 Years Ago
		Month	Expended	Expended	Budget					

20-0101-15-99-000001	SALARIES-REGULAR	4,322.30	4,322.30	6,322.30						
20-0101-25-99-000001	SALARIES-OVERTIME	1,487.15	1,487.15	2,487.25						
20-0105-15-99-000001	GROUP HEALTH INSURANCE	946.87	946.87	946.87						
20-0106-25-99-000001	TUHA	795.32	795.32	795.32						
20-0107-15-99-000001	FICA	615.83	615.83	415.83						
20-0110-25-99-000001	DENTAL INSURANCE	47.85	47.85	47.85						
20-0120-15-99-000001	GROUP LIFE INSURANCE	7.73	7.73	7.73						
20-0130-15-99-000001	WORKERS COMPENSATION	45.89	45.89	45.89						
20-0131-15-99-000001	EMP EXPENSE	5.68	5.68	5.68						
Subtotal:		8,083.32	8,083.32	8,083.32						

Program number: 99 EMERGENCY / DISASTER		8,083.32	8,083.32	8,083.32						
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Department number: 15	HOUSING ADMINISTRATION	91,089.02	410,707.72	710,738.00	57.78%	710,738.00	737,659.13	808,338.12
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Account	Description	Actual Month	YTD Expended	Amended Budget	Percent of Budget Sp. %	Original Budget	Fiscal Year Actual	2 Years Ago
10-0418-71-00	H.O.D. HOUSING ASSISTANCE	647,115.84	4,577,633.19	7,500,000.00	61.03%	7,500,000.00	7,905,134.46	7,711,163.84
Subtotal:		647,115.84	4,577,633.19	7,500,000.00	61.03%	7,500,000.00	7,905,134.46	7,721,243.84
Program number:		647,115.84	4,577,633.19	7,500,000.00	61.03%	7,500,000.00	7,905,134.46	7,711,243.86
Department number: 71	HOUSING ASSISTANCE PAYMENTS	647,115.84	4,577,633.19	7,500,000.00	61.03%	7,500,000.00	7,905,116.44	7,711,243.84

City of Lancaster
Expense Report for April
Department: 90 TRANSFERS COT

Head: 28 LANCETER BOOTHING AGENCY - LTD

Department: 90 TRAINING COT

PROGRAM: TRANSFER OUT

Period Ending: 4/2012

Account	Description	Period Ending: 4/2012		Percent of Budget \$0.30	Original Budget	Prior Year Actual	3 Years Ago
		Actual Month	YTD Expended				
20-0781-90-90	TRANS TO GENERAL OVER FUND	5,366.67	36,166.69	58.133	62,000.00	62,000.00	62,000.04
Subtotal:		\$,166.67	36,166.69	58.333	62,000.00	62,000.00	62,000.04
Program number:	TRANSFERS OUT	5,266.67	36,166.69	58.333	62,000.00	62,000.00	62,000.04
Department number:	90 TRANSFERS OUT	5,366.67	36,166.69	58.333	62,000.00	62,000.00	62,000.04
Fund number:	20 LASCATER BOOSTING AGENCY-END	764,371.53	5,034,807.60	60.736	9,272,738.00	8,704,795.67	9,860,582.10
*****	End of Report *****						

LANCASTER HOUSING AGENCY

Agenda Communication for June 11, 2012

3

AG12-003

Consider a Resolution of the Lancaster Housing Agency Board of Commissioners, approving the terms and conditions of a General Depository Agreement by and between the Lancaster Housing Agency and J.P. Morgan Chase; authorizing the Board Chairman (Mayor) to execute said agreement; and providing an effective date.

Background

The Lancaster Housing Agency (LHA) operates the Section 8 Housing Choice Voucher Program (HCVP) which is funded by the U. S. Department of Housing and Urban Development (HUD).

The Annual Contributions Contract (ACC) between HUD and the City of Lancaster requires that the General Depository Agreement (Form HUD-51999) shall be executed by the Housing Agency and J.P. Morgan Chase. The depository must be a financial institution whose deposits are insured by the Federal Deposit Insurance Corporation (FDIC) or National Credit Union Share Insurance Fund (NCUSIF). An original HUD-51999 should be maintained by the HA and the financial institution. A copy of the HUD-51999 should be sent to the HUD Area Office and the Field Accounting Office.

Considerations

- **Operational** –The Federal Code of Regulations, Part 85, Subpart C, (24 CFR § 85.20) requires Housing Authorities to establish cash management procedures. Cash management is the process of managing the cash flow of a Housing Authority to optimize its use of funds. This process involves the timing of receipts and disbursements to assure the availability of funds to meet expenditures and to maximize the yield from the investment of temporarily surplus funds. Effective cash management calls for organized planning. Good relations between the Housing Authority, Finance Department and the financial institution can improve the effectiveness of a cash management program. The Finance Department is responsible for direct management of the Housing Agency accounts, moving funds through the accounts when needed, reconciling the accounts and investing funds when appropriate. The General Depository Agreement sets out the provisions for the management of the Agency's accounts with the depository.

- **Legal** – The City Attorney has reviewed the resolution.
- **Financial** –The General Depository Agreement is a necessary step in order for LHA to continue to receive the funding to operate the Housing Choice Voucher program. There are no costs associated with execution of this agreement.
- **Public Information** – There are no public information requirements.

Options/Alternatives

1. The Commissioners may adopt the resolution as presented.
2. The Commissioners may deny the resolution and direct staff.

Recommendation

Staff recommends approval of the resolution authorizing the Chairman to execute the General Depository agreement as required by HUD regulations.

Attachments

- Resolution
- General Depository Agreement

Prepared and submitted by:
Kim Pekofske, Housing Manager

Date: May 29, 2012

RESOLUTION NO. 2012-0602

A RESOLUTION OF THE LANCASTER HOUSING AGENCY BOARD OF COMMISSIONERS, APPROVING THE TERMS AND CONDITIONS OF A GENERAL DEPOSITORY AGREEMENT BY AND BETWEEN THE LANCASTER HOUSING AGENCY AND J.P. MORGAN CHASE; AUTHORIZING THE CHAIRMAN TO EXECUTE SAID AGREEMENT; REPEALING ALL RESOLUTIONS IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The U.S. Department of Housing and Urban Development requires that the General Depository Agreement be executed and on file with the HUD Area Office for the purposes of protecting and monitoring the cash management of the Agency; and

NOW, THEREFORE, BE IT RESOLVED BY THE LANCASTER HOUSING AGENCY BOARD OF COMMISSIONERS:

SECTION 1. That the General Depository Agreement, attached hereto and incorporated herein by reference as Exhibit "A", having been reviewed by the Lancaster Housing Agency Board of Commissioners, and found to be acceptable and in the best interest of the Agency, be, and the same is hereby, in all things approved.

SECTION 2. That the Chairman of the Board of Commissioners, is hereby authorized to execute said agreement.

SECTION 3. That any prior Resolution of the Lancaster Housing Agency Board of Commissioners in conflict with the provisions contained in this Resolution are hereby repealed and revoked.

SECTION 4. That should any part of this Resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

SECTION 5. That this Resolution shall take effect immediately from and after its passage, and it is duly resolved.

DULY PASSED AND APPROVED by the Lancaster Housing Agency Board of Commissioners, on this the 11th day of June 2012.

ATTEST:

APPROVED:

Dolle K. Downe, Secretary

Marcus E. Knight, Chairman

APPROVED AS TO FORM:

Robert E. Hager, Attorney

General Depository Agreement

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

OMB No. 2577-0270
exp. 09/30/2013

This Agreement, entered into this 11th day of June, ²⁰~~19~~12 by and between Lancaster Housing Agency

(herein called the "PHA/IHA"), a duly organized and existing public body corporate and politic of the City of Lancaster

and J.P. Morgan Chase

(herein called the "Depository"), located at _____

Witnesseth:

Whereas, the Department of Housing and Urban Development (herein called "HUD") has entered into one or more contracts (herein called the "Contract") with the PHA/IHA for the purpose of providing financial assistance to develop and operate lower income housing projects, as authorized by the United States Housing Act of 1937, as amended (42 USC 1437, et seq.); and

Whereas, under the terms of the Contract the PHA/IHA is required to select as depositories of its funds financial institutions whose deposits or accounts are insured by either — the Federal Deposit Insurance Corporation or the National Credit Union Share Insurance Fund as long as this Agreement is in force and effect.

Now Therefore, in consideration of the mutual covenants herein-after set forth, the parties hereto agree as follows:

1. The deposits and accounts of the Depository shall continue to be insured by either — the Federal Deposit Insurance Corporation or the National Credit Union Share Insurance Fund.

2. All monies deposited by the PHA/IHA with the Depository shall be credited to the PHA/IHA in a separate interest bearing deposit or interest bearing accounts, designated

Accounts" (herein the "Accounts"). Any portion of PHA/IHA Funds not insured by a Federal insurance organization shall be fully (100%) and continuously collateralized with specific and identifiable U.S. Government or Agency securities prescribed by HUD. Such securities shall be pledged and set aside in accordance with applicable law or Federal regulations. The PHA/IHA shall have possession of the securities (or the PHA/IHA will take possession of the securities) or an independent custodian (or an independent third party) holds the securities on behalf of the PHA/IHA as a bailee (evidenced by safe keeping receipt and a written bailment for hire contract) and will be maintained for the full term of deposit. The Depository may substitute other securities as collateral to equal or increase the value. If PHA/IHA is an agency of an Indian tribe, the collateral shall be in United States bonds and otherwise as may be prescribed for public funds by the United States Secretary of the Treasury.

3. Except as stated in Paragraph 5, the Depository shall honor any (a) check or other order to pay from the Accounts, or (b) directive to purchase investment securities with monies from the Accounts or to sell securities, if such order or directive is in

writing and signed on behalf of the PHA/IHA by an officer or member designated by resolution of the Board of Directors of the PHA/IHA to have such authority. To assist the Depository in its obligation, the PHA/IHA shall furnish the Depository with a certified copy of the resolution.

4. Any securities received from the PHA/IHA or purchased by the Depository with monies from the Accounts shall be considered to be a part of the Accounts and shall be held by the Depository in safe-keeping for the PHA/IHA until sold. Interest on such securities and the proceeds from the sale thereof shall be deposited in the Account upon receipt.

5. If the Depository received written notice from HUD that no withdrawals by the PHA/IHA from the Accounts are to be permitted, the Depository shall not honor any check or other order to pay from the Accounts or directive to purchase or sell securities, or permit any withdrawals by the PHA/IHA from said Accounts until the Depository is authorized to do so by written notice from HUD.

6. The Depository is not obligated to be familiar, and shall not be charged, with knowledge of the provisions of the Contract, and shall be under no duty to investigate or determine whether any action taken by either the PHA/IHA or HUD in respect of the Accounts are consistent with or are authorized by the Contract or whether either PHA/IHA or HUD is in default under the provisions of the Contract. The Depository shall be fully justified in accepting and acting on, without investigation, any certificate or notice furnished to it pursuant to the provisions of this Agreement and which the Depository shall in good faith believe to have been duly authorized and executed on behalf of the party in whose name the same purports to have been made or executed.

7. The rights and duties of the Depository under this Agreement shall not be transferred or assigned by the Depository without the prior written approval of the PHA/IHA and HUD.

This Agreement may be terminated by either party hereto upon thirty days' written notice to the other party, and HUD. The rights and duties of the Depository hereunder shall not be transferred or assigned nor shall this Agreement be terminated during any period in which the Depository is required to refuse to permit withdrawals from the Accounts as provided in Paragraph 5.

8. HUD is intended to be a third party beneficiary of this Agreement and may sue to enforce its provisions and to recover damages for failure to carry out its terms.

9. The Depository shall promptly notify the PHA/IHA of crediting or depositing of any monies in the Accounts.

10. The provisions of this Agreement may not be modified by either Party without the prior written approval of HUD.

11. Previous General Depository or Savings Depository Agreements, if any, entered into between the Depository and the PHA/IHA are hereby terminated and all monies and securities of the PHA/IHA on deposit with or held by the Depositories pursuant to the terms of said Agreement shall continue to be held for account of the PHA/IHA pursuant to and in accordance with the provisions of this Agreement.

12. At no time shall the PHA/IHA Funds in the Accounts be permitted to exceed the amount insured by Federal deposit insurance (herein the "Insured Amount"). At any such time as the amount of funds in the Accounts reach the Insured Amount, whether by the accrual of interest or otherwise, the Depository shall promptly, as directed by the PHA/IHA, and in an amount sufficient to limit the funds in the Accounts to the Insured Amount, either: (a) remit payment to the PHA/IHA or, (b) on behalf of the PHA/IHA, purchase securities approved for

investment by the PHA/IHA. Such securities shall not be considered to be a part of the Account pursuant to Paragraph 4 hereof but shall be held by the Depository as custodian or trustee for the PHA/IHA in a separate account established for that purpose by the Depository (herein the "Securities Account"). The Securities Account shall be designated:

Income or other proceeds from securities held in the Securities Account shall, as directed by the PHA/IHA, upon receipt, be paid to or on behalf of the PHA/IHA; provided, however, that such proceeds shall, to the extent consistent otherwise with the provisions of this Paragraph, be deposited in the Accounts. If the Depository receives written notice from HUD pursuant to Paragraph 5 hereof that no withdrawals by the PHA/IHA from the Accounts are to be permitted, the Depository shall not honor any directive from the PHA/IHA to sell securities, or permit any withdrawals by the PHA/IHA, from the Securities Account until the Depository is authorized to do so by written notice from HUD. During the pendency of such restrictions on the Accounts and the Securities Account, the Depository, except as directed in writing by HUD, shall not remit any payment to the PHA/IHA for the purpose of limiting the amount of funds in the Account to the Insured Amount but shall instead purchase securities approved for investment by the PHA/IHA and hold such securities in the Securities Account.

(For use only in certain States that have statutes that prohibit Public Housing Agencies and Indian Housing Authorities from implementing paragraph 2.)

In Witness Whereof, the PHA/IHA and the Depository have caused this Agreement to be executed in their respective names and their respective seal to be impressed hereon and attested as of the date and year first above written.

(SEAL)
ATTEST:
By _____

PHA/IHA

Chairman

Secretary

Depository

By _____

(SEAL)
ATTEST:

Note: Strike paragraphs 11 and 12 if not applicable.

LANCASTER HOUSING AGENCY

Agenda Communication for

June 11, 2012

4

AG12-004

Conduct a Public Hearing to receive comments regarding the Lancaster Housing Agency's Annual Plan for fiscal year 2012.

Background

The Lancaster Housing Agency operates the Section 8 Housing Choice Voucher Program under policies, rules and regulations promulgated by the U.S. Department of Housing and Urban Development (HUD). The purpose of this hearing is to obtain input from the public in reference to the Annual Plan Submission to be submitted to the U.S. Department of Housing and Urban Development for fiscal year 2012.

Considerations

- **Operational** - The Annual Plan must be reviewed, updated and submitted to HUD as a condition of continued assistance per each section of the plan as follows:

The Lancaster Housing Agency is a High performing agency for Fiscal Year 2010/2011.

There is an inventory of 1,110 vouchers allocated. The submission is for an Annual Plan only.

Several of the plan elements did not have any changes, are not applicable due to the agency's High Performer Status, or do not pertain to this agency since we do not provide public housing. Listed below are the changes to the plan elements that apply to our agency:

903.7(2) Financial Resources

Congress appropriates the funding each year, this element is updated accordingly along with information from the Finance Department.

903.7(3) Rent Determinations

A correction to the plan was made to include that LHA has adopted payment standards that are above 90% but below 110% of the published Fair Market Rent.

903.7(4) Operation and Management

Management structure has been updated to reflect the current staffing positions and levels at the agency. Reduction of one full time administrative secretary, and one housing counselor.

The Electronic submission will be completed after adoption of Annual Plan by the Board of Commissioners on June 25, 2012.

- **Financial** - There are no financial obligations associated with the Annual Plan.
- **Legal** - The City Attorney will prepare a resolution for adoption of the Annual Plan.
- **Public Information** - A public notice was published in the Focus Newspaper on April 27, 2012 announcing the public hearing date, time and location. A resident advisory board meeting was held on April 24, 2012, where public comments were solicited from a group of Lancaster Housing Agency participants. The Plan is also required to be made available for a 45-day public review period prior to a required public hearing. The plan has been offered for review at the offices of the Lancaster Housing Agency, the Lancaster Veterans Memorial Library and on the City of Lancaster's website from April 27, 2012 through June 11, 2012.

Options/Alternatives

This is a public hearing to receive comments on the Lancaster Housing Agency Annual Plan. No action is required at this time.

Recommendation

No recommendation at this time. The Board of Commissioners will take action on the Annual Plan on June 25, 2012.

Attachments

- Annual Plan Draft

Prepared and submitted by:
Kim Pekofske, Housing Manager

Date: May 29, 2012

Annual PHA Plan for the Lancaster Housing Agency

Rona Stringfellow-Gowan, Executive Director

FYB October 1, 2012

FINAL DRAFT



Presented by:

The *Nelrod* Company

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Fort Worth, Texas 76109
(817) 922-9000/FAX (817) 922-9100**

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PHA 5-Year and Annual PlanU.S. Department of Housing and Urban
Development
Office of Public and Indian HousingOMB No. 2577-0226
Expires 4/30/2011**1.0 PHA Information**PHA Name: Lancaster Housing AgencyPHA Code: TX437PHA Type: ☐ Small ☒ High Performing☐ Standard☒ HCV (Section 8)PHA Fiscal Year Beginning: (MM/YYYY): 10/2012**2.0 Inventory** (based on ACC units at time of FY beginning in 1.0 above)Number of PH units: 0Number of HCV units: 1110**3.0 Submission Type**☐ 5-Year and Annual Plan☒ Annual Plan Only☐ 5-Year Plan Only**4.0 PHA Consortia** *N/A*☐ PHA Consortia: (Check box if submitting a joint Plan and complete table below.)**5.0 5-Year Plan.** Complete items 5.1 and 5.2 only at 5-Year Plan update. ***NO REVISION*****5.1 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 for the next five years: ***NO REVISION*****5.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. ***NO REVISION*****6.0 PHA Plan Update**

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

The following PHA Plan elements marked 'R' have been revised since the last Annual Plan submission by the Lancaster Housing Agency.

N/R denotes NO REVISION and N/A denotes NOT APPLICABLE

N/R 903.7(1) Eligibility, Selection and Admissions Policies, including
Deconcentration and Wait List Procedures

R 903.7(2) Financial Resources

R 903.7(3) Rent Determination

R 903.7(4) Operation and Management

N/R 903.7(5) Grievance Procedures

N/A 903.7(6) Designated Housing for Elderly and Disabled Families

N/R 903.7(7) Community Service and Self-Sufficiency

N/A 903.7(8) Safety and Crime Prevention

N/A 903.7(9) Pets

N/R 903.7(10) Civil Rights Certification

R 903.7(11) Fiscal Year Audit

N/A 903.7(12) Asset Management

N/R 903.7(13) Violence Against Women Act (VAWA)

- 6.0** (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

The following are the specific locations where the public may obtain copies of the 2012 Annual Plan:

- Administrative Office
1425 N. Dallas Ave., Ste. 101, Lancaster, TX 75134
- City of Lancaster Veteran's Memorial Library
1600 Veteran's Memorial Drive
Lancaster, TX 75146
- City of Lancaster website: www.lancaster-tx.com

6.0 PHA Plan Elements

903.7(1) Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures **NO REVISION**

A. Public Housing NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING

B. Section 8

Section 8 HCV policies that govern participant eligibility and selection for assistance (including preferences), and procedure for maintaining waiting list.

(1) Eligibility

The PHA conducts screening to the extent of:

- Criminal or Drug-related activity only to the extent required by law or regulation

The Housing Authority requests criminal records from the following enforcement agencies for screening purposes:

- State law enforcement agencies

The PHA shares the following information with prospective landlords:

- Previous landlord address and phone number, if requested

(2) Waiting List Organization

The Lancaster Housing Agency's waiting list for the section 8 tenant-based assistance is not merged with any other program waiting list.

Interested persons may apply for admission to section 8 tenant-based assistance at:

- PHA main administrative office

(3) Search Time

The PHA does give extensions on standard 60-day period to search for a unit as follows:

- A family may request an extension of the voucher time period
- Extenuating circumstances such as hospitalization or a family emergency for an extended period of time which has affected the family's ability to find a unit within the initial sixty-day period
- The LHA is satisfied that the family has made a reasonable effort to locate a unit, including seeking the assistance of the LHA, throughout the initial sixty-day period. A completed search record is required.
- The family was prevented from finding a unit due to disability accessibility requirements of large size (5 bedrooms) unit requirement

The search record is part of the required verification.

(4) Preferences

The PHA does not 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 the median area income.

The PHA plans to employ the following admission preferences for admission to section 8 tenant-based assistance:

<u>Priority</u>	<u>Preference</u>
<u>2</u>	- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
<u>2</u>	- Victims of domestic violence
<u>2</u>	- Substandard housing
<u>2</u>	- Extremely low-income

Among applicants on the waiting list with equal preference status applicants are selected by date and time of application.

In relationship of preferences to income targeting requirements, the pool of applicant families ensures that the PHA will meet income targeting requirements.

6.0

(5) Special Purpose Section 8 Assistance Programs

The policies governing eligibility, selection and admissions to any special-purpose section 8 program administered by the PHA are contained in the following documents or other reference materials:

- The Section 8 Administrative Plan
- Briefing sessions and written materials

The PHA announces the availability of any special-purpose section 8 program to the public through:

- Published notices

903.7(2) Financial Resources **REVISION**

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2012 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	7,281,919.00	
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Section 8 Reserves	1,292,858.00	
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
Portability Admin. Fees	10,000.00	
Interest Income	1,500.00	
5. Non-federal sources (list below)		
Fraud Recovery	60,000.00	
Total resources	\$8,646,277.00	

903.7 (3) Rent Determination Policies **REVISION**

A. Public Housing NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING

B. Section 8 Tenant-based Assistance**(1) Payment Standards REVISION**

The PHA's payment standard is:

- At or above 90% but below 110% of FMR

PHA has selected this standard because:

- FMRs are adequate to ensure success among assisted families in the Agency's segment of the FMR area
- Reflects market or submarket

The PHA reevaluates the payment standards for adequacy annually and considers the following factors in its assessment of the adequacy:

- Success rates of assisted families
- Rent burdens of assisted families

(2) Minimum Rent

The PHA's minimum rent is \$50.00.

The PHA has adopted discretionary minimum rent hardship exemption policies as follows:

- The PHA recognizes that in some circumstances even the minimum rent may create a financial hardship for families. The PHA will review all relevant circumstances brought to the PHA's attention regarding financial hardship as it applies to the minimum rent.

903.7(4) Operation and Management REVISION**(1) PHA Management Structure REVISION**

- a. A brief description of the management structure and organization of the PHA

The Executive Director directs the day-to day management and operation of the Housing Authority with the assistance of the following lead staff and their line staff.

Housing Manager – oversees the day-to-day operations of the Section 8 Programs and directly supervises the following staff:

- Compliance Supervisor
 - Administrative Secretary (1)
 - Housing Inspector (2)
 - Housing Counselor (3)

b. HUD Programs Under PHA Management

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	N/A	N/A
Section 8 Vouchers	1110	95
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

c. Management and Maintenance Policies

The PHA has adopted the following policies that contain the Agency's rules, standards, and policies that govern management, operation, and maintenance of the Public Housing and Section 8 assistance programs.

Public Housing Management: *NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING*

Section 8 Management:

- Section 8 Administrative Plan

903.7(5) Grievance Procedures ***NO REVISION***

A. Public Housing *NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING*

B. Section 8 Tenant-Based Assistance

The PHA has not 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.

Section 8 applicants or assisted families who desire to initiate the informal review and informal hearing process should contact the following:

- PHA main administrative office

6.0 903.7(6) Designated Housing for Elderly and Disabled Families **NOT APPLICABLE - PHA DOES NOT ADMINISTER PUBLIC HOUSING**

903.7(7) Community Service and Self-Sufficiency **NO REVISION**

A. PHA Coordination with the Welfare (TANF) Agency.

1. The PHA has not 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.)
2. Other coordination efforts between the PHA and TANF agency include:
N/A

B. Services and programs offered to residents and participants by the Lancaster Housing Agency are as follows:

(1) General

a. Self-Sufficiency Policies

The PHA will not employ discretionary policies to enhance the economic and social self-sufficiency of assisted families.

b. Economic and Social self-sufficiency programs

The PHA does not coordinate, promote or provide any policies or programs of the enhancement of the economic and social self-sufficiency of assisted families.

(2) Family Self Sufficiency programs *N/A*

C. Welfare Benefit Reductions *N/A*

D. Community Service Requirement **NOT APPLICABLE - PHA DOES NOT ADMINISTER PUBLIC HOUSING**

903.7(8) Safety and Crime Prevention **NOT APPLICABLE - PHA DOES NOT ADMINISTER PUBLIC HOUSING**

903.7(9) Pets **NOT APPLICABLE - PHA DOES NOT ADMINISTER PUBLIC HOUSING**

6.0 903.7(10) Civil Rights Certification **NO REVISION**

The PHA has examined its programs and proposed programs to identify any impediments to fair housing choices, has addressed those impediments in a reasonable fashion, and is working with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing. The PHA assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

The PHA has taken the following specific actions to Affirmative Further Fair Housing in its Section 8 assistance program.

The PHA will not, on the grounds of race, color, creed, sex religion, age, disability, national origin or familial status:

- Deny a person or family admission to housing or assistance;
- Provide housing which is different than that provided others, except for elderly and/or disabled where accessibility features may be required;
- Subject a person to segregation or disparate treatment;
- Restrict a person's access to any benefit enjoyed by others in connection with housing programs;
- Treat a person differently in determining eligibility or other requirements for admission or assistance;
- Deny any person access to the same level of services provided to others;
- Deny a person the opportunity to participate in a planning or advisory group that is an integral part of the housing programs.

The PHA will not intimidate, threaten or take any retaliatory action against any applicant, or participant because of a person's participation in civil rights activities or assertions of civil rights.

HUD Fair Housing Posters are posted at the PHA main administrative office.

The PHA will ensure accessibility to offices to afford persons with disabilities the opportunity to apply for assistance to the Section 8 program.

The PHA will make sure that all employees of the PHA are familiar with non-discrimination requirements, especially those employees who are involved in the admissions process.

The PHA's policies and practices are designed to provide assurance that all persons with disabilities will be provided reasonable accommodations so that they can fully access and utilize the housing programs and related services.

The PHA will identify and eliminate situations and /or practices that create barriers to equal housing opportunity for all.

The PHA reviews its policies and procedures, at least annually, to assure compliance with all civil rights requirements.

903.7(11) Fiscal Year Audit **REVISION**

The PHA is 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)).

The most recent fiscal audit has not been submitted to HUD.

903.7(12) Asset Management **NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING**

903.7(13) Violence Against Women Act (VAWA) **NO REVISION**

The Lancaster Housing Agency updated its website in early 2008 to provide information regarding the Violence Against Women Act (see below).

On January 5, 2006, President Bush signed into law the Violence Against Women and Department of Justice Reauthorization Act of 2005. The primary objectives of VAWA are to reduce violence against women and to protect, or increase the protection of, the safety and confidentiality of women who are victims of abuse, and to prevent homelessness of the victims of such acts; to protect victims who reside in Public Housing and Housing Choice Voucher Programs; and to ensure victims have access to criminal justice systems without jeopardizing their housing.

VAWA, despite its title, is a gender-neutral law. Women, men, people who identify as transgender, and children can claim victim status.

VAWA prohibits PHA's from denying admission to otherwise qualified applicants simply because they are or have been, victims of domestic violence, dating violence or stalking.

Criminal activity directly relating to Domestic Violence is not a basis for denial of admission or termination of tenancy.

VAWA states that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking:

- * Will not be construed as a serious or repeated violation of the lease by the victim or threatened victim
- * Will not be good cause for terminating the tenancy or occupancy rights of the victim

6.0

Any information provided to LHA is retained in confidence, will not be entered into a shared database and will not be released to any related entity unless the individual consents or requests, or unless otherwise required by law

The notice is available to landlords and tenants and includes additional facts regarding domestic violence, sexual assault and Teen dating violence in Texas. To assist persons experiencing these problems, several resources are listed, including websites and telephone numbers.

Over the past year, The Lancaster Housing Agency has assisted three families involved in domestic violence situations. Families were allowed to break leases and relocate to safer environment. In one case in particular, the family voucher was awarded to the appointed guardian of several children that had to be removed from the assisted household.

The Agency's Administrative Plan was updated in June 2008 to include policies and procedures on dealing with issues of domestic violence.

7.0

Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.
Include statements related to these programs as applicable.

- a. **HOPE VI or Mixed Finance Modernization or Development NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING**
- b. **Demolition and/or Disposition NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING**
- c. **Conversion of Public Housing NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING**
- d. **Homeownership**

1. **Public Housing NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING**

2. **Section 8 Tenant Based Assistance**

The PHA does plan to administer a homeownership program for Section 8.

Program Description:

The PHA will not limit the number of families participating in the Section 8 Homeownership Option. The PHA has not established eligibility criteria for participation in its Section 8 Homeownership Option Program in addition to HUD criteria.

7.0	e. Project-based Vouchers Our agency is not currently operating nor intends to operate a Section 8 Project Based Voucher Program.
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing. NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. NOT APPLICABLE – PHA DOES NOT ADMINISTER PUBLIC HOUSING
8.3	Capital Fund Financing Program (CFFP). <i>N/A</i> ☐ Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.
9.0	Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location, 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”. NOT APPLICABLE – PHA IS HIGH PERFORMER/SECTION 8 ONLY
9.1	Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan. NOT APPLICABLE – PHA IS HIGH PERFORMER/SECTION 8 ONLY
10.0	Additional Information. Describe the following, as well as any additional information HUD has requested. NOT APPLICABLE – PHA IS HIGH PERFORMER/SECTION 8 ONLY (a) Progress in Meeting Mission and Goals. PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. (Note: <u>Standard and Troubled PHAs complete annually</u> Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

10.0 (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)

(c) PHA's must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. *N/A*

11.0 **Required Submission for HUD Field Office Review.** In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.

(a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)

(b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only) *N/A*

(c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only) *N/A*

(d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only) *N/A*

(e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only) *N/A*

(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.

Provided as attachment tx437a01

(g) Challenged Elements – NO CHALLENGED ELEMENTS

(h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only) *N/A*

(i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only) *N/A*

Attachment: tx437a01
Lancaster Housing Agency
Resident Advisory Board Consultation Process and Comments – FYB 2012

1. Resident notification of appointment to the Advisory Board

At beginning of PHA Plan process, sent out letter to all residents/participants of opportunity to serve on Resident Advisory Board
PHA used the same selection as last year

2. Resident Advisory Board Selection

Selection made from resident/participant response **PHA used the same selection as last year**

3. Meeting Organization

Schedule date to meet with Resident Advisory Board for input to PHA Plan
April 2, 2012

Notify Resident Advisory Board of scheduled meeting **April 2, 2012**

Hold Resident Advisory Board meeting **April 24, 2012**

4. Notification of Public Hearing

Schedule date for Public Hearing and place ad **April 24, 2012**

Notify Resident Advisory Board **April 24, 2012**

Hold Public Hearing meeting **June 11, 2012**

5. Documentation of resident recommendations and PHA's response to recommendations

**Resident Advisory Board Meeting
April 24, 2012**

Comment #1: Are clients required to pay rent on a unit before it passes inspection?

PHA Response: Clients are advised not to enter into any rental agreement with a prospective landlord until the unit has passed inspection and a HAP contract has been executed.

Comment #2: How can one determine if a house is in foreclosure before leasing the unit?

PHA Response: Clients are encouraged to seek foreclosure information through the Tax Office at their County Courthouse.

Comment #3: Are clients required to stay in their unit and fulfill the lease if the home has been broken into?

PHA Response: Clients are encouraged to communicate with their caseworkers and landlords if their home has been burglarized, however they are advised that they will have to remain in their unit and fulfill the terms of their lease.

Comment #4: Various homeownership questions on qualifying factors.

PHA Response: Homeownership was explained including qualifying criteria. If the client is interested they have been advised to speak with their caseworker for more information.

Comment #5: Is HUD kicking people off the program that are not elderly or disabled?

PHA Response: HUD is not removing families from the program, regardless of age or familial status.

Comment #6: Questions regarding funding and available vouchers?

PHA Response: Funding was discussed and explained. HUD is not providing any additional funding. The Agency only has monies for the vouchers that are issued. Administrative fees have been reduced.

Comment #7: How many months of deposit are required to be paid in advance to lease a home?

PHA Response: There are no restrictions on the amount of deposit, however clients were cautioned that one month's rent was reasonable.